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ABSTRACT

This document is designed to help practitioners and policymakers in the European Union's member states coordinate their initial and continuing vocational education and training (VET) programs. It presents a subclassification of the recently revised International Standard Classification of Education (ISCED) that encompasses all fields of VET. The document begins with an overview of the fields of education in the ISCED, which was developed by the United Nations Educational, Scientific and Cultural Organization to serve as a tool for assembling, compiling, and presenting national and international educational statistics. The creation of a third digit to permit classification of VET within the ISCED system is explained along with the subject content approach underpinning the ISCED. Presented next are a table detailing the 9 broad fields, 25 fields of education, and (approximately) 65 fields of training in the ISCED system and instructions for using the manual. The actual field descriptions are listed next. Descriptions of the each of the 25 fields of VET are described next. Each description includes the following: field name; field audience; types of programs offered at various levels; and specific types of training included in/excluded from the field. Concluding the document are alphabetic and systematic code lists. (MN)

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# Fields of Training

# Manual



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# Fields of Training

## Manual

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# Introduction

## **Background**

At a time when particular importance is attributed to the adequate preparation of people for working life, comprehensive, detailed and comparable information on participation in vocational education and training is a prerequisite for policy-makers in order to successfully develop, monitor and evaluate training policies. This is true for the whole range of vocational education and training, from initial vocational training for young people to continuing vocational training for those in employment.

While various data collections are in place to improve this information base, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact - the lack of an internationally comparable classification on which to found any data collection.

## **Aim of the Classification**

Although the recently revised International Standard Classification of Education (ISCED) does include a classification by field of education, those fields have been considered too broad for the purpose of collecting policy-relevant data on fields of vocational education and training.

Thus, a sub-classification of the ISCED classification by field of education has been created with the dual aim of providing more detail and precision, while simultaneously maintaining the logic and structure of ISCED. The new classification concerns 'fields of vocational education and training'; the term 'fields of training' is used for short.

## **Aim of the manual**

The availability of a common classification can only be a first step towards the collection of comparable data. There is some evidence that, in the past, international classifications of education have not been applied in the same manner in all countries. This has not been caused by any major faults in the classification systems themselves, but rather by the lack of clear guidelines on how to apply the classifications.

A second and crucial step is therefore to ensure the consistent application of the classification across countries. Thus, it is the aim of this manual to offer clear guidelines on how to apply the classification to fields of vocational training. This is done by both specifying a number of general rules to be observed when classifying and providing detailed lists of examples.

All training programmes – both initial and continuing vocational education and training – in all Member States should in principle be capable of being classified into one and only one field of training.

When doing this, some decisions have to be made. With the help of this manual, all Member States should be in a position to take similar decisions.

## **Acknowledgements**

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

# Fields of Training; Structure

## **Fields of Education in ISCED**

The International Standard Classification of Education (ISCED) is designed by UNESCO to serve 'as an instrument suitable for assembling, compiling, and presenting statistics of education both within individual countries and internationally'. The system has recently been revised and updated, and the 'new' ISCED was introduced in 1997.

ISCED 97 uses a 2-digit code in a hierarchical system for classifying fields; one for 'broad fields' and one for 'narrow fields'. There are 9 'broad fields' and 25 'narrow fields'. International education statistics are based on 'narrow fields'; 'broad fields' are mainly used for aggregation. The 'narrow fields' are called 'fields of education' in this manual.

## **A third digit for vocational training**

For classifying vocational training, a new 'digit' has been created within the ISCED system for fields. A third digit has been added which represents 'fields of training' as illustrated on the next page. Altogether, there are about 65 'fields of training'.

Each field of training consists of a number of training programmes. The field descriptions in this manual, together with the code lists, one systematic and one alphabetic, are meant to be used as guidelines when classifying each programme. The purpose of this is to standardise the decisions that each country has to make, so that borderline cases are treated in the same way in all Member States.

## **Training programmes**

The classification aims to classify training programmes. For the purpose of this classification the ILO definition of a 'training programme' as a 'Group of training activities for a particular occupation defined in terms of subject-matter to be covered, objectives, target population, methodology, duration, content and results' has been used. Contrary to some other definitions of 'programme' in use, this definition specifies subject-matter and content.

Since 'Fields of training' is a classification of training programmes, the classification can be applied to all types of statistics involving training, i.e. statistics on participation in vocational training programmes as

well as statistics on diplomas and degrees obtained from vocational training programmes. By extension, it can also be used for statistics on educational attainment.

## **Fields of education in the ISCED 97**

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



### Structure for fields of training

Broad fields (ISCED)	Fields of education (ISCED)	Fields of training	Programmes/Subjects
x	xx	xxx	.....
			.....
	xx	xxx	.....
		xxx	.....
	xx	xxx	.....
		xxx	.....
	xx	xxx	.....
		xxx	.....
	xx	xxx	.....
		xxx	.....

#### Subject content approach

The rationale of the classification for fields of training is the subject content approach<sup>1</sup>. The training programmes (programme groups) are put together by closeness in subject matter content. Then these programme groups are aggregated to detailed, narrow and broad fields, based on 'knowledge closeness'. It must be emphasised that it is the main content of the programme which decides into which field it should be classified.

Thus, the distinction between fields does not take into account the personal purposes of the participation in the programmes (pleasure, leisure, to get a job etc), nor is the intended occupation explicitly taken into account.

#### Fields - independent of level

It is worth mentioning the fact that training fields are not defined within levels, but are independent of levels. It is recognised, however, that not all fields appear at all levels.

#### Long vocational training programmes at upper secondary level

In some Member States there are long (2-3 years) vocational training programmes, often at upper secondary level, which lead to a certain vocational qualification e.g. car mechanic. In these programmes, more time may be devoted to other supporting subjects than

the 'intended occupation' subject. Such programmes should all the same be classified into the appropriate vocational field; e.g. for car mechanics field 525 'Motor vehicles, ships and aircraft'.

#### The specific case of teacher training

Teacher training programmes consisting primarily of a subject-matter speciality could either be classified as teacher training or in terms of discipline taught. In this classification for fields of training, all teacher training programmes are classified as 'Teaching and training', even if the main content is a subject-matter speciality.

#### Engineering programmes

Engineering programmes should *normally* be included in some of the fields under 52 (Engineering and engineering trades) or, in the case of civil engineering/constructional engineering, under 58 (Architecture and building). This applies even if they are oriented towards computing, media techniques, environmental protection, textiles, food, etc. if the emphasis is on designing and constructing machinery, engines, electrical devices, electronics, computers, etc. or buildings, roads and bridges.

<sup>1</sup> When developing the classification system for fields of vocational training, there was much discussion about the rationale of the system. There seemed to be two main ways of classifying training programmes into fields: by intended occupation or by subject content. Some Member States recommended a system based on intended occupation. In any event, most Member States wanted a system linked to ISCED, and therefore the subject content approach was chosen. More information about the rationale behind the classification and its relation to ISCO (International Standard Classification of Occupations) may be found in the document 'Fields of training, Proposal' Development of an internationally comparable classification for fields of vocational education and training. Memo, Statistics Sweden, 31 May 1996.

# Fields of Training; the Classification

The hierarchical system of ISCED's fields, including fields of training, can be seen in the overview below. There are 9 broad fields, 25 fields of education and about 65 fields of training in the system. It should be pointed out that the broad fields are mainly meant for aggregation and thus not an important part of the classification system.

The field descriptions, given on page 13–25 describe more exactly how training programmes are allocated to the different fields of training.

It should be noted that it is the main subject content of a training programme (or a group of training programmes) which decides into which field of training it should be classified.

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

<sup>2</sup> 'General' in this context has nothing to do with 'General' as opposed to 'Vocational', but refers to basic skills and personal development.

<i>Broad fields</i>	<i>Fields of education</i>	<i>Fields of training</i>	
4 Science	42 Life science	420 Life science	
	44 Physical science	440 Physical science	
	46 Mathematics and statistics	460 Mathematics and statistics	
	48 Computing	481 Computer science 482 Computer use	
5 Engineering, Manufacturing and Construction	52 Engineering and engineering trades	521 Mechanics and metal work	
		522 Electricity and energy	
		523 Electronics and automation	
		524 Chemical and process	
		525 Motor vehicles, ships and aircraft	
	54 Manufacturing and processing	541 Food processing	
		542 Textiles, clothes, footwear, leather	
		543 Materials (wood, paper, plastic, glass)	
		544 Mining and extraction	
58 Architecture and building	581 Architecture and town planning		
	582 Building and civil engineering		
6 Agriculture	62 Agriculture, forestry and fishery	621 Crop and livestock production	
		622 Horticulture	
		623 Forestry	
		624 Fisheries	
	64 Veterinary	640 Veterinary	
7 Health and Welfare	72 Health	721 Medicine	
		722 Medical services	
		723 Nursing	
		724 Dental studies	
	76 Social services	761 Child care and youth services	
		762 Social work and counselling	
8 Services	81 Personal services	811 Hotel, restaurant and catering	
		812 Travel, tourism and leisure	
		813 Sports	
		814 Domestic services	
		815 Hair and beauty services	
	84 Transport services	840 Transport services	
	85 Environmental protection	850 Environmental protection	
	86 Security services	861 Protection of property and persons	
		862 Occupational health and safety	
		863 Military	
	9 Not known/ unspecified	99 Not known or unspecified.	999 Not known or unspecified

When classifying broad programmes, the '0' should be used in the third position. See next page.

### **Inter-disciplinary programs**

'Inter-disciplinary programs' has here the meaning of programmes combining particularly two vocational fields, often from different fields of education. For these programs, the 'majority rule' should be used.

In *Example 1* subjects fall into two different fields of education. Use the majority rule; you are more or less obliged to do that.

#### **Example 1:**

*A programme that mainly includes subjects within the area of computer science should be allocated to field 481 ('Computer science') even if a certain amount of computer engineering (field 523 'Electronics and automation') is included.*

In *Example 2* subjects fall into the same field of education but in two different fields of training. Even in this case, use the majority rule. The programme is not broad enough to be considered as a 'broad programme' according to the definition given below.

#### **Example 2:**

*A programme combining study of retail sales with study of office work should be classified according to which of the fields dominates; 341 'Wholesale and retail sales' or 346 'Secretarial and office work'.*

### **Broad programmes**

'Broad programmes' here means that a training programme comprises parts from several fields of training, mainly within the same field of education, and none of the fields of training are clearly dominant. These broad programmes should be classified by using '0' as the third digit<sup>3</sup>. Note that the '0' will be used for information about broad programmes, and should not be used as a rest code.

#### **Examples 3:**

*A programme in business and administration, consisting of management, financing, sales and marketing etc. should be classified as 340 'Broad programmes in business'.*

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

#### **Example 4:**

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

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

#### **Example 5:**

*In a programme in electrical installation, more time may be devoted to other supporting subjects (language, mathematics, natural science etc.) than the intended vocation subject. However, this programme should be classified as 522 'Electricity and energy' and not as a broad programme.*

### **Not specified or not able to classify**

As a last resort the '9' may be used in the third position if

- available information about a programmes is not enough, or if
- a specific program is not capable of classification into any of the fields of training.

By way of exception, the '9' can be used both in the second and the third position.

#### **Example 6:**

*A programme in health, where more information is not available, should be classified as 729.*

The '9' must also be used sometimes when classifying groups of programmes.

#### **Examples 7:**

*In a national classification system a code for 'Engineering n.e.c. (not elsewhere classified)' exists. 529 should be used when classifying this programme group if it is not known which field of training dominates.*

*A code exists for 'Industry programmes n.e.c.' Here 599 may be used, if it is not known which type of programmes dominate (field 52 or field 54).*

<sup>3</sup> This is applicable only for the fields of education that are divided into two or more fields of training, and is expected to be used especially under 34 'Business and administration' and 52 'Engineering and engineering trades'.

# How to Use the Manual

## *Two ways of classifying*

The aim of this manual is to assist the Member States to classify their training programmes by field and do it in the same or at least in a similar way. Comparability is important in international education statistics, and this manual will hopefully help in obtaining better comparability between the Member States concerning fields of training.

There are at least two ways to classify national training programmes by the international classification on fields of training. First, if a national classification system for classifying education and training programmes exists in the country, then a key or a cross-walk between the national and the international classification can be made. Second, if there is no national classification system or for some reason the national classification is not suitable, then each vocational training programme in the country must be classified by fields of training.

