

***Standard Occupational Classification (2010) for
the Destinations of Leavers from Higher
Education Institutions:
SOC 2010 (DLHE)***

***Description of Classification and Guidance
Notes***

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Standard Occupational Classification (2010) for the Destinations of Leavers from Higher Education: SOC 2010 (DLHE)

Section 1: Introduction to SOC 2010 (DLHE)

This document describes in detail and provides a coding structure for a variant of the 2010 Standard Occupational Classification (SOC2010). This version has been created for the coding of occupational information contained in the Survey of Destinations of Leavers from Higher Education Institutions. The classification is termed the Standard Occupational Classification 2010 (Destination of Leavers from Higher Education), abbreviated as SOC 2010 (DLHE).

1.1 The requirement for SOC 2010 (DLHE)

1.1.1 SOC revision

Occupational information collected via the Survey of Destinations of Leavers from Higher Education Institutions is currently coded to a variant of the 2000 Standard Occupational Classification (SOC2000), known as the SOC 2000 (DLHE).

With the introduction of the revised Standard Occupational Classification (SOC2010) within national statistical sources, it was felt appropriate to align SOC 2000 (DLHE) with the new standard. The revision of SOC embodied a variety of improvements, particular examples include managerial occupations, information technology occupations, and conservation and environment-related occupations.

The most notable changes between SOC2000 and SOC2010 are:

- some managerial occupations have been relocated from Major group 1 to Major groups 2, 3 or 4, e.g. IT Managers, Sales Managers, Office Managers;
- revision of Information technology and telecommunications occupations, mainly within Major group 2;
- revision of Conservation/environmental occupations;
- relocation of Nurses and Midwives from Major group 3 to Major group 2;
- creation of several supervisory groups, e.g. Cleaning supervisors, Retail supervisors, Engineering supervisors and Construction supervisors.

More information about SOC2010 and the revision can be found from the ONS website under 'Guidance and Methodology – current standard classifications':

<http://www.ons.gov.uk/>

1.1.2 Review of SOC 2000 (DLHE)

HESA conducted a review of SOC 2000 (DLHE) in 2011. The current 5-digit coding frame was originally created to allow for more detailed coding in areas where the standard version did not provide enough detail to record accurately the jobs undertaken by graduates. HESA undertook some analysis of the use made of the extra detail (the 5th digit) and to identify areas where using SOC 2010 in its standard form (4 digits) will result in a loss of data as compared with the current position.

The conclusion of the review was that most SOC 2010 unit groups are sufficiently detailed for classifying jobs taken by graduates. However, certain areas were identified where more detail was considered necessary for analytical purposes. Areas where the use of five digits was recommended are described below.

1131 – Financial managers and directors: There is considerable political interest in distinguishing investment and merchant bankers from other finance management occupations due to their attractiveness to graduates and their status as an elite job for high fliers.

2111 – Chemical scientists: There is a need to differentiate between different specialisms within chemistry. Chemistry is a priority STEM subject and the profession is acknowledged as experiencing skills shortages, with one specific shortage being in analytical chemistry. Particular difficulties may arise when examining doctoral outcomes – chemistry is one of the three most popular subjects at doctoral level.

2112 - Biological scientists and biochemists: There is a number of important, specialist and vocational roles requiring specific qualifications within this occupational group. Some are of concern in the labour market; biochemistry and pharmacology in particular. Again, this causes issues for the national STEM agenda and for outcomes and planning at doctoral level.

2113 - Physical scientists: This group has the same issues as 2112, although they are less pronounced, as there are fewer dissimilar professions included under the same broader heading. It is nevertheless not desirable to be unable to differentiate e.g. between physicists and geologists.

2119 – Natural and social science professionals n.e.c.: This group comprises of occupations which are important destinations for many doctoral graduates, accounting historically for over 10 per cent of the employed doctoral cohorts. There is a need to differentiate sports scientists as in 2009 there were more than 10,000 sports science graduates at all levels, and to distinguish university researchers from other natural and social science researchers.

2212 – Psychologists: In 2008/9, nearly 20,000 degrees at all levels were awarded in psychology and over the last 10 years this has been the fastest growing subject of study. It is now the second most popular subject at doctoral level. An understanding of the employment market for psychology graduates is crucial for HE guidance, and at doctoral level it is important to be able to distinguish clinical psychologists, as these are a key doctoral destination.

2425 - Actuaries, economists and statisticians: The current group cannot distinguish between actuaries, statisticians, economists and mathematicians. This is problematic for the STEM agenda, and for tracking mathematics and economics graduates, particularly at doctoral level.

2426 - Business and related research professionals: Like 2119, this group is important for doctoral graduates and at present does little to aid the understanding of doctoral destinations. It is desirable to break out public sector researchers and those in media from those who are merely 'not elsewhere classified'.

3421 - Graphic designers: The ability to distinguish between graphic artists and designers, and other forms of commercial artists is important for institutions heavily involved with creative arts graduates and for understanding a labour market undergoing rapid change.

3422 - Product, clothing and related designers: There were over 10,000 design course graduates in 2008/9 in disciplines that often do not overlap. These courses are popular and it makes examination of the labour market for design qualifications, and guidance for students on these courses, problematic if not to be able to distinguish between different job options.

1.2 Description of the occupational coding manual, the software and the coding index

This coding manual is divided into three main sections. The first section discusses some classification principles.

The second section describes the structure of SOC 2010 (DLHE) occupational groups at 4-digit and 5-digit levels.

The third section consists of general guidance notes for SOC 2010 (DLHE) coding.

