

# GRADUATE OUTCOMES- SUMMARY OF YEAR FOUR SOC CODING ASSURANCE

HESA RESEARCH AND INSIGHT TEAM  
MAY 2023

Part of



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](https://www.jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](https://www.hesa.ac.uk/about/website/privacy).

## Communications Team

HESA

95 Promenade

Cheltenham

GL50 1HZ

E [communications@hesa.ac.uk](mailto:communications@hesa.ac.uk)

T +44 (0) 1242 388 513

W [www.hesa.ac.uk](http://www.hesa.ac.uk)



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.

Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.

Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.

Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

# Contents

1 Introduction and process .....	4
1.1 The quality assurance of SOC coding .....	4
1.2 Random sampling assurance process .....	4
1.3 Additional quality checks.....	4
1.4 Approach to reviewing HE provider feedback .....	5
2 Outcomes.....	7
2.1 Results of the random sampling process .....	7
2.2 Additional quality checks.....	7
2.2.1 Job title and major group discrepancies .....	7
2.2.2 0001 (uncodable) records .....	7
2.2.3 Same activity consistency checking.....	7
2.2.4 SOC major group by subject.....	8
2.2.5 Distribution of SOC major groups .....	8
2.3 Results of HE provider feedback .....	8
3 Further detail - examples by coding group .....	9
3.1 Systemic: ‘Wardrobe’ related roles (e.g. wardrobe technician).....	9
3.2 Inconsistent: Product Manager .....	9
3.3 Non-systemic: Client and community coordinator .....	9
3.4 Not an Issue: Optical consultant .....	10
4 Feedback to HE providers and common misunderstandings .....	11
5 Next steps .....	11
6 Annex .....	12
6.1- ONS coding rules for version 7, as taken from section 3 of the SOC 2020 Volume 2: the coding index and coding rules and conventions - Office for National Statistics .....	12

# 1 Introduction and process

## 1.1 The quality assurance of SOC coding

The Standard Occupational Classification (SOC) coding of Graduate Outcomes undergoes multiple rounds of quality assurance each year and we have worked extensively to create a robust and future-proofed approach to quality assessment. This year the quality assurance process was revised and saw the introduction of a new random sampling process. As in previous years, other checks continued and included the consistency checking of the data by the coding supplier (Oblong), a series of checks carried out by HESA to identify non-random anomalies in the dataset, and the review of provider feedback.

Graduate Outcomes' SOC coding uses the most up-to-date classification system that is available at the time of coding. The review used the three [SOC 2020 volumes](#) from the Office for National Statistics (ONS), which included the coding indexes, as well as the [CASCOT coding tool](#). Job title, job duties and employer details were all considered in assessing whether records were assigned the correct SOC code. HESA also referred to any coding guidance received previously from the ONS and sought further advice on any areas of uncertainty.

## 1.2 Random sampling assurance process

This year a new random sampling check was introduced as the central component of the SOC assurance process with the aim of enhancing the quality of the dataset by identifying systemic issues and inconsistencies in coding. Records were selected using a stratified random sample of the data and were assessed throughout the year by HESA. This sampling method ensured that all groups were represented proportionally in the sample and took account of the multiple distinct groupings in the dataset with varying numbers of records assigned to them.

As an additional step, the sample drew distinct job titles to cover as many occupations as possible. As with provider feedback, each job title selected as part of the sample was checked alongside all others with that job title, and if relevant, other similar job titles or occupations in the dataset. Areas of concern were raised with Oblong in a timely manner and as checks occur throughout the year, any areas of concern that were showing as systemic or inconsistent issues were also flagged and rechecked in the final dataset.

## 1.3 Additional quality checks

Alongside other quality checking processes, Oblong also carried out their in-depth consistency checking exercise across the entire dataset. This helped to ensure a consistent application of coding across the year. Once complete, a further set of assessments were carried out on the updated SOC data, which attempted to identify non-random anomalies in the dataset. Detail on some of these checks is included in this report. For example, 0001 (uncodable) records in the dataset were examined to ensure codes had been assigned where possible. Some checks were also carried out based on various comparisons of records by job title, SOC major group, activity type and subject groupings. More detail on the outcomes of these assessments can be found in [section 2.2](#).