Note, before starting with the classification, irrespective of method, it is important to know about and understand the structure of the classification system for fields of training.

## *Key to the National Classification*

Some Member States use a national classification system for classifying all or some of their education and training programmes. In that case a key between the national and the international classification could be made.

The best approach is to classify all national codes by fields of training. For some countries, which have a very comprehensive and detailed classification system, this means a lot of work. The work can, at least in the beginning, be reduced by classifying only programmes included in data collections concerning vocational education and training. It should be noted however, that all existing educational programmes must be classified by fields of education in ISCED when reporting statistics to the international organisations on other occasions.

## **How to make a key to a national classification:**

1. Each code in the national classification system represents one or several programmes. When finding the corresponding code for fields of training, look at the overview of the classification on page 7-8. Start by deciding which of the fields of education should be referred to. Go on and look at the fields of training. In many cases, it is more or less obvious which code is, or at least seems to be, the corresponding one.
2. When you have found an appropriate code, check the description given in the field descriptions on page 13-25 to confirm that it is the right code.
3. If you need more help; look in the alphabetic code list at the end of the manual. If you find a possible code there, check the description given on page 13-25 to see if it really is the right code before using it.

## *Classifying Vocational Training Programmes*

When classifying vocational training programmes the method is similar to the method given on the previous page, except that the current national training programmes themselves are classified by fields of training. This is a far more easy method, and it is often easier to find the appropriate code. However, it does not give a key that can be used more generally which is the case with the first method.

## *Which method to use?*

It is not possible to give a general recommendation on which of the methods to use; that depends to a great extent on how the national classification is constructed.

If the national classification is too aggregated, then it may be necessary to classify the vocational training programs directly, likewise if the national classification system is structured completely differently from the fields of training classification.

## **How to classify training programmes directly**

1. When classifying a programme, look at the overview of the classification on page 7-8. Start by deciding which field of education it should be classified into. Go on and look at fields of training. In many cases, it is more or less obvious which field the programme belongs to.
2. When you have found an appropriate code, check the description given in the field descriptions on page 13-25 to confirm that it is the right code.
3. If it is not obvious into which field a programme should be classified, or if you need more help, look up the name of the programme in the alphabetic code list on page 27. Then, check the description given in the field descriptions on page 13-25 to see if it is the right code.

# Field Descriptions

This part of the manual describes each field of training with regard to the subject content of the field. When classifying training programmes, it is very important to look at these descriptions of the content and see which field that best corresponds to the programme or the programme group that is to be classified.

If classifying only from the names of the training programmes, large mistakes may be made. Specially, this is the case with some popular terms like 'communication', 'management' etc, which are used in many contexts. Also, one programme name might have different meanings in different countries. So, be careful with the names of the programmes and, as far as possible, consider the main subject content of the programmes instead.

Note that the lists of training programmes given under each field description below are not complete. On page 37 - 45 a more comprehensive list of programmes/subjects is found

## 010 Basic programmes

**Basic programmes** are programmes designed to give a basic education in reading, writing and arithmetic along with an elementary understanding of other subjects such as history, geography, natural science, social science, art and music, and in some cases religious instructions is featured. Basic programmes are normally given at primary and lower secondary level. General programmes at upper secondary level with no special subject emphasis are also classified here. Training programmes are classified here only by way of exception.

## 080 Literacy and numeracy

**Literacy and numeracy** are programmes arranged mainly for illiterate adults, designed to teach basic reading, writing and sometimes arithmetic. The typical age range can be used to distinguish between field 010 'Basic programmes' and this field. Training programmes with the following main content are classified here:

- Basic remedial programmes for adults
- Literacy
- Numeracy

## 090 Personal development

**Personal development** programmes can be defined by reference to the effects on the individual's capacity (mental, social etc.). This field covers personal development programmes, not included in 010 'Basic programmes' or 080 'Literacy and numeracy', giving key competencies and transferable skills. Training programmes with the following main content are classified here:

- Argumentation and presentation
- Communication skills
- Cooperation
- Development of behavioural capacities

- Development of mental skills
- Job-seeking programmes
- Public speaking
- Self esteem skills
- Social competence
- Time management

### Inclusions:

- Training in *leadership in the context of personal development* is included in this field.
- Training related to the *work place or to assignments* is included in this field if it has more to do with personal development than work development.

### Exclusions:

- Study of *leadership in the context of management* is excluded from this group and included in field 345 'Management and administration'.

## 141 Teaching and training

**Teaching and training** are programmes dealing with the theory and practice of teaching, intended to prepare persons to undertake teaching, mostly at a certain level of education in the school system. Programmes for vocational trainers are also included. Training programmes with the following main content are classified here:

- Early childhood teaching
- Primary teaching
- Secondary teaching
- Special education teaching
- Teacher training in a specialised subject
- Training of driving instructors
- Training of instructors in companies etc.
- Training of trainers

### Inclusions:

- Teacher training programmes consisting primarily of a *subject-matter speciality* are included in this field. Training programmes for teachers in theoretical subjects (mathematics, history, foreign languages etc) are included, as well as training programs for teachers in aesthetic/practical and vocational subjects.
- Training of *trainers* for work is included in this field.
- Training of *driving instructors* is included in this field.

### Exclusions:

- Training of *sport trainers* are excluded from this field and included in field 813 'Sports'.

## 142 Education science

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

- Didactics
- Education science
- Educational assessment, testing and measurement



- Educational evaluation and research
- Pedagogical sciences

#### Exclusions:

• *Teacher training* programmes are excluded from this field and included in field 141 'Teaching and training'.

#### **211 Fine arts**

**Fine arts** is the study of visual forms of creative expressions, dealing with theory, history, techniques, performance and production in fine arts, especially painting and sculpture. Training programmes with the following main content are classified here:

- Art theory
- Etching
- Fine art printmaking
- History of art
- Painting
- Philosophy of art
- Sculpture

#### Exclusions:

• Training in *ceramics, pottery etc* is excluded from this field and included in field 215 'Craft skills'.

• Study of *architecture* is excluded from this field and included in field 581 'Architecture and town planning'.

• *Teacher training in arts* is excluded from this field and included in field 141 'Teaching and training'.

#### **212 Music and performing arts**

**Music and performing arts** is the study of the principles and techniques associated with performance involving music, speech, movement, mime, characterisation, improvisation and stage craft. Training programmes with the following main content are classified here:

- Acting and directing
- Choreography
- Circus
- Composition (music)
- Conducting (music)
- Dance (art)
- Drama
- Music
- Theatre

#### Inclusions:

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

#### Exclusions:

• *Teacher training in music and other performing arts* is excluded from this field and included in field 141 'Teaching and training'.

#### **213 Audio-visual techniques and media production**

**Audio-visual techniques and media production** is the study of techniques and skills to produce books, newspapers, radio/TV production, film/video production, recorded music production and graphic reproduction. It includes programmes in methods of colour reproduction, photography and computer graphics. Study of combining pictures, words and decorations in the production of books, magazines, posters, adverts

etc. is also included. Training programmes with the following main content are classified here:

- Bookbinding
- Camera operating
- Compositing (printing)
- Computer type-setting
- Film production
- Graphic design
- Graphic reproduction
- Illustration
- Media techniques
- Photography
- Printing
- Publishing design, lay-out
- Radio and TV production
- Recorded music production
- Sound engineering
- Type-setting

#### Inclusions:

• Training programmes in *desktop publishing and lay-out* are included in this field.

#### Exclusions:

• Separate training programmes in *using specific software applications for desktop publishing* are excluded from this field and included in field 482 'Computer use'.

• Study of *journalism* (wording and content of messages) is excluded from this field and included in field 321 'Journalism and reporting'.

#### **214 Design**

**Design** is the study of creatively combining line, form and fabric in designing and constructing e.g. fashion garments, industrial products and interiors. Training programmes with the following main content are classified here:

- Costume design
- Design of industrial products
- Fashion design
- Interior architecture
- Interior design
- Stage designing
- Window dressing

#### Exclusions:

• *Building design* is excluded from this field and included in field 581 'Architecture and town planning'.

*Industrial design* is excluded from this field if emphasis is given to technical subjects and not to artistic design, and included in the appropriate field under 52 'Engineering and engineering trades'.

• *Publishing design and graphic design* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

#### **215 Craft skills**

**Craft skills** is the study of techniques and skills in a chosen aspect of handicraft, such as jewellery, pottery, weaving, woodcarving etc. Training programmes with the following main content are classified here:

- Ceramics
- Crafts, folk arts and artisanry
- Decorative metal crafts
- Embroidery
- Floristry (flower arranging)
- Glass arts and craft
- Goldsmithing
- Handicrafts
- Jewellery
- Making of musical instruments (not industrial)
- Musical instruments (repairing and tuning)
- Silversmithing
- Stone carving (craft)
- Weaving (art)
- Woodcarving

**Exclusions:**

• Study of *industrial production* of pottery, woven materials, embroidery etc. is excluded from this field and included in some of the detailed fields under broad field 5 'Engineering, manufacturing and construction'.

**221 Religion and theology**

**Religion and theology** is the study of religious beliefs, concepts, symbols, expressions, text and spirituality. Training programmes with the following main content is classified here:

- Bible studies
- Missionary studies
- Religious history
- Study of different religions
- Theology

**Inclusions:**

• Included in this field are programmes for children and young people, usually given in religious schools or seminars, in monasteries etc, aiming to develop an *interest in the tenets* of their religion and sufficient familiarity with its philosophy to *assist in the propagation of their faith*.

**Exclusions:**

• *Basic programmes* given in religious schools, seminars etc. containing religious instruction but not emphasising it or leading to a religious vocation, are excluded from this field and included in 010 'Basic programmes'.

**222 Foreign languages and cultures**

**Foreign languages and cultures** is the study of the structure and composition of foreign languages. It includes the study of related cultures, literature and linguistics. Training programmes with the following main content are classified here:

- Foreign languages
- Interpretation programmes
- Languages, 'dead'
- Second languages
- Translation programmes

**Inclusions:**

• *Foreign languages* is the study of a language being *taught as a foreign language or a second language*. A

second language means a national language taught to pupils whose main language is another language.

**Exclusions:**

• Programmes teaching the *mother tongue*, even if this language is not the national language (e.g programmes for immigrants teaching their mother tongue) are excluded from this field and included in field 223 'Mother tongue'.

• Study of *foreign cultures* is excluded from this field if *not related to the study of a foreign language*, and included in field 310 'Social and behavioural science'.

**223 Mother tongue**

**Mother tongue** is the study of the native language, including the study of related literature and linguistics. Training programmes with the following main content are classified here:

- Creative writing
- Home language
- Languages, native
- Mother tongue programmes
- Proof-reading programmes
- Sign language

**Inclusions:**

• *Mother tongue* is study of a language *taught as the mother tongue*, even if the language is not the national language of the country, e.g. programmes for immigrants in their home language.

**Exclusions:**

• National language programmes are excluded from this field if the language is *taught as a foreign or a second language*, and are then included in 222 'Foreign languages and cultures'.

**224 History, philosophy and related subjects**

**History, philosophy and related subjects** is the study of history, archaeology, philosophy, logic, ethics and other related subjects. This field consists to a large extent of non-vocational education. Programmes with the following main content are classified here:

- Archaeology
- Ethics
- History
- History of literature
- History of science and ideas
- Logic
- Philosophy

**Exclusions:**

• If study of *literature* is *combined with study of a special language* it is excluded from this field and included in field 222 'Foreign languages and cultures' or 223 'Mother tongue'.

**310 Social and behavioural science**

**Social and behavioural science** is the study of the behaviour of humans, their interaction and social organisation. It includes the study of politics and economics. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:



- Anthropology (except physical anthropology)
- Criminology
- Demography/population studies
- Economic history
- Economics
- Ethnology
- Human rights
- Peace and conflict studies
- Political economy
- Political science
- Psychology
- Social geography
- Sociology

**Exclusions:**

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

**321 Journalism and reporting**

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

- Broadcast journalism
- Information (wording and content)
- Journalism
- Mass communication (wording and content)
- News reporting

**Exclusions:**

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

**322 Library, information, archive**

**Library, information, archive** is the study of the methods of selecting, acquiring, organising and storing collections of information, and facilitating the use of information. Library programmes are included in this field. Training programmes with the following main content are classified here:

- Archival sciences
- Documentation
- Information science
- Library programmes
- Museum documentation

**341 Wholesale and retail sales**

**Wholesale and retail sales** is the study of buying and selling goods and services, including stock management, pricing practice, loss prevention, sale systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included. Training programmes with the following main content are classified here:

- Auctioneering
- Consumer services
- Demonstration techniques
- Purchasing
- Real-estate business
- Retailing
- Stock-keeping
- Ware-housing
- Wholesaling

**Inclusions:**

- Study of *buying and selling buildings and properties* is included in this field.