In addition to this manual, Cascot coding software is distributed. It contains the full SOC 2010 (DLHE) coding index. Coding can be performed using the software, which indicates the best matching index entry and its code for each job title to be coded. The software also allows the user to search for and select another code from the index when needed. In unclear cases the guidance notes should be consulted. The coding software is 'packaged' in a single file (CascotDLHE.jar) which should be copied to the coder's computer to a specific location. By navigating to this location and double-clicking the file the software launches and the coding screen opens. The software works on the same principles as the previous Cascot software distributed by HESA for coding to SOC 2000 (DLHE).

1.3 Classification principles

At its broadest level, the major group structure of SOC consists of nine occupational categories that are designed to be useful in bringing together jobs that are similar in terms of the qualifications, training, skills and experience commonly associated with the competent performance of work tasks. Table 1 shows the nine major groups of SOC, defined in terms of the general nature of skills associated with the competent performance of tasks in the occupations classified within each major group.

	Major group	General nature of qualifications, training and experience for occupations in the major group
1	Managers, directors and senior officials	A significant amount of knowledge and experience of the production processes and service requirements associated with the efficient functioning of organisations and businesses.
2	Professional occupations	A degree or equivalent qualification, with some occupations requiring postgraduate qualifications and/or a formal period of experience-related training.
3	Associate professional and technical occupations	An associated high-level vocational qualification, often involving a substantial period of full-time training or further study. Some additional task-related training is usually provided through a formal period of induction.
4	Administrative and secretarial occupations	A good standard of general education. Certain occupations will require further additional vocational training to a well-defined standard (e.g. office skills).
5	Skilled trades occupations	A substantial period of training, often provided by means of a work based training programme.
6	Caring, leisure and other service occupations	A good standard of general education. Certain occupations will require further additional vocational training, often provided by means of a work-based training programme.
7	Sales and customer service occupations	A general education and a programme of work-based training related to Sales procedures. Some occupations require additional specific technical knowledge but are included in this major group because the primary task involves selling.
8	Process, plant and machine operatives	The knowledge and experience necessary to operate vehicles and other mobile and stationary machinery, to operate and monitor industrial plant and equipment, to assemble products from component parts according to strict rules and procedures and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of competence for associated tasks and will have a related period of formal training.
9	Elementary occupations	Occupations classified at this level will usually require a minimum general level of education (that is, that which is acquired by the end of the period of compulsory education). Some occupations at this level will also have short periods of work-related training in areas such as health and safety, food hygiene, and customer service requirements.

Table 1: General nature of qualifications, training and experience for occupations in SOC Major groups

In addition to Major groups, SOC2010 classifies occupations into Sub-major groups, Minor groups and Unit groups. An example from Major group 3 is shown below.

- 3 - ASSOCIATE PROFESSIONAL AND TECHNICAL OCCUPATIONS (Major group)
- 34 - CULTURE, MEDIA AND SPORTS OCCUPATIONS (Sub-major group)
- 341 - Artistic, Literary and Media Occupations (Minor group)
- 3416 - Arts officers, producers and directors (Unit group)
- 3416 - Television producer (Occupational title within the Unit group)

It has been assumed that for comparability with other data sources the SOC 2010 (DLHE) should match SOC 2010 at the four digit (Unit group) level.

Within the 5-digit version of SOC2010 for Higher Education Statistics, a trailing zero (i.e. where the fifth digit is a zero) is used to indicate the fact that no further distinction is made below the Unit group (4-digit) level. Thus, in accordance with HESA review, for most Unit groups there exists only one 5-digit sub-category, which is simply the corresponding 4-digit category of SOC2010 plus a trailing zero. The SOC 2010 (DLHE) version of the above example is shown below.

- 3 - ASSOCIATE PROFESSIONAL AND TECHNICAL OCCUPATIONS (Major group)
- 34 - CULTURE, MEDIA AND SPORTS OCCUPATIONS (Sub-major group)
- 341 - Artistic, Literary and Media Occupations (Minor group)
- 3416 - Arts officers, producers and directors (Unit group)
- 34160 - Arts officers, producers and directors (5-digit group)
- 34160 - Television producer (Occupational title within the 5-digit group)

For the Unit groups identified by HESA needing further disaggregation, required detailed definition of occupations has been achieved by sub-division of existing 4-digit groups to create new 5-digit categories. An example below shows one of these unit groups with its subdivision.

- 2 - PROFESSIONAL OCCUPATIONS
- 21 - SCIENCE, RESEARCH, ENGINEERING AND TECHNOLOGY PROFESSIONALS
- 211 - Natural and Social Science Professionals
- 2111 - Chemical scientists
- 21111 - Chemists
- 21112 - Research/ development chemists
- 21113 - Analytical chemists
- 21119 - Chemical scientists n.e.c.

Section 2 of this volume shows the structure of the SOC 2010 (DLHE) classification, presenting the codes and titles assigned to all 4-digit and 5-digit categories.

The code '00010' is reserved for instances where occupational information is provided but is inadequate for coding purposes.

The code '00020' is reserved for instances where occupational information is not stated.

The abbreviation 'n.e.c.' refers to occupations *not elsewhere classified*.

A majority of job titles can be coded using the Cascot software and accepting one of the best matching codes. However, there will be instances where job titles provided by respondents cannot be easily located in the index. The users can browse the full coding index within the software in order to locate the correct code. When further guidance is required regarding the general principles of occupational classification, users are encouraged to read the guidance notes in section 3 of this document.