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800. Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](https://www.jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](https://www.hesa.ac.uk/about/website/privacy).

## 1.4 Approach to reviewing HE provider feedback

This is the fourth year of the optional feedback process which received a total of 1,168 queries from 31 higher education (HE) providers. The level of feedback received is lower than year three, where 2,108 queries were received from 37 HE providers. To allow providers time to review their data after the closure of the final cohort, the cut-off date for feedback was 6 January 2023.

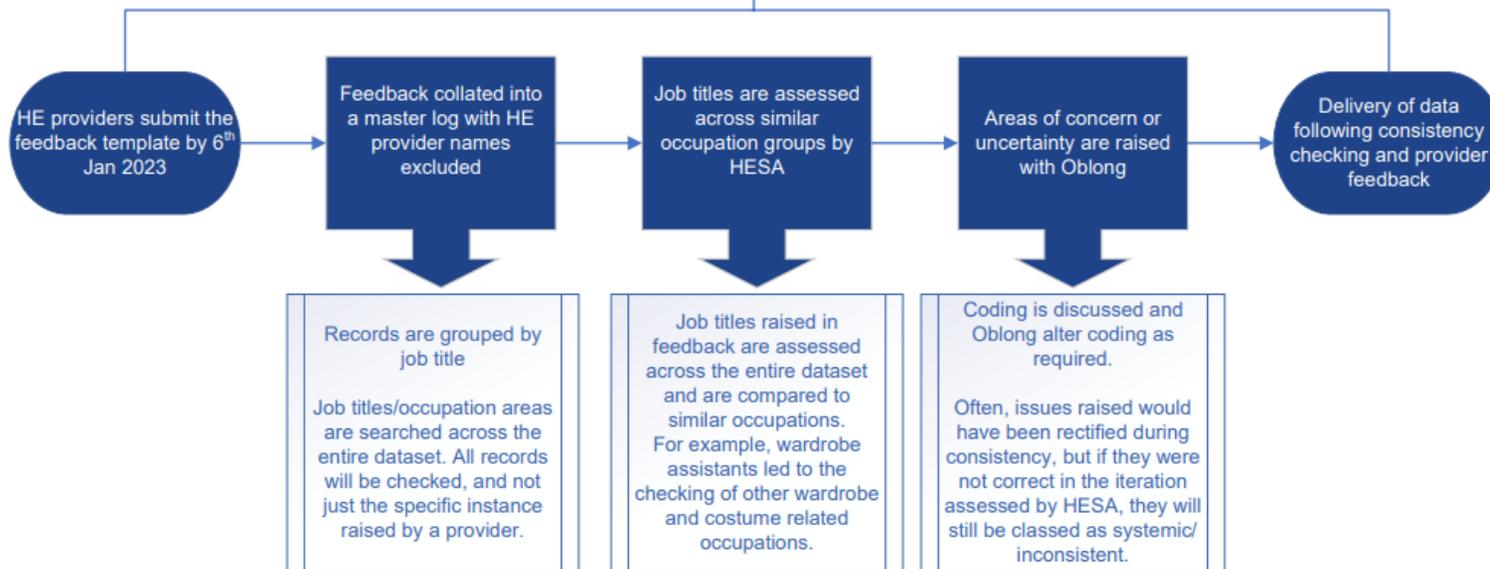
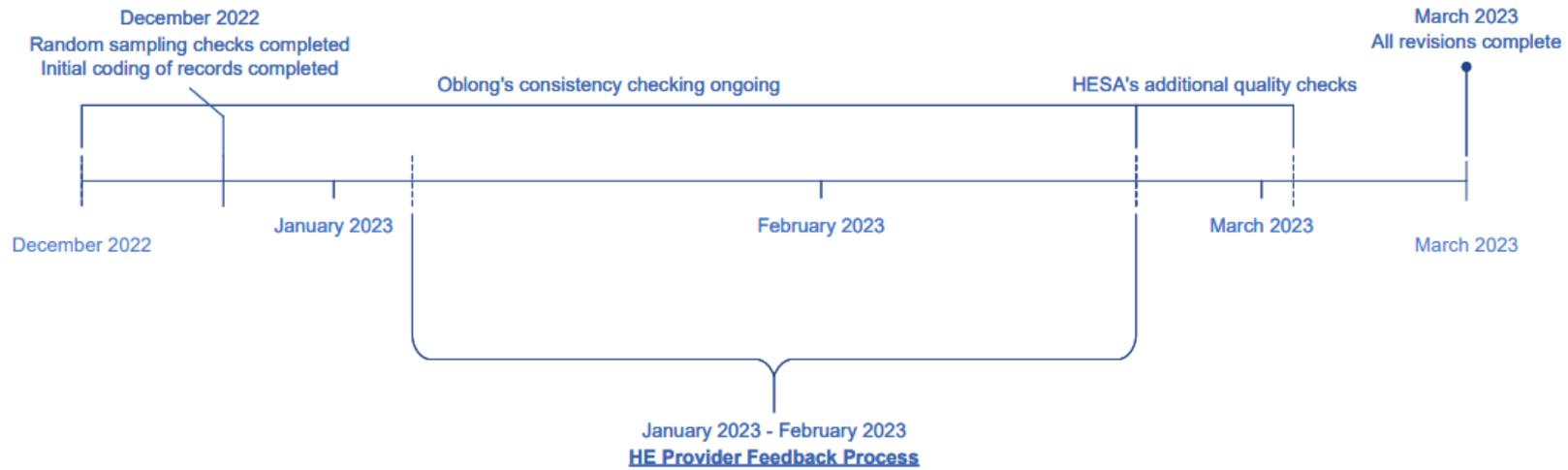
In the first stage of the process, feedback from HE providers was sent to HESA using the SOC feedback template (available on the HESA website) which ensures the correct level of detail is provided. Feedback was then collated into a single repository with provider names excluded to maintain neutrality. This is the same process that has been used since year two of the survey (details of which can be found in the [year two summary of the SOC coding assurance report](#)) and continues to ensure the process is as efficient as possible. As with previous years, each query is assessed across the entire dataset, regardless of the provider who raised it.

