

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5
2	HESA institution identifier	INSTID	4
3	Student identifier	HUSID	13
4	Method of data collection	METHOD	1
5	Employment circumstances	EMPCIR	2
6	Study MODSTUDY	1	
7	Nature of employer's business	MAKEDO	60
8	Not used	SIC	4
9	Location of employment	LOCEMP	8
10	Job title	JOBTITLE	60
11	Standard Occupational Classification	SOCDLHE	5
12	Employer size	EMPSIZE	1
13	Duration of employment	DURATION	1
14	Salary SALARY	6	
15	Qualification required for job	QUALREQ	1
16	Importance to employer	EMPIMP	1
17	Career related code 1	CAREER1	1
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
20	Not used	CAREER4	1
21	Career related code 5	CAREER5	1
22	Not used	CAREER6	1
23	Not used	CAREER7	1
24	Not used	CAREER8	1
25	How found job	JOBFND	1
26	Previously employed	PREVEMP	1
27	Category of previous employment 1	PREVCAT1	1
28	Category of previous employment 2	PREVCAT2	1
29	Category of previous employment 3	PREVCAT3	1
30	Category of previous employment 4	PREVCAT4	1
31	Category of previous employment 5	PREVCAT5	1
32	Category of previous employment 6	PREVCAT6	1
33	Nature of study/training	NATSTUDY	1
34	Professional subject of training	PROFSOCT	5
35	Institution providing study	INSTPROV	4
36	Type of qualification	TYPEQUAL	2
37	Reason for taking another course 1	SECINT1	1
38	Reason for taking another course 2	SECINT2	1
39	Reason for taking another course 3	SECINT3	1
40	Reason for taking another course 4	SECINT4	1
41	Reason for taking another course 5	SECINT5	1
42	Reason for taking another course 6	SECINT6	1
43	Reason for taking another course 7	SECINT7	1
44	Not used	SECINT8	1
45	Not used	EMPPAID	1
46	How funding further study	FUNDSTDY	1
47	Teaching employment marker	TCHEMP	1
48	Teaching sector	TEACHSCT	1
49	Teaching phase	TEACHPHS	1
50	Reason for taking original course	INTENT	1
51	Employed during course	EMPCRSE	1
52	Employer sponsorship 1	EMSPNS1	1
53	Employer sponsorship 2	EMSPNS2	1
54	Employer sponsorship 3	EMSPNS3	1
55	Employer sponsorship 4	EMSPNS4	1
56	Employer sponsorship 5	EMSPNS5	1

57	April or January survey	APRJAN	1
58	NHS organisation	NHSORG	1
59	Career related code 9	CAREER9	1
60	Career related code 10	CAREER10	1
61	Career related code 11	CAREER11	1
62	Career related code 12	CAREER12	1
63	Reason for taking another course 9	SECINT9	1
64	Name of employer	EMPNAME	60
65	Standard Industrial Classification 2007	SIC2007	4

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

**STATUS** Compulsory.

**VALID ENTRIES** 07018 Destinations of leavers from HE record.

**DESCRIPTION** The Record type indicator is for HESA's internal use to identify the type of record being submitted.

**NOTES** The first two digits are the year identifier. The last two digits are the record identifier.

**REASON REQUIRED** For HESA's operational purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	HESA institution identifier	INSTID	4

**STATUS** Compulsory.

**VALID ENTRIES**

0001 The Open University.  
0002 Cranfield University.  
0003 Royal College of Art.  
0007 Bishop Grosseteste University College Lincoln.  
0009 Buckinghamshire New University.  
0010 Central School of Speech and Drama.  
0011 University of Chester.  
0012 Canterbury Christ Church University.  
0013 York St John University.  
0014 University College Plymouth St Mark and St John.  
0015 Dartington College of Arts.  
0016 Edge Hill University.  
0017 University College Falmouth.  
0018 Harper Adams University College.  
0021 The University of Winchester.  
0023 Liverpool Hope University.  
0024 University of the Arts, London.  
0026 University of Bedfordshire.  
0027 The University of Northampton.  
0028 Newman University College.  
0030 Ravensbourne College of Design and Communication.  
0031 Roehampton University.  
0032 Rose Bruford College.  
0033 Royal Academy of Music.  
0034 Royal College of Music.  
0035 Royal Northern College of Music.  
0037 Southampton Solent University.  
0038 University of Cumbria.  
0039 St Mary's University College, Twickenham.  
0040 Leeds Trinity and All Saints.  
0041 Trinity Laban.  
0046 The University of Worcester.  
0047 Anglia Ruskin University.  
0048 Bath Spa University.  
0049 The University of Bolton.  
0050 Bournemouth University.  
0051 The University of Brighton.  
0052 Birmingham City University.  
0053 The University of Central Lancashire.  
0054 University of Gloucestershire.

0056 Coventry University.  
0057 University of Derby.  
0058 The University of East London.  
0059 The University of Greenwich.  
0060 University of Hertfordshire.  
0061 The University of Huddersfield.  
0062 The University of Lincoln.  
0063 Kingston University.  
0064 Leeds Metropolitan University.  
0065 Liverpool John Moores University.  
0066 The Manchester Metropolitan University.  
0067 Middlesex University.  
0068 De Montfort University.  
0069 The University of Northumbria at Newcastle.  
0071 The Nottingham Trent University.  
0072 Oxford Brookes University.  
0073 The University of Plymouth.  
0074 The University of Portsmouth.  
0075 Sheffield Hallam University.  
0076 London South Bank University.  
0077 Staffordshire University.  
0078 The University of Sunderland.  
0079 The University of Teesside.  
0080 Thames Valley University.  
0081 University of the West of England, Bristol.  
0082 The University of Chichester.  
0083 The University of Westminster.  
0085 The University of Wolverhampton.  
0086 The University of Wales, Newport.  
0087 Glyndwr University.  
0089 University of Wales Institute, Cardiff.  
0090 University of Glamorgan.  
0091 Swansea Metropolitan University.  
0092 Trinity College, Carmarthen.  
0095 University of Abertay Dundee.  
0096 Edinburgh College of Art.  
0097 Glasgow School of Art.  
0100 Queen Margaret University, Edinburgh.  
0101 The Royal Scottish Academy of Music and Drama.  
0104 The Robert Gordon University.  
0105 The University of the West of Scotland.  
0106 Glasgow Caledonian University.  
0107 Napier University.  
0108 Aston University.  
0109 The University of Bath.  
0110 The University of Birmingham.  
0111 The University of Bradford.  
0112 The University of Bristol.

0113 Brunel University.  
0114 The University of Cambridge.  
0115 The City University.  
0116 University of Durham.  
0117 The University of East Anglia.  
0118 The University of Essex.  
0119 The University of Exeter.  
0120 The University of Hull.  
0121 The University of Keele.  
0122 The University of Kent.  
0123 The University of Lancaster.  
0124 The University of Leeds.  
0125 The University of Leicester.  
0126 The University of Liverpool.  
0127 Birkbeck College.  
0131 Goldsmiths College.  
0132 Imperial College of Science, Technology and  
Medicine.  
0133 Institute of Education.  
0134 King's College London.  
0135 London Business School.  
0137 London School of Economics and Political Science.  
0138 London School of Hygiene and Tropical Medicine.  
0139 Queen Mary and Westfield College.  
0141 Royal Holloway and Bedford New College.  
0143 The Royal Veterinary College.  
0145 St George's Hospital Medical School.  
0146 The School of Oriental and African Studies.  
0147 The School of Pharmacy.  
0149 University College London.  
0151 University of London (Institutes and activities).  
0152 Loughborough University.  
0154 The University of Newcastle-upon-Tyne.  
0155 The University of Nottingham.  
0156 The University of Oxford.  
0157 The University of Reading.  
0158 The University of Salford.  
0159 The University of Sheffield.  
0160 The University of Southampton.  
0161 The University of Surrey.  
0162 The University of Sussex.  
0163 The University of Warwick.  
0164 The University of York.  
0167 The University of Edinburgh.  
0168 The University of Glasgow.  
0169 The University of Strathclyde.  
0170 The University of Aberdeen.  
0171 Heriot-Watt University.

0172 The University of Dundee.  
 0173 The University of St Andrews.  
 0174 The University of Stirling.  
 0175 Scottish Agricultural College.  
 0176 The University of Wales, Lampeter.  
 0177 Aberystwyth University.  
 0178 Bangor University.  
 0179 Cardiff University.  
 0180 Swansea University.  
 0184 The Queen's University of Belfast.  
 0185 University of Ulster.  
 0188 The Institute of Cancer Research.  
 0189 Writtle College.  
 0190 Norwich University College of the Arts.  
 0193 Stranmillis University College.  
 0194 St Mary's University College.  
 0195 Royal Agricultural College.  
 0196 UHI Millennium Institute.  
 0197 The Arts Institute at Bournemouth.  
 0199 Conservatoire for Dance and Drama.  
 0200 University College Birmingham.  
 0201 Courtauld Institute of Art.  
 0202 London Metropolitan University.  
 0203 The University of Buckingham.  
 0204 The University of Manchester.  
 0205 Heythrop College.  
 0206 University for the Creative Arts.  
 0207 Leeds College of Music.  
 0208 Guildhall School of Music and Drama.  
 0209 The Liverpool Institute for Performing Arts.  
 0210 University Campus Suffolk.

<b>DESCRIPTION</b>	The institution identifier of the reporting institution.
<b>EXAMPLE</b>	0113 Brunel University.
<b>REASON REQUIRED</b>	To provide separate figures for each institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Student identifier	HUSID	13

**STATUS** Compulsory.

#### **VALID ENTRIES**

A 13 digit numeric code.

**DESCRIPTION** The Student identifier (HUSID) is unique to each student. It is intended that the identifier will be transferred with the student to each institution of higher education s/he may attend. Use of this number will facilitate accurate tracking of students throughout any HE experience within the sector for which HESA collects data.

**NOTES** For an individual student the Student identifier used in this record must be the reference number returned for that student in the appropriate Student Record.

**REASON REQUIRED** To provide linkage between the Student Record and the Destinations of Leavers from Higher Education record.



Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Method of data collection	METHOD	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Standard questionnaire: first mailing.
- 2 Standard questionnaire: second mailing.
- 3 Telephone survey: graduate.
- 4 Telephone survey: third party.
- 5 Electronic reply (email/web).
- 6 Own institutions student record.
- 7 Other.
- 8 Deceased.
- 9 Reply received explicitly refusing to provide information.

**DESCRIPTION** This field describes the method of survey used.

**NOTES** If an institution chooses to do only one mailing, responses to this mailing should be code '1'.

Code '8' should be used when the institution is informed that the leaver has died.

Code '9' should be used only when the institution has received explicit indication (verbally or in writing) from the leaver that they are not prepared to provide information for the survey.

The use of code 8 'Deceased' and 9 'Reply received explicitly refusing to provide information' results in all fields following this one needing to be returned with default values.

**REASON REQUIRED** To assess the response to different methods of data collection.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Employment circumstances	EMPCIR	2

**STATUS** Compulsory.

**VALID ENTRIES**

- 01 Employed full-time in paid work.
- 02 Employed part-time in paid work.
- 03 Self-employed/freelance.
- 10 Taking time out in order to travel.
- 11 Due to start a job within the next month.
- 12 Unemployed and looking for employment, further study or training.
- 13 Not employed but NOT looking for employment, further study or training.
- 14 Something else.
- 15 Voluntary work/other unpaid work.
- 16 Permanently unable to work/retired.
- 17 Temporarily sick or unable to work/looking after the home or family.
- XX Question not answered (default).

**DESCRIPTION** This field describes the HE leaver's employment circumstances on 14 April 2008/12 January 2009.

Question asked:

Q1. Which of the following statements best describes your employment circumstances on 14 April 2008/12 January 2009?

**NOTES**

Core field for all leavers.

If the leaver ticks more than one box, code the one nearest the top of the list as ordered on the questionnaire.

If the leaver does not answer this question, but Q2. is answered 'Yes - full-time' then return code '13'.

Default code 'XX' must be used when Field 4, METHOD = '8' or '9'.

Default code 'XX' must NOT be used when Field 4, METHOD = '1 - 7'.

**REASON REQUIRED** To record the employment circumstances of HE leavers on completion of their courses.

**Field Nr.** **Field Description**

6 Study

**Field Abbrev'n**

MODSTUDY

**Field Length**

1

**STATUS**

Compulsory.

**VALID ENTRIES**

- 1 Full-time study.
- 2 Part-time study.
- 3 Not in study, training or registered as a research student.
- X Question not answered (default).

**DESCRIPTION**

This field describes whether the HE leaver was involved in study, training or research on 14 April 2008/12 January 2009 and if so whether it was full-time or part-time.

Question asked:

Q2. On 14 April 2008/12 January 2009 were you involved in either full-time or part-time study or training or registered as a research student?

**NOTES**

Core field for all leavers.

If the leaver ticks boxes 1 and 2, then return code '1'.

If the leaver ticks box 3 and any other combination then return code '3'.

Default code 'X' must be used when field 4, METHOD = '8' or '9'.

Default code 'X' must NOT be used when Field 4, METHOD = '1 - 7

**REASON REQUIRED**

To record how many HE leavers continued to study after completion of their courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Nature of employer's business	MAKEDO	60

**STATUS** Compulsory.

#### VALID ENTRIES

Up to 60 textual characters or XXXX (default code).

**DESCRIPTION** This field collects a description of the nature of the employer's business.

Question asked:

Q9. What does the organisation you were working for mainly do? (e.g. Manufactures shoes or sells shoes)

**NOTES** Core field for employed leavers.

Field 65, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 9 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 65, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 9 (highlighted as core) gives enough information to code field 65 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

In an attempt to ease the burden of DLHE on institutions, and with agreement of the statutory users, the return of text information in Fields 7, MAKEDO and 10, JOBTITLE has again this year been made voluntary. If institutions intend to key the text of job titles and/or employers business for their own purposes then they are asked to return the information to HESA, but they are not required to key it only for HESA's benefit if they have no need for it internally. If your institution does not choose to return the text information in one or both of fields 7, MAKEDO and 10, JOBTITLE then

default codes 'XXXX' should be used in the fields.

Institutions should note that coding practice of individual institutions who do not return the text could be investigated as part of any audit process.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To aid in the coding of Standard Industrial Classification.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Not used	SIC	4

#### VALID ENTRIES

XXXX Default value.

#### NOTES

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'XXXX'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Location of employment	LOCEMP	8

**STATUS** Compulsory.

**VALID ENTRIES**

- 1601 Yemen. Also South Yemen, Yemen (republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North), North Yemen, Yemen Arab Republic.
- 1602 Afghanistan.
- 1603 Albania.
- 1604 Algeria.
- 1605 Andorra.
- 1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese).
- 1607 Antigua and Barbuda. Also Barbuda and Antigua.
- 1608 Argentina.
- 1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands.
- 1610 Austria.
- 1611 Bahamas.
- 1612 Bahrain.
- 1613 Barbados.
- 1614 Belgium.
- 1615 Bermuda.
- 1616 Bhutan.
- 1617 Bolivia.
- 1618 Botswana. Also Bechuanaland.
- 1619 Brazil.
- 1620 Brunei.
- 1621 Bulgaria.
- 1622 Burma. Also Myanmar.
- 1623 Burundi. Also Urundi.
- 1624 Cambodia. Also Kampuchea, Khmer Republic.
- 1625 Cameroon.
- 1626 Canada.
- 1627 Central African Republic.
- 1628 Sri Lanka. Also Ceylon.
- 1629 Chad. Also Tchad.
- 1630 Chile.
- 1631 China (People's Republic of).
- 1632 Colombia.
- 1633 Congo (Democratic Republic). Also Belgian Congo, Zaire.
- 1634 Congo (People's Republic). Also Congolese Republic Brazzaville.

1635 Costa Rica.  
1636 Cuba.  
1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands).  
1638 Cyprus.  
1639 Czech Republic. Also Czechoslovakia.  
1640 Benin. Also Dahomey.  
1641 Denmark.  
1642 Dominica.  
1643 Dominican Republic.  
1645 Ecuador. Also Galapagos.  
1646 El Salvador. Also Salvador.  
1647 Tuvalu. Also Ellice Islands.  
1648 Ethiopia. Also Abyssinia.  
1649 Falkland Islands.  
1650 Fiji.  
1651 Finland.  
1652 Taiwan. Also China (Taiwan), Formosa.  
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French).  
1654 Gabon.  
1655 Gambia. Also Senegambia.  
1656 Germany.  
1658 Ghana. Also Gold Coast.  
1659 Gibraltar.  
1660 Kiribati. Also Gilbert Islands.  
1661 Greece. Also Crete, Corfu.  
1662 Grenada.  
1663 Guatemala.  
1664 Guinea. Also Guinea (French).  
1665 Guyana. Also British Guiana, Guiana (British).  
1666 Haiti.  
1667 Honduras.  
1668 Belize. Also British Honduras, Honduras British.  
1669 Hong Kong.  
1670 Hungary.  
1671 Iceland.  
1672 India. Also Sikkim.  
1673 Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor.  
1674 Iran. Also Persia.  
1675 Iraq.



1676 Irish Republic. Also Ireland (Republic of), Eire.  
1677 Israel.  
1678 Italy. Also Holy See, Vatican City.  
1679 Ivory Coast. Also Cote d'Ivoire.  
1680 Jamaica.  
1681 Japan.  
1682 Jordan.  
1683 Kenya.  
1684 South Korea. Also Korea, Republic of Korea (South Korea).  
1685 North Korea. Also Korea North, Democratic People's Republic of Korea.  
1686 Kuwait.  
1687 Laos. Also Lao People's Democratic Republic.  
1688 Lebanon.  
1689 Leeward Islands (not otherwise specified).  
1690 Lesotho. Also Basutoland.  
1691 Liberia.  
1692 Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya.  
1693 Luxembourg.  
1694 Macao.  
1695 Madagascar. Also Malagasy Republic.  
1696 Malawi. Also Nyasaland.  
1698 Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah.  
1699 Mali.  
1700 Malta.  
1701 Mauritania.  
1702 Mauritius.  
1703 Mexico.  
1704 Mongolia. Also Outer Mongolia.  
1705 Monserrat.  
1706 Morocco. Also Western Sahara, Sahara (West), Tangier.  
1707 Mozambique. Also East Africa (Portugese), Portuguese East Africa.  
1708 Oman. Also Muscat and Oman.  
1709 Nepal.  
1710 Netherlands. Also Holland.  
1713 Vanuatu. Also New Hebrides.  
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands.  
1715 Nicaragua.  
1716 Niger.  
1717 Nigeria.  
1718 Norway.