Section 2: Structure of SOC 2010 (DLHE) Occupational Groups

Unit group (4 digits)	Unit group title	Unit group (5 digits)	Unit group title (where expanded)
1115	Chief executives and senior officials	11150	
1116	Elected officers and representatives	11160	
1121	Production managers and directors in manufacturing	11210	
1122	Production managers and directors in construction	11220	
1123	Production managers and directors in mining and energy	11230	
1131	Financial managers and directors	11311	Finance managers and directors
		11312	Investment/ merchant bankers
		11313	Chartered company secretaries, treasurers, company registrars
		11319	Financial managers and directors n.e.c.
1132	Marketing and sales directors	11320	
1133	Purchasing managers and directors	11330	
1134	Advertising and public relations directors	11340	
1135	Human resource managers and directors	11350	
1136	Information technology and telecommunications directors	11360	
1139	Functional managers and directors n.e.c.	11390	
1150	Financial institution managers and directors	11500	
1161	Managers and directors in transport and distribution	11610	
1162	Managers and directors in storage and warehousing	11620	
1171	Officers in armed forces	11710	
1172	Senior police officers	11720	
1173	Senior officers in fire, ambulance, prison and related services	11730	
1181	Health services and public health managers and directors	11810	
1184	Social services managers and directors	11840	
1190	Managers and directors in retail and wholesale	11900	
1211	Managers and proprietors in agriculture and horticulture	12110	
1213	Managers and proprietors in forestry, fishing and related services	12130	
1221	Hotel and accommodation managers and proprietors	12210	
1223	Restaurant and catering establishment managers and proprietors	12230	
1224	Publicans and managers of licensed premises	12240	
1225	Leisure and sports managers	12250	
1226	Travel agency managers and proprietors	12260	
1241	Health care practice managers	12410	
1242	Residential, day and domiciliary care managers and proprietors	12420	
1251	Property, housing and estate managers	12510	
1252	Garage managers and proprietors	12520	
1253	Hairdressing and beauty salon managers and proprietors	12530	
1254	Shopkeepers and proprietors – wholesale and retail	12540	
1255	Waste disposal and environmental services managers	12550	
1259	Managers and proprietors in other services n.e.c.	12590	

2111	Chemical scientists	21111	Chemists
		21112	Research/ development chemists
		21113	Analytical chemists
		21119	Chemical scientists n.e.c.
2112	Biological scientists and biochemists	21121	Biochemists, medical scientists
		21122	Biologists
		21123	Bacteriologists, microbiologists, etc.
		21124	Botanists
		21125	Pathologists
		21126	Agricultural scientists
		21127	Physiologists
		21128	Pharmacologists
		21129	Biological scientists and biochemists n.e.c.
2113	Physical scientists	21131	Physicists
		21132	Geophysicists
		21133	Geologists, mineralogists, etc.
		21134	Meteorologists
		21135	Astronomers
		21139	Physical scientists n.e.c.
2114	Social and humanities scientists	21140	
2119	Natural and social science professionals n.e.c.	21191	University researchers, unspecified discipline
		21192	Sports scientists
		21199	Natural and social science professionals n.e.c.
2121	Civil engineers	21210	
2122	Mechanical engineers	21220	
2123	Electrical engineers	21230	
2124	Electronics engineers	21240	
2126	Design and development engineers	21260	
2127	Production and process engineers	21270	
2129	Engineering professionals n.e.c.	21290	
2133	IT specialist managers	21330	
2134	IT project and programme managers	21340	
2135	IT business analysts, architects and systems designers	21350	
2136	Programmers and software development professionals	21360	
2137	Web design and development professionals	21370	
2139	Information technology and telecommunications professionals n.e.c.	21390	
2141	Conservation professionals	21410	
2142	Environment professionals	21420	
2150	Research and development managers	21500	
2211	Medical practitioners	22110	
2212	Psychologists	22121	Psychologists
		22122	Education psychologists
		22123	Clinical psychologists
		22124	Occupational psychologists
		22129	Psychology assistants
2213	Pharmacists	22130	

2214	Ophthalmic opticians	22140	
2215	Dental practitioners	22150	
2216	Veterinarians	22160	
2217	Medical radiographers	22170	
2218	Podiatrists	22180	
2219	Health professionals n.e.c.	22190	
2221	Physiotherapists	22210	
2222	Occupational therapists	22220	
2223	Speech and language therapists	22230	
2229	Therapy professionals n.e.c.	22290	
2231	Nurses	22310	
2232	Midwives	22320	
2311	Higher education teaching professionals	23110	
2312	Further education teaching professionals	23120	
2314	Secondary education teaching professionals	23140	
2315	Primary and nursery education teaching professionals	23150	
2316	Special needs education teaching professionals	23160	
2317	Senior professionals of educational establishments	23170	
2318	Education advisers and school inspectors	23180	
2319	Teaching and other educational professionals n.e.c.	23190	
2412	Barristers and judges	24120	
2413	Solicitors	24130	
2419	Legal professionals n.e.c.	24190	
2421	Chartered and certified accountants	24210	
2423	Management consultants and business analysts	24230	
2424	Business and financial project management professionals	24240	
2425	Actuaries, economists and statisticians	24251	Actuaries
		24252	Economists
		24253	Statisticians
		24254	Mathematicians
		24259	Actuaries, economists and statisticians n.e.c.
2426	Business and related research professionals	24261	Researchers (media)
		24262	Researchers (national security, police)
		24269	Researchers n.e.c.
2429	Business, research and administrative professionals n.e.c.	24290	
2431	Architects	24310	
2432	Town planning officers	24320	
2433	Quantity surveyors	24330	
2434	Chartered surveyors	24340	
2435	Chartered architectural technologists	24350	
2436	Construction project managers and related professionals	24360	
2442	Social workers	24420	
2443	Probation officers	24430	
2444	Clergy	24440	
2449	Welfare professionals n.e.c.	24490	
2451	Librarians	24510	