Following an initial review by HESA, each query is assigned to one of the following categories and has the corresponding action:

Category	Description	Action
<b>Systemic</b>	Widespread errors that require a change in the coding process for an occupation group	Passed to Oblong for further review and amendment if necessary
<b>Inconsistent</b>	Where multiple records in an occupation group are coded inconsistently and randomly	Passed to Oblong for further review and amendment if necessary
<b>Non-systemic</b>	Isolated cases that are below the threshold for systemic*	Not passed to Oblong
<b>Not actionable</b>	No basis or evidence exists for the coding to be changed	Not passed to Oblong

\*Systemic and inconsistent issues were generally considered to be occupation groups with at least five records and 10% of the sample (in that occupation) impacted, across the entire dataset.

To aid further understanding of each outcome group, we have provided examples from the provider feedback in [section 3](#). We have also created a flow chart of the feedback process to help clarify the steps taken in assessing HE provider feedback.



Jisc is a registered charity (number 1149/40) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
 Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
 Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
 Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](https://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](https://hesa.ac.uk/about/website/privacy).

## 2 Outcomes

### 2.1 Results of the random sampling process

As a result of the new random sampling assessment, 17 broad occupation groups were raised with the coding supplier for checking. A broad occupation group could include multiple job titles that were impacted by an issue, as is the case with provider feedback. Due to the nature of SOC coding and the updates that occur to the ONS indexes during a collection, there is a chance that these areas may have already been picked up in existing consistency checking or quality exercises, but it was valuable to highlight these in the meantime. Predominantly, this exercise provides an opportunity to introduce a random and unbiased check of the data. The timing of checking ensures that quality assurance is ongoing throughout the year and that the additional task can be incorporated into the existing assurance process.

### 2.2 Additional quality checks

This section outlines some of the additional quality checks that HESA carry out as part of the process and the outcomes from these checks.