1721 Pakistan. Also Pakistan (West).  
1722 Panama.  
1723 Papua New Guinea. Also New Guinea.  
1724 Paraguay.  
1725 Peru.  
1726 Philippines.  
1727 Poland.  
1728 Portugal. Also Madeira, Azores.  
1730 Puerto Rico.  
1731 Qatar.  
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia.  
1733 Romania. Also Rumania.  
1734 Rwanda.  
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha.  
1736 St Kitts and Nevis. Also St. Christopher and Nevis.  
1737 St Lucia.  
1738 St Vincent & the Grenadines. Also Grenadines.  
1741 Samoa. Also Western Samoa.  
1743 Saudi Arabia.  
1744 Seychelles.  
1745 Sierra Leone.  
1746 Singapore.  
1747 Solomon Islands.  
1748 Somalia. Also Somali Democratic Republic.  
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas.  
1750 South Africa.  
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands.  
1752 Sudan.  
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname.  
1754 Swaziland.  
1755 Sweden.  
1756 Switzerland.  
1757 Syria. Also Syrian Arab Republic.  
1759 Tanzania. Also Tanganyika, Zanzibar.  
1760 Thailand. Also Siam.  
1762 Togo.  
1763 Trinidad & Tobago.  
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah.  
1765 Tunisia.  
1766 Turkey.

1767 Uganda.  
1768 Egypt. Also United Arab Republic.  
1769 Burkina. Also Burkina-Faso, Upper Volta.  
1770 Uruguay.  
1771 United States. Also USA, Northern Marianas,  
Commonwealth of, Virgin Is (US).  
1772 CIS (Commonwealth of Independent States). Also  
USSR (not otherwise specified), USSR.  
1773 Venezuela.  
1774 Vietnam.  
1776 British Virgin Islands. Also Virgin Is (British).  
1777 West Indies (not otherwise specified).  
1778 Windward Islands (not elsewhere specified).  
1780 Serbia and Montenegro.  
1781 Zambia. Also Rhodesia Northern, North Rhodesia.  
1782 Not known.  
1783 Stateless.  
1784 Tonga.  
1785 Senegal.  
1787 Bangladesh. Also Pakistan (East), East Pakistan,.  
1788 Cape Verde Islands.  
1789 Cayman Islands.  
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea  
(Spanish), Spanish Guinea.  
1793 Maldives. Also Maldiv Islands.  
1796 US Trust Territories of the Pacific Islands (inc America  
Samoa & the Trust Territories). Also Palau, Guam, Trust  
Territories American, American Samoa, American Trust  
Territories, Samoa (US), Pacific Territories US.  
1798 Namibia. Also South West Africa, Walvis Bay.  
1799 Turks & Caicos Islands.  
1801 British Antarctic Territory. Also British Antarctica,  
Antarctica British.  
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea  
(Portuguese).  
1803 Sao Tome & Principe. Also Principe (Sao Tome),.  
1804 Comoros.  
1805 Nauru.  
1821 Mayotte. Also French Territorial Collectives.  
1822 French Possessions not elsewhere classified. Also  
French Polynesia, New Caledonia, Antarctica French,  
French Overseas Territories (TCMS), Loyalty Islands,  
Polynesia (French), Marquesas Islands, Tahiti, Society  
Islands, Wallis and Futuna, Futuna (Wallis &).  
1823 Pitcairn Islands.  
1824 Anguilla.  
1825 Monaco.  
1826 San Marino.

1827 Liechtenstein.  
 1828 Greenland. Also Faroe Islands.  
 1829 British Indian Ocean Territory. Also Chagos Archipelago, Indian Ocean Territory (British).  
 1830 South Georgia & the South Sandwich Islands.  
 1831 Estonia.  
 1832 Latvia.  
 1833 Lithuania.  
 1834 Croatia.  
 1835 Slovenia.  
 1836 Armenia.  
 1837 Azerbaijan.  
 1838 Belarus. Also Byelorussia.  
 1839 Kazakhstan.  
 1840 Kyrgyzstan. Also Kirgizia.  
 1841 Moldova. Also Moldavia.  
 1842 Russia.  
 1843 Tajikistan.  
 1844 Turkmenistan.  
 1845 Ukraine.  
 1846 Uzbekistan.  
 1847 Georgia.  
 1850 Slovakia.  
 1851 Macedonia. Also Skopje.  
 1853 Bosnia and Herzegovina.  
 1860 Eritrea.  
 1861 Marshall Islands.  
 1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands.  
 1863 East Timor.  
 1864 Kosovo.  
 3826 Channel Islands (The).  
 4826 Isle of Man (The).  
 5826 England.  
 6826 Wales.  
 7826 Scotland.  
 8826 Northern Ireland.  
 XXXXXXXX Question not answered (default).

## DESCRIPTION

This field describes the location of the HE leaver's place of work. The preferred coding for UK destinations is the full postcode, or if this is not available the outward part of the postcode, i.e. the characters to the left of the space. The second preference is the country code for England, Scotland, Northern Ireland or Wales. This field should therefore contain an alphanumeric code of up to 8 characters, which is a valid UK full or outward postcode, a country code or XXXXXXXX (default code).

Question asked:

Q10. Where was your place of work and, if in the UK, what is its postcode?

## NOTES

Core field for employed leavers.

Postcodes:

Alpha characters within a postcode must be returned as capitals.

In the event that the full postcode is not known, institutions can return just the first part of the postcode (outward part). If the outward part of the postcode is returned this must be left justified.

HESA has published a list of default postcodes to be used in field 9, LOCEMP in cases where the town/city is known, but the postcode is not. Copies of the list are available from the HESA WWW site at <A

HREF="http://www.hesa.ac.uk/manuals/07018/dlhe0708.htm"> http://www.hesa.ac.uk/manuals/07018/dlhe0708.htm.</A>

Country codes:

The four-digit country code must be left justified.

Default code 'XXXXXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXXXXXX' must NOT be used when field 5, EMPCIR = '01' to '03' and '15'.

## EXAMPLE

A typical postcode such as GL50 3DA would be coded with a blank in the fifth character position. A postcode such as B1 6SR would have blanks in positions 3, 7 and 8. The part of the postcode before the first space is known as the outward part of the postcode and can be of variable length of 2, 3 or 4 characters. Whereas the part of the postcode after the space is known as the inward part of the postcode and is a fixed length of 3 characters. The space between the outward and inward parts of the postcode must always be shown as part of the postcode.

## REASON REQUIRED

To allow analysis of the movement/mobility of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Job title	JOBTITLE	60

**STATUS** Compulsory.

#### VALID ENTRIES

Up to 60 textual characters or XXXX (default code).

**DESCRIPTION** This field collects a description of the leaver's job title.

Question asked:

Q3. What was your job title?

**NOTES** Core field for employed leavers.

Field 65, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 9 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 65, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 9 (highlighted as core) gives enough information to code field 65 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

In an attempt to ease the burden of DLHE on institutions, and with agreement of the statutory users, the return of text information in Fields 7, MAKEDO and 10, JOBTITLE has again this year been made voluntary. If institutions intend to key the text of job titles and/or employers business for their own purposes then they are asked to return the information to HESA, but they are not required to key it only for HESA's benefit if they have no need for it internally. If your institution does not choose to return the text information in one or both of fields 7, MAKEDO and 10, JOBTITLE then default codes 'XXXX' should be used in the fields.

Institutions should note that coding practice of individual institutions who do not return the text could be investigated as part of any audit process.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**EXAMPLE**

Lecturer.

**REASON REQUIRED**

To aid in the coding of Standard Occupation Classification.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Standard Occupational Classification	SOCDLHE	5

**STATUS** Compulsory.

**VALID ENTRIES**

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes.

00020 Reserved for instances where occupational information is not stated.

11110 Senior Officials in National Government.

11120 Directors and Chief Executives of Major Organisations.

11130 Senior Officials in Local Government.

11140 Senior Officials of Special Interest Organisations.

11141 Senior Officials of Trade Unions.

11142 Senior Officials of Employers, Trades and Professional Associations.

11143 Senior Officials of Charities.

11144 Senior Officials of Political Parties.

11210 Production, Works and Maintenance Managers.

11220 Managers in Construction.

11230 Managers in Mining and Energy.

11231 Mining, Quarrying and Drilling Managers.

11232 Gas, Water and Electricity Supply Managers.

11310 Financial Managers and Chartered Secretaries.

11311 Finance Managers and Directors.

11312 Investment/Merchant Bankers.

11313 Chartered Company Secretaries, Treasurers  
Company Registrars.

11320 Marketing and Sales Managers.

11321 Marketing Managers.

11322 Sales Managers.

11323 Market Research Managers.

11324 Export and Import Managers.

11330 Purchasing Managers.

11340 Advertising and Public Relations Managers.

11341 Advertising Managers.

11342 Public Affairs and Publicity Managers.

11350 Personnel, Training and Industrial Relations  
Managers.

11351 Personnel Managers.

11352 Industrial Relations Managers.

11353 Training Managers.

11354 Operational Research, Organisation and Methods  
Managers.



11360 Information and Communication Technology Managers.  
11361 Information Managers.  
11362 Computer Operations Managers.  
11363 Telecommunications Managers.  
11370 Research and Development Managers.  
11410 Quality Assurance Managers.  
11420 Customer Care Managers.  
11510 Financial Institution Managers.  
11511 Bank Managers.  
11512 Building Society Managers.  
11513 Post Office and Postal Service Managers.  
11514 Insurance Office Managers.  
11515 Stockbroking managers.  
11520 Office Managers.  
11521 Reservations and Booking Office Managers.  
11522 Administration and Records Managers.  
11523 Payroll and Pensions Managers.  
11524 Invoice, Costs and Accounts Managers.  
11610 Transport and Distribution Managers.  
11620 Storage and Warehouse Managers.  
11630 Retail and Wholesale Managers.  
11710 Officers In Armed Forces.  
11711 Army Officers.  
11712 Navy Officers.  
11713 Air Force Officers.  
11720 Police Officers (Inspectors and above).  
11730 Senior Officers in Fire, Ambulance, Prison and Related Services.  
11740 Security Managers.  
11810 Hospital and Health Service Managers.  
11820 Pharmacy Managers.  
11830 Healthcare Practice Managers.  
11840 Social Services Managers.  
11850 Residential and Day Care Managers.  
11851 Residential Care Managers.  
11852 Day Care Managers.  
12110 Farm Managers.  
12120 Natural Environment, Conservation and Heritage Managers.  
12190 Managers in Animal Husbandry, Forestry and Fishing Nec.  
12191 Animal Establishment (not livestock) Managers.  
12192 Forestry and Tree Felling Managers.  
12210 Hotel and Accommodation Managers.  
12211 Hotel Managers.  
12212 Wardens of Hostels, Halls of Residences, Nurses Homes and Other Communal Accommodation.

12213 Managers of Guest Houses, Caravan Sites and Other Holiday Accommodation.  
12220 Conference, Events and Exhibition Managers.  
12221 Conference Managers.  
12222 Exhibition Managers.  
12230 Restaurant and Catering Managers.  
12240 Publicans and Managers of Licensed Premises.  
12250 Leisure and Sports Managers.  
12251 Recreation and Sports Facilities Managers.  
12252 Entertainment Managers.  
12253 Cultural and Leisure Establishment Managers.  
12260 Travel Agency Managers.  
12310 Property, Housing and Land Managers.  
12311 Property Agency Managers and Landlords etc.  
12312 Estates and Facilities Managers.  
12320 Garage Managers and Proprietors.  
12330 Hairdressing and Beauty Salon Managers and Proprietors.  
12340 Shopkeepers.  
12350 Recycling and Refuse Disposal Managers.  
12390 Managers and Proprietors in Other Services Nec.  
21110 Chemists.  
21111 Research/Development Chemists.  
21112 Analytical Chemists.  
21120 Biological Scientists and Biochemists.  
21121 Biochemists, Medical Scientists.  
21122 Biologists.  
21123 Bacteriologists, Microbiologists etc.  
21124 Botanists.  
21125 Pathologists.  
21126 Agricultural Scientists.  
21127 Physiologists.  
21130 Physicists, Geologists and Meteorologists.  
21131 Physicists.  
21132 Geophysicists.  
21133 Geologists, Mineralogists etc.  
21134 Meteorologists.  
21135 Astronomers.  
21136 Mathematicians.  
21210 Civil Engineers.  
21211 Water, Sanitation, Drainage and Public Health Engineers.  
21212 Mining, Quarrying and Drilling Engineers.  
21213 Construction Engineers.  
21220 Mechanical Engineers.  
21221 Aeronautical Engineers.  
21222 Automobile Engineers.  
21223 Marine Engineers.

21224 Plant and Maintenance Engineers.  
21230 Electrical Engineers.  
21231 Electricity Generation and Supply Engineers.  
21232 Telecommunications Engineers.  
21240 Electronic Engineers.  
21241 Broadcasting Engineers.  
21242 Avionics, Radar and Communications Engineers.  
21250 Chemical Engineers.  
21260 Design and Development Engineers.  
21270 Production and Process Engineers.  
21280 Planning and Quality Control Engineers.  
21281 Planning Engineers.  
21282 Quality Control Engineers.  
21290 Engineering Professionals Nec.  
21291 Metallurgists and Material Scientists.  
21292 Patents Examiners, Agents and Officers.  
21293 Heating and Ventilating Engineers.  
21294 Food and Drink Technologists (including brewers).  
21295 Acoustic Engineers.  
21310 IT Strategy and Planning Professionals.  
21311 IT Consultants and Planners.  
21312 Telecommunications Consultants and Planners.  
21320 Software Professionals.  
21321 Software Designers and Engineers.  
21322 Computer Analysts and Programmers.  
21323 Network/Systems Designers and Engineers.  
21324 Web Developers and Producers.  
22110 Medical Practitioners.  
22111 Pre-registration House Officers.  
22112 Senior House Officers.  
22113 Specialist Registrars, Consultants and General Practitioners.  
22120 Psychologists.  
22121 Education Psychologists.  
22122 Clinical Psychologists.  
22123 Occupational Psychologists.  
22130 Pharmacists/Pharmacologists.  
22131 Pharmacists.  
22132 Pharmacologists.  
22140 Ophthalmic Opticians.  
22150 Dental Practitioners.  
22151 General Practice Dentists.  
22152 Hospital Dentists, House Officers (Dental).  
22160 Veterinarians.  
23110 Higher Education Teaching Professionals.  
23111 University and Higher Education Professors.  
23112 University and Higher Education Lecturers.  
23113 Teacher Training Establishment Lecturers.

23114 University Tutorial and Teaching Assistants.  
23120 Further Education Teaching Professionals.  
23130 Education Officers, School Inspectors.  
23131 Education Officers.  
23132 Education Advisors.  
23133 Education Inspectors.  
23140 Secondary Education Teaching Professionals.  
23141 Secondary Head Teachers.  
23142 Secondary Teachers.  
23150 Primary and Nursery Education Teaching Professionals.  
23151 Primary Head Teachers.  
23152 Primary Teachers.  
23160 Special Needs Education Teaching Professionals.  
23170 Registrars and Senior Administrators of Educational Establishments.  
23190 Teaching Professionals Nec.  
23191 Music, Dance and Drama Teachers (Private/Pedagogical).  
23192 Language Assistants and Tutors, TEFL.  
23193 Tutors and Teachers at Adult Education Centres.  
23194 Examiners and Moderators.  
23210 Scientific Researchers.  
23220 Social Science Researchers.  
23290 Researchers Nec.  
23291 Researchers (Media).  
23292 Researchers (University - unspecified discipline).  
24110 Solicitors and Lawyers, Judges and Coroners.  
24111 Barristers and Advocates.  
24112 Solicitors.  
24113 Judges, Magistrates, Coroners and Sheriffs.  
24190 Legal Professionals Nec.  
24191 Clerks of Court, Officers of Court.  
24192 Legal Advisers in Non-Law Firms.  
24210 Chartered and Certified Accountants.  
24211 Chartered Accountants.  
24212 Certified Accountants.  
24213 Public Finance Accountants.  
24214 Examiners/Auditors.  
24220 Management Accountants.  
24230 Management Consultants, Actuaries, Economists and Statisticians.  
24231 Management Consultants.  
24232 Business Analysts.  
24233 Economists.  
24234 Statisticians.  
24235 Actuaries.  
24310 Architects.