**342 Marketing and advertising**

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

- Advertising
- Market research
- Marketing
- Merchandising
- Public relations

**343 Finance, banking, insurance**

**Finance, banking, insurance** is the study of planning, directing, organising and controlling financial activities and services. It includes the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level. Training programmes with the following main content are classified here:

- Bank teller programmes
- Banking and finance
- Finance theory
- Insurance
- Investment analysis
- Investments and securities
- Pension insurance
- Social insurance
- Stock-broking

**Exclusions:**

- Study of *actuarial science* is excluded from this field and included in field 460 'Mathematics and statistics'.

### 344 Accounting and taxation

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

- Accounting
- Auditing
- Bookkeeping
- Tax accounting

### 345 Management and administration

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

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

#### Inclusions:

• Study of *leadership in the context of management* is included in this field.

#### Exclusions:

• Study of *administration* in the meaning of *office work* is excluded from this field and included in field 346 'Secretarial and office work'.

Training of *leadership in the context of personal development* is excluded from this field and included in field 090 'Personal development'.

### 346 Secretarial and office work

**Secretarial and office work** is the study of administrative procedures and practises, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme is aiming to secretarial work, rather than work as specialised assistants. Training programmes with the following main content are classified here:

- Administrative and secretarial services
- Clerical programmes
- Data entry
- Foreign language secretary programmes
- Keyboard skills
- Legal secretary programmes
- Medical secretary programmes
- Operation of office machines
- Receptionist training
- Secretarial programmes
- Shorthand

- Switchboard operating
- Typing

#### Inclusions:

• *Broad secretarial programmes* comprising among other thing computer courses are included in this field

#### Exclusions:

• Separate training programmes in using a *specific computer software* are excluded from this field and included in 482 'Computer use'

• *Office management* is excluded from this group and included in field 345 'Management and administration'.

• *Hotel receptionist* training programmes are excluded from this field and included in field 811 'Hotel, restaurant and catering'.

### 347 Working life

**Working life** is the study of the structure and function of working life. It includes programmes, mainly given as staff training, related to the work place and to assignments. Training programmes with the following main content are classified here:

- Company knowledge
- Induction courses
- Meeting clients' needs
- Organisation
- Quality assurance
- Trade union courses (general)
- Work development

#### Inclusions:

• *Staff training related to the work place or assignments* is included in this field if it is not possible to classify it in any other field.

#### Exclusions:

• *Training related to the work place or assignments* is excluded from this field if it has more to do with personal development than work development and is included in field 090 'Personal development'.

• Programmes that can be classified in any *other field* is excluded from this field and is included in the appropriate field. E.g. quality courses should, if technical, be included in some of the fields under 52 'Engineering and engineering trades'.

### 380 Law

**Law** is the study of the principles and procedures for formally maintaining social order, including training for legal professions such as advocate or training for the judicial bench. Training programmes with the following main content are classified here:

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

### 420 Life science

**Life science** is the study of the structure, function, reproduction, growth, evolution and behaviour of all living organisms. It comprises the study of biological

and related sciences. This field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

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

Inclusions:

• Study of *chemical processes in living organisms* (biochemistry, toxicology, pharmacology etc.) is included in this field.

Exclusions:

• Study of *environmental science and ecology*, which is study of the relation between living organisms and the environment, is excluded from this field and included in field 850 'Environmental protection'.

#### **440 Physical science**

**Physical science** is the study of matter and energy and the transformation patterns linking them. It comprises the study of physics, chemistry and earth science. The field consists to a large extent of non-vocational education. Training programmes with the following main content are classified here:

- Astronomy
- Chemistry
- Earth science
- Geography (nature)
- Geology
- Meteorology
- Optics
- Physics
- Seismology
- Space science

Inclusions:

• *Chemistry* is included in this field.

Exclusions:

• *Biochemistry* is excluded from this field and included in field 420 'Life science'.  
• *Social/human geography* is excluded from this field and included in field 310 'Social and behavioural science'.

#### **460 Mathematics and statistics**

**Mathematics** is study of abstract deductive systems, numerical facts, data and their applications. It includes algebra, arithmetic, geometry, real and complex analysis and applied mathematics. **Statistics** is the study of collecting, describing, arranging and analysing numerical data. Training programmes with the following main content are classified here:

- Actuarial science
- Geometry
- Mathematical statistics
- Mathematics
- Numerical analysis

- Probability theory
- Statistics

#### **481 Computer science**

**Computer science** is the study of the design and development of computer systems and computing environments. It includes the study of the design, maintenance and integration of software applications. Training programmes with the following main content are classified here:

- Computer science
- Computer programming
- Computer system analysis
- Computer system design
- Electronic data processing
- Network administration
- Operating systems
- Programming languages (Visual Basic, C++ etc.)

Exclusions:

• *Computer engineering* (hardware) is excluded from this field and included in field 523 'Electronics and automation'.

• Training programmes in *using computer applications* are excluded from this field and included in field 482 'Computer use'.

#### **482 Computer use**

**Computer use** is the study of using computers and computer software and applications for different purposes. These programmes are generally of short duration. Training programmes with the following main content are classified here:

- Computer use
- Software for calculating (spreadsheets)
- Software for data processing
- Software for desk top publishing
- Software for word processing
- Use of Internet

#### **521 Mechanics and metal work**

**Mechanics and metal work** (Engineering and engineering trades) is the study of planning, designing, developing, producing, maintaining and monitoring machines, mechanical plants and systems and metal products. It includes designing and maintaining machines which produce goods and services. The focus of programmes in this field is machines, mechanical systems and metal products. Training programmes with the following main content are classified here:

- Gunsmith
- Hydraulics
- Locksmith and safe repairer
- Mechanical engineering
- Mechanical trades programmes
- Metal casting and patternmaking
- Metal fitting, turning and machining
- Metallurgical engineering
- Precision mechanics
- Sheetmetal working
- Steel production

- Tool and die making
- Welding

**Exclusions:**

- Study of *motor vehicle mechanics and engineering* is excluded from this field and included in field 525 'Motor vehicles, ships and aircraft'.

**522 Electricity and energy**

**Electricity** (Engineering and engineering trades) is the study of installing, maintaining, repairing and diagnosing faults in electrical wiring and related equipment in domestic, commercial and industrial establishments. Installation and maintenance of overhead and underground electrical power distribution networks is included. **Energy** is the study of energy generation. Training programmes with the following main content are classified here:

- Air-conditioning trades programmes
- Climate engineering
- Electrical appliances repairing
- Electrical engineering
- Electrical fitting
- Electrical power generation
- Electrical trades programmes
- Energy programmes
- Gas distribution
- Heating trades programmes
- Nuclear, hydraulic and thermal energy
- Power production
- Powerline installation and maintenance
- Refrigeration

**Inclusions:**

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

**Exclusions:**

- Study of *vehicle electricity* is excluded from this field and included in field 525 'Motor vehicles'.

**523 Electronics and automation**

**Electronics and automation** (Engineering and engineering trades) is the study of planning, designing, developing, maintaining and monitoring electronic equipment, machinery and systems. It includes designing computers and equipment for communication. Training programmes with the following main content are classified here:

- Broadcasting electronics
- Communication systems
- Communications equipment installation
- Communications equipment maintenance
- Computer engineering
- Computer repairing
- Control engineering
- Data processing technology
- Digital technology
- Electronic engineering
- Electronic equipment servicing
- Network technology
- Robotics

- Telecommunication technology
- Television and radio repairing

**Exclusions:**

- *Computer science (design of computer systems and software applications)* is excluded from this group and included in 481 'Computer science'.

**524 Chemical and process**

**Chemical and process** (Engineering and engineering trades) is the study of planning, designing, and developing products and processes where chemical and physical changes occur. It includes designing chemical plants and control systems. Training programmes with the following main content are classified here:

- Biochemical technologies
- Biotechnology engineering
- Chemical engineering
- Chemical process engineering
- Laboratory technology
- Oil/gas/petrochemicals processing
- Plant and machine operation (processing)
- Process technology

**Inclusions:**

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

**Exclusions:**

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

**525 Motor vehicles, ships and aircraft**

**Motor vehicles, ships and aircraft** (Engineering and engineering trades) is the study of designing, developing, producing, maintaining, diagnosing faults in, repairing and servicing motor vehicles, including earth moving equipment and agriculture machines. Typical is the combining of studies in both metal structures and motors. Training programmes with the following main content are classified here:

- Air craft engineering
- Air craft maintenance
- Automotive electrics
- Automotive engineering
- Coachwork
- Motorcycle engineering
- Panel beating
- Shipbuilding
- Varnishers/sprayers
- Vehicle building and repairing

**Inclusions:**

- Study of *vehicle electricity* is included in this field.

**Exclusions:**

- Study of *producing and repairing non-motor vehicles* is excluded from this field and included in 521 'Mechanics and metal work' (e.g. bicycles) or 543

'Materials; wood, paper, plastic, glass' (e.g. boats, non-motor).

#### **541 Food processing**

**Food processing** (Manufacturing and processing) is the study of processing and packaging of food and beverages, and the equipment and procedures used in the production and distribution of foods. Training programmes with the following main content are classified here:

- Baking
- Beer brewing
- Butchering
- Confectionary
- Dairy foods
- Food and drink processing
- Food preservation
- Food science and technology
- Meat processing
- Pastry cooking
- Tobacco processing
- Wine production

#### Inclusions:

• Study of *food handling and food hygiene* is included in this field.

#### Exclusions:

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

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

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

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

#### Exclusions:

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

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

**Materials** (Manufacturing and processing) is the study of the manufacturing of products in wood, paper, plastic, glass or other materials like stone, clay, synthetic materials etc. Training programmes with the following main content are classified here:

- Boat building (non-motor)
- Cabinet making
- Carpentry (not building)
- Ceramics (industrial)
- Furniture making
- Glass working (industrial)
- Industrial diamond production
- Paper manufacturing and processing
- Plastic manufacturing
- Rubber manufacturing
- Timber technology
- Wood machining and turning
- Woodwork trades programmes

#### Exclusions:

• *Handicraft* programmes (glass arts and crafts, woodcarving etc) are excluded from this field and included in field 215 'Craft skills'.  
• Study of *building carpentry and joinery* is excluded from this field and included in field 582 'Building and civil engineering'.  
• Study of *chemical processing* is excluded from this field and included in field 524 'Chemical and process'.  
• Study of *printing and bookbinding* is excluded from this field and included in field 213 'Audio-visual techniques and media production'.

#### **544 Mining and extraction**

**Mining and extraction** (Manufacturing and processing) is the study of planning, developing, assessing and directing the extraction of minerals, oil and gas from the earth. Training programmes with the following main content are classified here:

- Coal mining
- Mineral technology
- Mining engineering and technology
- Oil and gas extraction
- Raw material extraction

#### Inclusions:

• Study of *mining engineering* is included in this field.

#### Exclusions:

• Study of *metallurgical engineering* is excluded from this field and included in 521 'Mechanics and metal work'.  
• Study of *geology* is excluded from this field and included in field 440 'Physical science'.

#### **581 Architecture and town planning**

**Architecture** is the study of the art, science and techniques of building design. It encompasses both utilitarian ends – such as the soundness of the structure and the functional and economic efficiency of the building – and aesthetic considerations. **Town planning** is the study of the regulated growth and improvement of towns in both functional and aesthetical



points of view. Training programmes with the following main content are classified here:

- Architectural urban design and planning
- Architecture
- Building design
- Cartography/Land surveying
- City planning
- Community development
- Community planning
- Landscape architecture
- Structural architecture
- Surveying
- Town and country planning
- Urban planning

Inclusions:

• Study of *cartography and surveying* is included in this field

Exclusions:

• Study of *interior design* is excluded from this field and included in field 214 'Design'.