#### 2.2.1 Job title and major group discrepancies

Job titles with records coded into multiple major groups were pulled out, and those with levels that could be above the threshold level of error were checked to ensure the assigned major groups were as expected. In instances where the major groups that were utilised for coding appeared to be unexpected, the dataset was checked to identify if issues were present. 7 occupation areas were raised with Oblong as a result of this investigation.

#### 2.2.2 0001 (uncodable) records

An assessment of all 0001 (uncodable) records was carried out by HESA to determine if there were any additional records that could have been assigned a code. The vast majority of uncodable records were not able to be assigned a code due to a lack of sufficient information available to allow accurate coding. However, 42 records were returned to Oblong to be checked again as a result of this exercise and 8 were successfully assigned a code.

#### 2.2.3 Same activity consistency checking

In cases where graduates selected two instances of employment, but marked that these were the same activity, a code will be assigned separately to both instances of employment. Although a difference in employment type can alter a code, instances where the assigned codes did not match were checked for inconsistencies, but no systemic issues were found. Instances with one coded record and one 0001 (uncodable) record were returned to Oblong for checking and led to 13 coding changes.

## 2.2.4 SOC major group by subject

The distribution of SOC major groups was assessed by subject, using the Common Aggregation Hierarchy level 1 (CAH level 1). This was used to assess large subject-occupation groupings with a view to identify unexpected trends. For example, these checks would flag an error if a large number of medicine and dentistry graduates were coded as major group 7 under sales and customer service occupations.

There were no issues identified as a cause for any unexpected trends, as the occupations within the groups checked were coded correctly.

## 2.2.5 Distribution of SOC major groups

The distribution of SOC major groups across survey years was checked to ensure that there were no major differences that may be cause for concern. Overall distributions were similar and offered reassurance that there were no major discrepancies.

## 2.3 Results of HE provider feedback

A summary of the feedback and outcomes is shown in the table below. As with previous years, many providers raised similar queries or returned multiple rows of feedback for an occupation group (see [section 1.4](#) for details and number of queries raised), therefore the issues raised with Oblong were **grouped by occupation**. It is also worth noting that although some of the individual queries raised by providers may not be examples of miscoding in themselves, the entire occupation group was checked and where a systemic issue or inconsistency was identified, it was raised with Oblong.

	Number of occupation groups reviewed by Oblong
<b>Systemic</b>	1
<b>Inconsistent</b>	16
<b>Non-systemic/Not actionable</b>	6

The results from this year's assessment highlight a continued reduction in the number of issues identified as a result of HE provider feedback. In year one, 66 issues were identified as either inconsistent or systemic, reducing to 42 in year two, 40 in year three and 17 in year four. The number of systemic issues identified this year is far lower, with only 1 systemic issue resulting from the process, compared to 6 last year and 12 the year before.

The coding supplier was carrying out consistency checks on the entire collection as the HE provider feedback process was ongoing, and some of the systemic or inconsistent issues had already been rectified in their assurance work anyway, but if these were still systemic or inconsistent in the iteration of the dataset HESA was assessing, they have been included in the inconsistent group. This simultaneous quality checking is required to ensure that provider feedback is reviewed and incorporated into the dataset so that the additional quality checks and final data delivery can occur in a timely way. This means that as providers were basing their

assessment on earlier versions of the dataset, several queries **had already been resolved** in later iterations of the 'provisional' or 'raw' dataset. These were marked as not actionable queries.

## 3 Further detail - examples by coding group

We're committed to ensuring this process is as transparent as possible. These reports provide an opportunity for HESA to demonstrate our comprehensive process and aim to support providers in carrying out their review in an efficient way. To facilitate a better understanding of the outcome groups, we have provided an example for each group, taken directly from the queries raised by the sector.

### 3.1 Systemic: 'Wardrobe' related roles (e.g. wardrobe technician)

This year's process saw another noticeable reduction in the number of systemic issues identified. Equally, the issue that was identified impacts a very small occupation group.