2452	Archivists and curators	24520	
2461	Quality control and planning engineers	24610	
2462	Quality assurance and regulatory professionals	24620	
2463	Environmental health professionals	24630	
2471	Journalists, newspaper and periodical editors	24710	
2472	Public relations professionals	24720	
2473	Advertising accounts managers and creative directors	24730	
3111	Laboratory technicians	31110	
3112	Electrical and electronics technicians	31120	
3113	Engineering technicians	31130	
3114	Building and civil engineering technicians	31140	
3115	Quality assurance technicians	31150	
3116	Planning, process and production technicians	31160	
3119	Science, engineering and production technicians n.e.c.	31190	
3121	Architectural and town planning technicians	31210	
3122	Draughtspersons	31220	
3131	IT operations technicians	31310	
3132	IT user support technicians	31320	
3213	Paramedics	32130	
3216	Dispensing opticians	32160	
3217	Pharmaceutical technicians	32170	
3218	Medical and dental technicians	32180	
3219	Health associate professionals n.e.c.	32190	
3231	Youth and community workers	32310	
3233	Child and early years officers	32330	
3234	Housing officers	32340	
3235	Counsellors	32350	
3239	Welfare and housing associate professionals n.e.c.	32390	
3311	NCOs and other ranks	33110	
3312	Police officers (sergeant and below)	33120	
3313	Fire service officers (watch manager and below)	33130	
3314	Prison service officers (below principal officer)	33140	
3315	Police community support officers	33150	
3319	Protective service associate professionals n.e.c.	33190	
3411	Artists	34110	
3412	Authors, writers and translators	34120	
3413	Actors, entertainers and presenters	34130	
3414	Dancers and choreographers	34140	
3415	Musicians	34150	
3416	Arts officers, producers and directors	34160	
3417	Photographers, audio-visual and broadcasting equipment operators	34170	
3421	Graphic designers	34211	Graphic designers
		34212	Commercial artists
		34213	Exhibition, multimedia designers
		34214	Desktop publishing assistants and operators
		34219	Graphic design copyists and setters-out

3422	Product, clothing and related designers	34221	Interior decoration designers
		34222	Set designers (stage etc.)
		34223	Industrial designers
		34224	Textile designers
		34225	Clothing designers
		34226	Clothing advisers, consultants
		34227	Furniture designers
		34228	Jewellery designers
		34229	Product, clothing and related designers n.e.c.
3441	Sports players	34410	
3442	Sports coaches, instructors and officials	34420	
3443	Fitness instructors	34430	
3511	Air traffic controllers	35110	
3512	Aircraft pilots and flight engineers	35120	
3513	Ship and hovercraft officers	35130	
3520	Legal associate professionals	35200	
3531	Estimators, valuers and assessors	35310	
3532	Brokers	35320	
3533	Insurance underwriters	35330	
3534	Finance and investment analysts and advisers	35340	
3535	Taxation experts	35350	
3536	Importers and exporters	35360	
3537	Financial and accounting technicians	35370	
3538	Financial accounts managers	35380	
3539	Business and related associate professionals n.e.c.	35390	
3541	Buyers and procurement officers	35410	
3542	Business sales executives	35420	
3543	Marketing associate professionals	35430	
3544	Estate agents and auctioneers	35440	
3545	Sales accounts and business development managers	35450	
3546	Conference and exhibition managers and organisers	35460	
3550	Conservation and environmental associate professionals	35500	
3561	Public services associate professionals	35610	
3562	Human resources and industrial relations officers	35620	
3563	Vocational and industrial trainers and instructors	35630	
3564	Careers advisers and vocational guidance specialists	35640	
3565	Inspectors of standards and regulations	35650	
3567	Health and safety officers	35670	
4112	National government administrative occupations	41120	
4113	Local government administrative occupations	41130	
4114	Officers of non-governmental organisations	41140	
4121	Credit controllers	41210	
4122	Book-keepers, payroll managers and wages clerks	41220	
4123	Bank and post office clerks	41230	
4124	Finance officers	41240	
4129	Financial administrative occupations n.e.c.	41290	

4131	Records clerks and assistants	41310
4132	Pensions and insurance clerks and assistants	41320
4133	Stock control clerks and assistants	41330
4134	Transport and distribution clerks and assistants	41340
4135	Library clerks and assistants	41350
4138	Human resources administrative occupations	41380
4151	Sales administrators	41510
4159	Other administrative occupations n.e.c.	41590
4161	Office managers	41610
4162	Office supervisors	41620
4211	Medical secretaries	42110
4212	Legal secretaries	42120
4213	School secretaries	42130
4214	Company secretaries	42140
4215	Personal assistants and other secretaries	42150
4216	Receptionists	42160
4217	Typists and related keyboard occupations	42170
5111	Farmers	51110
5112	Horticultural trades	51120
5113	Gardeners and landscape gardeners	51130
5114	Groundsmen and greenkeepers	51140
5119	Agricultural and fishing trades n.e.c.	51190
5211	Smiths and forge workers	52110
5212	Moulders, core makers and die casters	52120
5213	Sheet metal workers	52130
5214	Metal plate workers and riveters	52140
5215	Welding trades	52150
5216	Pipe fitters	52160
5221	Metal machining setters and setter-operators	52210
5222	Tool makers, tool fitters and markers-out	52220
5223	Metal working production and maintenance fitters	52230
5224	Precision instrument makers and repairers	52240
5225	Air-conditioning and refrigeration engineers	52250
5231	Vehicle technicians, mechanics and electricians	52310
5232	Vehicle body builders and repairers	52320
5234	Vehicle paint technicians	52340
5235	Aircraft maintenance and related trades	52350
5236	Boat and ship builders and repairers	52360
5237	Rail and rolling stock builders and repairers	52370
5241	Electricians and electrical fitters	52410
5242	Telecommunications engineers	52420
5244	TV, video and audio engineers	52440
5245	IT engineers	52450
5249	Electrical and electronic trades n.e.c.	52490
5250	Skilled metal, electrical and electronic trades supervisors	52500
5311	Steel erectors	53110