### **582 Building and civil engineering**

**Building** is the study of the science, technology and techniques of assembling, erecting and maintaining public, commercial, industrial and residential structures and their fittings. **Civil engineering** is the study of planning, designing, testing and directing the construction of large scale buildings and structures, including systems for transport, water supply, sewage etc. Training programmes with the following main content are classified here:

- Bricklaying
- Bridge construction
- Building construction
- Building engineering
- Building technology
- Carpentry and joinery (building)
- Civil engineering
- Constructional metalwork (building)
- Dock and harbour engineering
- Floor and wall tiling
- Floor covering
- Mason and tile setting
- Masonry
- Painting and wall covering
- Plastering
- Plumbing and pipefitting
- Road building
- Water engineering and technology
- Water supply and sewerage engineering
- Ventilation

Exclusions:

• *Installation of electricity* is excluded from this field and included in field 522 'Electricity and energy'. Similarly, installing and repairing of *heating, air-conditioning and refrigeration equipment* is excluded from this field and included in field 522 'Electricity and energy'.

### **621 Crop and livestock production**

**Crop and livestock production** (agriculture) is the study of growing, maintaining and harvesting crops and

pastures, and grazing and managing animals. It includes the study of managing and maintaining farms and producing unprocessed plant and animal products. Training programmes with the following main content are classified here:

- Agricultural economics
- Agricultural sciences
- Agronomy and crop science
- Animal husbandry
- Crop husbandry
- Dog breeding
- Farm and ranch management
- Farming
- Fruit growing
- Grain growing
- Horse breeding
- Pig farming
- Poultry husbandry
- Rye and wheat growing
- Sheep farming
- Soil science
- Vegetable plantation
- Wine growing

Inclusions:

• Study of *soil science, soil fertility and irrigation techniques* is included in this field.

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

Exclusions:

• Study of *wine production* is excluded from this field and is included in field 541 'Food processing'.

• Study of *gardening* is excluded from this field and included in field 622 'Horticulture'.

• Study of *fisheries* is excluded from this group and included in field 624 'Fisheries'.

### **622 Horticulture**

**Horticulture** (gardening) is the study of horticultural technology and management, floriculture, greenhouse methods, nursery management, landscape gardening etc. Training programmes with the following main content are classified here:

- Floriculture
- Gardening
- Greenkeeping
- Horticulture
- Landscape gardening
- Nursery management
- Turf cultivation

Inclusions:

• The laying out and construction of *urban and domestic parks and gardens* is included in this field.

Exclusions:

• Study of *growing crops* (plants such as wheat, rice, fruit, vegetables etc, grown in order to be eaten) is excluded from this field and included in field 621 'Crop and livestock production'.

• Study of *soil science, soil fertility and irrigation techniques* is excluded from this field and included in field 621 'Crop and livestock production'.

• *National park management* is excluded from this field and included in field 850 'Environmental protection'.

### 623 Forestry

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

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

#### Exclusions:

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

### 624 Fisheries

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

- Fish breeding
- Fish farms
- Fishery
- Fishery science and technology
- Shellfish breeding

#### Inclusions:

• Training programmes for operating *fishing boats* are included in this field.

#### Exclusions:

• Study of *industrial processing of fish* is excluded from this group and included in field 541 'Food processing'.

### 640 Veterinary

**Veterinary** is the study of preventing, diagnosing and treating diseases and injuries in animals, and their general care. The study of caring for sick, injured and infirm animals undergoing treatment in veterinary clinics is included. Training programmes with the following main content are classified here:

- Animal health care
- Animal reproduction (science)
- Veterinary assisting
- Veterinary medicine
- Veterinary science

#### Inclusions:

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

#### Exclusions:

• Study of *animal breeding* is excluded from this field and included in field 621 'Crop and livestock production'.

### 721 Medicine

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

- Medical science
- Medical training
- Medicine
- Training of physicians/doctors

### 722 Medical services

**Medical services** is the study of physical disorders, treating diseases and maintaining the physical well-being of humans, using non-surgical procedures. It comprises a wide range of services such as *pharmacy, physiotherapy, occupational therapy, chiropractic, radiography, optometry, auditory, speech pathology, nutrition and ambulance service*. Training programmes with the following main content are classified here:

- Ambulance service
- Hearing aid technology
- Hypnotherapy
- Massage (medical)
- Medical laboratory technology
- Medical x-ray techniques
- Nutrition and dietetics
- Occupational therapy
- Optical lens making
- Orthopaedic prosthetics
- Para-medical programmes
- Pharmacy
- Physiotherapy
- Radiotherapy
- Speech pathology and therapy
- Vocational rehabilitation

#### Inclusions:

• Study of *vocational rehabilitation and occupational therapy* is included in this field.  
• *Medical laboratory technology* is included in this field.

#### Exclusions:

• Study of *laboratory technology* is excluded from this field if emphasis is not given to medical laboratory technology. *General laboratory technology* is included in field 524 'Chemical and process'. *Laboratory technology* where emphasis is given to other *specific applications* (biological, physical, dental etc) is included in appropriate field (420, 440, 724 etc).

### 723 Nursing

**Nursing** is the study of providing health care for the sick, disabled or infirm and assisting physicians and other medical and health professionals diagnose and treat patients. The focus of qualifications in nursing is maintaining and caring for the health during illness and rehabilitation. It includes care of old people and care of the disabled. Training programmes with the following main content are classified here:

- Assistant nursing
- Basic nursing
- Care of old people
- Care of the disabled
- Health care programmes
- Infant hygiene (nursing)
- Midwifery
- Nursing aide/Orderly
- Psychiatric nursing

**Exclusions:**

- *Veterinary nursing* is excluded from this field and is included in field 640 'Veterinary'.
- *Care of children* (if not health care) is excluded from this field and included in field 761 'Child care and youth services'.

**724 Dental studies**

**Dental studies** is the study of diagnosing, treating and preventing diseases and abnormalities of the teeth and gums. It includes the study of designing, making and repairing dental prostheses and orthodontic appliances. It also includes the study of providing assistance to dentists. Training programmes with the following main content are classified here:

- Dental assisting
- Dental hygiene
- Dental laboratory technology
- Dental nursing
- Dental science
- Dental surgery
- Odontology
- Orthodontics

**Inclusions:**

- Study of *dental hygiene and public dental health* is included in this field.

**761 Child care and youth services**

**Child care and youth services** is the study of the development and care of children and youths. It includes study of recreation and leisure activities as a social service for school children. Training programmes with the following main content are classified here:

- Child care
- Children recreation programmes
- Youth services
- Youth worker programs

**Exclusions:**

- Study of *early childhood education* is excluded from this field and included in field 141 'Teaching and training'.
- Study of *health care of children* is excluded from this field and included in field 723 'Nursing'.

**762 Social work and counselling**

**Social work and counselling** is the study of the welfare needs of communities, specific groups and individuals and the appropriate ways of meeting these needs. The focus is on social welfare with emphasis on social policy and practice. Training programmes with the following main content are classified here:

- Alcohol and drug abuse counselling
- Alcohol, tobacco, drugs
- Crisis support
- Family and marriage counselling
- Maltreatment
- Social policy
- Social practice
- Social theory (applied)
- Social work (welfare)
- Vocational counselling
- Vocational guidance

**Inclusions:**

- Study of *vocational guidance* is included in this field.

**Exclusions:**

- Study of *sociology and social science* is excluded from this field and included in field 310 'Social and behavioural science'.

**811 Hotel, restaurant and catering**

**Hotel, restaurant and catering** is the study of providing food, beverages, accommodation and related services at hotels, restaurants etc. Training programmes with the following main content are classified here:

- Cabin crew training
- Catering
- Cooking (restaurant and hotel-type)
- Food serving
- Hospitality services
- Hotel- and restaurant programmes
- Hotel receptionist training
- Hotel services
- Waiting and bar service

**Exclusions:**

- Study of *food processing* (industrial) is excluded from this field and included in field 541 'Food processing'.
- *Receptionist training (general)* is excluded from this field and included in field 346 'Secretarial and office work'.

**812 Travel, tourism and leisure**

**Travel and tourism** is the study of marketing and advertising tourist destinations and events. It includes the study of ticketing and reservation practices. **Leisure** is the study of recreational and leisure activities for individuals and groups. Training programmes with the following main content are classified here:

- Ground crew training (airport)
- Guiding, tour leading
- Recreation and leisure
- Tourist trades programmes
- Travel agency services
- Travel and tourism
- Travel services

**Exclusions:**

- Study of *recreation and leisure activities for school children* is excluded from this field and included in field 761 'Child care and youth services'.



### 813 Sports

**Sports** is the study of techniques and skills in a chosen sport. Training programmes with the following main content are classified here:

- Diving (sport)
- Football playing
- Gymnastics
- Sport trainer programmes
- Umpires and other sports officials

#### Exclusions:

• Training of school teachers in physical education (sports teachers) is excluded from this field and included in field 141 'Teaching and training'.

### 814 Domestic services,

**Domestic services** is the study of various domestic services, such as housekeeping, cleaning, laundering, sewing etc. Training programmes with the following main content are classified here:

- Caretaking, housekeeping and homeservice workers
- Chimney sweeping
- Cleaning
- Cooking (home)
- Domestic science
- Dry-cleaning
- Funeral services and mortuary science
- Home economics
- Laundry
- Needlework (home)
- Sewing (home)

#### Inclusions:

• Cleaning programmes are included in this field even if directed towards cleaning schools, hospitals, factories, etc.

#### Exclusions:

• Study of building maintenance is excluded from this field and included in field 582 'Building and civil engineering'.

### 815 Hair and beauty services

**Hair and beauty services** is the study of caring for the hair and the body for beautification etc. Training programmes with the following main content are classified here:

- Barbering
- Beauty therapy
- Cosmetology (make up)
- Hairdressing
- Fitness and weight control

### 840 Transport services

**Transport services** is the study of operating, navigating and directing ships, aircraft and other forms of transportation. Training programmes with the following main content are classified here:

- Air traffic control
- Aircraft operation
- Communication (air, railway, road etc.) programmes
- Crane operation and lorry driving

- Driving programmes
- Flying and navigation
- Navigation technologies
- Postal service
- Railway operations
- Road motor vehicle operations
- Ship operation
- Transport programmes

#### Exclusions:

• Cabin crew training is excluded from this field and included in field 811 'Hotel, restaurant and catering'.

• Programmes in telephone network services is excluded from this field and included in field 523 'Electronics and automation'.

### 850 Environmental protection

**Environmental protection** is the study of the relationships between living organisms and the environment in order to protect a wide range of natural resources, from air and drinking water to wildlife. It includes study of establishing and maintaining national parks in order to preserve their original natural state. Training programmes with the following main content are classified here:

- Air pollution control
- Ecology
- Environmental conservation
- Environmental control
- Environmental protection
- Environmental science
- Garbage disposal
- National parks and wildlife management
- Natural resources conservation
- Natural resource use programmes
- Noise pollution control
- Recycling
- Soil and water conservation
- Water pollution control
- Wildlife management

#### Inclusions:

• Programmes in services to the community dealing with items that affect public health, such as hygiene standards in food and water supply, disposal of garbage, street cleaning etc. is included in this field.

#### Exclusions:

• Study in forestry and horticulture is excluded from this field and included in fields under 62 'Agriculture, forestry and fishery'.

### 861 Protection of property and persons

**Protection of property and persons** is the study of services to the community concerning protection of property and persons. It comprises training in police work, public security, fire protection and fire fighting. Training programmes with the following main content are classified here:

- Civil security
- Customs programmes
- Fire technology
- Fire-protection (fire fighting)
- Life guarding

- Police work
- Policing studies
- Prison work
- Public security
- Security and loss prevention services

**Exclusions:**

- Study of *law* is excluded from this field and included in field 380 'Law'.
- Study of *criminology* is excluded from this field and included in field 310 'Social and behavioural science'.

**862 Occupational health and safety**

*Occupational health and safety* is study of recognising, evaluating and controlling environmental factors associated with the workplace. Training programmes with the following main content are classified here:

- Ergonomics (occupational health and safety)
- Health and safety in the workplace
- Industrial welfare
- Labour protection
- Labour security
- Labour welfare (safety)
- Occupational health and industrial hygiene
- Occupational safety
- Stress

**Exclusions:**

- Study of *vocational rehabilitation* and *occupational therapy* is excluded from this field and included in field 722 'Medical services'.