24311 Landscape Architects.  
24320 Town Planners.  
24330 Quantity Surveyors.  
24340 Chartered Surveyors (Not Quantity Surveyors).  
24341 General Practice Surveyors.  
24342 Land Surveyors.  
24343 Building Surveyors.  
24344 Hydrographic Surveyors.  
24410 Public Service Administrative Professionals.  
24411 Local Government Area and Divisional Officers.  
24412 Registrars of Births, Marriages and Deaths.  
24413 National Government Administrative Professionals  
(Grades 5/6/7).  
24420 Social Workers.  
24421 Social Workers (Medical, Mental Health, Rehab).  
24422 Social Workers (Children, Fostering, Adoption).  
24423 Social Workers (Family).  
24430 Probation Officers.  
24440 Clergy.  
24510 Librarians.  
24520 Archivists and Curators.  
24521 Archivists.  
24522 Curators (Museum etc).  
31110 Laboratory Technicians.  
31111 Laboratory Technicians (Non Medical).  
31112 Medical Laboratory Technicians.  
31120 Electrical/Electronic Technicians.  
31130 Engineering Technicians.  
31140 Building and Civil Engineering Technicians.  
31150 Quality Assurance Technicians.  
31190 Science and Engineering Technicians Nec.  
31210 Architectural and Town Planning Technicians.  
31211 Town Planning Assistants, Technicians.  
31212 Architectural Technicians, Assistants.  
31220 Draughtspersons.  
31221 Design Draughtsperson.  
31222 Mechanical Engineering Draughtsperson.  
31223 Cartographical Draughtsperson.  
31224 Drawing Office Assistants, Tracers.  
31230 Building Inspectors.  
31310 IT Operations Technicians (Network Support).  
31320 IT User Support Technicians (Help Desk Support).  
32110 Nurses.  
32111 Hospital Matrons and Nurse Administrators.  
32112 Staff Nurses (Adult).  
32113 Staff Nurses (Children).  
32114 Staff Nurses (Mental Health).  
32115 Non Hospital Nurses (e.g. General Practice,

Community, Clinics etc).

- 32120 Midwives.
- 32130 Paramedics.
- 32140 Medical Radiographers.
- 32150 Chiropodists.
- 32160 Dispensing Opticians.
- 32170 Pharmaceutical Dispensers.
- 32180 Medical and Dental Technicians.
- 32181 Medical Technicians.
- 32182 Audiologists.
- 32183 Dental Technicians.
- 32210 Physiotherapists.
- 32220 Occupational Therapists.
- 32230 Speech and Language Therapists.
- 32290 Therapists Nec.
- 32291 Acupuncturists, Reflexologists.
- 32292 Dieticians.
- 32293 Osteopaths, Hydrotherapists, Massage Therapists, Chiropractors.
- 32294 Psychotherapists.
- 32295 Homeopaths.
- 32310 Youth and Community Workers.
- 32311 Youth Workers.
- 32312 Community Workers.
- 32320 Housing and Welfare Officers.
- 32321 Housing/Homeless Officers.
- 32322 Education/Learning Support Worker.
- 32323 Drug Worker.
- 32324 Counsellors.
- 33110 Armed Forces: NCOs and Other Ranks.
- 33120 Police Officers (Sergeant and Below).
- 33130 Fire Service Officers (Leading Fire Officer and Below).
- 33140 Prison Service Officers (Below Principal Officer).
- 33190 Protective Service Associate Professionals Nec.
- 33191 Customs, Excise and Duty Officers.
- 33192 Immigration Officers.
- 34110 Artists (Fine Art).
- 34120 Authors, Writers.
- 34121 Authors.
- 34122 Technical Authors.
- 34123 Translators.
- 34124 Interpreters.
- 34125 Literary Agents.
- 34130 Performing Artists.
- 34131 Actors.
- 34132 Vocalists.
- 34133 Entertainers.
- 34134 Disc Jockeys (not broadcasting).

34140 Dancers and Choreographers.  
34150 Musicians.  
34151 Composers, Arrangers, Conductors and Musical Directors.  
34152 Musical Instrument Players.  
34160 Arts Officers, Producers and Directors.  
34161 Directors, Producers.  
34162 Stage and Studio Managers.  
34163 Arts Officers, Advisers and Consultants.  
34164 Entertainment Agents.  
34210 Graphic Artists and Designers.  
34211 Commercial Artists.  
34212 Web Designers.  
34213 Exhibition, Multi-media Designers.  
34214 Desk Top Publishers, Assistants and Operators.  
34220 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.  
34310 Journalists, Newspaper and Periodical Editors.  
34311 Editors.  
34312 Journalists.  
34320 Broadcasters (Announcers, Disc Jockeys, News Readers).  
34330 Public Relations Officers.  
34340 Photographers and Audio-Visual Equipment Operators.  
34341 Photographers.  
34342 TV and Film Camera Operators.  
34343 Audio-visual Effects Designers and Operators.  
34344 Video, Telecine and Film Recorder Operators.  
34345 Sound Recordists, Technicians, Assistants.  
34410 Sports Players.  
34420 Sports Coaches, Instructors and Officials.  
34421 Sports Coaches, Instructors.  
34422 Sports Officials.  
34430 Fitness Instructors.  
34490 Sports and Fitness Occupations Nec.  
34491 Outdoor Pursuits Instructors.  
35110 Air Traffic Controllers.  
35120 Aircraft Pilots and Flight Engineers.  
35121 Aircraft Pilots and Instructors.  
35122 Aircraft Flight Engineers, Navigators.  
35130 Ship and Hovercraft Officers.  
35140 Train Drivers.

35200 Legal Associate Professionals.  
35201 Legal Executives and Paralegals.  
35202 Clerks to Judges and Barristers (Not Solicitors).  
35203 Adjudicators, Tribunal and Panel Members.  
35310 Estimators, Valuers and Assessors.  
35311 Insurance Surveyors, Inspectors.  
35312 Insurance Claims Officials, Adjusters.  
35313 Estimators.  
35314 Rating, Valuation and Rent Officers.  
35320 Brokers.  
35321 Stockbrokers.  
35322 Share Dealers.  
35323 Insurance Brokers.  
35324 Air, Commodity and Ship Brokers.  
35325 Finance, Money and Foreign Exchange Brokers.  
35330 Insurance Underwriters.  
35340 Finance and Investment Analysts/Advisers.  
35341 Investment Advisers.  
35342 Pension Advisers.  
35343 Mortgage Consultants.  
35344 Independent Financial Advisers.  
35345 Financial Analysts.  
35350 Taxation Experts.  
35351 Tax Inspectors.  
35352 Tax Consultants, Advisers.  
35360 Importers, Exporters.  
35370 Financial and Accounting Technicians.  
35371 Accounting Technicians.  
35372 Trust Administrators and Officers.  
35390 Business and Related Associate Professionals Nec.  
35391 Organisation, Methods and Business Systems  
Analysts.  
35392 Conference, Exhibition and Events Co-ordinators  
and Consultants.  
35393 Contract Officers (Building and Manufacturing  
Contracting).  
35394 Transport and Traffic Advisors.  
35410 Buyers and Purchasing Officers.  
35411 Buyers and Purchasing Officers.  
35412 Contract Officers (Purchasing).  
35420 Sales Representatives.  
35421 Sales Representatives and Agents.  
35422 Technical Sales Representatives.  
35423 Sales Controllers, Administrators and Co-ordinators.  
35430 Marketing Associate Professionals.  
35431 Advertising and Marketing Executives.  
35432 Media Planners.  
35433 Market Research Analysts.



35434 Advertising and Publicity Writers.  
35435 Fundraising, Campaigns and Appeals Organisers.  
35440 Estate Agents, Auctioneers.  
35441 Estate Agents.  
35442 Land Agents.  
35443 Letting Agents.  
35444 Auctioneers.  
35510 Conservation, Heritage and Environmental  
Protection Officers.  
35520 Countryside and Park Rangers.  
35610 Public Service Associate Professionals (HEOs, SEOs).  
35611 Public Service Associate Professionals in Central  
Government Departments and Local Offices.  
35612 Public Service Associate Professionals in Local  
Government.  
35620 Personnel and Industrial Relations Officers.  
35621 Employment Agency Consultants.  
35622 Personnel and Recruitment Consultants/Advisers.  
35623 Personnel Officers.  
35624 Industrial Relations, Equal Opportunities and  
Conciliation Officers.  
35630 Vocational and Industrial Trainers and Instructors.  
35640 Careers Advisers and Vocational Guidance  
Specialists.  
35650 Inspectors Of Factories, Utilities and Trading  
Standards.  
35660 Other Statutory Inspectors.  
35670 Occupational Hygienists and Safety Officers (Health  
and Safety).  
35671 Health and Safety Officers.  
35672 Occupational Hygienists.  
35680 Environmental Health Officers.  
41110 Civil Service Executive Officers.  
41120 Civil Service Administrative Officers and Assistants.  
41130 Local Government Clerical Officers and Assistants.  
41140 Officers Of Non-Governmental Organisations.  
41141 Charity Officers.  
41142 Trade Union Officers.  
41143 Employers, Trade and Professional Association  
Officers.  
41144 Officers of Political Parties.  
41210 Credit Controllers.  
41220 Accounts and Wages Clerks, Book-Keepers, Other  
Financial Clerks.  
41221 Accounts Clerks.  
41222 Wages Clerks.  
41223 Book-Keepers.  
41224 Financial Administrators.

41230 Counter Clerks (Banks, Building Societies, Post Offices).  
41310 Filing and Other Records Assistants/Clerks.  
41311 University, College Clerks.  
41312 Personnel and Staff Clerks.  
41313 Marketing Assistants and Advertising Clerks.  
41314 Solicitors' Assistants and Court Officers.  
41315 Hospital Clerks and Clerical Officers.  
41316 Production, Quality Control and Work Study Assistants (Clerical).  
41320 Pensions and Insurance Clerks.  
41321 Pensions Clerks.  
41322 Insurance Clerks.  
41330 Stock Control Clerks.  
41340 Transport and Distribution Clerks.  
41350 Library Assistants/Clerks.  
41360 Database Assistants/Clerks.  
41370 Market Research Interviewers.  
41410 Telephonists.  
41420 Communication Operators.  
41500 General Office Assistants/Clerks Nec.  
42110 Medical Secretaries.  
42120 Legal Secretaries.  
42130 School Secretaries.  
42140 Company Secretaries (Also see 11313).  
42150 Personal Assistants and other Secretaries.  
42151 Secretaries.  
42152 Personal Assistants.  
42153 Secretary-Typists.  
42160 Receptionists.  
42170 Typists.  
51110 Farmers.  
51120 Horticultural Trades.  
51130 Gardeners and Groundsmen/Groundswomen.  
51131 Garden Designers.  
51190 Agricultural and Fishing Trades Nec.  
52110 Smiths and Forge Workers.  
52120 Moulders, Core Makers, Die Casters.  
52130 Sheet Metal Workers.  
52140 Metal Plate Workers, Shipwrights, Riveters.  
52150 Welding Trades.  
52160 Pipe Fitters.  
52210 Metal Machining Setters and Setter-Operators.  
52220 Tool Makers, Tool Fitters and Markers-Out.  
52230 Metal Working Production and Maintenance Fitters.  
52240 Precision Instrument Makers and Repairers.  
52310 Motor Mechanics.  
52320 Vehicle Body Builders and Repairers.

52330 Auto Electricians.  
52340 Vehicle Spray Painters.  
52410 Electricians, Electrical Fitters.  
52411 Production Fitters (Electrical/Electronic).  
52412 Electricians, Electrical Maintenance Fitters.  
52413 Electrical Engineers (Not Professional).  
52420 Telecommunications Engineers.  
52430 Lines Repairers and Cable Jointers.  
52440 TV, Video and Audio Engineers.  
52450 Computer Engineers, Installation and Maintenance.  
52490 Electrical/Electronics Engineers Nec.  
53110 Steel Erectors.  
53120 Bricklayers, Masons.  
53130 Roofers, Roof Tilers and Slaters.  
53140 Plumbers, Heating and Ventilating Engineers.  
53150 Carpenters and Joiners.  
53160 Glaziers, Window Fabricators and Fitters.  
53190 Construction Trades Nec.  
53210 Plasterers.  
53220 Floorers and Wall Tilers.  
53230 Painters and Decorators.  
54110 Weavers and Knitters.  
54120 Upholsterers.  
54130 Leather and Related Trades.  
54140 Tailors and Dressmakers.  
54190 Textiles, Garments and Related Trades Nec.  
54210 Originators, Compositors and Print Preparers.  
54220 Printers.  
54230 Bookbinders and Print Finishers.  
54240 Screen Printers.  
54310 Butchers, Meat Cutters.  
54320 Bakers, Flour Confectioners.  
54330 Fishmongers, Poultry Dressers.  
54340 Chefs, Cooks.  
54910 Glass and Ceramics Makers, Decorators and Finishers.  
54920 Furniture Makers, Other Craft Woodworkers.  
54930 Pattern Makers (Moulds).  
54940 Musical Instrument Makers and Tuners.  
54950 Goldsmiths, Silversmiths, Precious Stone Workers.  
54960 Floral Arrangers, Florists.  
54990 Hand Craft Occupations Nec.  
61110 Nursing Auxiliaries and Assistants.  
61111 Nursing Auxiliaries and Ward Attendants.  
61112 Surgery, Theatre and Sterile Services Assistants.  
61113 Occupational Therapy and Physiotherapy Assistants.  
61120 Ambulance Staff (Excluding Paramedics).  
61130 Dental Nurses.

61140 Houseparents and Residential Wardens.  
61150 Care Assistants and Home Carers (Elderly and Infirm).  
61151 Care Assistants (Residential).  
61152 Home Carers.  
61210 Nursery Nurses.  
61211 Nursery Nurses and Assistants.  
61212 Crèche Attendants.  
61220 Childminders and Related Occupations.  
61230 Playgroup Leaders/Assistants.  
61240 Educational Assistants (excl. HE/FE Tutors and  
Language Assistants).  
61310 Veterinary Nurses and Assistants.  
61390 Animal Care Occupations Nec.  
62110 Sports and Leisure Assistants.  
62111 Museum Assistants.  
62112 Bookmakers.  
62113 Leisure Centre, Gym and Swimming Pool Attendants.  
62120 Travel Agents.  
62130 Travel and Tour Guides.  
62140 Air Travel Assistants.  
62141 Cabin Crew.  
62142 Passenger Services Assistants.  
62150 Rail Travel Assistants.  
62190 Leisure and Travel Service Occupations Nec.  
62191 Ship Stewards.  
62210 Hairdressers, Barbers.  
62220 Beauticians and Related Occupations.  
62310 Housekeepers and Related Occupations.  
62311 Domestic Housekeepers.  
62312 Non-domestic Housekeepers.  
62320 Caretakers.  
62910 Undertakers and Mortuary Assistants.  
62920 Pest Control Officers.  
71110 Sales and Retail Assistants.  
71120 Retail Cashiers and Check-Out Operators.  
71130 Telephone Salespersons.  
71210 Collector Salespersons and Credit Agents.  
71220 Debt, Rent and Other Cash Collectors.  
71230 Roundsmen/Women and Van Salespersons.  
71240 Market and Street Traders and Assistants.  
71250 Merchandisers and Window Dressers.  
71251 Merchandisers.  
71252 Window Dressers.  
71290 Sales Related Occupations Nec.  
71291 Property Negotiators.  
71292 Insurance Sales Representatives.  
71293 Demonstrators and Promoters (Sales).  
71294 Sales Representatives (Retail).

72110 Call Centre Agents/Operators.  
72120 Customer Care Occupations.  
81110 Food, Drink and Tobacco Process Operatives.  
81120 Glass and Ceramics Process Operatives.  
81130 Textile Process Operatives.  
81140 Chemical and Related Process Operatives.  
81150 Rubber Process Operatives.  
81160 Plastics Process Operatives.  
81170 Metal Making and Treating Process Operatives.  
81180 Electroplaters.  
81190 Process Operatives Nec.  
81210 Paper and Wood Machine Operatives.  
81220 Coal Mine Operatives.  
81230 Quarry Workers and Related Operatives.  
81240 Energy Plant Operatives.  
81250 Metal Working Machine Operatives.  
81260 Water and Sewerage Plant Operatives.  
81290 Plant and Machine Operatives Nec.  
81310 Assemblers (Electrical Products).  
81320 Assemblers (Vehicles and Metal Goods).  
81330 Routine Inspectors and Testers.  
81340 Weighers, Graders, Sorters.  
81350 Tyre, Exhaust and Windscreen Fitters.  
81360 Clothing Cutters.  
81370 Sewing Machinists.  
81380 Routine Laboratory Testers.  
81390 Assemblers and Routine Operatives Nec.  
81410 Scaffolders, Stagers, Riggers.  
81420 Road Construction Operatives.  
81430 Rail Construction and Maintenance Operatives.  
81490 Construction Operatives Nec.  
82110 Heavy Goods Vehicle Drivers.  
82120 Van Drivers.  
82130 Bus and Coach Drivers.  
82140 Taxi, Cab Drivers and Chauffeurs.  
82150 Driving Instructors.  
82160 Rail Transport Operatives.  
82170 Seafarers (Merchant Navy); Barge, Lighter and Boat Operatives.  
82180 Air Transport Operatives.  
82190 Transport Operatives Nec.  
82210 Crane Drivers.  
82220 Fork-Lift Truck Drivers.  
82230 Agricultural Machinery Drivers.  
82290 Mobile Machine Drivers and Operatives Nec.  
91110 Farm Workers.  
91120 Forestry Workers.  
91190 Fishing and Agriculture Related Occupations Nec.

91210 Labourers In Building and Woodworking Trades.  
91290 Labourers In Other Construction Trades Nec.  
91310 Labourers In Foundries.  
91320 Industrial Cleaning Process Occupations.  
91330 Printing Machine Minders and Assistants.  
91340 Packers, Bottlers, Canners, Fillers.  
91390 Labourers In Process and Plant Operations Nec.  
91410 Stevedores, Dockers and Slingers.  
91490 Other Goods Handling and Storage Occupations  
Nec.  
91491 Storekeepers, Warehousemen/women.  
91492 Goods Collectors, Assemblers, Dispatchers and  
Porters.  
92110 Postal Workers, Mail Sorters, Messengers, Couriers.  
92111 Postal Workers.  
92112 Messengers.  
92113 Couriers, Deliverers and Distributors.  
92190 Elementary Office Occupations Nec.  
92191 Reprographics, Print Room and Office Machine  
Operators.  
92192 Office Juniors.  
92210 Hospital Porters.  
92220 Hotel Porters.  
92230 Kitchen and Catering Assistants.  
92231 Kitchen Porters, Hands.  
92232 Counterhands, Catering Assistants.  
92240 Waiters, Waitresses.  
92250 Bar Staff.  
92260 Leisure and Theme Park Attendants.  
92290 Elementary Personal Services Occupations Nec.  
92310 Window Cleaners.  
92320 Road Sweepers.  
92330 Cleaners, Domestic.  
92340 Launderers, Dry Cleaners, Pressers.  
92350 Refuse and Salvage Occupations.  
92390 Elementary Cleaning Occupations Nec.  
92410 Security Guards and Related Occupations.  
92411 Detectives and Investigators (Security Services).  
92412 Security Guards, Wardens and Watchmen.  
92420 Traffic Wardens.  
92430 School Crossing Patrol Attendants.  
92440 School Midday Assistants.  
92450 Car Park Attendants.  
92490 Elementary Security Occupations Nec.  
92510 Shelf Fillers.  
92590 Elementary Sales Occupations Nec.  
92591 Trolley Attendant.  
92592 Advertisement Hand.