5312	Bricklayers and masons	53120
5313	Roofers, roof tilers and slaters	53130
5314	Plumbers and heating and ventilating engineers	53140
5315	Carpenters and joiners	53150
5316	Glaziers, window fabricators and fitters	53160
5319	Construction and building trades n.e.c.	53190
5321	Plasterers	53210
5322	Floorers and wall tilers	53220
5323	Painters and decorators	53230
5330	Construction and building trades supervisors	53300
5411	Weavers and knitters	54110
5412	Upholsterers	54120
5413	Footwear and leather working trades	54130
5414	Tailors and dressmakers	54140
5419	Textiles, garments and related trades n.e.c.	54190
5421	Pre-press technicians	54210
5422	Printers	54220
5423	Print finishing and binding workers	54230
5431	Butchers	54310
5432	Bakers and flour confectioners	54320
5433	Fishmongers and poultry dressers	54330
5434	Chefs	54340
5435	Cooks	54350
5436	Catering and bar managers	54360
5441	Glass and ceramics makers, decorators and finishers	54410
5442	Furniture makers and other craft woodworkers	54420
5443	Florists	54430
5449	Other skilled trades n.e.c.	54490
6121	Nursery nurses and assistants	61210
6122	Childminders and related occupations	61220
6123	Playworkers	61230
6125	Teaching assistants	61250
6126	Educational support assistants	61260
6131	Veterinary nurses	61310
6132	Pest control officers	61320
6139	Animal care services occupations n.e.c.	61390
6141	Nursing auxiliaries and assistants	61410
6142	Ambulance staff (excluding paramedics)	61420
6143	Dental nurses	61430
6144	Houseparents and residential wardens	61440
6145	Care workers and home carers	61450
6146	Senior care workers	61460
6147	Care escorts	61470
6148	Undertakers, mortuary and crematorium assistants	61480
6211	Sports and leisure assistants	62110
6212	Travel agents	62120

6214	Air travel assistants	62140
6215	Rail travel assistants	62150
6219	Leisure and travel service occupations n.e.c.	62190
6221	Hairdressers and barbers	62210
6222	Beauticians and related occupations	62220
6231	Housekeepers and related occupations	62310
6232	Caretakers	62320
6240	Cleaning and housekeeping managers and supervisors	62400
7111	Sales and retail assistants	71110
7112	Retail cashiers and check-out operators	71120
7113	Telephone salespersons	71130
7114	Pharmacy and other dispensing assistants	71140
7115	Vehicle and parts salespersons and advisers	71150
7121	Collector salespersons and credit agents	71210
7122	Debt, rent and other cash collectors	71220
7123	Roundspersons and van salespersons	71230
7124	Market and street traders and assistants	71240
7125	Merchandisers and window dressers	71250
7129	Sales related occupations n.e.c.	71290
7130	Sales supervisors	71300
7211	Call and contact centre occupations	72110
7213	Telephonists	72130
7214	Communication operators	72140
7215	Market research interviewers	72150
7219	Customer service occupations n.e.c.	72190
7220	Customer service managers and supervisors	72200
8111	Food, drink and tobacco process operatives	81110
8112	Glass and ceramics process operatives	81120
8113	Textile process operatives	81130
8114	Chemical and related process operatives	81140
8115	Rubber process operatives	81150
8116	Plastics process operatives	81160
8117	Metal making and treating process operatives	81170
8118	Electroplaters	81180
8119	Process operatives n.e.c.	81190
8121	Paper and wood machine operatives	81210
8122	Coal mine operatives	81220
8123	Quarry workers and related operatives	81230
8124	Energy plant operatives	81240
8125	Metal working machine operatives	81250
8126	Water and sewerage plant operatives	81260
8127	Printing machine assistants	81270
8129	Plant and machine operatives n.e.c.	81290
8131	Assemblers (electrical and electronic products)	81310
8132	Assemblers (vehicles and metal goods)	81320
8133	Routine inspectors and testers	81330

8134	Weighers, graders and sorters	81340
8135	Tyre, exhaust and windscreen fitters	81350
8137	Sewing machinists	81370
8139	Assemblers and routine operatives n.e.c.	81390
8141	Scaffolders, staggers and riggers	81410
8142	Road construction operatives	81420
8143	Rail construction and maintenance operatives	81430
8149	Construction operatives n.e.c.	81490
8211	Large goods vehicle drivers	82110
8212	Van drivers	82120
8213	Bus and coach drivers	82130
8214	Taxi and cab drivers and chauffeurs	82140
8215	Driving instructors	82150
8221	Crane drivers	82210
8222	Fork-lift truck drivers	82220
8223	Agricultural machinery drivers	82230
8229	Mobile machine drivers and operatives n.e.c.	82290
8231	Train and tram drivers	82310
8232	Marine and waterways transport operatives	82320
8233	Air transport operatives	82330
8234	Rail transport operatives	82340
8239	Other drivers and transport operatives n.e.c.	82390
9111	Farm workers	91110
9112	Forestry workers	91120
9119	Fishing and other elementary agriculture occupations n.e.c.	91190
9120	Elementary construction occupations	91200
9132	Industrial cleaning process occupations	91320
9134	Packers, bottlers, canners and fillers	91340
9139	Elementary process plant occupations n.e.c.	91390
9211	Postal workers, mail sorters, messengers and couriers	92110
9219	Elementary administration occupations n.e.c.	92190
9231	Window cleaners	92310
9232	Street cleaners	92320
9233	Cleaners and domestics	92330
9234	Launderers, dry cleaners and pressers	92340
9235	Refuse and salvage occupations	92350
9236	Vehicle valeters and cleaners	92360
9239	Elementary cleaning occupations n.e.c.	92390
9241	Security guards and related occupations	92410
9242	Parking and civil enforcement occupations	92420
9244	School midday and crossing patrol occupations	92440
9249	Elementary security occupations n.e.c.	92490
9251	Shelf fillers	92510
9259	Elementary sales occupations n.e.c.	92590
9260	Elementary storage occupations	92600
9271	Hospital porters	92710