- Study of *labour law* is excluded from this field and included in 380 'Law'.
- Study of *ergonomics* is excluded from this field if emphasis is given to technical aspects and is included in the appropriate field under 52 'Engineering and engineering trades'.

**863 Military**

*Military* is the study of services to the community connected with war and defence, designed to provide training in the principles and practice of military science. Training programmes with the following main content are classified here:

- Army training
- Defence studies
- Military science

**Exclusions:**

- Military personnel participating in *non-military programmes* should be classified according to the subject content of the training program.

*When writing the field descriptions in this manual, the 'Australian Bureau of Statistics Classification of Qualifications' (ABSCQ) has been helpful. Thank you, Australia, for letting us use some of your wordings.*

# Alphabetic Code List

This part of the manual, the alphabetic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 13-25 if it really is the appropriate code before using it.

## A

344	Accounting
440	Acoustics
212	Acting and directing
460	Actuarial science
345	Administration
346	Administrative and secretarial services
342	Advertising
525	Aeronautical engineering
525	Aerospace engineering
211	Aesthetics
621	Agricultural business/agribusiness operations
621	Agricultural economics
621	Agricultural sciences
621	Agriculture
525	Agriculture machinery mechanics
621	Agronomy and crop science
840	Air crew programmes (flying and navigation)
850	Air pollution control
840	Air traffic control
522	Air-conditioning programmes
525	Air-craft engineering
525	Air-craft maintenance
840	Aircraft operation
762	Alcohol and drug abuse counselling
762	Alcohol, tobacco, drugs
460	Algebra
722	Ambulance service
721	Anaesthesiology
440	Analytical chemistry
721	Anatomy
222	Ancient Greek
621	Animal breeding
640	Animal health care
621	Animal husbandry
640	Animal reproduction (science)
621	Animal training
213	Animation
310	Anthropology (except physical anthropology)
460	Applied mathematics
224	Archaeology
581	Architectural urban design and planning
581	Architecture
322	Archival sciences
090	Argumentation technique
863	Army training
211	Art history
211	Art studies
211	Art theory
210	Arts and crafts (broad programmes)
210	Arts (broad programmes)
090	Assertiveness
723	Assistant nursing
440	Astronomy
440	Astrophysics
440	Atmospheric sciences
341	Auctioneering
721	Audiology/hearing sciences
344	Auditing
722	Auditory prosthetics
523	Automation
525	Automotive electricity
525	Automotive electrics
525	Automotive engineering
840	Aviation
	<b>B</b>
721	Bacteriology
541	Baking
343	Bank teller programmes
343	Banking and finance
811	Bar service
815	Barbering
811	Bartender/mixologist
723	Basic nursing
010	Basic programmes
080	Basic remedial programmes for adults
621	Basic skills in agriculture
815	Beauty therapy
541	Beer brewing
310	Behavioural sciences
221	Bible studies
521	Bicycle production
521	Bicycle repair
213	Binding and finishing (printing)
524	Biochemical technologies
420	Biochemistry
420	Biology
420	Biometrics
420	Biophysics
524	Biotechnology engineering
543	Boat building (non-motor)
521	Boilermaking and welding
213	Bookbinding
344	Bookkeeping
813	Bookmaking (horses etc)
420	Botany
541	Brewing
582	Bricklaying
582	Brickwork and masonry
582	Bridge construction
321	Broadcast journalism
523	Broadcasting electronics
582	Building construction
581	Building design

582 Building engineering  
 582 Building maintenance  
 582 Building renovation  
 582 Building technology  
 840 Bus and coach driving  
 345 Business administration  
 346 Business correspondence  
 343 Business finance  
 340 Business programmes, broad  
 541 Butchering  
 341 Buying and selling

C

811 Cabin crew training  
 543 Cabinet making  
 211 Calligraphy  
 213 Camera operating  
 543 Cane willow and bamboo work  
 721 Cardiology  
 723 Care of old people  
 723 Care of the disabled  
 814 Caretaking, housekeeping, homeservice  
 543 Carpentry (not building)  
 582 Carpentry and joinery (building)  
 581 Cartography/Land surveying  
 811 Catering  
 582 Cement working  
 215 Ceramics (craft)  
 543 Ceramics (industrial)  
 541 Cheese production  
 524 Chemical engineering  
 524 Chemical process engineering  
 440 Chemistry  
 761 Child care  
 761 Children recreation programmes  
 814 Chimney sweeping  
 722 Chiropractic  
 212 Choreography  
 213 Cinematography  
 212 Circus (art)  
 581 City planning  
 582 Civil engineering  
 861 Civil security  
 814 Cleaning  
 346 Clerical programmes  
 347 Clients' needs  
 522 Climate engineering  
 724 Clinical dentistry  
 542 Clothing industry  
 542 Clothing trades programmes  
 542 Clothing, apparel and textile working  
 525 Coachwork  
 544 Coal mining  
 344 Commercial assistants  
 dataprocessing/accounting  
 380 Commercial law  
 840 Communication (air, railway, road etc.)  
 090 Communication skills  
 523 Communication systems  
 321 Communication, mass- (wording and content)

523 Communications equipment installation  
 523 Communications equipment maintenance  
 581 Community development  
 723 Community nursing  
 581 Community planning  
 347 Company knowledge  
 224 Comparative literature  
 213 Compositing (printing)  
 212 Composition (music)  
 213 Composition equipment operating  
 523 Computer repairing  
 523 Computer engineering  
 213 Computer graphics  
 481 Computer programming  
 481 Computer science  
 482 Computer software use  
 481 Computer system analysis  
 481 Computer system design  
 213 Computer type-setting  
 482 Computer use  
 212 Conducting (music)  
 541 Confectionary  
 850 Conservation and land management  
 215 Conservation of cultural material  
 582 Constructing plant operation  
 582 Construction technology  
 582 Constructional engineering  
 582 Constructional metalwork (building)  
 814 Consumer economics  
 341 Consumer services  
 523 Control engineering  
 814 Cooking (home)  
 811 Cooking (restaurant and hotel-type)  
 090 Cooperation  
 815 Cosmetic services  
 815 Cosmetology  
 214 Costume design  
 762 Counselling  
 346 Court reporting  
 215 Craft programmes  
 215 Crafts, folk arts and artisanry  
 840 Crane driving  
 223 Creative writing  
 380 Criminal justice studies  
 310 Criminology  
 762 Crisis support  
 621 Crop husbandry  
 811 Culinary arts  
 224 Cultural history  
 142 Curriculum development (theory)  
 814 Custodian/caretaker  
 542 Custom tailoring  
 861 Customs programmes  
 542 Cutting and tailoring  
 721 Cytology

D

541 Dairy foods (industrial)  
 341 Dairy retailing  
 541 Dairy science

212	Dance (art)	142	Educational assessment, testing and measurement
460	Data analysis (mathematics/statistics)	142	Educational evaluation and research
346	Data entry	345	Educational management
523	Data processing technology	522	Electrical appliances repairing
215	Decorative metal crafts	522	Electrical engineering
624	Deep sea fishing	522	Electrical fitting
863	Defence studies	522	Electrical power generation
310	Demography/population studies	522	Electrical trades programmes
582	Demolition	481	Electronic data processing
341	Demonstration techniques	523	Electronic engineering
724	Dental assisting	523	Electronic equipment servicing
724	Dental hygiene	141	Elementary teacher education
724	Dental laboratory technology	215	Embroidery (craft)
724	Dental nursing	542	Embroidery and needlework (industrial)
724	Dental science	722	Emergency para-medical technologies
724	Dental surgery	345	Employment management
724	Dental technology	522	Energy programmes
724	Dentistry	522	Energy studies
721	Dermatology	520	Engineering (broad programmes)
214	Design	090	Enhancing personal skills
214	Design of industrial products (art)	345	Enterprise training
213	Desktop publishing	420	Entomology
310	Development and child psychology	850	Environmental conservation
090	Development of behavioural capacities	850	Environmental control
090	Development of mental skills	850	Environmental protection
090	Development of personal organisational capacities	850	Environmental science
142	Didactics	850	Environmental studies
722	Dietician programmes	850	Environmental toxicology
523	Digital technology	721	Epidemiology
212	Directing (theatre)	862	Ergonomics (occupational health and safety)
213	Discjockey training	211	Etching (art)
142	Distance education methodology	224	Ethics
541	Distilling	310	Ethnic and cultural studies
861	Diving (professional)	310	Ethnology
813	Diving (sport)	582	Excavation engineering
582	Dock and harbour engineering		
322	Documentation		
621	Dog breeding		
814	Domestic science		
212	Drama		
211	Drawing (art)		
520	Drawing, technical (broad programmes)		
542	Dressmaking		
141	Driver and safety teacher education		
141	Driving instructor training		
840	Driving programmes		
814	Dry-cleaning		
	<b>E</b>		
141	Early childhood teaching		
440	Earth science		
850	Ecology		
310	Econometrics		
310	Economic history		
310	Economics		
340	Economics, business		
142	Education science		
142	Education technology		
			<b>F</b>
		762	Family and marriage counselling
		090	Family life development training
		621	Farm and ranch management
		621	Farm maintenance
		621	Farming
		214	Fashion design
		212	Fashion modelling
		215	Fibre, textile and weaving arts
		213	Film production
		343	Finance theory
		343	Finance, banking, insurance
		343	Financial management
		211	Fine art printmaking
		861	Fire technology
		861	Fire-protection (fire fighting)
		624	Fish breeding
		624	Fish farms
		624	Fish husbandry
		624	Fishery
		624	Fishery science and technology
		815	Fitness and weight control

815 Fitness services  
 141 Flight instructor training  
 582 Floor and wall tiling  
 582 Floor covering  
 622 Floriculture  
 215 Floristry (flower arranging)  
 840 Flying and navigation  
 541 Food and drink processing  
 811 Food and hospitality services  
 541 Food engineering  
 541 Food handling/hygiene  
 541 Food preparation  
 541 Food preservation  
 541 Food processing industry  
 541 Food programmes  
 541 Food science  
 541 Food science and technology  
 811 Food serving  
 813 Football playing  
 542 Footwear making  
 346 Foreign language secretary programmes  
 222 Foreign languages  
 721 Forensic medicine  
 722 Forensic medicine technology  
 623 Forest keeping  
 623 Forest product techniques  
 623 Forest ranging  
 623 Forestry  
 840 Fork-lift driving  
 621 Fruit growing  
 621 Fruit production  
 080 Functional literacy  
 814 Funeral services and mortuary science  
 542 Fur making  
 543 Furniture crafts  
 543 Furniture making  
 542 Furrier  
 310 Futurology

## G

850 Garbage disposal  
 622 Gardening  
 542 Garment production  
 522 Gas distribution  
 440 Gemmology  
 721 General medicine  
 420 Genetics  
 440 Geodesy  
 310 Geography (cultural)  
 440 Geography (nature)  
 440 Geography (physical)  
 440 Geology  
 460 Geometry  
 440 Geophysics  
 440 Geoscience  
 723 Gerontological services  
 721 Gerontology  
 215 Glass arts and craft  
 543 Glass production  
 543 Glass working (industrial)

582 Glazing  
 440 Global change science  
 215 Goldsmithing  
 621 Goose keeping  
 621 Grain growing  
 213 Graphic design  
 213 Graphic reproduction  
 622 Greenhouse operations  
 622 Greenkeeping  
 812 Ground crew training (airport)  
 812 Guiding, tour leading  
 521 Gunsmith  
 813 Gymnastics  
 721 Gynaecology

## H

721 Haematology  
 815 Hairdressing  
 215 Handicrafts  
 862 Health and safety in the work place  
 723 Health care programmes  
 722 Hearing aid technology  
 522 Heating trades programmes  
 525 Helicopter construction  
 721 Histology  
 224 History  
 224 History and philosophy of science and technology  
 211 History of art  
 380 History of law  
 224 History of science and ideas  
 814 Home economics  
 223 Home language  
 721 Homeopathic medicine  
 621 Horse breeding  
 621 Horse husbandry  
 622 Horticulture  
 622 Horticulture  
 811 Hospitality services  
 811 Hotel receptionist training  
 811 Hotel services  
 811 Hotel- and restaurant programmes  
 811 Hotel/motel and restaurant services  
 345 Human resources management  
 310 Human rights  
 623 Hunting and trapping  
 521 Hydraulics  
 440 Hydrogeology  
 440 Hydrology  
 850 Hygiene, community  
 723 Hygiene, medical  
 722 Hypnotherapy