**DESCRIPTION**

This field uses the Standard Occupational Classification to describe the types of job of those HE leavers who were employed on 14 April 2008/12 January 2009. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). A description of SOC (DLHE) is in valid entries.

Questions asked:

Q3. What was your job title?

Q4. Briefly describe your duties e.g. maintaining and updating company intranet

**NOTES**

Core field for employed leavers.

Field 65, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 9 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 65, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 9 (highlighted as core) gives enough information to code field 65 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

Default code 'XXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXXX' must NOT be used when field 5, EMPCIR = '01' to '03' and '15'.

**REASON REQUIRED**

To determine the nature of employment of HE leavers.

**Field Nr.**   **Field Description**

12   Employer size

**Field Abbrev'n**  
EMPSIZE

**Field Length**  
1

**STATUS**   Compulsory.

**VALID ENTRIES**

- 1   1 to 49.
- 2   50 to 249.
- 3   250 or more.
- 8   Not known.
- X   Question not answered (default).

**DESCRIPTION**   This field describes the size of the employing organisation by the number of people employed.

Question asked:

Q11. Approximately how many people work in the entire organisation (i.e. all branches, depts. etc.)?

**NOTES**   If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED**   To identify those HE leavers employed by Small and Medium sized Enterprises (SMEs).



Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Duration of employment	DURATION	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Permanent or open-ended contract.
- 2 Fixed-term contract: 12 months or longer.
- 3 Fixed-term contract: shorter than 12 months.
- 4 Self-employed/Freelance.
- 5 Temporarily, through an agency.
- 6 Temporarily, other than through an agency.
- 8 Other.
- X Question not answered (default).

**DESCRIPTION** This field describes the HE leaver's own assessment of the duration of their employment in the work they were doing on 14 April 2008/12 January 2009.

Question asked:

Q5. Which of the following best describes the basis on which you were employed on 14 April 2008/12 January 2009?

**NOTES** If the leaver ticks more than one box then return code 'X'.  
  
Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To analyse trends in labour market demand for HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Salary	SALARY	6

**STATUS** Compulsory.

#### VALID ENTRIES

A six digit number or XXXXXX (default code).

**DESCRIPTION** This field describes the HE leaver's annual salary to the nearest thousand pounds before tax.

Question asked:

Q6. What was your annual pay to the nearest thousand (£), before tax? If you were employed for less than a year or are part-time, please estimate your pay to the full-time annual equivalent.

**NOTES** The salary should be returned with leading zeros to fill full field length of 6 digits e.g.  
£15,000 should be returned as 015000  
£6,000 should be returned as 006000

Default code 'XXXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17' or when the leaver has ticked 'I do not wish to give this information'.

**REASON REQUIRED** To enable analysis and comparison of salaries in different employment sectors.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Qualification required for job	QUALREQ	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 3 Advantage.
- 4 Yes.
- 5 Formal Requirement/expected.
- 8 Don't know.
- X Question not answered (default).

**DESCRIPTION**

This field describes whether the HE leaver's qualification was a necessary criteria in gaining the job they were doing on 14 April 2008/12 January 2009.  
Question asked:

Q12. Would you have been able to get the job you were doing on 14 April 2008/12 January 2009 without the qualification you recently obtained (the actual qualification, not the subject of study)?

Link from questionnaire to valid entries:

No: the qualification was a formal requirement/expected (5)  
Possibly: but the qualification did give me an advantage (3)  
Yes (4)  
Don't know (8)

**NOTES**

If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED**

To assess the qualification requirements of different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Importance to employer	EMPIMP	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Subject(s) studied.
- 2 Level of study.
- 3 Both equally important.
- 8 Don't know.
- X Question not answered (default).

**DESCRIPTION** This field describes the factors that the HE leaver thought were important to their employer in their getting the job they were doing on 14 April 2008/12 January 2009.

Question asked:

Q13. As far as you are aware, what was more important to your employer about your qualification, the subject(s) you studied or the level of study?

**NOTES** Question not on telephone script.

If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To assess the varying requirements of different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Career related code 1	CAREER1	1
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
21	Career related code 5	CAREER5	1
59	Career related code 9	CAREER9	1
60	Career related code 10	CAREER10	1
61	Career related code 11	CAREER11	1
62	Career related code 12	CAREER12	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 Box blank.
- 1 Box ticked.
- X Question not answered (default).

**DESCRIPTION**

These fields describe the leaver's reasons for taking the job they were doing on 14 April 2008/12 January 2009.

Question asked:

Q14. Why did you decide to take the job you were doing on 14 April 2008/12 January 2009?

Link to questionnaire:

Field 17 - It fitted into my career plan/it was exactly the type of work I wanted

Field 18 - It was the best job offer I received/only job offer I received

Field 19 - It was an opportunity to progress in the organisation

Field 21 - To see if I would like the type of work it involved

Field 59 - To gain and broaden my experience in order to get the type of job I really want

Field 60 - In order to earn a living/pay off debts

Field 61 - It was the right location

Field 62 - The job was well-paid

**NOTES**

Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 17, 18, 19, 21, 59, 60, 61 and 62

Career related codes 1, 2, 3, 5, 9, 10, 11 and 12 to be coded '0'.

For employed leavers who complete the questionnaire use code '0' rather than code 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To assess the reasons why HE leavers are in different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
20	Not used	CAREER4	1

#### VALID ENTRIES

X      Default value.

#### NOTES

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Not used	CAREER6	1

#### VALID ENTRIES

X      Default value.

#### NOTES

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.



Field Nr.	Field Description	Field Abbrev'n	Field Length
23	Not used	CAREER7	1

#### VALID ENTRIES

X      Default value.

#### NOTES

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
24	Not used	CAREER8	1

#### VALID ENTRIES

X      Default value.

#### NOTES

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	How found job	JOBFND	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Own institution's Careers Service.
- 2 Newspaper/magazine advertisement.
- 3 Employer's web site.
- 4 Recruitment agency/website.
- 5 Personal contacts, including family and friends, networking.
- 6 Speculative application.
- 7 Don't remember.
- 8 Other.
- 9 Already worked there.
- X Question not answered (default).

**DESCRIPTION** This field describes how the HE leaver found the job they were doing on 14 April 2008/12 January 2009.

Question asked:

Q15. How did you find out about this job?

**NOTES** If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To provide information on reference sources used to find different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
26	Previously employed	PREVEMP	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Yes, before my programme of study.
- 2 Yes, during my programme of study.
- 3 Yes, both before and during my programme of study.
- 4 No.
- X Question not answered (default).

**DESCRIPTION** This field identifies whether the HE leaver worked for their employer before or during the programme of study they completed recently.

Question asked:

Q16. Thinking still about your employer on 14 April 2008/12 January 2009: did you work for this employer before or during the programme of study you recently completed?

**NOTES** If the leaver ticks more than one of the boxes 1 to 3, then return code '3'.

If the leaver ticks box 4 and any other combination then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To find out how many HE leavers remain with/return to previous employers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
27	Category of previous employment 1	PREVCAT1	1
28	Category of previous employment 2	PREVCAT2	1
29	Category of previous employment 3	PREVCAT3	1
30	Category of previous employment 4	PREVCAT4	1
31	Category of previous employment 5	PREVCAT5	1
32	Category of previous employment 6	PREVCAT6	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 Box blank.
- 1 Box ticked.
- X Question not answered (default).

**DESCRIPTION**

These fields describe the categories of work the leaver had undertaken previously for their employer.

Question asked:

Q17. In which of the ways listed below did you work for this employer?

Link to questionnaire:

Field 27 - On a training/sandwich placement

Field 28 - On another kind of placement or project work

Field 29 - As a holiday job

Field 30 - Full-time or part-time work all year round

Field 31 - Full-time or part-time work during term time

Field 32 - In other ways

**NOTES**

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 27-32 Category of previous employment 1 to 6 to be coded '0'.

For Employed leavers who completed the questionnaire, code 'X' must not be used.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

**REASON REQUIRED** To find out about previous employment.

Field Nr.	Field Description	Field Abbrev'n	Field Length
33	Nature of study/training	NATSTUDY	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Registered as a research student.
- 2 Registered on a course.
- 3 Preparing a professional portfolio of my work.
- 4 Engaged in private, unsupervised study.
- X Question not answered (default).

**DESCRIPTION** This field describes the type of further study or training the HE leaver was undertaking.

Question asked:

Q18. Which of the following best describes the basis on which you were studying, training or researching on 14 April 2008/12 January 2009?

**NOTES** Core field for leavers who are studying.

If the leaver ticks more than one box code the one nearest the top of the list.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

Default code 'X' must NOT be used when field 6, MODSTUDY = '1 - 2'.

**REASON REQUIRED** To identify various types of further study/training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
34	Professional subject of training	PROFSOCT	5

**STATUS** Compulsory.

**VALID ENTRIES**

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes.

00020 Reserved for instances where occupational information is not stated.

11110 Senior Officials in National Government.

11120 Directors and Chief Executives of Major Organisations.

11130 Senior Officials in Local Government.

11140 Senior Officials of Special Interest Organisations.

11141 Senior Officials of Trade Unions.

11142 Senior Officials of Employers, Trades and Professional Associations.

11143 Senior Officials of Charities.

11144 Senior Officials of Political Parties.

11210 Production, Works and Maintenance Managers.

11220 Managers in Construction.

11230 Managers in Mining and Energy.

11231 Mining, Quarrying and Drilling Managers.

11232 Gas, Water and Electricity Supply Managers.

11310 Financial Managers and Chartered Secretaries.

11311 Finance Managers and Directors.

11312 Investment/Merchant Bankers.

11313 Chartered Company Secretaries, Treasurers Company Registrars.

11320 Marketing and Sales Managers.

11321 Marketing Managers.

11322 Sales Managers.

11323 Market Research Managers.

11324 Export and Import Managers.

11330 Purchasing Managers.

11340 Advertising and Public Relations Managers.

11341 Advertising Managers.

11342 Public Affairs and Publicity Managers.

11350 Personnel, Training and Industrial Relations Managers.

11351 Personnel Managers.

11352 Industrial Relations Managers.

11353 Training Managers.

11354 Operational Research, Organisation and Methods Managers.

11360 Information and Communication Technology Managers.  
11361 Information Managers.  
11362 Computer Operations Managers.  
11363 Telecommunications Managers.  
11370 Research and Development Managers.  
11410 Quality Assurance Managers.  
11420 Customer Care Managers.  
11510 Financial Institution Managers.  
11511 Bank Managers.  
11512 Building Society Managers.  
11513 Post Office and Postal Service Managers.  
11514 Insurance Office Managers.  
11515 Stockbroking managers.  
11520 Office Managers.  
11521 Reservations and Booking Office Managers.  
11522 Administration and Records Managers.  
11523 Payroll and Pensions Managers.  
11524 Invoice, Costs and Accounts Managers.  
11610 Transport and Distribution Managers.  
11620 Storage and Warehouse Managers.  
11630 Retail and Wholesale Managers.  
11710 Officers In Armed Forces.  
11711 Army Officers.  
11712 Navy Officers.  
11713 Air Force Officers.  
11720 Police Officers (Inspectors and above).  
11730 Senior Officers in Fire, Ambulance, Prison and Related Services.  
11740 Security Managers.  
11810 Hospital and Health Service Managers.  
11820 Pharmacy Managers.  
11830 Healthcare Practice Managers.  
11840 Social Services Managers.  
11850 Residential and Day Care Managers.  
11851 Residential Care Managers.  
11852 Day Care Managers.  
12110 Farm Managers.  
12120 Natural Environment, Conservation and Heritage Managers.  
12190 Managers in Animal Husbandry, Forestry and Fishing Nec.  
12191 Animal Establishment (not livestock) Managers.  
12192 Forestry and Tree Felling Managers.  
12210 Hotel and Accommodation Managers.  
12211 Hotel Managers.  
12212 Wardens of Hostels, Halls of Residences, Nurses Homes and Other Communal Accommodation.



12213 Managers of Guest Houses, Caravan Sites and Other Holiday Accommodation.  
 12220 Conference, Events and Exhibition Managers.  
 12221 Conference Managers.  
 12222 Exhibition Managers.  
 12230 Restaurant and Catering Managers.  
 12240 Publicans and Managers of Licensed Premises.  
 12250 Leisure and Sports Managers.  
 12251 Recreation and Sports Facilities Managers.  
 12252 Entertainment Managers.  
 12253 Cultural and Leisure Establishment Managers.  
 12260 Travel Agency Managers.  
 12310 Property, Housing and Land Managers.  
 12311 Property Agency Managers and Landlords etc.  
 12312 Estates and Facilities Managers.  
 12320 Garage Managers and Proprietors.  
 12330 Hairdressing and Beauty Salon Managers and Proprietors.  
 12340 Shopkeepers.  
 12350 Recycling and Refuse Disposal Managers.  
 12390 Managers and Proprietors in Other Services Nec.  
 21110 Chemists.  
 21111 Research/Development Chemists.  
 21112 Analytical Chemists.  
 21120 Biological Scientists and Biochemists.  
 21121 Biochemists, Medical Scientists.  
 21122 Biologists.  
 21123 Bacteriologists, Microbiologists etc.  
 21124 Botanists.  
 21125 Pathologists.  
 21126 Agricultural Scientists.  
 21127 Physiologists.  
 21130 Physicists, Geologists and Meteorologists.  
 21131 Physicists.  
 21132 Geophysicists.  
 21133 Geologists, Mineralogists etc.  
 21134 Meteorologists.  
 21135 Astronomers.  
 21136 Mathematicians.  
 21210 Civil Engineers.  
 21211 Water, Sanitation, Drainage and Public Health Engineers.  
 21212 Mining, Quarrying and Drilling Engineers.  
 21213 Construction Engineers.  
 21220 Mechanical Engineers.  
 21221 Aeronautical Engineers.  
 21222 Automobile Engineers.  
 21223 Marine Engineers.

21224 Plant and Maintenance Engineers.  
21230 Electrical Engineers.  
21231 Electricity Generation and Supply Engineers.  
21232 Telecommunications Engineers.  
21240 Electronic Engineers.  
21241 Broadcasting Engineers.  
21242 Avionics, Radar and Communications Engineers.  
21250 Chemical Engineers.  
21260 Design and Development Engineers.  
21270 Production and Process Engineers.  
21280 Planning and Quality Control Engineers.  
21281 Planning Engineers.  
21282 Quality Control Engineers.  
21290 Engineering Professionals Nec.  
21291 Metallurgists and Material Scientists.  
21292 Patents Examiners, Agents and Officers.  
21293 Heating and Ventilating Engineers.  
21294 Food and Drink Technologists (including brewers).  
21295 Acoustic Engineers.  
21310 IT Strategy and Planning Professionals.  
21311 IT Consultants and Planners.  
21312 Telecommunications Consultants and Planners.  
21320 Software Professionals.  
21321 Software Designers and Engineers.  
21322 Computer Analysts and Programmers.  
21323 Network/Systems Designers and Engineers.  
21324 Web Developers and Producers.  
22110 Medical Practitioners.  
22111 Pre-registration House Officers.  
22112 Senior House Officers.  
22113 Specialist Registrars, Consultants and General Practitioners.  
22120 Psychologists.  
22121 Education Psychologists.  
22122 Clinical Psychologists.  
22123 Occupational Psychologists.  
22130 Pharmacists/Pharmacologists.  
22131 Pharmacists.  
22132 Pharmacologists.  
22140 Ophthalmic Opticians.  
22150 Dental Practitioners.  
22151 General Practice Dentists.  
22152 Hospital Dentists, House Officers (Dental).  
22160 Veterinarians.  
23110 Higher Education Teaching Professionals.  
23111 University and Higher Education Professors.  
23112 University and Higher Education Lecturers.  
23113 Teacher Training Establishment Lecturers.

23114 University Tutorial and Teaching Assistants.  
 23120 Further Education Teaching Professionals.  
 23130 Education Officers, School Inspectors.  
 23131 Education Officers.  
 23132 Education Advisors.  
 23133 Education Inspectors.  
 23140 Secondary Education Teaching Professionals.  
 23141 Secondary Head Teachers.  
 23142 Secondary Teachers.  
 23150 Primary and Nursery Education Teaching Professionals.  
 23151 Primary Head Teachers.  
 23152 Primary Teachers.  
 23160 Special Needs Education Teaching Professionals.  
 23170 Registrars and Senior Administrators of Educational Establishments.  
 23190 Teaching Professionals Nec.  
 23191 Music, Dance and Drama Teachers (Private/Pedagogical).  
 23192 Language Assistants and Tutors, TEFL.  
 23193 Tutors and Teachers at Adult Education Centres.  
 23194 Examiners and Moderators.  
 23210 Scientific Researchers.  
 23220 Social Science Researchers.  
 23290 Researchers Nec.  
 23291 Researchers (Media).  
 23292 Researchers (University - unspecified discipline).  
 24110 Solicitors and Lawyers, Judges and Coroners.  
 24111 Barristers and Advocates.  
 24112 Solicitors.  
 24113 Judges, Magistrates, Coroners and Sheriffs.  
 24190 Legal Professionals Nec.  
 24191 Clerks of Court, Officers of Court.  
 24192 Legal Advisers in Non-Law Firms.  
 24210 Chartered and Certified Accountants.  
 24211 Chartered Accountants.  
 24212 Certified Accountants.  
 24213 Public Finance Accountants.  
 24214 Examiners/Auditors.  
 24220 Management Accountants.  
 24230 Management Consultants, Actuaries, Economists and Statisticians.  
 24231 Management Consultants.  
 24232 Business Analysts.  
 24233 Economists.  
 24234 Statisticians.  
 24235 Actuaries.  
 24310 Architects.