9272	Kitchen and catering assistants	92720
9273	Waiters and waitresses	92730
9274	Bar staff	92740
9275	Leisure and theme park attendants	92750
9279	Other elementary services occupations n.e.c.	92790

Section 3: General Guidance Notes for the SOC 2010 (DLHE) coding

3.1 Indexing word

Job titles are arranged under **indexing** words. The **indexing** word is usually the word which describes the core set of tasks which characterise a job. Examples of these are words such as 'operator', 'cleaner', and 'attendant'. However some indexing words are very general terms which give no indication of the work being performed, such as:

Boy
Employee
Girl
Hand
Lad
Man
Woman
Worker
Workman

3.2 Equivalent Words

The feminine form of a job title is not indexed unless it is very common or its coding is different from the coding of the masculine form, so actor is in the index but not actress. Similarly, use index entries listed as man for 'woman' (where there is no index entry for **woman**), and 'person'.

3.3 Job titles

Sometimes a job title is just a single word which links exactly to an index entry and therefore is simple to code.

34130 Actor
24130 Solicitor

The indexing word is rarely sufficient to enable the job title to be correctly coded. Frequently an indexing word is made specific by the use of a qualifying term, for example to code 'Cake decorator' use the indexing word 'Decorator' and the qualifying word 'cake'.

3.4 Reverse word order

The entries in the index generally appear in reverse word order, for example:

'Betting shop cashier' will be found under

41290 Cashier, shop, betting

3.5 Qualifying terms

In most cases the job title is made specific by words which are called **qualifying terms**. These are occupational, industrial and additional qualifying terms.

3.6 Occupational qualifying terms

Words shown separated from the indexing word by a comma are called **occupational qualifying terms** and **must** precede the indexing word in the job title being coded. For example, use the index entry

92720 Assistant, canteen

to code 'Canteen assistant'.

Occupational qualifying terms are indexed in reverse word order, for example the job title 'Stage lighting technician' is indexed as:

52410 Technician, lighting, stage

A job title may contain a further qualifying word that is not listed in the index. For example, there is no index entry 'Controller, depot, freight' but the job title 'Freight depot controller' is coded using the index entry:

41330 Controller, depot

Similarly, 'White clay modeller' is coded from the index entry:

54410 Modeller, clay

and 'Bank technician' is coded from the index entry:

31190 Technician

It is important to work in the order of the words. For example 'Hospital office administrator' must be coded from:

41590 Administrator, office

NOT

35610 Administrator, hospital

Sometimes a job title is recorded with the indexing word written before the occupational qualifying term, for example 'Controller purchasing'. Where no other words are recorded in the job title, the corresponding index entry can be used, for this example:

35410 Controller, purchasing

3.7 Compound words

For compound words, such as 'Groundkeeper', where the last element is an indexing word, go to the index for that indexing word:

51140 Keeper, ground

and 'Toolmaker' is indexed under

52220 Maker, tool

Some very common terms have also been indexed in their natural word order, for example, 'Bricklayer' and 'Coastguard'.

3.8 Use of 'ad', 'and', 'at', 'de', 'for', 'in', 'of', 'on', 'the', 'to'

Some job titles may be qualified by a clause following the indexing word, for example:

24190 Clerk of the court

54340 Chef de partie

Titles like these are indexed as such. These job titles are usually very specific so the index entries must be used with special care. For example, 'Council clerk' must **NOT** be coded from the index entry:

11390 Clerk to the council

3.9 Double-barrelled job titles

Sometimes a job title is expressed as two titles connected by a hyphen. Commonly used hyphenated job titles are listed in the index. Do not reverse the order of the words, so for example to code 'Fitter-driver' go for indexing word 'Fitter' to find

52230 Fitter-driver

Do not use the second title in the pair which would lead to:

82110 Driver-fitter

The hyphen can be read as an oblique. For example, 'Receptionist/typist' is coded from:

42160 Receptionist-typist

Where a double-barrelled job title does not appear in the index, look up the first title. For example 'Cataloguer-lister', is coded from:

41310 Cataloguer

Only use the second title if the first is not in the index. For example, 'Pestman-fumigator' is coded from:

61320 Fumigator

3.10 Industrial and additional qualifying terms

These qualifying terms can be more freely interpreted than the strict observance of occupational qualifying terms. They may be used where they are part of the job title, or where they can be inferred from it, or they may have been provided in answer to a question other than one asking for details of a person's job title. Some examples are shown in the notes which follow.

3.10.1 Industrial qualifying terms

Industrial qualifying terms are shown within brackets and can take the form of an industry or branch of industry in which the person works. The abbreviation 'mfr' is used to cover manufacturing, making, building and repairing.

The industrial qualifying term 'government' includes both government departments and government agencies at national, regional and local levels.

