

<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

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
1	Record type indicator	RECID	5

**STATUS** Compulsory.

**VALID ENTRIES** 09018 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
- 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
- 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 University College
- 0041 Trinity Laban Conservatoire of Music and Dance
- 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 University College  
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 Edinburgh 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 University College 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 19 April 2010/10 January 2011.

Question asked:

Q1. Which of the following statements best describes your employment circumstances on 19 April 2010/10 January 2011?

**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'.

Code 13 'Not employed but NOT looking for employment, further study or training' should be used for graduates in full time study.

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Study	MODSTUDY	1

**STATUS** Compulsory.

**VALID ENTRIES**

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

**DESCRIPTION**

This field describes whether the HE leaver was involved in study, training or research on 19 April 2010/10 January 2011 and if so whether it was full-time or part-time.

Question asked:

Q2. On 19 April 2010/10 January 2011 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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'.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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 and), 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 Montserrat  
1706 Morocco. Also Western Sahara, Sahara (West), Tangier  
1707 Mozambique. Also East Africa (Portuguese), 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 and 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 and 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 and Tobago  
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States,  
Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Khaimah  
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 Islands (US)  
1772 CIS (Commonwealth of Independent States). Also USSR (not  
otherwise specified), USSR  
1773 Venezuela  
1774 Vietnam  
1776 British Virgin Islands. Also Virgin Islands (British)  
1777 West Indies (not otherwise specified)

1778 Windward Islands (not otherwise 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 Maldivian Islands  
1796 US Trust Territories of the Pacific Islands (inc. American Samoa and 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  
1799 Turks and Caicos Islands  
1801 British Antarctic Territory. Also British Antarctica, Antarctica British  
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea (Portuguese)  
1803 Sao Tome and Principe. Also Principe (Sao Tome)  
1804 Comoros  
1805 Nauru  
1821 Mayotte. Also French Territorial Collectives  
1822 French Possessions not otherwise specified. Also French Polynesia, New Caledonia, Antarctica French, French Overseas Territories (TCMS), Loyalty Islands, Polynesia (French), Marquesas Islands, Tahiti, Society Islands, Wallis and Futuna  
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 and 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 <http://www.hesa.ac.uk/manuals/C09018>.

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**

A 5 digit number.

- 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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 groundsman/groundswomen  
51131 Garden designers  
51190 Agricultural and fishing trades n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
54210 Originators, composers 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 n.e.c  
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 (excl. 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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
81410 Scaffolders, staggers, riggers  
81420 Road construction operatives  
81430 Rail construction and maintenance operatives  
81490 Construction operatives n.e.c  
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 n.e.c  
82210 Crane drivers  
82220 Fork-lift truck drivers  
82230 Agricultural machinery drivers  
82290 Mobile machine drivers and operatives n.e.c  
91110 Farm workers  
91120 Forestry workers  
91190 Fishing and agriculture related occupations n.e.c  
91210 Labourers in building and woodworking trades  
91290 Labourers in other construction trades n.e.c  
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 n.e.c  
91410 Stevedores, dockers and slingers  
91490 Other goods handling and storage occupations n.e.c  
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 n.e.c  
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 n.e.c  
 92310 Window cleaners  
 92320 Road sweepers  
 92330 Cleaners, domestics  
 92340 Launderers, dry cleaners, pressers  
 92350 Refuse and salvage occupations  
 92390 Elementary cleaning occupations n.e.c  
 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 n.e.c  
 92510 Shelf fillers  
 92590 Elementary sales occupations n.e.c  
 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 19 April 2010/10 January 2011. 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	Field Abbrev'n	Field Length
12	Employer size	EMPSIZE	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 19 April 2010/10 January 2011.

Question asked:

Q5. Which of the following best describes the basis on which you were employed on 19 April 2010/10 January 2011?

**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 19 April 2010/10 January 2011.

Question asked:

Q12. Would you have been able to get the job you were doing on 19 April 2010/10 January 2011 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 19 April 2010/10 January 2011.

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
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
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
21	Career related code 5	CAREER5	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 19 April 2010/10 January 2011.

Question asked:

Q14. Why did you decide to take the job you were doing on 19 April 2010/10 January 2011?

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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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'.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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'.



<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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'.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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'.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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 19 April 2010/10 January 2011.

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 19 April 2010/10 January 2011: 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 19 April 2010/10 January 2011?

**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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
34	Professional subject of training	PROFSOCT	5

**STATUS** Compulsory.

**VALID ENTRIES**

A 5 digit number.

- 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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 groundsman/groundswomen  
51131 Garden designers  
51190 Agricultural and fishing trades n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
54210 Originators, composers 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 n.e.c  
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 (excl. 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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
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 n.e.c  
81410 Scaffolders, staggers, riggers  
81420 Road construction operatives  
81430 Rail construction and maintenance operatives  
81490 Construction operatives n.e.c  
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 n.e.c  
82210 Crane drivers  
82220 Fork-lift truck drivers  
82230 Agricultural machinery drivers  
82290 Mobile machine drivers and operatives n.e.c  
91110 Farm workers  
91120 Forestry workers  
91190 Fishing and agriculture related occupations n.e.c  
91210 Labourers in building and woodworking trades  
91290 Labourers in other construction trades n.e.c  
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 n.e.c  
91410 Stevedores, dockers and slingers  
91490 Other goods handling and storage occupations n.e.c  
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 n.e.c  
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 n.e.c  
 92310 Window cleaners  
 92320 Road sweepers  
 92330 Cleaners, domestics  
 92340 Launderers, dry cleaners, pressers  
 92350 Refuse and salvage occupations  
 92390 Elementary cleaning occupations n.e.c  
 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 n.e.c  
 92510 Shelf fillers  
 92590 Elementary sales occupations n.e.c  
 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 19 April 2010/10 January 2011. A list of valid entries for this field may be found in [index.php?option=com\\_collns&task=show\\_manu&Itemid=233&r=08018&f=002](#) INSTID, 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	SECINT1	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 37 - Because it was a requirement of my employment on 19 April 2010/10 January 2011 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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
44	Not used	SECINT8	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'.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
45	Not used	EMPPAID	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 19 April 2010/10 January 2011?

Link to valid entries:

If answer 'yes' then code '3'.

Q28. Were you seeking a teaching post on 19 April 2010/10 January 2011?

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.	Field Description	Field Abbrev'n	Field Length
48	Teaching sector	TEACHSCT	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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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 using the April or January questionnaire.

**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.

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
58	NHS organisation	NHSORG	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 19 April 2010/10 January 2011.

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).

<b>Field Nr.</b>	<b>Field Description</b>	<b>Field Abbrev'n</b>	<b>Field Length</b>
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 stores  
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 or XXXX (default code).

This field uses the Standard Industrial Classification to describe the employing organisations of those HE leavers who were employed on 19 April 2010 / 10 January 2011.

Users of the CASCOT tool must ensure that coding in the SIC2007 frame is used (selecting the option SIC2007-4Digit-Untuned).

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'.

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