24311 Landscape Architects.  
24320 Town Planners.  
24330 Quantity Surveyors.  
24340 Chartered Surveyors (Not Quantity Surveyors).  
24341 General Practice Surveyors.  
24342 Land Surveyors.  
24343 Building Surveyors.  
24344 Hydrographic Surveyors.  
24410 Public Service Administrative Professionals.  
24411 Local Government Area and Divisional Officers.  
24412 Registrars of Births, Marriages and Deaths.  
24413 National Government Administrative Professionals  
(Grades 5/6/7).  
24420 Social Workers.  
24421 Social Workers (Medical, Mental Health, Rehab).  
24422 Social Workers (Children, Fostering, Adoption).  
24423 Social Workers (Family).  
24430 Probation Officers.  
24440 Clergy.  
24510 Librarians.  
24520 Archivists and Curators.  
24521 Archivists.  
24522 Curators (Museum etc).  
31110 Laboratory Technicians.  
31111 Laboratory Technicians (Non Medical).  
31112 Medical Laboratory Technicians.  
31120 Electrical/Electronic Technicians.  
31130 Engineering Technicians.  
31140 Building and Civil Engineering Technicians.  
31150 Quality Assurance Technicians.  
31190 Science and Engineering Technicians Nec.  
31210 Architectural and Town Planning Technicians.  
31211 Town Planning Assistants, Technicians.  
31212 Architectural Technicians, Assistants.  
31220 Draughtspersons.  
31221 Design Draughtsperson.  
31222 Mechanical Engineering Draughtsperson.  
31223 Cartographical Draughtsperson.  
31224 Drawing Office Assistants, Tracers.  
31230 Building Inspectors.  
31310 IT Operations Technicians (Network Support).  
31320 IT User Support Technicians (Help Desk Support).  
32110 Nurses.  
32111 Hospital Matrons and Nurse Administrators.  
32112 Staff Nurses (Adult).  
32113 Staff Nurses (Children).  
32114 Staff Nurses (Mental Health).  
32115 Non Hospital Nurses (e.g. General Practice,

Community, Clinics etc).

- 32120 Midwives.
- 32130 Paramedics.
- 32140 Medical Radiographers.
- 32150 Chiropodists.
- 32160 Dispensing Opticians.
- 32170 Pharmaceutical Dispensers.
- 32180 Medical and Dental Technicians.
- 32181 Medical Technicians.
- 32182 Audiologists.
- 32183 Dental Technicians.
- 32210 Physiotherapists.
- 32220 Occupational Therapists.
- 32230 Speech and Language Therapists.
- 32290 Therapists Nec.
- 32291 Acupuncturists, Reflexologists.
- 32292 Dieticians.
- 32293 Osteopaths, Hydrotherapists, Massage Therapists, Chiropractors.
- 32294 Psychotherapists.
- 32295 Homeopaths.
- 32310 Youth and Community Workers.
- 32311 Youth Workers.
- 32312 Community Workers.
- 32320 Housing and Welfare Officers.
- 32321 Housing/Homeless Officers.
- 32322 Education/Learning Support Worker.
- 32323 Drug Worker.
- 32324 Counsellors.
- 33110 Armed Forces: NCOs and Other Ranks.
- 33120 Police Officers (Sergeant and Below).
- 33130 Fire Service Officers (Leading Fire Officer and Below).
- 33140 Prison Service Officers (Below Principal Officer).
- 33190 Protective Service Associate Professionals Nec.
- 33191 Customs, Excise and Duty Officers.
- 33192 Immigration Officers.
- 34110 Artists (Fine Art).
- 34120 Authors, Writers.
- 34121 Authors.
- 34122 Technical Authors.
- 34123 Translators.
- 34124 Interpreters.
- 34125 Literary Agents.
- 34130 Performing Artists.
- 34131 Actors.
- 34132 Vocalists.
- 34133 Entertainers.
- 34134 Disc Jockeys (not broadcasting).

34140 Dancers and Choreographers.  
34150 Musicians.  
34151 Composers, Arrangers, Conductors and Musical Directors.  
34152 Musical Instrument Players.  
34160 Arts Officers, Producers and Directors.  
34161 Directors, Producers.  
34162 Stage and Studio Managers.  
34163 Arts Officers, Advisers and Consultants.  
34164 Entertainment Agents.  
34210 Graphic Artists and Designers.  
34211 Commercial Artists.  
34212 Web Designers.  
34213 Exhibition, Multi-media Designers.  
34214 Desk Top Publishers, Assistants and Operators.  
34220 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.  
34310 Journalists, Newspaper and Periodical Editors.  
34311 Editors.  
34312 Journalists.  
34320 Broadcasters (Announcers, Disc Jockeys, News Readers).  
34330 Public Relations Officers.  
34340 Photographers and Audio-Visual Equipment Operators.  
34341 Photographers.  
34342 TV and Film Camera Operators.  
34343 Audio-visual Effects Designers and Operators.  
34344 Video, Telecine and Film Recorder Operators.  
34345 Sound Recordists, Technicians, Assistants.  
34410 Sports Players.  
34420 Sports Coaches, Instructors and Officials.  
34421 Sports Coaches, Instructors.  
34422 Sports Officials.  
34430 Fitness Instructors.  
34490 Sports and Fitness Occupations Nec.  
34491 Outdoor Pursuits Instructors.  
35110 Air Traffic Controllers.  
35120 Aircraft Pilots and Flight Engineers.  
35121 Aircraft Pilots and Instructors.  
35122 Aircraft Flight Engineers, Navigators.  
35130 Ship and Hovercraft Officers.  
35140 Train Drivers.

35200 Legal Associate Professionals.  
35201 Legal Executives and Paralegals.  
35202 Clerks to Judges and Barristers (Not Solicitors).  
35203 Adjudicators, Tribunal and Panel Members.  
35310 Estimators, Valuers and Assessors.  
35311 Insurance Surveyors, Inspectors.  
35312 Insurance Claims Officials, Adjusters.  
35313 Estimators.  
35314 Rating, Valuation and Rent Officers.  
35320 Brokers.  
35321 Stockbrokers.  
35322 Share Dealers.  
35323 Insurance Brokers.  
35324 Air, Commodity and Ship Brokers.  
35325 Finance, Money and Foreign Exchange Brokers.  
35330 Insurance Underwriters.  
35340 Finance and Investment Analysts/Advisers.  
35341 Investment Advisers.  
35342 Pension Advisers.  
35343 Mortgage Consultants.  
35344 Independent Financial Advisers.  
35345 Financial Analysts.  
35350 Taxation Experts.  
35351 Tax Inspectors.  
35352 Tax Consultants, Advisers.  
35360 Importers, Exporters.  
35370 Financial and Accounting Technicians.  
35371 Accounting Technicians.  
35372 Trust Administrators and Officers.  
35390 Business and Related Associate Professionals Nec.  
35391 Organisation, Methods and Business Systems  
Analysts.  
35392 Conference, Exhibition and Events Co-ordinators  
and Consultants.  
35393 Contract Officers (Building and Manufacturing  
Contracting).  
35394 Transport and Traffic Advisors.  
35410 Buyers and Purchasing Officers.  
35411 Buyers and Purchasing Officers.  
35412 Contract Officers (Purchasing).  
35420 Sales Representatives.  
35421 Sales Representatives and Agents.  
35422 Technical Sales Representatives.  
35423 Sales Controllers, Administrators and Co-ordinators.  
35430 Marketing Associate Professionals.  
35431 Advertising and Marketing Executives.  
35432 Media Planners.  
35433 Market Research Analysts.

35434 Advertising and Publicity Writers.  
35435 Fundraising, Campaigns and Appeals Organisers.  
35440 Estate Agents, Auctioneers.  
35441 Estate Agents.  
35442 Land Agents.  
35443 Letting Agents.  
35444 Auctioneers.  
35510 Conservation, Heritage and Environmental  
Protection Officers.  
35520 Countryside and Park Rangers.  
35610 Public Service Associate Professionals (HEOs, SEOs).  
35611 Public Service Associate Professionals in Central  
Government Departments and Local Offices.  
35612 Public Service Associate Professionals in Local  
Government.  
35620 Personnel and Industrial Relations Officers.  
35621 Employment Agency Consultants.  
35622 Personnel and Recruitment Consultants/Advisers.  
35623 Personnel Officers.  
35624 Industrial Relations, Equal Opportunities and  
Conciliation Officers.  
35630 Vocational and Industrial Trainers and Instructors.  
35640 Careers Advisers and Vocational Guidance  
Specialists.  
35650 Inspectors Of Factories, Utilities and Trading  
Standards.  
35660 Other Statutory Inspectors.  
35670 Occupational Hygienists and Safety Officers (Health  
and Safety).  
35671 Health and Safety Officers.  
35672 Occupational Hygienists.  
35680 Environmental Health Officers.  
41110 Civil Service Executive Officers.  
41120 Civil Service Administrative Officers and Assistants.  
41130 Local Government Clerical Officers and Assistants.  
41140 Officers Of Non-Governmental Organisations.  
41141 Charity Officers.  
41142 Trade Union Officers.  
41143 Employers, Trade and Professional Association  
Officers.  
41144 Officers of Political Parties.  
41210 Credit Controllers.  
41220 Accounts and Wages Clerks, Book-Keepers, Other  
Financial Clerks.  
41221 Accounts Clerks.  
41222 Wages Clerks.  
41223 Book-Keepers.  
41224 Financial Administrators.



41230 Counter Clerks (Banks, Building Societies, Post Offices).  
41310 Filing and Other Records Assistants/Clerks.  
41311 University, College Clerks.  
41312 Personnel and Staff Clerks.  
41313 Marketing Assistants and Advertising Clerks.  
41314 Solicitors' Assistants and Court Officers.  
41315 Hospital Clerks and Clerical Officers.  
41316 Production, Quality Control and Work Study Assistants (Clerical).  
41320 Pensions and Insurance Clerks.  
41321 Pensions Clerks.  
41322 Insurance Clerks.  
41330 Stock Control Clerks.  
41340 Transport and Distribution Clerks.  
41350 Library Assistants/Clerks.  
41360 Database Assistants/Clerks.  
41370 Market Research Interviewers.  
41410 Telephonists.  
41420 Communication Operators.  
41500 General Office Assistants/Clerks Nec.  
42110 Medical Secretaries.  
42120 Legal Secretaries.  
42130 School Secretaries.  
42140 Company Secretaries (Also see 11313).  
42150 Personal Assistants and other Secretaries.  
42151 Secretaries.  
42152 Personal Assistants.  
42153 Secretary-Typists.  
42160 Receptionists.  
42170 Typists.  
51110 Farmers.  
51120 Horticultural Trades.  
51130 Gardeners and Groundsmen/Groundswomen.  
51131 Garden Designers.  
51190 Agricultural and Fishing Trades Nec.  
52110 Smiths and Forge Workers.  
52120 Moulders, Core Makers, Die Casters.  
52130 Sheet Metal Workers.  
52140 Metal Plate Workers, Shipwrights, Riveters.  
52150 Welding Trades.  
52160 Pipe Fitters.  
52210 Metal Machining Setters and Setter-Operators.  
52220 Tool Makers, Tool Fitters and Markers-Out.  
52230 Metal Working Production and Maintenance Fitters.  
52240 Precision Instrument Makers and Repairers.  
52310 Motor Mechanics.  
52320 Vehicle Body Builders and Repairers.

52330 Auto Electricians.  
52340 Vehicle Spray Painters.  
52410 Electricians, Electrical Fitters.  
52411 Production Fitters (Electrical/Electronic).  
52412 Electricians, Electrical Maintenance Fitters.  
52413 Electrical Engineers (Not Professional).  
52420 Telecommunications Engineers.  
52430 Lines Repairers and Cable Jointers.  
52440 TV, Video and Audio Engineers.  
52450 Computer Engineers, Installation and Maintenance.  
52490 Electrical/Electronics Engineers Nec.  
53110 Steel Erectors.  
53120 Bricklayers, Masons.  
53130 Roofers, Roof Tilers and Slaters.  
53140 Plumbers, Heating and Ventilating Engineers.  
53150 Carpenters and Joiners.  
53160 Glaziers, Window Fabricators and Fitters.  
53190 Construction Trades Nec.  
53210 Plasterers.  
53220 Floorers and Wall Tilers.  
53230 Painters and Decorators.  
54110 Weavers and Knitters.  
54120 Upholsterers.  
54130 Leather and Related Trades.  
54140 Tailors and Dressmakers.  
54190 Textiles, Garments and Related Trades Nec.  
54210 Originators, Compositors and Print Preparers.  
54220 Printers.  
54230 Bookbinders and Print Finishers.  
54240 Screen Printers.  
54310 Butchers, Meat Cutters.  
54320 Bakers, Flour Confectioners.  
54330 Fishmongers, Poultry Dressers.  
54340 Chefs, Cooks.  
54910 Glass and Ceramics Makers, Decorators and Finishers.  
54920 Furniture Makers, Other Craft Woodworkers.  
54930 Pattern Makers (Moulds).  
54940 Musical Instrument Makers and Tuners.  
54950 Goldsmiths, Silversmiths, Precious Stone Workers.  
54960 Floral Arrangers, Florists.  
54990 Hand Craft Occupations Nec.  
61110 Nursing Auxiliaries and Assistants.  
61111 Nursing Auxiliaries and Ward Attendants.  
61112 Surgery, Theatre and Sterile Services Assistants.  
61113 Occupational Therapy and Physiotherapy Assistants.  
61120 Ambulance Staff (Excluding Paramedics).  
61130 Dental Nurses.

61140 Houseparents and Residential Wardens.  
61150 Care Assistants and Home Carers (Elderly and Infirm).  
61151 Care Assistants (Residential).  
61152 Home Carers.  
61210 Nursery Nurses.  
61211 Nursery Nurses and Assistants.  
61212 Crèche Attendants.  
61220 Childminders and Related Occupations.  
61230 Playgroup Leaders/Assistants.  
61240 Educational Assistants (excl. HE/FE Tutors and  
Language Assistants).  
61310 Veterinary Nurses and Assistants.  
61390 Animal Care Occupations Nec.  
62110 Sports and Leisure Assistants.  
62111 Museum Assistants.  
62112 Bookmakers.  
62113 Leisure Centre, Gym and Swimming Pool Attendants.  
62120 Travel Agents.  
62130 Travel and Tour Guides.  
62140 Air Travel Assistants.  
62141 Cabin Crew.  
62142 Passenger Services Assistants.  
62150 Rail Travel Assistants.  
62190 Leisure and Travel Service Occupations Nec.  
62191 Ship Stewards.  
62210 Hairdressers, Barbers.  
62220 Beauticians and Related Occupations.  
62310 Housekeepers and Related Occupations.  
62311 Domestic Housekeepers.  
62312 Non-domestic Housekeepers.  
62320 Caretakers.  
62910 Undertakers and Mortuary Assistants.  
62920 Pest Control Officers.  
71110 Sales and Retail Assistants.  
71120 Retail Cashiers and Check-Out Operators.  
71130 Telephone Salespersons.  
71210 Collector Salespersons and Credit Agents.  
71220 Debt, Rent and Other Cash Collectors.  
71230 Roundsmen/Women and Van Salespersons.  
71240 Market and Street Traders and Assistants.  
71250 Merchandisers and Window Dressers.  
71251 Merchandisers.  
71252 Window Dressers.  
71290 Sales Related Occupations Nec.  
71291 Property Negotiators.  
71292 Insurance Sales Representatives.  
71293 Demonstrators and Promoters (Sales).  
71294 Sales Representatives (Retail).

72110 Call Centre Agents/Operators.  
72120 Customer Care Occupations.  
81110 Food, Drink and Tobacco Process Operatives.  
81120 Glass and Ceramics Process Operatives.  
81130 Textile Process Operatives.  
81140 Chemical and Related Process Operatives.  
81150 Rubber Process Operatives.  
81160 Plastics Process Operatives.  
81170 Metal Making and Treating Process Operatives.  
81180 Electroplaters.  
81190 Process Operatives Nec.  
81210 Paper and Wood Machine Operatives.  
81220 Coal Mine Operatives.  
81230 Quarry Workers and Related Operatives.  
81240 Energy Plant Operatives.  
81250 Metal Working Machine Operatives.  
81260 Water and Sewerage Plant Operatives.  
81290 Plant and Machine Operatives Nec.  
81310 Assemblers (Electrical Products).  
81320 Assemblers (Vehicles and Metal Goods).  
81330 Routine Inspectors and Testers.  
81340 Weighers, Graders, Sorters.  
81350 Tyre, Exhaust and Windscreen Fitters.  
81360 Clothing Cutters.  
81370 Sewing Machinists.  
81380 Routine Laboratory Testers.  
81390 Assemblers and Routine Operatives Nec.  
81410 Scaffolders, Stagers, Riggers.  
81420 Road Construction Operatives.  
81430 Rail Construction and Maintenance Operatives.  
81490 Construction Operatives Nec.  
82110 Heavy Goods Vehicle Drivers.  
82120 Van Drivers.  
82130 Bus and Coach Drivers.  
82140 Taxi, Cab Drivers and Chauffeurs.  
82150 Driving Instructors.  
82160 Rail Transport Operatives.  
82170 Seafarers (Merchant Navy); Barge, Lighter and Boat Operatives.  
82180 Air Transport Operatives.  
82190 Transport Operatives Nec.  
82210 Crane Drivers.  
82220 Fork-Lift Truck Drivers.  
82230 Agricultural Machinery Drivers.  
82290 Mobile Machine Drivers and Operatives Nec.  
91110 Farm Workers.  
91120 Forestry Workers.  
91190 Fishing and Agriculture Related Occupations Nec.