## I

213 Illustration  
 721 Immunology  
 541 Industrial bakery/flour production  
 214 Industrial design (artistic)  
 543 Industrial diamond production  
 347 Industrial relations



- 862 Industrial welfare  
723 Infant hygiene (nursing)  
481 Informatics (computer science)  
321 Information (wording and content)  
346 Information processing/data entry  
322 Information science  
322 Information searching  
582 Insulation  
343 Insurance  
214 Interior architecture  
214 Interior decorating  
214 Interior design  
721 Internal medicine  
310 International cultures  
310 International economics  
310 International relations  
482 Internet use programmes  
222 Interpretation programmes  
347 Induction courses at work  
343 Investment analysis  
343 Investments and securities  
582 Irrigation and drainage (construction)  
621 Irrigation techniques
- J**
- 215 Jewellery design  
215 Jewellery making (craft)  
862 Job safety  
090 Job-seeking programmes  
813 Jockeying  
582 Joining and carpentry  
321 Journalism  
380 Jurisprudence
- K**
- 346 Keyboard skills  
542 Knitting (industrial)
- L**
- 524 Laboratory assistant programmes  
524 Laboratory technician programmes  
524 Laboratory technology  
380 Labour law  
862 Labour protection  
862 Labour security  
862 Labour welfare (safety)  
581 Landscape architecture  
622 Landscape gardening  
223 Language maintenance  
222 Languages, 'dead'  
222 Languages, foreign  
223 Languages, native  
215 Lapidary and jewellery  
222 Latin  
814 Laundry  
380 Law  
861 Law enforcement  
213 Lay-out  
542 Leather goods maker  
542 Leather goods production
- 542 Leather processing  
542 Leather trades programmes  
380 Legal practice  
346 Legal secretary programmes  
380 Legal studies  
812 Leisure and tourism  
322 Librarianship training  
322 Library programmes  
861 Life guarding  
090 Life orientation programmes  
420 Life sciences  
420 Limnology  
222 Linguistics, foreign languages  
223 Linguistics, native language  
080 Literacy  
224 Literature history  
211 Lithography  
345 Local public administration  
521 Locksmith and safe repairer  
224 Logic  
345 Logistic management
- M**
- 840 Mail operations  
622 Maintaining sports turf  
520 Maintenance engineering (broad programmes)  
815 Make-up  
215 Making of musical instruments (not industrial)  
762 Maltreatment  
345 Management of education  
345 Management science  
345 Management skills  
346 Management support services  
815 Manicure  
624 Mariculture  
525 Marine construction  
440 Marine science  
525 Maritime engineering  
342 Market research  
342 Marketing  
582 Mason and tile setting  
582 Masonry  
321 Mass communication (wording and content)  
815 Massage (beauty)  
722 Massage (medical)  
460 Mathematical statistics  
460 Mathematics  
541 Meat processing  
521 Mechanical engineering  
521 Mechanical trades programmes  
213 Media techniques  
722 Medical laboratory technology  
721 Medical science  
346 Medical secretary programmes  
722 Medical technology  
721 Medical training  
722 Medical x-ray techniques  
721 Medicine  
224 Medieval and renaissance studies  
722 Mental health services

342 Merchandising  
 521 Metal casting and patternmaking  
 521 Metal fitting, turning and machining  
 521 Metal trades programmes  
 521 Metallurgical engineering  
 521 Metallurgical technology  
 440 Meteorology  
 420 Microbiology  
 521 Micromechanics  
 723 Midwifery  
 863 Military science  
 544 Mineral technology  
 440 Mineralogy  
 544 Mining engineering  
 544 Mining technology  
 221 Missionary studies and missiology  
 420 Molecular biology  
 223 Mother tongue programmes  
 723 Mothercraft nursing  
 525 Motorbike mechanics  
 525 Motorcycle engineering  
 310 Multicultural studies  
 224 Museology  
 322 Museum documentation  
 212 Music  
 212 Music and the stage  
 215 Musical instruments (repairing and tuning)

N

310 National accounts  
 850 National parks and wildlife management  
 850 Natural resource use programmes  
 850 Natural resources conservation  
 721 Naturopathic medicine  
 840 Nautical science  
 525 Naval engineering  
 840 Navigation technologies  
 215 Needle craft  
 814 Needlework (home)  
 481 Network administration  
 523 Network technology  
 721 Neurology  
 321 News reporting  
 850 Noise pollution control  
 722 Nuclear medicine technologies  
 440 Nuclear physics  
 522 Nuclear, hydraulic and thermal energy  
 080 Numeracy  
 460 Numerical analysis  
 622 Nursery management (horticulture)  
 723 Nursing  
 723 Nursing aide/Orderly  
 141 Nursing education (teacher training)  
 722 Nutrition  
 722 Nutrition and dietetics

O

721 Obstetrics and gynaecology  
 862 Occupational health and industrial hygiene  
 862 Occupational health and safety

722 Occupational therapy  
 440 Ocean life sciences  
 440 Oceanography  
 724 Odontology  
 346 Office automation  
 345 Office management  
 544 Oil and gas extraction  
 524 Oil refining  
 524 Oil/gas/petrochemicals processing  
 621 Olive growing  
 721 Oncology  
 481 Operating systems  
 346 Operation of office machines  
 460 Operations research  
 721 Ophthalmics  
 721 Ophthalmology  
 722 Optical lens making  
 722 Optical prosthetics/lenses  
 440 Optics  
 722 Optometry  
 621 Orchards construction  
 440 Organic chemistry  
 347 Organisation at work  
 345 Organisational theory and behaviour  
 420 Ornithology  
 724 Orthodontics  
 722 Orthopaedic prosthetics  
 722 Osteopathy

P

341 Packing  
 721 Paediatrics  
 211 Painting (art)  
 582 Painting and wall covering  
 440 Palaeontology  
 525 Panel beating  
 543 Paper manufacturing and processing  
 380 Para-legal studies  
 722 Para-medical programmes  
 420 Parasitology  
 541 Pastry cooking  
 721 Pathology  
 310 Peace and conflict studies  
 142 Pedagogical sciences (education)  
 815 Pedicure  
 542 Pelt worker  
 343 Pension insurance  
 345 Performance appraisal  
 212 Performing arts  
 090 Personal career planning  
 090 Personal development  
 345 Personnel administration  
 345 Personnel management  
 440 Petrology  
 420 Pharmacology  
 722 Pharmacy  
 223 Philology (native language)  
 224 Philosophy  
 211 Philosophy of art  
 213 Photo developing



213 Photography  
 141 Physical education teacher training  
 813 Physical training (sports)  
 440 Physics  
 721 Physiology  
 722 Physiotherapy  
 215 Picture framing  
 621 Pig farming  
 582 Pipe fitting  
 440 Planetary sciences  
 524 Plant and machine operation (processing)  
 582 Plastering (building)  
 543 Plastic manufacturing  
 721 Plastic surgery  
 582 Plumbing  
 861 Police work  
 861 Policing studies  
 310 Political economy  
 310 Political science  
 310 Politics  
 440 Polymer chemistry  
 090 Positive thinking  
 141 Post-school teacher training  
 840 Postal service  
 621 Poultry husbandry  
 522 Power production  
 522 Powerline installation and maintenance  
 141 Pre-primary teacher training  
 521 Precision mechanics  
 090 Presentation technique  
 721 Preventive and social medicine  
 141 Primary teaching  
 213 Printing  
 213 Printing machining  
 861 Prison work  
 460 Probability theory  
 524 Process technology  
 622 Production of ornamental plants  
 481 Programming (computer)  
 481 Programming languages (Visual Basic, C++  
 etc.)  
 223 Proof-reading programmes  
 341 Property sales  
 723 Psychiatric nursing  
 721 Psychiatry  
 310 Psychoanalysis  
 310 Psychology  
 345 Public administration  
 345 Public and institution management  
 720 Public health programmes  
 342 Public relations  
 861 Public security  
 090 Public speaking  
 321 Publishing (dissemination of messages)  
 213 Publishing design  
 341 Purchasing  
 341 Purchasing, procurement and contracts

## Q

347 Quality assurance  
 520 Quality control (technical)  
 345 Quality management  
 582 Quantity surveying  
 544 Quarry supervision

## R

621 Race horse care  
 213 Radio and TV production  
 722 Radiography  
 722 Radiotherapy  
 840 Railway operations  
 544 Raw material extraction  
 341 Real-estate business  
 346 Receptionist training  
 213 Recorded music production  
 812 Recreation and leisure  
 812 Recreation management  
 345 Recruitment  
 850 Recycling  
 722 Reflexology  
 522 Refrigeration programmes  
 850 Refuse collection  
 722 Rehabilitation  
 221 Religion  
 221 Religious history  
 221 Religious studies  
 341 Retailing  
 582 Road building  
 840 Road motor vehicle operations  
 523 Robotics  
 582 Roof fixing  
 543 Rubber manufacturing  
 581 Rural development  
 621 Rye and wheat growing

## S

542 Saddlery  
 342 Sales and marketing  
 341 Sales representatives  
 815 Salon services (beauty therapy)  
 582 Sanitation (building)  
 850 Sanitation, community  
 222 Sanskrit  
 582 Scaffolding work  
 213 Screen printing  
 211 Sculpture  
 840 Seamanship  
 840 Seamen's programmes  
 222 Second languages  
 141 Secondary teaching  
 346 Secretarial programmes  
 861 Security and loss prevention services  
 861 Security guarding  
 440 Seismology  
 090 Self esteem skills  
 090 Self-confidence

222	Semantics, foreign languages	343	Stock-broking
223	Semantics, native language	341	Stock-keeping
814	Sewing (home)	721	Stomatology
542	Sewing (industrial)	215	Stone carving (craft)
621	Sheep farming	543	Stone cutting
521	Sheetmetal working	582	Stonemasonry
624	Shellfish breeding	850	Street cleaning
840	Ship operation	862	Stress at work
525	Shipbuilding	581	Structural architecture
542	Shoe production	582	Structural engineering
542	Shoe, boot and leather repairing	310	Studies of regional cultures
542	Shoemaking	221	Study of different religions
346	Shorthand	721	Surgery
223	Sign language	581	Surveying
213	Silk screen printing	346	Switchboard operating
215	Silversmithing	543	Synthetic fibre manufacturing
080	Simple literacy		
542	Skins and leather production		T
090	Social competence	542	Tailoring
310	Social conflict theory	344	Tax accounting
310	Social geography	141	Teacher education
343	Social insurance	141	Teacher training
762	Social policy	141	Teacher training in a practical subject
762	Social practice	141	Teacher training in a theoretical subject
310	Social sciences	141	Teacher training in a vocational subject
762	Social theory (applied)	141	Teacher training in an aesthetic subject
762	Social work (welfare)	090	Teamwork
310	Social/human geography	520	Technical drawing (broad programmes)
310	Sociology	141	Technical teaching
542	Soft furnishings	523	Telecommunication technology
482	Software for calculating (spreadsheets)	341	Telephone selling
482	Software for data processing	523	Television and radio repairing
482	Software for desktop publishing	542	Textile techniques
482	Software for word processing	542	Textile trades programmes
481	Software localisation	542	Textiles, clothing and footwear
481	Software testing	212	Theatre
850	Soil and water conservation	221	Theology
621	Soil and water technician programmes	214	Three dimensional design
621	Soil fertility	543	Timber technology
621	Soil science	090	Time management
522	Solar energy	541	Tobacco processing
213	Sound and vision	521	Tool and die making
213	Sound engineering	581	Topography
440	Space science	812	Tourism
141	Special education teaching	812	Tourist trades programmes
223	Speech and rhetorical studies (native language)	581	Town and country planning
722	Speech pathology and therapy	581	Town and regional planning
542	Spinning	581	Town planning
813	Sport leadership	420	Toxicology
813	Sport trainer training	347	Trade union courses (general)
813	Sports	345	Training management
813	Sports coaching	721	Training of doctors
622	Sports grounds maintenance	141	Training of instructors in companies etc.
813	Sports instructor training	721	Training of physicians
214	Stage designing	141	Training of trainers
345	Start your own business-courses	222	Translation programmes
460	Statistics	840	Transport programmes
521	Steel production	812	Travel agency services
346	Stenography	812	Travel and tourism
811	Stewardess/steward training	812	Travel services