An industrial qualifying term is used in the example, 'Tractor driver on a farm', which is coded from the index entry:

82230 Driver, tractor (agriculture)

Similarly, the job title 'Furnaceman' – industry 'steelworks' is coded from the index entry:

81170 Furnaceman (metal trades)

3.10.2 Additional qualifying terms

Sometimes the qualifying term is more easily stated in terms of the type of material worked with, the machinery used or the process involved. These additional qualifying terms enable a

number of specific terms to be summarised in a more general word and are shown in the index within brackets. Two examples of additional qualifying terms are:

The job title 'Steel plate moulder' is coded from the index entry:

52120 Moulder, plate (metal)

The job title 'Gold leaf cutter' is coded from the index entry:

54490 Cutter, leaf (precious metals)

Additional qualifying terms can also, in a few cases, take the form of professional qualifications to differentiate between occupations. Two examples are:

The job title 'Cost accountant' has the following index entries:

24210 Accountant, cost (qualified)

41220 Accountant, cost

The job title 'Thermal engineer' has the following index entries:

21290 Engineer, thermal (professional)

53140 Engineer, thermal

3.10.3 Order of qualifying terms

The list for an indexing word may contain some or all types of qualifying terms. Use the qualifying terms in the following order: occupational, then additional, and then industrial.

3.11 Default index entries

Where a code number appears against an indexing word, the indexing word is used as a **default** index entry.

The default index entry is used to code all job titles which include the indexing word but which cannot be coded from any of the index entries with occupational, additional, or industrial qualifying terms. The following examples explain the **default** convention.

The job title 'Wedding caterer' is coded from the default index entry:

54360 Caterer

because 'wedding' is not in the list of occupational qualifying terms and none of the additional or industrial qualifying terms for indexing word 'caterer' relate to 'wedding'.

For job title 'School laboratory technician' the default index entry:

31110 Technician, laboratory

is used since none of the other index entries for 'laboratory technician' include the word 'school'. In the same way, the job title 'Hospital office administrator' is coded from:

41590 Administrator, office

because 'hospital' is not in the list of other index entries for 'office administrator', the default entry is used. As mentioned previously, the order of the words is significant. The index entry:

35610 Administrator, hospital

must **NOT** be used for 'Hospital office administrator'.

Another example of the use of a default code is the entry:

92330 Cleaner

There are several entries for the indexing word 'Cleaner' with occupational, additional and industrial qualifying terms. The default entry is used when

- a) none of the qualifying terms apply, or
- b) only the word 'Cleaner' has been recorded with **NO** other occupational, additional or industrial information.

The use of the default entry, as described in item b) above, does not apply when there is an 'nos' entry in the list for the indexing word, see 3.12.

3.12 Use of 'nos' – not otherwise specified

An index entry with 'nos' listed as an occupational qualifying term is used more precisely than a default index entry. The abbreviation 'nos' is used to denote that the index entry can only be used where the job title has been recorded without any other information to use as occupational, additional, or industrial qualifying terms.

For example the list of index entries for Chemist has a 'nos' entry and a default entry.

The job title 'Pigment chemist' is coded using the default index entry:

21111 Chemist

because the word 'pigment' does not appear in the occupational qualifying terms in the list for chemists.

The job title 'Chemist' working in the retail trade is coded using the index entry:

22130 Chemist (retail trade)

The job title 'Chemist', with **no** other information, is coded using the index entry:

22130 Chemist, nos

3.13 Abbreviations

It is common for some job titles to be abbreviated and these abbreviations are indexed, for example:

11160 MEP

is the index entry for MEP (which is the abbreviation for Member of the European Parliament) and is included in the coding index.

33150 PCSO

is the index entry for PCSO (which is the abbreviation for Police Community Support Officer) and is listed in the index.

Sometimes grades or qualifications are used as job titles and written as abbreviations. These are listed in the index. For example:

24120 QC

for Queen's Counsel, and

22160 MRCVS

for Member of the Royal College of Veterinary Surgeons.

The abbreviations 'cnc' and 'nc' are occupational qualifying terms which stand for 'computer numerically controlled', and 'numerically controlled'. They are most often used with job titles such as Press setter, Machine setter, Programmer and Operator.

3.14 Assistant, Deputy, Principal, etc. as prefixes

Job titles prefixed by words which indicate a position in a hierarchy, for example, 'apprentice', 'assistant', 'chief', 'departmental', 'deputy', 'head', 'principal', 'trainee', 'under', are normally coded as though the prefix words were not present.

For example, the job title 'Assistant radiographer' is coded from:

22170 Radiographer

The job title 'Assistant Funeral Director' is coded from:

61480 Director, funeral

There are a few exceptions where the coding is altered by such a qualifying word and in those instances the complete title is indexed, for example:

24290 Secretary, private, principal

42150 Secretary, private

See also note 3.21 for the conventional coding of certain apprentices and trainees, and for 3.25 for terms used with Engineer.

3.15 Assistant, Deputy, Principal, etc. as indexing words

As well as prefixing a job title, 'assistant', 'deputy', and 'principal' can also be titles in their own right. For example, in the job title 'Chef's assistant', assistant is the indexing word so this title is coded using the index entry:

92720 Assistant, chef's

Similarly, 'Radiographer's assistant' is coded from:

61410 Assistant, radiographer's

3.16 Conversion to job title

Occupation information is not always given as a job title and sometimes the response has to be converted before it can be found in the index. Verbs or parts of verbs are normally converted to nouns, **except in the following instances:**

Banking
Building
Catering
Engineering
Printing

For example, 'engineering' is **not** converted to Engineer and 'banking' is **not** converted to Banker but descriptions such as 'packing' can be converted to 'Packer'. Similarly convert 'inspection' to Inspector, 'repair' to Repairer and 'work' to Worker, except for 'shop work' and 'brick work'.

3.17 The Armed Forces and the Civil Service

Many members of the Armed Forces and, to a lesser extent the Civil Service, have jobs which are unique to those industrial sectors. The most common job titles for Forces personnel are included in the index, for example:

Commander
Corporal
Sergeant

Where the specific term is not given, for members of the Armed Forces, if officer rank is known, code to **11710**, otherwise code to **33110**.

Similarly many terms used in the Civil Service will be found in the index.