91210 Labourers In Building and Woodworking Trades.  
91290 Labourers In Other Construction Trades Nec.  
91310 Labourers In Foundries.  
91320 Industrial Cleaning Process Occupations.  
91330 Printing Machine Minders and Assistants.  
91340 Packers, Bottlers, Canners, Fillers.  
91390 Labourers In Process and Plant Operations Nec.  
91410 Stevedores, Dockers and Slingers.  
91490 Other Goods Handling and Storage Occupations  
Nec.  
91491 Storekeepers, Warehousemen/women.  
91492 Goods Collectors, Assemblers, Dispatchers and  
Porters.  
92110 Postal Workers, Mail Sorters, Messengers, Couriers.  
92111 Postal Workers.  
92112 Messengers.  
92113 Couriers, Deliverers and Distributors.  
92190 Elementary Office Occupations Nec.  
92191 Reprographics, Print Room and Office Machine  
Operators.  
92192 Office Juniors.  
92210 Hospital Porters.  
92220 Hotel Porters.  
92230 Kitchen and Catering Assistants.  
92231 Kitchen Porters, Hands.  
92232 Counterhands, Catering Assistants.  
92240 Waiters, Waitresses.  
92250 Bar Staff.  
92260 Leisure and Theme Park Attendants.  
92290 Elementary Personal Services Occupations Nec.  
92310 Window Cleaners.  
92320 Road Sweepers.  
92330 Cleaners, Domestic.  
92340 Launderers, Dry Cleaners, Pressers.  
92350 Refuse and Salvage Occupations.  
92390 Elementary Cleaning Occupations Nec.  
92410 Security Guards and Related Occupations.  
92411 Detectives and Investigators (Security Services).  
92412 Security Guards, Wardens and Watchmen.  
92420 Traffic Wardens.  
92430 School Crossing Patrol Attendants.  
92440 School Midday Assistants.  
92450 Car Park Attendants.  
92490 Elementary Security Occupations Nec.  
92510 Shelf Fillers.  
92590 Elementary Sales Occupations Nec.  
92591 Trolley Attendant.  
92592 Advertisement Hand.

**DESCRIPTION**

This field describes the professional subject of training undertaken using Standard Occupational Classification. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code).

Questions asked:

Q20. What was the name of the course you were registered on?

Q21. What subject area were you studying, training or researching?

**NOTES**

Default code 'XXXXX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

Where a course is not aimed at professional training it is sufficient to code this field as '00020 - Reserved for instances where occupational information is not stated'.

**REASON REQUIRED**

To find out about the nature of professional training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
35	Institution providing study	INSTPROV	4

**STATUS** Compulsory.

**VALID ENTRIES**

4001 Other UK institution.  
4002 Other non-UK institution.  
4003 Other public body in the UK.  
4004 Other private body in the UK.  
4921 UK FE College.  
XXXX Unknown/Question not answered (default).

**DESCRIPTION**

This field records the institution identifier for the institution at which the student is registered on 14 April 2008/12 January 2009. A list of valid entries for this field may be found in <A HREF="index.php?option=com\_collns&task=show\_manually&Itemid=233&r=07018&f=002"> INSTID </A>, or be one shown here.

Question asked:

Q22. What is the name of the institution at which you were registered?

**NOTES**

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

**REASON REQUIRED**

To monitor the movement/mobility of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
36	Type of qualification	TYPEQUAL	2

**STATUS** Compulsory.

**VALID ENTRIES**

- 01 Higher degree by research.
- 02 Higher degree by taught course.
- 03 Postgraduate diploma or certificate.
- 04 First degree.
- 05 Other diploma or certificate.
- 06 Professional qualification.
- 07 Other qualification.
- 98 Not aiming for a qualification.
- XX Question not answered (default).

**DESCRIPTION** This field describes the type of qualification the HE leaver is aiming for.

Question asked:

Q19. Which of the following best describes the type of qualification you were aiming for?

**NOTES**

Core field for leavers who are studying.

If the leavers ticks more than one box, code the one nearest the top of the list.

Default code 'XX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

Default code 'XX' must NOT be used when field 6, MODSTUDY = '1 - 2'.

**REASON REQUIRED** To monitor the types of further qualifications HE leavers take.



Field Nr.	Field Description	Field Abbrev'n	Field Length
37	Reason for taking another course	1	SECINT1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 Box blank.
- 1 Box ticked.
- X Question not answered (default).

**DESCRIPTION**

These fields describe the HE leaver's reasons for taking another programme of study.

Question asked:

Q23. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 37 - Because it was a requirement of my employment on 14 April 2008/12 January 2009 that I did

**NOTES**

Question not on telephone script.

For leavers who are studying and are not in employment EMPCIR (10-14 or 16-17) this field must be coded 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 6, MODSTUDY = '3'.

**REASON REQUIRED**

To find out why HE leavers continue to study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
38	Reason for taking another course 2	SECINT2	1
39	Reason for taking another course 3	SECINT3	1
40	Reason for taking another course 4	SECINT4	1
41	Reason for taking another course 5	SECINT5	1
42	Reason for taking another course 6	SECINT6	1
43	Reason for taking another course 7	SECINT7	1
63	Reason for taking another course 9	SECINT9	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 Box blank.
- 1 Box ticked.
- X Question not answered (default).

**DESCRIPTION**

These fields describe the HE leaver's reasons for taking another programme of study.

Question asked:

Q23. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 38 - To develop a broader or more specialist range of skills or knowledge

Field 39 - To change or improve my career options

Field 40 - Because I was interested in the content of the course

Field 41 - Because I had enjoyed my first course and wanted to continue studying

Field 42 - I wanted to go on being a student/I wanted to postpone job hunting

Field 43 - I had been unable to find a suitable job

Field 63 - Other

**NOTES**

Question not on telephone script.

Leavers can tick as many of the options in Q23 as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 38, 39, 40, 41, 42, 43 and 63 Reason for taking another course 1 - 7 and 9 to be coded '0'.

For leavers who are studying and who completed the questionnaire use code '0' rather than code 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 6, MODSTUDY = '3'.

**REASON REQUIRED** To find out why HE leavers continue to study.

Field Nr.	Field Description
--------------	-------------------

44	Not used
----	----------

Field Abbrev'n
SECINT8

Field Length
1

**STATUS**

Compulsory.

**VALID ENTRIES**

X     Default value.

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description
--------------	-------------------

45	Not used
----	----------

Field Abbrev'n
EMPPAID

Field Length
1

**STATUS**

Compulsory.

**VALID ENTRIES**

X      Default value.

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their correct relative positions.

In the case of Comma Separated and ASCII Fixed Length returns the field should be coded 'X'.

Field Nr.	Field Description	Field Abbrev'n	Field Length
46	How funding further study	FUNDSTDY	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Self-funded.
- 2 Grant or Award.
- 4 Sponsorship.
- 5 My employer provided financial support.
- 8 Other.
- X Question not answered (default).

**DESCRIPTION** This field describes how the HE leaver is funding their further study/training.

Question asked:

Q24. How did you mainly fund your study, training or research?

**NOTES** If the leaver ticks more than one box then return code '8'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

**REASON REQUIRED** To find out how HE leavers are funding their further study/training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
47	Teaching employment marker	TCHEMP	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is seeking a teaching post.
- 2 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is NOT teaching or seeking a teaching post.
- 3 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is in a teaching post.
- 9 Not Applicable (leaver did not complete an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE)).
- X Question not answered (default).

**DESCRIPTION**

This field identifies the actual and intended destinations of HE leavers who completed courses of initial teacher training.

Link to questionnaire:

If respondent ticks the box above Section D then code '9' should be returned.

Questions asked:

Q25. Were you employed as a teacher on 14 April 2008/12 January 2009?

Link to valid entries:

If answer 'yes' then code '3'.

Q28. Were you seeking a teaching post on 14 April 2008/12 January 2009?

Link to valid entries:

If answer 'yes' code '1', if answer 'no', code '2'.

**NOTES**

Core field for successful QTS leavers.

If a leaver who has not obtained QTS does not tick the box above section D then return code '9'.

If a leaver with QTS does not complete Section D then the record cannot be returned as it is not valid.

It is acceptable for an institution to code a non-ITT or not successful ITT leaver as code '9' even if the leaver has misinterpreted Section D about being in teacher training. It is important that an institution keeps an audit trail to support this interpretation.

One of codes 1, 2, 3 must be used for successful QTS leavers.

Default code 'X' must be used when field 4, METHOD = '8' or '9'.

**REASON REQUIRED** To identify those entering or seeking teaching jobs.



**Field Nr.**  
48    Teaching sector

**Field Abbrev'n**  
TEACHSCT    **Field Length**  
1

**STATUS**                      Compulsory.

**VALID ENTRIES**

- 1    Teaching in a maintained (state) school or college.
- 2    Teaching in a non-maintained (independent) school or college.
- 3    Teaching in both maintained (state) and non-maintained (independent) school or college.
- 4    In a teaching post but not known if maintained (state) or non-maintained (independent) school or college.
- X    Question not answered (default).

**DESCRIPTION**                      The field describes, for those in a teaching post, the type of school or college they are teaching in.

Question asked:

Q26. Were you teaching in a maintained (state) or non-maintained (independent) school or college?

**NOTES**

Core field for successful QTS leavers who are teaching.

If the leaver ticks more than one of the boxes 1 to 3 then return code '3'.

If the leaver ticks box 4 and any combination of other boxes then return code '4'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 47, TCHEMP = '1' or '2' or '9'.

Default code 'X' must NOT be used when field 47, TCHEMP = '3'.

Default code 'X' must be used when field 47, TCHEMP = '3' and field 9 LOCEMP = Northern Ireland (8826).

**REASON REQUIRED**                      To identify those teaching in the state/independent sectors.

Field Nr.	Field Description	Field Abbrev'n	Field Length
49	Teaching phase	TEACHPHS	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Teaching in primary school.
- 2 Teaching in secondary school.
- 3 Teaching in primary and secondary schools.
- 4 Teaching in a college or other educational establishment.
- X Question not answered (default).

**DESCRIPTION** This field describes, for those in a teaching post, the phase in which they are teaching.

Question asked:

Q27. Were you teaching at the primary or secondary phase or in a college or other educational establishment?

**NOTES**

Core field for successful QTS leavers who are teaching.

If the leaver ticks more than one of the boxes 1 to 3 then return code '3'.

If leaver ticks box 4 and any combination of other boxes then return code '4'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 47, TCHEMP = '1' or '2' or '9'.

Default code 'X' must NOT be used when field 47, TCHEMP = '3'.

**REASON REQUIRED** To identify those teaching at primary/secondary level.

Field Nr.	Field Description	Field Abbrev'n	Field Length
50	Reason for taking original course	INTENT	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 Current career or job.
- 2 Change career or job.
- 3 Interest in subject matter.
- 9 Other.
- X Question not answered (default).

**DESCRIPTION** This field describes, for HE leavers who studied part-time, the reason for undertaking the programme of study.

Question asked:

Q29. Thinking back to when you started the course you completed last academic year: which of the following best describes what motivated you to take the course?

**NOTES**

If leaver ticks more than one box then return code '9'.

Default code 'X' must be used when field 4, METHOD = '8' or '9'.

Although this question is not core, telephone interviewers are expected to ask this question if speaking to the graduate. The interviewer should explain that the graduate is not required to answer.

**REASON REQUIRED** To find out why those studying part-time took up study and whether they were anticipating an effect on their employment.

Field Nr.	Field Description	Field Abbrev'n	Field Length
51	Employed during course	EMPCRSE	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 No.
- 1 Yes.
- X Question not answered (default).

**DESCRIPTION** This field describes, whether the HE leaver who studied part-time, was employed during the programme of study they recently completed.

Question asked:

Q30. Were you employed during your course or immediately before it?

**NOTES** Question not on telephone script.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9'.

**REASON REQUIRED** To find out whether part-time students were simultaneously employed.

Field Nr.	Field Description	Field Abbrev'n	Field Length
52	Employer sponsorship 1	EMSPNS1	1
53	Employer sponsorship 2	EMSPNS2	1
54	Employer sponsorship 3	EMSPNS3	1
55	Employer sponsorship 4	EMSPNS4	1
56	Employer sponsorship 5	EMSPNS5	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 0 Box blank.
- 1 Box ticked.
- X Question not answered.

**DESCRIPTION**

These fields describe whether the employer provided support for the part-time student.

Question asked:

Q31. Did the employer you worked with before or during your course give you support during all or part of your course?

Link to questionnaire:

Field 52- Yes: my tuition fees were paid

Field 53 - Yes: I was given a grant to cover my tuition fees and living expenses

Field 54 - Yes: I was given study leave

Field 55- Yes: I was supported in other ways

Field 56 - No: my employer did not support me in any way

**NOTES**

Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 52-56 Employment sponsorship 1 to 5 to be coded '0'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9'.

**REASON REQUIRED**

To find out whether those part-time students who were simultaneously employed were supported by their employers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
57	April or January survey	APRJAN	1

**STATUS** Compulsory.

**VALID ENTRIES**

- 1 April.
- 2 January.

**DESCRIPTION** This field is to record whether the graduate was surveyed in April or January.

**REASON REQUIRED** To allow graduates who obtained more than one qualification in a reporting year to be surveyed twice and their responses linked to the appropriate student record.

**Field Nr.**  
58    NHS organisation

**Field Abbrev'n**  
NHSORG

**Field Length**  
1

**STATUS**                      Compulsory.

**VALID ENTRIES**

- 1    Yes.
- 2    No.
- 8    Don't know.
- X    Not answered.

**DESCRIPTION**              This field records if the graduate was employed by the NHS on 14 April 2008/12 January 2009.

Question asked:

Q8. Is this organisation part of the NHS?

**REASON REQUIRED**        To see if those completing healthcare courses go on to be employed by the NHS.

Field Nr.	Field Description	Field Abbrev'n	Field Length
64	Name of employer	EMPNAME	60

**STATUS** Compulsory.

#### VALID ENTRIES

Up to 60 textual characters or XXXX (default code).

**DESCRIPTION** This field collects the name of the employer.

Question asked:

Q7. What is the name of the organisation you were working for?

**NOTES** Core field for Research Council leavers.

This is a requirement for Research Council leavers.

While completion of this field is not a requirement for any other leavers, where institutions have keyed in the data for their own purposes they should return the information to HESA. If your institution does not choose to return the text information for other leavers in Field 64 the default code 'XXXX' should be used in the field.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'

**REASON REQUIRED** To enable analysis of companies involved in research and training schemes (where students receive part of their training in an industry-based environment).



Field Nr.	Field Description	Field Abbrev'n	Field Length
65	Standard Industrial Classification 2007	SIC2007	4

**STATUS** Compulsory

**VALID ENTRIES**

0100 Crop and animal production, hunting and related service activities.  
0110 Growing of non-perennial crops.  
0111 Growing of cereals (except rice), leguminous crops and oil seeds.  
0112 Growing of rice.  
0113 Growing of vegetables and melons, roots and tubers.  
0114 Growing of sugar cane.  
0115 Growing of tobacco.  
0116 Growing of fibre crops.  
0119 Growing of other non-perennial crops.  
0120 Growing of perennial crops.  
0121 Growing of grapes.  
0122 Growing of tropical and subtropical fruits.  
0123 Growing of citrus fruits.  
0124 Growing of pome fruits and stone fruits.  
0125 Growing of other tree and bush fruits and nuts.  
0126 Growing of oleaginous fruits.  
0127 Growing of beverage crops.  
0128 Growing of spices, aromatic, drug and pharmaceutical crops.  
0129 Growing of other perennial crops.  
0130 Plant propagation.  
0140 Animal production.  
0141 Raising of dairy cattle.  
0142 Raising of other cattle and buffaloes.  
0143 Raising of horses and other equines.  
0144 Raising of camels and camelids.  
0145 Raising of sheep and goats.  
0146 Raising of swine/pigs.  
0147 Raising of poultry.  
0149 Raising of other animals.  
0150 Mixed farming.  
0160 Support activities to agriculture and post-harvest crop activities.  
0161 Support activities for crop production.  
0162 Support activities for animal production.  
0163 Post-harvest crop activities.  
0164 Seed processing for propagation.  
0170 Hunting, trapping and related service activities.  
0200 Forestry and logging.

0210 Silviculture and other forestry activities.  
0220 Logging.  
0230 Gathering of wild growing non-wood products.  
0240 Support services to forestry.  
0300 Fishing and aquaculture.  
0310 Fishing.  
0311 Marine fishing.  
0312 Freshwater fishing.  
0320 Aquaculture.  
0321 Marine aquaculture.  
0322 Freshwater aquaculture.  
0500 Mining of coal and lignite.  
0510 Mining of hard coal.  
0520 Mining of lignite.  
0600 Extraction of crude petroleum and natural gas.  
0610 Extraction of crude petroleum.  
0620 Extraction of natural gas.  
0700 Mining of metal ores.  
0710 Mining of iron ores.  
0720 Mining of non-ferrous metal ores.  
0721 Mining of uranium and thorium ores.  
0729 Mining of other non-ferrous metal ores.  
0800 Other mining and quarrying.  
0810 Quarrying of stone, sand and clay.  
0811 Quarrying of ornamental and building stone,  
limestone, gypsum, chalk and slate.  
0812 Operation of gravel and sand pits; mining of clays and  
kaolin.  
0890 Mining and quarrying n.e.c.  
0891 Mining of chemical and fertiliser minerals.  
0892 Extraction of peat.  
0893 Extraction of salt.  
0899 Other mining and quarrying n.e.c.  
0900 Mining support service activities.  
0910 Support activities for petroleum and natural gas  
extraction.  
0990 Support activities for other mining and quarrying.  
1000 Manufacture of food products.  
1010 Processing and preserving of meat and production of  
meat products.  
1011 Processing and preserving of meat.  
1012 Processing and preserving of poultry meat.  
1013 Production of meat and poultry meat products.  
1020 Processing and preserving of fish, crustaceans and  
molluscs.  
1030 Processing and preserving of fruit and vegetables.  
1031 Processing and preserving of potatoes.  
1032 Manufacture of fruit and vegetable juice.