840 Truck driving  
622 Turf cultivation  
622 Turf management  
213 Type-setting  
346 Typing

U

813 Umpires and other sports officials  
542 Upholstery  
581 Urban planning  
581 Urban studies

V

525 Varnishers/sprayers  
621 Vegetable plantation  
525 Vehicle and motor engineering  
525 Vehicle building  
525 Vehicle diagnostics  
525 Vehicle electricity  
525 Vehicle mechanics  
525 Vehicle painting  
525 Vehicle repairing  
525 Vehicle trimming  
582 Ventilation (building)  
640 Veterinary assisting  
640 Veterinary medicine  
640 Veterinary science  
621 Vineyard construction  
420 Virology  
621 Viticulture  
762 Vocational counselling  
762 Vocational guidance  
722 Vocational rehabilitation  
440 Vulcanology

W

811 Waiting and bar service  
341 Ware-housing  
521 Watchmaking  
850 Water pollution control  
850 Water supply (service)  
582 Water supply and sewerage engineering  
582 Water technology and engineering  
215 Weaving (craft)  
542 Weaving (industrial)  
521 Welding  
341 Wholesaling  
815 Wig making  
850 Wildlife management  
850 Wildlife ranger studies  
214 Window dressing  
621 Wine growing  
541 Wine production  
541 Wine science  
541 Wine storing/maturing  
310 Women's studies  
543 Wood machining and turning  
543 Wood technology  
215 Woodcarving  
543 Woodwork trades programmes  
543 Woodworking and carpentry  
542 Wool science  
347 Work development  
347 Working life

Y

761 Youth recreation programmes  
761 Youth services  
761 Youth worker programmes

Z

420 Zoology

# Systematic Code List

This part of the manual, the systematic code list, is meant to be used as a tool when classifying training programmes or groups of training programmes into fields of training. It should be used as a guidance – if a possible code for a field is found, it must be verified by looking at the field description given on page 13-25 if it really is the appropriate code before using it.

## **010 Basic programmes**

Basic programmes

## **080 Literacy and numeracy**

Basic remedial programmes for adults

Functional literacy

Literacy

Numeracy

Simple literacy

## **090 Personal development**

Argumentation technique

Assertiveness

Communication skills

Cooperation

Development of behavioural capacities

Development of mental skills

Development of personal organisational capacities

Enhancing personal skills

Family life development training

Job-seeking programmes

Life orientation programmes

Personal career planning

Personal development

Positive thinking

Presentation technique

Public speaking

Self esteem skills

Self-confidence

Social competence

Teamwork

Time management

## **141 Teaching and training**

Driver and safety teacher education

Driving instructor training

Early childhood teaching

Elementary teacher education

Flight instructor training

Nursing education (teacher training)

Physical education teacher training

Post-school teacher training

Pre-primary teacher training

Primary teaching

Secondary teaching

Special education teaching

Teacher education

Teacher training

Teacher training in a practical subject

Teacher training in a theoretical subject

Teacher training in a vocational subject

Teacher training in an aesthetic subject

Technical teaching

Training of instructors in companies etc.

Training of trainers

## **142 Education science**

Curriculum development (theory)

Didactics

Distance education methodology

Education science

Education technology

Educational assessment, testing and measurement

Educational evaluation and research

Pedagogical sciences (education)

## **211 Fine arts**

Aesthetics

Art history

Art studies

Art theory

Calligraphy

Drawing (art)

Etching (art)

Fine art printmaking

History of art

Lithography

Painting (art)

Philosophy of art

Sculpture

## **212 Music and performing arts**

Acting and directing

Choreography

Circus (art)

Composition (music)

Conducting (music)

Dance (art)

Directing (theatre)

Drama

Fashion modelling

Music

Music and the stage

Performing arts

Theatre

## **213 Audio-visual techniques and media production**

Animation

Binding and finishing (printing)

Bookbinding

Camera operating

Cinematography

Compositing (printing)

Composition equipment operating

Computer graphics

Computer type-setting

Desktop publishing

Discjockey training

Film production

Graphic design

Graphic reproduction

Illustration

Lay-out  
Media techniques  
Photo developing  
Photography  
Printing  
Printing machining  
Publishing design  
Radio and TV production  
Recorded music production  
Screen printing  
Silk screen printing  
Sound and vision  
Sound engineering  
Type-setting

**214 Design**

Costume design  
Design  
Design of industrial products (art)  
Fashion design  
Industrial design (artistic)  
Interior architecture  
Interior decorating  
Interior design  
Stage designing  
Three dimensional design  
Window dressing

**215 Craft skills**

Ceramics (craft)  
Conservation of cultural material  
Craft programmes  
Crafts, folk arts and artisanry  
Decorative metal crafts  
Embroidery (craft)  
Fibre, textile and weaving arts  
Floristry (flower arranging)  
Glass arts and craft  
Goldsmithing  
Handicrafts  
Jewellery design  
Jewellery making (craft)  
Lapidary and jewellery  
Making of musical instruments (not industrial)  
Musical instruments (repairing and tuning)  
Needle craft  
Picture framing  
Silversmithing  
Stone carving (craft)  
Weaving (craft)  
Woodcarving

**221 Religion and theology**

Bible studies  
Missionary studies and missiology  
Religion  
Religious history  
Religious studies  
Study of different religions  
Theology

**222 Foreign languages and cultures**

Ancient Greek  
Foreign languages  
Interpretation programmes

Languages, 'dead'  
Languages, foreign  
Latin  
Linguistics, foreign languages  
Sanskrit  
Second languages  
Semantics, foreign languages  
Translation programmes

**223 Mother tongue**

Creative writing  
Home language  
Language maintenance  
Languages, native  
Linguistics, native language  
Mother tongue programmes  
Philology (native language)  
Proof-reading programmes  
Semantics, native language  
Sign language  
Speech and rhetorical studies (native language)

**224 History, philosophy and related subjects**

Archaeology  
Comparative literature  
Cultural history  
Ethics  
History  
History and philosophy of science and technology  
History of science and ideas  
Literature history  
Logic  
Medieval and renaissance studies  
Museology  
Philosophy

**310 Social and behavioural science**

Anthropology (except physical anthropology)  
Behavioural sciences  
Criminology  
Demography/population studies  
Development and child psychology  
Econometrics  
Economic history  
Economics  
Ethnic and cultural studies  
Ethnology  
Futurology  
Geography (cultural)  
Human rights  
International cultures  
International economics  
International relations  
Multicultural studies  
National accounts  
Peace and conflict studies  
Political economy  
Political science  
Politics  
Psychoanalysis  
Psychology  
Social conflict theory  
Social geography  
Social sciences  
Social/human geography

- Sociology  
Studies of regional cultures  
Women's studies
- 321 Journalism and reporting**  
Broadcast journalism  
Communication, mass- (wording and content)  
Information (wording and content)  
Journalism  
Mass communication (wording and content)  
News reporting  
Publishing (dissemination of messages)
- 322 Library, information, archive**  
Archival sciences  
Documentation  
Information science  
Librarianship training  
Library programmes  
Museum documentation
- 341 Wholesale and retail sales**  
Auctioneering  
Buying and selling  
Consumer services  
Dairy retailing  
Demonstration techniques  
Packing  
Property sales  
Purchasing  
Purchasing, procurement and contracts  
Real-estate business  
Retailing  
Sales representatives  
Stock-keeping  
Telephone selling  
Ware-housing  
Wholesaling
- 342 Marketing and advertising**  
Advertising  
Market research  
Marketing  
Merchandising  
Public relations  
Sales and marketing
- 343 Finance, banking, insurance**  
Bank teller programmes  
Banking and finance  
Business finance  
Finance theory  
Finance, banking, insurance  
Financial management  
Insurance  
Investment analysis  
Investments and securities  
Pension insurance  
Social insurance  
Stock-broking
- 344 Accounting and taxation**  
Accounting  
Auditing  
Bookkeeping
- Commercial assistants dataprocessing/accounting  
Tax accounting
- 345 Management and administration**  
Administration  
Business administration  
Educational management  
Employment management  
Enterprise training  
Human resources management  
Local public administration  
Logistic management  
Management of education  
Management science  
Management skills  
Office management  
Organisational theory and behaviour  
Performance appraisal  
Personnel administration  
Personnel management  
Public administration  
Public and institution management  
Quality management  
Recruitment  
Start your own business-courses  
Training management
- 346 Secretarial and office work**  
Administrative and secretarial services  
Business correspondence  
Clerical programmes  
Court reporting  
Data entry  
Foreign language secretary programmes  
Information processing/data entry  
Keyboard skills  
Legal secretary programmes  
Management support services  
Medical secretary programmes  
Office automation  
Operation of office machines  
Receptionist training  
Secretarial programmes  
Shorthand  
Stenography  
Switchboard operating  
Typing
- 347 Working life**  
Clients' needs  
Company knowledge  
Industrial relations  
Induction courses at work  
Organisation at work  
Quality assurance  
Trade union courses (general)  
Work development
- 380 Law**  
Commercial law  
Criminal justice studies  
History of law  
Jurisprudence  
Labour law  
Law

Legal practice  
Legal studies  
Para-legal studies

**420 Life science**

Biochemistry  
Biology  
Biometrics  
Biophysics  
Botany  
Entomology  
Genetics  
Life sciences  
Limnology  
Microbiology  
Molecular biology  
Ornithology  
Parasitology  
Pharmacology  
Toxicology  
Virology  
Zoology

**440 Physical science**

Acoustics  
Analytical chemistry  
Astronomy  
Astrophysics  
Atmospheric sciences  
Chemistry  
Earth science  
Gemmology  
Geodesy  
Geography (nature)  
Geography (physical)  
Geology  
Geophysics  
Geoscience  
Global change science  
Hydrogeology  
Hydrology  
Marine science  
Meteorology  
Mineralogy  
Nuclear physics  
Ocean life sciences  
Oceanography  
Optics  
Organic chemistry  
Palaeontology  
Petrology  
Physics  
Planetary sciences  
Polymer chemistry  
Seismology  
Space science  
Vulcanology

**460 Mathematics and statistics**

Actuarial science  
Algebra  
Applied mathematics  
Data analysis (mathematics/statistics)  
Geometry  
Mathematical statistics

Mathematics  
Numerical analysis  
Operations research  
Probability theory  
Statistics

**481 Computer science**

Computer programming  
Computer science  
Computer system analysis  
Computer system design  
Electronic data processing  
Informatics (computer science)  
Network administration  
Operating systems  
Programming (computer)  
Programming languages (Visual Basic, C++ etc.)  
Software localisation  
Software testing

**482 Computer use**

Computer software use  
Computer use  
Internet use programmes  
Software for calculating (spreadsheets)  
Software for data processing  
Software for desktop publishing  
Software for word processing

**521 Mechanics and metal work**

Bicycle production  
Bicycle repair  
Boilermaking and welding  
Gunsmith  
Hydraulics  
Locksmith and safe repairer  
Mechanical engineering  
Mechanical trades programmes  
Metal casting and patternmaking  
Metal fitting, turning and machining  
Metal trades programmes  
Metallurgical engineering  
Metallurgical technology  
Micromechanics  
Precision mechanics  
Sheetmetal working  
Steel production  
Tool and die making  
Watchmaking  
Welding

**522 Electricity and energy**

Air-conditioning programmes  
Climate engineering  
Electrical appliances repairing  
Electrical engineering  
Electrical fitting  
Electrical power generation  
Electrical trades programmes  
Energy programmes  
Energy studies  
Gas distribution  
Heating trades programmes  
Nuclear, hydraulic and thermal energy  
Power production



Powerline installation and maintenance  
Refrigeration programmes  
Solar energy

**523 Electronics and automation**

Automation  
Broadcasting electronics  
Communication systems  
Communications equipment installation  
Communications equipment maintenance  
Computer repairing  
Computer engineering  
Control engineering  
Data processing technology  
Digital technology  
Electronic engineering  
Electronic equipment servicing  
Network technology  
Robotics  
Telecommunication technology  
Television and radio repairing

**524 Chemical and process**

Biochemical technologies  
Biotechnology engineering  
Chemical engineering  
Chemical process engineering  
Laboratory assistant programmes  
Laboratory technician programmes  
Laboratory technology  
Oil refining  
Oil/gas/petrochemicals processing  
Plant and machine operation (processing)  
Process technology