Coding of some wardrobe related roles was raised by the sector in provider feedback. Whilst roles such as wardrobe technicians were not raised directly, they were also checked as part of the broader occupation group of other roles that were raised by HE providers. Due to the presence of specific wardrobe and costume related job titles in the indexes, many wardrobe related roles were coded into Sports and leisure assistants (6211). However, for wardrobe related roles that were not in the indexes, some of the respondents had duties which were more closely aligned with the code Tailors and Dressmakers (5413). Therefore, the coding was reviewed to add this as an option for some roles.

### 3.2 Inconsistent: Product Manager

Occupations can be marked as inconsistent for a number of reasons. Commonly with inconsistent issues an occupation group is split across two or more valid codes depending on job duties, and some records have not been coded into the most appropriate code and therefore need to be moved from one valid code to another.

Product managers are an example of an inconsistent issue that was identified in HE provider feedback. Product managers can be coded into various codes depending on the duties of the respondent. Some of the relevant codes include, but are not limited to, Sales accounts and business development managers (3556), IT managers (2132) and Sales supervisors – retail and wholesale (7132). Some of the issues raised had already been altered by the time of checking, and as there are numerous applicable codes, coding was based on job duties provided by the graduate. However, it was identified that there were some respondents across the occupation who were not placed into the most appropriate code. This was due to the duties of the graduate, for example a graduate who stated that they worked in retail had been coded to 7132 but was more appropriately matched to 2132. As a result, the group was raised with Oblong, who amended the codes as appropriate.

### 3.3 Non-systemic: Client and community coordinator



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800. Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](https://www.jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](https://www.hesa.ac.uk/about/website/privacy).

As expected, many of the non-systemic issues found in HE provider feedback were fixed in Oblong's consistency checks. Where they weren't fixed, the fact that they were non-systemic meant that no further action was taken.

An instance that was raised in HE provider feedback and was determined to be non-systemic was a graduate with the job title of client and community coordinator. The graduate had been coded into Other administrative occupations n.e.c (4159) due to the presence of 'admin – emails, diary...' and other job duties that may be applicable to 4159 in the graduate's job duties field. However, there were further duties provided by the graduate that were applicable to the selection of a different code. Although this was the only instance of a client and community coordinator, the role was assessed against other similar job titles, for example various community coordinators and client coordinators, to ensure the problem was not widespread. It was determined that this was the only instance of coding into 4159 for this occupation group, and the issue was as a result of the administration duties and there being no clear applicable code in the indexes. This was marked as a non-systemic instance of miscoding.

### **3.4 Not an Issue: Optical consultant**

Many instances raised were determined to have no issues. It is worth noting that some of these are due to mismatches resulting from two sets of codes when graduates have two instances of employment.

Optical consultants were raised in HE provider feedback and were determined to have no issues with coding. All records were correctly assigned to the group Pharmacy and optical dispensing assistants (7114) which includes the job title optical consultant in the indexes. It was requested that these be moved to Dispensing opticians (3211), as some of the respondents have duties such as "dispensing". However, the code 7114 states that people in this code will "work under the supervision of pharmacists and opticians or optometrists to ... dispense spectacles and contact lenses and other related products." The two roles have differing responsibilities and requirements for entry, and this is also clear when comparing the duties of the two different roles in the Graduate Outcomes dataset. As a result of the duties of the role and due to the presence of the job title in the indexes, it was determined that this was not an issue.

## 4 Feedback to HE providers and common misunderstandings

We have again included a section in this report to feed back to HE providers about the process of receiving their coding queries. We hope that this continues to be useful in communicating why certain decisions are made and promotes continuous improvement.