1039 Other processing and preserving of fruit and vegetables.

1040 Manufacture of vegetable and animal oils and fats.

1041 Manufacture of oils and fats.

1042 Manufacture of margarine and similar edible fats.

1050 Manufacture of dairy products.

1051 Operation of dairies and cheese making.

1052 Manufacture of ice cream.

1060 Manufacture of grain mill products, starches and starch products.

1061 Manufacture of grain mill products.

1062 Manufacture of starches and starch products.

1070 Manufacture of bakery and farinaceous products.

1071 Manufacture of bread; manufacture of fresh pastry goods and cakes.

1072 Manufacture of rusks and biscuits; manufacture of preserved pastry goods and cakes.

1073 Manufacture of macaroni, noodles, couscous and similar farinaceous products.

1080 Manufacture of other food products.

1081 Manufacture of sugar.

1082 Manufacture of cocoa, chocolate and sugar confectionery.

1083 Processing of tea and coffee.

1084 Manufacture of condiments and seasonings.

1085 Manufacture of prepared meals and dishes.

1086 Manufacture of homogenised food preparations and dietetic food.

1089 Manufacture of other food products n.e.c.

1090 Manufacture of prepared animal feeds.

1091 Manufacture of prepared feeds for farm animals.

1092 Manufacture of prepared pet foods.

1100 Manufacture of beverages.

1101 Distilling, rectifying and blending of spirits.

1102 Manufacture of wine from grape.

1103 Manufacture of cider and other fruit wines.

1104 Manufacture of other non-distilled fermented beverages.

1105 Manufacture of beer.

1106 Manufacture of malt.

1107 Manufacture of soft drinks; production of mineral waters and other bottled waters.

1200 Manufacture of tobacco products.

1300 Manufacture of textiles.

1310 Preparation and spinning of textile fibres.

1320 Weaving of textiles.

1330 Finishing of textiles.

1390 Manufacture of other textiles.

1391 Manufacture of knitted and crocheted fabrics.  
1392 Manufacture of made-up textile articles, except apparel.  
1393 Manufacture of carpets and rugs.  
1394 Manufacture of cordage, rope, twine and netting.  
1395 Manufacture of non-wovens and articles made from non-wovens, except apparel.  
1396 Manufacture of other technical and industrial textiles.  
1399 Manufacture of other textiles n.e.c.  
1400 Manufacture of wearing apparel.  
1410 Manufacture of wearing apparel, except fur apparel.  
1411 Manufacture of leather clothes.  
1412 Manufacture of workwear.  
1413 Manufacture of other outerwear.  
1414 Manufacture of underwear.  
1419 Manufacture of other wearing apparel and accessories.  
1420 Manufacture of articles of fur.  
1430 Manufacture of knitted and crocheted apparel.  
1431 Manufacture of knitted and crocheted hosiery.  
1439 Manufacture of other knitted and crocheted apparel.  
1500 Manufacture of leather and related products.  
1510 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur.  
1511 Tanning and dressing of leather; dressing and dyeing of fur.  
1512 Manufacture of luggage, handbags and the like, saddlery and harness.  
1520 Manufacture of footwear.  
1600 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials.  
1610 Sawmilling and planing of wood.  
1620 Manufacture of products of wood, cork, straw and plaiting materials.  
1621 Manufacture of veneer sheets and wood-based panels.  
1622 Manufacture of assembled parquet floors.  
1623 Manufacture of other builders' carpentry and joinery.  
1624 Manufacture of wooden containers.  
1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials.  
1700 Manufacture of paper and paper products.  
1710 Manufacture of pulp, paper and paperboard.  
1711 Manufacture of pulp.  
1712 Manufacture of paper and paperboard.  
1720 Manufacture of articles of paper and paperboard.

1721 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard.  
1722 Manufacture of household and sanitary goods and of toilet requisites.  
1723 Manufacture of paper stationery.  
1724 Manufacture of wallpaper.  
1729 Manufacture of other articles of paper and paperboard n.e.c.  
1800 Printing and reproduction of recorded media.  
1810 Printing and service activities related to printing.  
1811 Printing of newspapers.  
1812 Other printing.  
1813 Pre-press and pre-media services.  
1814 Binding and related services.  
1820 Reproduction of recorded media.  
1900 Manufacture of coke and refined petroleum products.  
1910 Manufacture of coke oven products.  
1920 Manufacture of refined petroleum products.  
2000 Manufacture of chemicals and chemical products.  
2010 Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastics and synthetic rubber in primary forms.  
2011 Manufacture of industrial gases.  
2012 Manufacture of dyes and pigments.  
2013 Manufacture of other inorganic basic chemicals.  
2014 Manufacture of other organic basic chemicals.  
2015 Manufacture of fertilisers and nitrogen compounds.  
2016 Manufacture of plastics in primary forms.  
2017 Manufacture of synthetic rubber in primary forms.  
2020 Manufacture of pesticides and other agrochemical products.  
2030 Manufacture of paints, varnishes and similar coatings, printing ink and mastics.  
2040 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations.  
2041 Manufacture of soap and detergents, cleaning and polishing preparations.  
2042 Manufacture of perfumes and toilet preparations.  
2050 Manufacture of other chemical products.  
2051 Manufacture of explosives.  
2052 Manufacture of glues.  
2053 Manufacture of essential oils.  
2059 Manufacture of other chemical products n.e.c.  
2060 Manufacture of man-made fibres.  
2100 Manufacture of basic pharmaceutical products and pharmaceutical preparations.

2110 Manufacture of basic pharmaceutical products.  
2120 Manufacture of pharmaceutical preparations.  
2200 Manufacture of rubber and plastic products.  
2210 Manufacture of rubber products.  
2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres.  
2219 Manufacture of other rubber products.  
2220 Manufacture of plastics products.  
2221 Manufacture of plastic plates, sheets, tubes and profiles.  
2222 Manufacture of plastic packing goods.  
2223 Manufacture of builders' ware of plastic.  
2229 Manufacture of other plastic products.  
2300 Manufacture of other non-metallic mineral products.  
2310 Manufacture of glass and glass products.  
2311 Manufacture of flat glass.  
2312 Shaping and processing of flat glass.  
2313 Manufacture of hollow glass.  
2314 Manufacture of glass fibres.  
2319 Manufacture and processing of other glass, including technical glassware.  
2320 Manufacture of refractory products.  
2330 Manufacture of clay building materials.  
2331 Manufacture of ceramic tiles and flags.  
2332 Manufacture of bricks, tiles and construction products, in baked clay.  
2340 Manufacture of other porcelain and ceramic products.  
2341 Manufacture of ceramic household and ornamental articles.  
2342 Manufacture of ceramic sanitary fixtures.  
2343 Manufacture of ceramic insulators and insulating fittings.  
2344 Manufacture of other technical ceramic products.  
2349 Manufacture of other ceramic products.  
2350 Manufacture of cement, lime and plaster.  
2351 Manufacture of cement.  
2352 Manufacture of lime and plaster.  
2360 Manufacture of articles of concrete, cement and plaster.  
2361 Manufacture of concrete products for construction purposes.  
2362 Manufacture of plaster products for construction purposes.  
2363 Manufacture of ready-mixed concrete.  
2364 Manufacture of mortars.  
2365 Manufacture of fibre cement.  
2369 Manufacture of other articles of concrete, plaster and

cement.

2370 Cutting, shaping and finishing of stone.

2390 Manufacture of abrasive products and non-metallic mineral products n.e.c.

2391 Production of abrasive products.

2399 Manufacture of other non-metallic mineral products n.e.c.

2400 Manufacture of basic metals.

2410 Manufacture of basic iron and steel and of ferro-alloys.

2420 Manufacture of tubes, pipes, hollow profiles and related fittings, of steel.

2430 Manufacture of other products of first processing of steel.

2431 Cold drawing of bars.

2432 Cold rolling of narrow strip.

2433 Cold forming or folding.

2434 Cold drawing of wire.

2440 Manufacture of basic precious and other non-ferrous metals.

2441 Precious metals production.

2442 Aluminium production.

2443 Lead, zinc and tin production.

2444 Copper production.

2445 Other non-ferrous metal production.

2446 Processing of nuclear fuel.

2450 Casting of metals.

2451 Casting of iron.

2452 Casting of steel.

2453 Casting of light metals.

2454 Casting of other non-ferrous metals.

2500 Manufacture of fabricated metal products, except machinery and equipment.

2510 Manufacture of structural metal products.

2511 Manufacture of metal structures and parts of structures.

2512 Manufacture of doors and windows of metal.

2520 Manufacture of tanks, reservoirs and containers of metal.

2521 Manufacture of central heating radiators and boilers.

2529 Manufacture of other tanks, reservoirs and containers of metal.

2530 Manufacture of steam generators, except central heating hot water boilers.

2540 Manufacture of weapons and ammunition.

2550 Forging, pressing, stamping and roll-forming of metal; powder metallurgy.

2560 Treatment and coating of metals; machining.

2561 Treatment and coating of metals.  
2562 Machining.  
2570 Manufacture of cutlery, tools and general hardware.  
2571 Manufacture of cutlery.  
2572 Manufacture of locks and hinges.  
2573 Manufacture of tools.  
2590 Manufacture of other fabricated metal products.  
2591 Manufacture of steel drums and similar containers.  
2592 Manufacture of light metal packaging.  
2593 Manufacture of wire products, chain and springs.  
2594 Manufacture of fasteners and screw machine products.  
2599 Manufacture of other fabricated metal products n.e.c.  
2600 Manufacture of computer, electronic and optical products.  
2610 Manufacture of electronic components and boards.  
2611 Manufacture of electronic components.  
2612 Manufacture of loaded electronic boards.  
2620 Manufacture of computers and peripheral equipment.  
2630 Manufacture of communication equipment.  
2640 Manufacture of consumer electronics.  
2650 Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks.  
2651 Manufacture of instruments and appliances for measuring, testing and navigation.  
2652 Manufacture of watches and clocks.  
2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment.  
2670 Manufacture of optical instruments and photographic equipment.  
2680 Manufacture of magnetic and optical media.  
2700 Manufacture of electrical equipment.  
2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus.  
2711 Manufacture of electric motors, generators and transformers.  
2712 Manufacture of electricity distribution and control apparatus.  
2720 Manufacture of batteries and accumulators.  
2730 Manufacture of wiring and wiring devices.  
2731 Manufacture of fibre optic cables.  
2732 Manufacture of other electronic and electric wires and cables.  
2733 Manufacture of wiring devices.



2740 Manufacture of electric lighting equipment.  
2750 Manufacture of domestic appliances.  
2751 Manufacture of electric domestic appliances.  
2752 Manufacture of non-electric domestic appliances.  
2790 Manufacture of other electrical equipment.  
2800 Manufacture of machinery and equipment n.e.c.  
2810 Manufacture of general purpose machinery.  
2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines.  
2812 Manufacture of fluid power equipment.  
2813 Manufacture of other pumps and compressors.  
2814 Manufacture of other taps and valves.  
2815 Manufacture of bearings, gears, gearing and driving elements.  
2820 Manufacture of other general-purpose machinery.  
2821 Manufacture of ovens, furnaces and furnace burners.  
2822 Manufacture of lifting and handling equipment.  
2823 Manufacture of office machinery and equipment (except computers and peripheral equipment).  
2824 Manufacture of power-driven hand tools.  
2825 Manufacture of non-domestic cooling and ventilation equipment.  
2829 Manufacture of other general-purpose machinery n.e.c.  
2830 Manufacture of agricultural and forestry machinery.  
2840 Manufacture of metal forming machinery and machine tools.  
2841 Manufacture of metal forming machinery.  
2849 Manufacture of other machine tools.  
2890 Manufacture of other special-purpose machinery.  
2891 Manufacture of machinery for metallurgy.  
2892 Manufacture of machinery for mining, quarrying and construction.  
2893 Manufacture of machinery for food, beverage and tobacco processing.  
2894 Manufacture of machinery for textile, apparel and leather production.  
2895 Manufacture of machinery for paper and paperboard production.  
2896 Manufacture of plastics and rubber machinery.  
2899 Manufacture of other special-purpose machinery n.e.c.  
2900 Manufacture of motor vehicles, trailers and semi-trailers.  
2910 Manufacture of motor vehicles.  
2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semitrailers.  
2930 Manufacture of parts and accessories for motor

vehicles.

2931 Manufacture of electrical and electronic equipment for motor vehicles.

2932 Manufacture of other parts and accessories for motor vehicles.

3000 Manufacture of other transport equipment.

3010 Building of ships and boats.

3011 Building of ships and floating structures.

3012 Building of pleasure and sporting boats.

3020 Manufacture of railway locomotives and rolling stock.

3030 Manufacture of air and spacecraft and related machinery.

3040 Manufacture of military fighting vehicles.

3090 Manufacture of transport equipment n.e.c.

3091 Manufacture of motorcycles.

3092 Manufacture of bicycles and invalid carriages.

3099 Manufacture of other transport equipment n.e.c.

3100 Manufacture of furniture.

3101 Manufacture of office and shop furniture.

3102 Manufacture of kitchen furniture.

3103 Manufacture of mattresses.

3109 Manufacture of other furniture.

3210 Manufacture of jewellery, bijouterie and related articles.

3211 Striking of coins.

3212 Manufacture of jewellery and related articles.

3213 Manufacture of imitation jewellery and related articles.

3220 Manufacture of musical instruments.

3230 Manufacture of sports goods.

3240 Manufacture of games and toys.

3250 Manufacture of medical and dental instruments and supplies.

3290 Other manufacturing.

3291 Manufacture of brooms and brushes.

3299 Other manufacturing n.e.c.

3300 Repair and installation of machinery and equipment.

3310 Repair of fabricated metal products, machinery and equipment.

3311 Repair of fabricated metal products.

3312 Repair of machinery.

3313 Repair of electronic and optical equipment.

3314 Repair of electrical equipment.

3315 Repair and maintenance of ships and boats.

3316 Repair and maintenance of aircraft and spacecraft.

3317 Repair and maintenance of transport equipment n.e.c.

3319 Repair of other equipment.

3320 Installation of industrial machinery and equipment.  
3500 Electricity, gas, steam and air conditioning supply.  
3510 Electric power generation, transmission and distribution.  
3511 Production of electricity.  
3512 Transmission of electricity.  
3513 Distribution of electricity.  
3514 Trade of electricity.  
3520 Manufacture of gas; distribution of gaseous fuels through mains.  
3521 Manufacture of gas.  
3522 Distribution of gaseous fuels through mains.  
3523 Trade of gas through mains.  
3530 Steam and air conditioning supply.  
3600 Water collection, treatment and supply.  
3700 Sewerage.  
3800 Waste collection, treatment and disposal activities; materials recovery.  
3810 Waste collection.  
3811 Collection of non-hazardous waste.  
3812 Collection of hazardous waste.  
3820 Waste treatment and disposal.  
3821 Treatment and disposal of non-hazardous waste.  
3822 Treatment and disposal of hazardous waste.  
3830 Materials recovery.  
3831 Dismantling of wrecks.  
3832 Recovery of sorted materials.  
3900 Remediation activities and other waste management services.  
4100 Construction of buildings.  
4110 Development of building projects.  
4120 Construction of residential and non-residential buildings.  
4200 Civil engineering.  
4210 Construction of roads and railways.  
4211 Construction of roads and motorways.  
4212 Construction of railways and underground railways.  
4213 Construction of bridges and tunnels.  
4220 Construction of utility projects.  
4221 Construction of utility projects for fluids.  
4222 Construction of utility projects for electricity and telecommunications.  
4290 Construction of other civil engineering projects.  
4291 Construction of water projects.  
4299 Construction of other civil engineering projects n.e.c.  
4300 Specialised construction activities.  
4310 Demolition and site preparation.  
4311 Demolition.

4312 Site preparation.  
4313 Test drilling and boring.  
4320 Electrical, plumbing and other construction installation activities.  
4321 Electrical installation.  
4322 Plumbing, heat and air-conditioning installation.  
4329 Other construction installation.  
4330 Building completion and finishing.  
4331 Plastering.  
4332 Joinery installation.  
4333 Floor and wall covering.  
4334 Painting and glazing.  
4339 Other building completion and finishing.  
4390 Other specialised construction activities.  
4391 Roofing activities.  
4399 Other specialised construction activities n.e.c.  
4500 Wholesale and retail trade and repair of motor vehicles and motorcycles.  
4510 Sale of motor vehicles.  
4511 Sale of cars and light motor vehicles.  
4519 Sale of other motor vehicles.  
4520 Maintenance and repair of motor vehicles.  
4530 Sale of motor vehicle parts and accessories.  
4531 Wholesale trade of motor vehicle parts and accessories.  
4532 Retail trade of motor vehicle parts and accessories.  
4540 Sale, maintenance and repair of motorcycles and related parts and accessories.  
4600 Wholesale trade, except of motor vehicles and motorcycles.  
4610 Wholesale on a fee or contract basis.  
4611 Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods).  
4612 Agents involved in the sale of fuels, ores, metals and industrial chemicals.  
4613 Agents involved in the sale of timber and building materials.  
4614 Agents involved in the sale of machinery, industrial equipment, ships and aircraft.  
4615 Agents involved in the sale of furniture, household goods, hardware and ironmongery.  
4616 Agents involved in the sale of textiles, clothing, fur, footwear and leather goods.  
4617 Agents involved in the sale of food, beverages and tobacco.  
4618 Agents specialised in the sale of other particular products.