However, where members of the Armed Forces and the Civil Service give job titles that equate to jobs found outside these organisations, for example, 'Vehicle mechanic', 'Radio operator', 'Statistician', use these titles to code the occupation, rather than rank or grade.

3.18 Diplomatic personnel

Members of foreign or Commonwealth diplomatic staffs are coded to **11150**.

3.19 Polytechnic

The word 'polytechnic' is treated as synonymous with 'university'. If an occupation includes 'polytechnic' use the entry for 'university'. For example, the job title 'Tutor in polytechnic' is coded from:

23110 Tutor (higher education, university)

3.20 Teaching staff

Teaching staff are generally coded according to the type of educational establishments where they work.

Higher educational establishments **23110**
(for example, university, law college, medical school)

Further educational establishments **23120**
(for example, agricultural college, secretarial college, technical college)

Secondary schools **23140**
(and middle schools deemed secondary schools)

Primary schools and nursery schools (and middle schools deemed primary schools) **23150**

Teachers of children, at different levels of education, who have special needs **23160**

Teachers of recreational subjects at evening institutes and similar establishments, and private tutors of music **23190**

Vocational and industrial trainers teaching occupational skills **35630**

Head teachers and principals of all types of educational establishments are now coded to **23170**. This does not apply to assistant or deputy heads.

3.21 Apprentice/Graduate apprentice/Management trainee/Trainee

All persons in training for an occupation or profession should be coded to the relevant occupation or profession for which they are training.

In cases where it is **NOT** possible to determine the occupation or profession for which they are in training, the following conventions apply for these specific cases:

Code **12590** 'Management trainee'

Code **21290** 'Graduate apprentice'

Code **21290** 'Student apprentice'

'Apprentice', with no occupational qualifying terms where there is information on industry

Code **53190** construction trades

Code **52490** electrical trades

Code **52230** engineering

Code **54490** where there is **NO** information on the industry

3.22 Foremen, Supervisors, and Team Leaders

SOC2010 differs from SOC2000 in that it recognises a specific number of supervisory jobs as distinct occupations, classifying these to a particular unit group. This occurs within the following unit groups:

41620 Office supervisors

52500 Skilled metal, electrical and electronic trades supervisors

53300 Construction and building trades supervisors

62400 Cleaning and housekeeping managers and supervisors

71300 Sales supervisors

72200 Customer service managers and supervisors

Where the indexing word consists of 'foreman/woman', 'supervisor' or 'team leader', relevant qualifying words should be checked in the index to determine whether or not coding to one of the above unit groups is appropriate. If the job is not classified to one of the above unit

groups, the indexing term is ignored and the job is classified to the occupation being supervised.

For example, the job title 'Foreman, maker, cabinet' is coded from index entry:

54420 Maker, cabinet

The job title 'Clerical supervisor' is coded from the index entry

41620 Supervisor, clerical

There are no index entries for foreman over particular groups of workers, so for example 'Foreman of labourers' is coded from the index entries for Labourer.

The following terms are regarded as synonymous with Supervisor¹ or Foreman:

Boss
Chargehand
Chargeman
Gaffer
Ganger
Headman
Overlooker
Overseer
Team leader
and also assistant foreman, assistant supervisor, etc.

All these job titles are indexed in their own right but to aid coding also refer to the index entries for Foreman.

3.23 Company Director/Director/Director of/Managing Director

Where 'Company Director', 'Director', or 'Managing director' is recorded without any occupation qualifying terms code as follows:

- (a) if any industry information is available code from the Director () entries.
- (b) if no match is found from the Director () entries, go to Manager () entries.
- (c) if no other information is available code to **12590**, except Managing director which codes to **11390**.

¹ The term 'Supervisor' is not always a synonym for Foreman. For example when used in the context of supervising children with the job title 'Playground supervisor'.

3.24 Owner/Partner/Proprietor

The list for indexing word Owner is also used for Partner and Proprietor but where another job title is stated, code to that job title. For example, 'Owner taxi driver' is coded from the index entry:

82140 Driver, taxi

The job title 'Partner bookkeeper' is coded from the index entry:

41220 Bookkeeper

The job title 'Proprietor and hairdresser' is coded from the index entry:

62210 Hairdresser

Where no other job title is stated, refer to the index entries for Owner.

3.25 Engineer

The job title engineer presents difficulty in coding because it is commonly used in a variety of circumstances. The index includes various job titles for specific engineers that may be used by both professional engineers (usually classified in Major group 2) and by those who are not regarded as professional within the classification. If the title to be coded is prefixed by the terms 'advisory', 'chief', 'chartered', 'consultant', 'design', 'development', 'principal', 'research', 'senior', it can be assumed that the person is a professional engineer.

For example, 'Chief aviation engineer' is coded from the index entry:

21220 Engineer, aviation (professional)

Where there is only a single index entry that links to a professional unit group, that can be used, so for example, the job title 'Senior quality engineer' is coded from the index entry:

24610 Engineer, quality

In cases of doubt, for the purpose of SOC 2010 (DLHE) the person should be regarded as professional.

There are a few industries in which the job titles 'Engineer' and 'Electrical engineer' are used in a specific sense so these industries are listed as industrial qualifying terms in the index entries for:

Engineer, nos

Engineer, electrical, nos

For example, where the job title 'Electrical engineer' is recorded with no other information, except that the person is working on a merchant vessel, it is coded from the index entry:

35130 Engineer, electrical, nos (shipping)

3.26 Journeyman

The word 'journeyman' is ignored when it is used with another job title. For example, 'Bookbinder journeyman' is coded from:

54230 Bookbinder

3.27 Leading hand

Where another job title is stated, code to that job title. For example, 'Leading hand precision engineer' is coded from:

52240 Engineer, precision

Where no other job title is stated, refer to the index entries for Leading hand indexed as Hand, leading.