- The feedback provided to HESA via the template (available on the HESA website) should be for the relevant survey year only. All other queries should be raised separately and will be used to inform the coding of the next survey year.
- [Activity Type](#) referenced in the SIC/SOC feedback template is present in the SIC/SOC download as 0 (self-employment/own business/portfolio) or 1 (paid work for employer/voluntary or unpaid) and **does not** refer to the graduate's ALLACT or MIMPACT result.
- We ask that providers do not provide uncodable (0001) records, as these will be checked automatically at the end of the collection by HESA and Oblong.
- Graduates can have two distinct SOC codes, one for employment and the other for self-employment. Please provide the relevant job title and corresponding SOC code when submitting queries.
- We need sufficient evidence for a code to be changed, including reference to the [SOC 2020 coding framework](#), as mentioned above. Please consider these additional points when explaining the reason why the change is requested:
  - Salary should not be the only justification for a change in code as this variable cannot be used reliably and consistently to determine SOC codes.
  - A degree being required for a role should not be the only justification for a change in code as it is not a reliable indicator of SOC according to the framework.
  - Employer name should not be the only justification for a change in code, job title and/or duties are the primary determinants.
  - Please refer to [coding rules](#) published by ONS to explain why some records have been coded in a certain way. For example, Assistant auditor will be coded as Auditor, but Auditor's assistant is an assistant role.
  - Information collected from sources outside the survey, such as a graduate's social media platforms, cannot be used as justification for a change.

## 5 Next steps

An assessment of the quality assurance process for year five (C21072) will be undertaken in the coming months, and the sector will be informed of the outcomes once this is complete.

## 6 Annex

### 6.1- ONS coding rules for version 7, as taken from section 3 of the SOC 2020 Volume 2: the coding index and coding rules and conventions - Office for National Statistics

#### Coding rules

#### Indexing word

Job titles are arranged alphabetically under indexing words. The indexing word is usually the word that 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

These words are ignored for coding purposes.

#### 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”.

#### Job titles

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

3413 Actor  
2412 Solicitor

The indexing word is rarely enough to enable the job title to be correctly coded. Frequently an indexing word is made specific using a qualifying term, for example to code, “Cake decorator” uses the indexing word “decorator” and the qualifying word “cake”.

## Reverse word order

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

“Betting shop cashier” will be found under:

4129 Cashier, shop, betting

## Qualifying term

In most cases the job title is made specific by words that are called “qualifying terms”. There are three types of qualifying terms:

- occupational
- additional
- industrial

These are further defined in the following sections.

## 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:

9263 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:

5241 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:

4133 Controller, depot

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

5441 Modeller, clay

and “Bank technician” is coded from the index entry:

3119 Technician

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

4159 Administrator, office  
NOT  
3560 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:

3551 Controller, purchasing

### **Compound word**

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

5114 Keeper, ground

and “Toolmaker” is indexed under:

5222 Maker, tool

Some very common terms have also been indexed in their natural word order, for example, “Bricklayer” under letter B and “Coastguard” under letter C.

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:

2419 Clerk of the court  
5434 Chef de partie

Titles like these are indexed in their alphabetical position at the end of the list for the relevant indexing word, but before any hyphenated double-barrelled entries, for example:

2423 Inspector of taxes

is in the clause entries at the end of the “Inspector” list. 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:

1139 Clerk to the council

### **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 at the end of the list for the first job title. Do not reverse the order of the words, so for example, to code “Fitter-driver” go to the end of list for indexing word “fitter” to find:

5223 Fitter-driver

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



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

8211 Driver-fitter

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

4216 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:

4131 Cataloguer

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

6121 Fumigator

See also Section 5, Owner/Partner/Proprietor.

### **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 following notes.

### **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 several specific terms to be summarised in a more general word and are shown in the coding index in the ADD column. Two examples of additional qualifying terms are:

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

5212 Moulder, plate (metal)

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

5449 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:

2421 Accountant, cost (qualified)

4122 Accountant, cost

the job title "Thermal engineer" has the following index entries:



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800. Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800. Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

2129 Engineer, thermal (professional)  
5315 Engineer, thermal

The coder is referred to the Engineer (professional) list so that any information on the professional specialism can be used to reach the appropriate occupation code. For example, for the job title “Marine technical consultant” go to the index entry:

Consultant, technical – see also Engineer (professional)  
to use:

2122 Engineer (professional, marine)

### **Industrial qualifying terms**

Industrial qualifying terms are shown in the coding index in the IND column 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:

8229 Driver, tractor (agriculture)

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

8115 Furnaceman (metal trades)

### **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 order they are listed in the coding index: occupational, then additional, and then industrial.