4619 Agents involved in the sale of a variety of goods.  
4620 Wholesale of agricultural raw materials and live animals.  
4621 Wholesale of grain, unmanufactured tobacco, seeds and animal feeds.  
4622 Wholesale of flowers and plants.  
4623 Wholesale of live animals.  
4624 Wholesale of hides, skins and leather.  
4630 Wholesale of food, beverages and tobacco.  
4631 Wholesale of fruit and vegetables.  
4632 Wholesale of meat and meat products.  
4633 Wholesale of dairy products, eggs and edible oils and fats.  
4634 Wholesale of beverages.  
4635 Wholesale of tobacco products.  
4636 Wholesale of sugar and chocolate and sugar confectionery.  
4637 Wholesale of coffee, tea, cocoa and spices.  
4638 Wholesale of other food, including fish, crustaceans and molluscs.  
4639 Non-specialised wholesale of food, beverages and tobacco.  
4640 Wholesale of household goods.  
4641 Wholesale of textiles.  
4642 Wholesale of clothing and footwear.  
4643 Wholesale of electrical household appliances.  
4644 Wholesale of china and glassware and cleaning materials.  
4645 Wholesale of perfume and cosmetics.  
4646 Wholesale of pharmaceutical goods.  
4647 Wholesale of furniture, carpets and lighting equipment.  
4648 Wholesale of watches and jewellery.  
4649 Wholesale of other household goods.  
4650 Wholesale of information and communication equipment.  
4651 Wholesale of computers, computer peripheral equipment and software.  
4652 Wholesale of electronic and telecommunications equipment and parts.  
4660 Wholesale of other machinery, equipment and supplies.  
4661 Wholesale of agricultural machinery, equipment and supplies.  
4662 Wholesale of machine tools.  
4663 Wholesale of mining, construction and civil engineering machinery.  
4664 Wholesale of machinery for the textile industry and of

sewing and knitting machines.

4665 Wholesale of office furniture.

4666 Wholesale of other office machinery and equipment.

4669 Wholesale of other machinery and equipment.

4670 Other specialised wholesale.

4671 Wholesale of solid, liquid and gaseous fuels and related products.

4672 Wholesale of metals and metal ores.

4673 Wholesale of wood, construction materials and sanitary equipment.

4674 Wholesale of hardware, plumbing and heating equipment and supplies.

4675 Wholesale of chemical products.

4676 Wholesale of other intermediate products.

4677 Wholesale of waste and scrap.

4690 Non-specialised wholesale trade.

4700 Retail trade, except of motor vehicles and motorcycles.

4710 Retail sale in non-specialised stores.

4711 Retail sale in non-specialised stores with food, beverages or tobacco predominating.

4719 Other retail sale in non-specialised stores.

4720 Retail sale of food, beverages and tobacco in specialised stores.

4721 Retail sale of fruit and vegetables in specialised stores.

4722 Retail sale of meat and meat products in specialised stores.

4723 Retail sale of fish, crustaceans and molluscs in specialised stores.

4724 Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores.

4725 Retail sale of beverages in specialised stores.

4726 Retail sale of tobacco products in specialised stores.

4729 Other retail sale of food in specialised stores.

4730 Retail sale of automotive fuel in specialised stores.

4740 Retail sale of information and communication equipment in specialised stores.

4741 Retail sale of computers, peripheral units and software in specialised stores.

4742 Retail sale of telecommunications equipment in specialised stores.

4743 Retail sale of audio and video equipment in specialised stores.

4750 Retail sale of other household equipment in specialised stor.

4751 Retail sale of textiles in specialised stores.

4752 Retail sale of hardware, paints and glass in specialised stores.

4753 Retail sale of carpets, rugs, wall and floor coverings in specialised stores.

4754 Retail sale of electrical household appliances in specialised stores.

4759 Retail sale of furniture, lighting equipment and other household articles in specialised stores.

4760 Retail sale of cultural and recreation goods in specialised stores.

4761 Retail sale of books in specialised stores.

4762 Retail sale of newspapers and stationery in specialised stores.

4763 Retail sale of music and video recordings in specialised stores.

4764 Retail sale of sporting equipment in specialised stores.

4765 Retail sale of games and toys in specialised stores.

4770 Retail sale of other goods in specialised stores.

4771 Retail sale of clothing in specialised stores.

4772 Retail sale of footwear and leather goods in specialised stores.

4773 Dispensing chemist in specialised stores.

4774 Retail sale of medical and orthopaedic goods in specialised stores.

4775 Retail sale of cosmetic and toilet articles in specialised stores.

4776 Retail sale of flowers, plants, seeds, fertilisers, pet animals and pet food in specialised stores.

4777 Retail sale of watches and jewellery in specialised stores.

4778 Other retail sale of new goods in specialised stores.

4779 Retail sale of second-hand goods in stores.

4780 Retail sale via stalls and markets.

4781 Retail sale via stalls and markets of food, beverages and tobacco products.

4782 Retail sale via stalls and markets of textiles, clothing and footwear.

4789 Retail sale via stalls and markets of other goods.

4790 Retail trade not in stores, stalls or markets.

4791 Retail sale via mail order houses or via Internet.

4799 Other retail sale not in stores, stalls or markets.

4900 Land transport and transport via pipelines.

4910 Passenger rail transport, interurban.

4920 Freight rail transport.

4930 Other passenger land transport.

4931 Urban and suburban passenger land transport.

4932 Taxi operation.

4939 Other passenger land transport n.e.c.

4940 Freight transport by road and removal services.

4941 Freight transport by road.

4942 Removal services.  
4950 Transport via pipeline.  
5000 Water transport.  
5010 Sea and coastal passenger water transport.  
5020 Sea and coastal freight water transport.  
5030 Inland passenger water transport.  
5040 Inland freight water transport.  
5100 Air transport.  
5110 Passenger air transport.  
5120 Freight air transport and space transport.  
5121 Freight air transport.  
5122 Space transport.  
5200 Warehousing and support activities for transportation.  
5210 Warehousing and storage.  
5220 Support activities for transportation.  
5221 Service activities incidental to land transportation.  
5222 Service activities incidental to water transportation.  
5223 Service activities incidental to air transportation.  
5224 Cargo handling.  
5229 Other transportation support activities.  
5300 Postal and courier activities.  
5310 Postal activities under universal service obligation.  
5320 Other postal and courier activities.  
5500 Accommodation.  
5510 Hotels and similar accommodation.  
5520 Holiday and other short stay accommodation.  
5530 Camping grounds, recreational vehicle parks and trailer parks.  
5590 Other accommodation.  
5600 Food and beverage service activities.  
5610 Restaurants and mobile food service activities.  
5620 Event catering and other food service activities.  
5621 Event catering activities.  
5629 Other food service activities.  
5630 Beverage serving activities.  
5800 Publishing activities.  
5810 Publishing of books, periodicals and other publishing activities.  
5811 Book publishing.  
5812 Publishing of directories and mailing lists.  
5813 Publishing of newspapers.  
5814 Publishing of journals and periodicals.  
5819 Other publishing activities.  
5820 Software publishing.  
5821 Publishing of computer games.  
5829 Other software publishing.  
5900 Motion picture, video and television programme production, sound recording and music publishing



activities.

5910 Motion picture, video and television programme activities.

5911 Motion picture, video and television programme production activities.

5912 Motion picture, video and television programme post-production activities.

5913 Motion picture, video and television programme distribution activities.

5914 Motion picture projection activities.

5920 Sound recording and music publishing activities.

6000 Programming and broadcasting activities.

6010 Radio broadcasting.

6020 Television programming and broadcasting activities.

6100 Telecommunications.

6110 Wired telecommunications activities.

6120 Wireless telecommunications activities.

6130 Satellite telecommunications activities.

6190 Other telecommunications activities.

6200 Computer programming, consultancy and related activities.

6201 Computer programming activities.

6202 Computer consultancy activities.

6203 Computer facilities management activities.

6209 Other information technology and computer service activities.

6300 Information service activities.

6310 Data processing, hosting and related activities; web portals.

6311 Data processing, hosting and related activities.

6312 Web portals.

6390 Other information service activities.

6391 News agency activities.

6399 Other information service activities n.e.c.

6400 Financial service activities, except insurance and pension funding.

6410 Monetary intermediation.

6411 Central banking.

6419 Other monetary intermediation.

6420 Activities of holding companies.

6430 Trusts, funds and similar financial entities.

6490 Other financial service activities, except insurance and pension funding.

6491 Financial leasing.

6492 Other credit granting.

6499 Other financial service activities, except insurance and pension funding, n.e.c.

6500 Insurance, reinsurance and pension funding, except

compulsory social security.

6510 Insurance.

6511 Life insurance.

6512 Non-life insurance.

6520 Reinsurance.

6530 Pension funding.

6600 Activities auxiliary to financial services and insurance activities.

6610 Activities auxiliary to financial services, except insurance and pension funding.

6611 Administration of financial markets.

6612 Security and commodity contracts brokerage.

6619 Other activities auxiliary to financial services, except insurance and pension funding.

6620 Activities auxiliary to insurance and pension funding.

6621 Risk and damage evaluation.

6622 Activities of insurance agents and brokers.

6629 Other activities auxiliary to insurance and pension funding.

6630 Fund management activities.

6800 Real estate activities.

6810 Buying and selling of own real estate.

6820 Renting and operating of own or leased real estate.

6830 Real estate activities on a fee or contract basis.

6831 Real estate agencies.

6832 Management of real estate on a fee or contract basis.

6900 Legal and accounting activities.

6910 Legal activities.

6920 Accounting, bookkeeping and auditing activities; tax consultancy.

7000 Activities of head offices; management consultancy activities.

7010 Activities of head offices.

7020 Management consultancy activities.

7021 Public relations and communication activities.

7022 Business and other management consultancy activities.

7100 Architectural and engineering activities; technical testing and analysis.

7110 Architectural and engineering activities and related technical consultancy.

7111 Architectural activities.

7112 Engineering activities and related technical consultancy.

7120 Technical testing and analysis.

7200 Scientific research and development.

7210 Research and experimental development on natural

sciences and engineering.

7211 Research and experimental development on biotechnology.

7219 Other research and experimental development on natural sciences and engineering.

7220 Research and experimental development on social sciences and humanities.

7300 Advertising and market research.

7310 Advertising.

7311 Advertising agencies.

7312 Media representation.

7320 Market research and public opinion polling.

7400 Other professional, scientific and technical activities.

7410 Specialised design activities.

7420 Photographic activities.

7430 Translation and interpretation activities.

7490 Other professional, scientific and technical activities n.e.c.

7500 Veterinary activities.

7700 Rental and leasing activities.

7710 Renting and leasing of motor vehicles.

7711 Renting and leasing of cars and light motor vehicles.

7712 Renting and leasing of trucks.

7720 Renting and leasing of personal and household goods.

7721 Renting and leasing of recreational and sports goods.

7722 Renting of video tapes and disks.

7729 Renting and leasing of other personal and household goods.

7730 Renting and leasing of other machinery, equipment and tangible goods.

7731 Renting and leasing of agricultural machinery and equipment.

7732 Renting and leasing of construction and civil engineering machinery and equipment.

7733 Renting and leasing of office machinery and equipment (including computers).

7734 Renting and leasing of water transport equipment.

7735 Renting and leasing of air transport equipment.

7739 Renting and leasing of other machinery, equipment and tangible goods n.e.c.

7740 Leasing of intellectual property and similar products, except copyrighted works.

7800 Employment activities.

7810 Activities of employment placement agencies.

7820 Temporary employment agency activities.

7830 Other human resources provision.

7900 Travel agency, tour operator and other reservation

service and related activities.

7910 Travel agency and tour operator activities.

7911 Travel agency activities.

7912 Tour operator activities.

7990 Other reservation service and related activities.

8000 Security and investigation activities.

8010 Private security activities.

8020 Security systems service activities.

8030 Investigation activities.

8100 Services to buildings and landscape activities.

8110 Combined facilities support activities.

8120 Cleaning activities.

8121 General cleaning of buildings.

8122 Other building and industrial cleaning activities.

8129 Other cleaning activities.

8130 Landscape service activities.

8200 Office administrative, office support and other business support activities.

8210 Office administrative and support activities.

8211 Combined office administrative service activities.

8219 Photocopying, document preparation and other specialised office support activities.

8220 Activities of call centres.

8230 Organisation of conventions and trade shows.

8290 Business support service activities n.e.c.

8291 Activities of collection agencies and credit bureaus.

8292 Packaging activities.

8299 Other business support service activities n.e.c.

8400 Public administration and defence; compulsory social security.

8410 Administration of the State and the economic and social policy of the community.

8411 General public administration activities.

8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security.

8413 Regulation of and contribution to more efficient operation of businesses.

8420 Provision of services to the community as a whole.

8421 Foreign affairs.

8422 Defence activities.

8423 Justice and judicial activities.

8424 Public order and safety activities.

8425 Fire service activities.

8430 Compulsory social security activities.

8500 Education.

8510 Pre-primary education.

8520 Primary education.

8530 Secondary education.  
8531 General secondary education.  
8532 Technical and vocational secondary education.  
8540 Higher education.  
8541 Post-secondary non-tertiary education.  
8542 Tertiary education.  
8550 Other education.  
8551 Sports and recreation education.  
8552 Cultural education.  
8553 Driving school activities.  
8559 Other education n.e.c.  
8560 Educational support activities.  
8600 Human health activities.  
8610 Hospital activities.  
8620 Medical and dental practice activities.  
8621 General medical practice activities.  
8622 Specialist medical practice activities.  
8623 Dental practice activities.  
8690 Other human health activities.  
8700 Residential care activities.  
8710 Residential nursing care activities.  
8720 Residential care activities for mental retardation,  
mental health and substance abuse.  
8730 Residential care activities for the elderly and disabled.  
8790 Other residential care activities.  
8800 Social work activities without accommodation.  
8810 Social work activities without accommodation for the  
elderly and disabled.  
8890 Other social work activities without accommodation.  
8891 Child day-care activities.  
8899 Other social work activities without accommodation  
n.e.c.  
9000 Creative, arts and entertainment activities.  
9001 Performing arts.  
9002 Support activities to performing arts.  
9003 Artistic creation.  
9004 Operation of arts facilities.  
9100 Libraries, archives, museums and other cultural  
activities.  
9101 Library and archive activities.  
9102 Museum activities.  
9103 Operation of historical sites and buildings and similar  
visitor attractions.  
9104 Botanical and zoological gardens and nature reserve  
activities.  
9200 Gambling and betting activities.  
9300 Sports activities and amusement and recreation  
activities.

9310 Sports activities.  
9311 Operation of sports facilities.  
9312 Activities of sport clubs.  
9313 Fitness facilities.  
9319 Other sports activities.  
9320 Amusement and recreation activities.  
9321 Activities of amusement parks and theme parks.  
9329 Other amusement and recreation activities.  
9400 Activities of membership organisations.  
9410 Activities of business, employers and professional membership organisations.  
9411 Activities of business and employers membership organisations.  
9412 Activities of professional membership organisations.  
9420 Activities of trade unions.  
9490 Activities of other membership organisations.  
9491 Activities of religious organisations.  
9492 Activities of political organisations.  
9499 Activities of other membership organisations n.e.c.  
9500 Repair of computers and personal and household goods.  
9510 Repair of computers and communication equipment.  
9511 Repair of computers and peripheral equipment.  
9512 Repair of communication equipment.  
9520 Repair of personal and household goods.  
9521 Repair of consumer electronics.  
9522 Repair of household appliances and home and garden equipment.  
9523 Repair of footwear and leather goods.  
9524 Repair of furniture and home furnishings.  
9525 Repair of watches, clocks and jewellery.  
9529 Repair of other personal and household goods.  
9600 Other personal service activities.  
9601 Washing and (dry-)cleaning of textile and fur products.  
9602 Hairdressing and other beauty treatment.  
9603 Funeral and related activities.  
9604 Physical well-being activities.  
9609 Other personal service activities n.e.c.  
9700 Activities of households as employers of domestic personnel.  
9800 Undifferentiated goods- and services-producing activities of private households for own use.  
9810 Undifferentiated goods-producing activities of private households for own use.  
9820 Undifferentiated service-producing activities of private households for own use.  
9900 Activities of extraterritorial organisations and bodies.

9999 Not known.

XXXX Question not answered (default).

## DESCRIPTION

A valid code from the Standard Industrial Classification for the DLHE (SIC (DLHE)) or XXXX (default code).

This field uses the Standard Industrial Classification to describe the employing organisations of those HE leavers who were employed on 14 April 2008/12 January 2009.

Questions asked:

Q7. What is the name of the organisation you will be working for?

Q9. What does the organisation you will be working for mainly do?

## NOTES

Core field for employed leavers.

Field 65, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 9 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 65, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 9 (highlighted as core) gives enough information to code field 65 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

For more information please visit <A

href="http://www.statistics.gov.uk/methods\_quality/sic/downloads/SIC2007explanatorynotes.pdf">http://www.statistics.gov.uk/methods\_quality/sic/downloads/SIC2007explanatorynotes.pdf</A>

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXX' must NOT be used when field 5,

EMPCIR = '01' to '03' and '15'.

At the time of first issue of the 2007/08 DLHE coding manual HESA included the new SIC2007 field codes from the full SIC 2007 coding frame at the level of 3 significant digits - the requirement on institutions was and remains to code to at least this level of detail. However, to assist institutions who would prefer to code at a more detailed level for their own purposes, the valid entry list for the field has been extended to include codes at a level of 4 significant digits. There is no requirement to recode data where a code has already been assigned. For institutions who use CASCOT, output will be provided at this more detailed level and can be returned to HESA in that format.

**REASON REQUIRED** To determine the types of industry that HE leavers enter.