**525 Motor vehicles, ships and aircraft**

Aeronautical engineering  
Aerospace engineering  
Agriculture machinery mechanics  
Air-craft engineering  
Air-craft maintenance  
Automotive electricity  
Automotive electrics  
Automotive engineering  
Coachwork  
Helicopter construction  
Marine construction  
Maritime engineering  
Motorcycle engineering  
Motorbike mechanics  
Naval engineering  
Panel beating  
Shipbuilding  
Varnishers/sprayers  
Vehicle and motor engineering  
Vehicle building  
Vehicle diagnostics  
Vehicle electricity  
Vehicle mechanics  
Vehicle painting  
Vehicle repairing  
Vehicle trimming

**541 Food processing**

Baking  
Beer brewing  
Brewing  
Butchering  
Cheese production  
Confectionary  
Dairy foods (industrial)  
Dairy science  
Distilling  
Food and drink processing  
Food handling/hygiene  
Food engineering  
Food preparation  
Food preservation  
Food processing industry  
Food programmes  
Food science  
Food science and technology  
Industrial bakery/flour production  
Meat processing  
Pastry cooking  
Tobacco processing  
Wine production  
Wine science  
Wine storing/maturing

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

Clothing industry  
Clothing trades programmes  
Clothing, apparel and textile working  
Custom tailoring  
Cutting and tailoring  
Dressmaking  
Embroidery and needlework (industrial)  
Footwear making  
Fur making  
Furrier  
Garment production  
Knitting (industrial)  
Leather goods maker  
Leather goods production  
Leather processing  
Leather trades programmes  
Pelt worker  
Saddlery  
Sewing (industrial)  
Shoe production  
Shoe, boot and leather repairing  
Shoemaking  
Skins and leather production  
Soft furnishings  
Spinning  
Tailoring  
Textile techniques  
Textile trades programmes  
Textiles, clothing and footwear  
Upholstery  
Weaving (industrial)  
Wool science

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

Boat building (non-motor)  
Cabinet making



- Cane willow and bamboo work
  - Carpentry (not building)
  - Ceramics (industrial)
  - Furniture crafts
  - Furniture making
  - Glass production
  - Glass working (industrial)
  - Industrial diamond production
  - Paper manufacturing and processing
  - Plastic manufacturing
  - Rubber processing
  - Stone cutting
  - Synthetic fibre manufacturing
  - Timber technology
  - Wood machining and turning
  - Wood technology
  - Woodwork trades programmes
  - Woodworking and carpentry
- 544 Mining and extraction**
- Coal mining
  - Mineral technology
  - Mining engineering
  - Mining technology
  - Oil and gas extraction
  - Quarry supervision
  - Raw material extraction
- 581 Architecture and town planning**
- Architectural urban design and planning
  - Architecture
  - Building design
  - Cartography/Land surveying
  - City planning
  - Community development
  - Community planning
  - Landscape architecture
  - Rural development
  - Structural architecture
  - Surveying
  - Topography
  - Town and country planning
  - Town and regional planning
  - Town planning
  - Urban planning
  - Urban studies
- 582 Building and civil engineering**
- Bricklaying
  - Brickwork and masonry
  - Bridge construction
  - Building construction
  - Building engineering
  - Building maintenance
  - Building renovation
  - Building technology
  - Carpentry and joinery (building)
  - Cement working
  - Civil engineering
  - Constructing plant operation
  - Construction technology
  - Constructional engineering
  - Constructional metalwork (building)
  - Demolition
  - Dock and harbour engineering
- Excavation engineering
  - Floor and wall tiling
  - Floor covering
  - Glazing
  - Insulation
  - Irrigation and drainage (construction)
  - Joining and carpentry
  - Mason and tile setting
  - Masonry
  - Painting and wall covering
  - Pipe fitting
  - Plastering (building)
  - Plumbing
  - Quantity surveying
  - Road building
  - Roof fixing
  - Sanitation (building)
  - Scaffolding work
  - Stonemasonry
  - Structural engineering
  - Water supply and sewerage engineering
  - Water technology and engineering
  - Ventilation (building)
- 621 Crop and livestock production**
- Agricultural business/agribusiness operations
  - Agricultural economics
  - Agricultural sciences
  - Agriculture
  - Agronomy and crop science
  - Animal breeding
  - Animal husbandry
  - Animal training
  - Basic skills in agriculture
  - Crop husbandry
  - Dog breeding
  - Farm and ranch management
  - Farm maintenance
  - Farming
  - Fruit growing
  - Fruit production
  - Goose keeping
  - Grain growing
  - Horse breeding
  - Horse husbandry
  - Irrigation techniques
  - Olive growing
  - Orchards construction
  - Pig farming
  - Poultry husbandry
  - Race horse care
  - Rye and wheat growing
  - Sheep farming
  - Soil and water technician programmes
  - Soil fertility
  - Soil science
  - Vegetable plantation
  - Wine growing
  - Vineyard construction
  - Viticulture
- 622 Horticulture**
- Floriculture
  - Gardening
  - Greenhouse operations

Greenkeeping  
Horticultural techniques  
Horticulture  
Landscape gardening  
Maintaining sports turf  
Nursery management (horticulture)  
Production of ornamental plants  
Sports grounds maintenance  
Turf cultivation  
Turf management

**623 Forestry**

Forest keeping  
Forest product techniques  
Forest ranging  
Forestry  
Hunting and trapping

**624 Fisheries**

Deep sea fishing  
Fish breeding  
Fish farms  
Fish husbandry  
Fishery  
Fishery science and technology  
Mariculture  
Shellfish breeding

**640 Veterinary**

Animal health care  
Animal reproduction (science)  
Veterinary assisting  
Veterinary medicine  
Veterinary science

**721 Medicine**

Anaesthesiology  
Anatomy  
Audiology/hearing sciences  
Bacteriology  
Cardiology  
Cytology  
Dermatology  
Epidemiology  
Forensic medicine  
General medicine  
Gerontology  
Gynaecology  
Haematology  
Histology  
Homeopathic medicine  
Immunology  
Internal medicine  
Medical science  
Medical training  
Medicine  
Naturopathic medicine  
Neurology  
Obstetrics and gynaecology  
Oncology  
Ophthalmics  
Ophthalmology  
Paediatrics  
Pathology  
Physiology

Plastic surgery  
Preventive and social medicine  
Psychiatry  
Stomatology  
Surgery  
Training of doctors  
Training of physicians

**722 Medical services**

Ambulance service  
Auditory prosthetics  
Chiropractic  
Dietician programmes  
Emergency para-medical technologies  
Forensic medicine technology  
Hearing aid technology  
Hypnotherapy  
Massage (medical)  
Medical laboratory technology  
Medical technology  
Medical x-ray techniques  
Mental health services  
Nuclear medicine technologies  
Nutrition  
Nutrition and dietetics  
Occupational therapy  
Optical lens making  
Optical prosthetics/lenses  
Optometry  
Orthopaedic prosthetics  
Osteopathy  
Para-medical programmes  
Pharmacy  
Physiotherapy  
Radiography  
Radiotherapy  
Reflexology  
Rehabilitation  
Speech pathology and therapy  
Vocational rehabilitation

**723 Nursing**

Assistant nursing  
Basic nursing  
Care of old people  
Care of the disabled  
Community nursing  
Gerontological services  
Health care programmes  
Hygiene, medical  
Infant hygiene (nursing)  
Midwifery  
Mothercraft nursing  
Nursing  
Nursing aide/Orderly  
Psychiatric nursing

**724 Dental studies**

Clinical dentistry  
Dental assisting  
Dental hygiene  
Dental laboratory technology  
Dental nursing  
Dental science  
Dental surgery

Dental technology  
Dentistry  
Odontology  
Orthodontics

**761 Child care and youth services**

Child care  
Children recreation programmes  
Youth recreation programmes  
Youth services  
Youth worker programmes

**762 Social work and counselling**

Alcohol and drug abuse counselling  
Alcohol, tobacco, drugs  
Counselling  
Crisis support  
Family and marriage counselling  
Maltreatment  
Social policy  
Social practice  
Social theory (applied)  
Social work (welfare)  
Vocational counselling  
Vocational guidance

**811 Hotel, restaurant and catering**

Bar service  
Bartender/mixologist  
Cabin crew training  
Catering  
Cooking (restaurant and hotel-type)  
Culinary arts  
Food and hospitality services  
Food serving  
Hospitality services  
Hotel receptionist training  
Hotel services  
Hotel- and restaurant programmes  
Hotel/motel and restaurant services  
Stewardess/steward training  
Waiting and bar service

**812 Travel, tourism and leisure**

Ground crew training (airport)  
Guiding, tour leading  
Leisure and tourism  
Recreation and leisure  
Recreation management  
Tourism  
Tourist trades programmes  
Travel agency services  
Travel and tourism  
Travel services

**813 Sports**

Bookmaking (horses etc)  
Diving (sport)  
Football playing  
Gymnastics  
Jockeying  
Physical training (sports)  
Sport leadership  
Sport trainer training  
Sports

Sports coaching  
Sports instructor training  
Umpires and other sports officials

**814 Domestic services**

Caretaking, housekeeping, homeservice  
Chimney sweeping  
Cleaning  
Consumer economics  
Cooking (home)  
Custodian/caretaker  
Domestic science  
Dry-cleaning  
Funeral services and mortuary science  
Home economics  
Laundry  
Needlework (home)  
Sewing (home)

**815 Hair and beauty services**

Barbering  
Beauty therapy  
Cosmetic services  
Cosmetology  
Fitness and weight control  
Fitness services  
Hairdressing  
Make-up  
Manicure  
Massage (beauty)  
Pedicure  
Salon services (beauty therapy)  
Wig making

**840 Transport services**

Air crew programmes (flying and navigation)  
Air traffic control  
Aircraft operation  
Aviation  
Bus and coach driving  
Communication (air, railway, road etc.)  
Crane operation  
Driving programmes  
Flying and navigation  
Fork-lift driving  
Mail operations  
Nautical science  
Navigation technologies  
Postal service  
Railway operations  
Road motor vehicle operations  
Seamanship  
Seamen's programmes  
Ship operation  
Transport programmes  
Lorry driving

**850 Environmental protection**

Air pollution control  
Conservation and land management  
Ecology  
Environmental conservation  
Environmental control  
Environmental protection  
Environmental science

Environmental studies  
Environmental toxicology  
Garbage disposal  
Hygiene, community  
National parks and wildlife management  
Natural resource use programmes  
Natural resources conservation  
Noise pollution control  
Recycling  
Refuse collection  
Sanitation, community  
Soil and water conservation  
Street cleaning  
Water pollution control  
Water supply (service)  
Wildlife management  
Wildlife ranger studies

**861 Protection of property and persons**

Civil security  
Customs programmes  
Diving (professional)  
Fire technology  
Fire-protection (fire fighting)  
Law enforcement  
Life guarding  
Police work  
Policing studies  
Prison work  
Public security  
Security and loss prevention services  
Security guarding

**862 Occupational health and safety**

Ergonomics (occupational health and safety)  
Health and safety in the work place  
Industrial welfare  
Job safety  
Labour protection  
Labour security  
Labour welfare (safety)  
Occupational health and industrial hygiene  
Occupational health and safety  
Stress at work

**863 Military**

Army training  
Defence studies  
Military science

CEDEFOP — European Centre for the Development of Vocational Training

**Fields of Training  
Manual**

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*SCB Statistiska centralbyrån (Statistics Sweden)*

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## Fields of Training

### Manual

At a time when particular importance is attributed to the adequate preparation of people for working life, comprehensive, detailed and comparable information on participation in vocational education and training is a prerequisite for policy makers in order to successfully develop, monitor and evaluate training policies. This is true for the whole range of vocational education and training, from initial vocational training for young people to continuing vocational training for those in employment.

While various data collections have been in place to improve this information base, one aspect of training has been systematically ignored in the past: the information on the subjects learnt. This neglect originated from a simple, but fundamental fact - the lack of an internationally comparable classification on which to found any data collection.

A sub-classification to the ISCED classification by field of education has been created with the double objective of providing more detail and precision, while simultaneously maintaining the logic and structure of ISCED. The new classification concerns 'fields of vocational education and training'; for short, the term 'fields of training' is used.

It is a second and crucial step to ensure the consistent application of the classification across countries. Thus, it is the aim of this manual to offer clear guidelines on how to apply the classification for fields of vocational training.

**Ronnie Andersson, Anna-Karin Olsson**

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