### **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:

5436 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 “College laboratory technician” the default index entry:

3111 Technician, laboratory

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

4159 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:

3560 Administrator, hospital

must NOT be used for “Hospital office administrator”.

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

9223 Cleaner

There are several entries for the indexing word “cleaner” with occupational, additional and industrial qualifying terms. The default entry is used when:

- none of the qualifying terms apply, or
- only the word “cleaner” has been recorded with NO other occupational, additional or industrial information

The use of the default entry, as described in the second bullet point, does not apply when there is an “nos” (not otherwise specified) entry in the list for the indexing word, see the following section.

### **Use of “nos” – not otherwise specified**

An index entry with “nos” listed as an additional 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:

2111 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:

2251 Chemist (retail trade)

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

2251 Chemist, nos



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

### Use of “see” and “see also”

Where the list for one indexing word can be used for another indexing word, the coder is directed to “see” or “see also”. These referral statements are used in different ways.

For a job title that has alternative spellings, for example:

Advisor – see Adviser

Where a job title is sufficiently similar in its coding to that of all, or some, of the entries for another job title, for example:

Minder, machine – see also Machinist

A pair of empty brackets indicates words enclosed by brackets, so use only that part of the list with a job title followed by a bracketed qualifying term. These appear at the end of the occupational qualifying terms, for example:

Manager, section – see Manager ( )

use the manager entries starting at Manager (catering)

The words “see also” appear where the coder must check the entries at that point in the index before going to the other list, for example:

1251 Factor, estate Scotland  
3223 Factor, housing Scotland: local government  
1251 Factor, housing Scotland  
7131 Factor, motor  
Factor – see also Dealer

use the Dealer list only after checking the entries for Factor.

### Abbreviations

It is common for some job titles to be abbreviated and these abbreviations are indexed at the beginning of each relevant letter, for example:

1112 MEP

is the index entry for MEP (which is the abbreviation for Member of the European Parliament) and it is in the list of abbreviations at the beginning of letter M.

6311 PCSO

is the index entry for PCSO (which is the abbreviation for Police Community Support Officer) and it is at the beginning of letter P.

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



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

2411 QC

for Queen's Counsel.

2240 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".

### **Assistant, Deputy, Principal, and so on as prefixes**

Job titles prefixed by words that indicate a position in a hierarchy, for example:

- apprentice
- assistant
- chief
- departmental
- deputy
- head
- principal
- senior
- trainee
- under

are normally coded as though the prefix words were not present.

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

2254 Radiographer

The job title "Assistant funeral director" is coded from:

6138 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:

2439 Secretary, private, principal

4215 Secretary, private

See also Section 5, Apprentice/Graduate apprentice /Management trainee/Trainee for the conventional coding of certain apprentices and trainees, and Section 5, Engineer for terms used with Engineer.

### **Assistant, Deputy, Principal, and so on as indexing words**

As well as prefixing a job title, "assistant", "deputy", and "principal" can also be titles in their own right.



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc's registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).

For example, in the job title “Chef’s assistant”. “assistant” is the indexing word so this title is coded using the index entry:

9263 Assistant, chef’s

Similarly, “Radiographer’s assistant” is coded from:

6131 Assistant, radiographer’s



Jisc is a registered charity (number 1149740) and a company limited by guarantee which is registered in England under company number 05747339, VAT number GB 197 0632 86. Jisc’s registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 020 3697 5800.  
Jisc Services Limited is a wholly owned Jisc subsidiary and a company limited by guarantee which is registered in England under company number 02881024, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc Commercial Limited is a wholly owned Jisc subsidiary which is registered in England under company number 09316933, VAT number GB 197 0632 86. The registered office is: 4 Portwall Lane, Bristol, BS1 6NB. T 0203 697 5800.  
Jisc is now controller of HESA personal data. For more details on how Jisc handles your personal data please see [jisc.ac.uk/website/privacy-notice](http://jisc.ac.uk/website/privacy-notice) and [hesa.ac.uk/about/website/privacy](http://hesa.ac.uk/about/website/privacy).