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 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.

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 as too broad for the purpose of collecting policy-relevant data on fields of vocational education and training.

Thus, 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.

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 some large faults in the classification systems themselves, but rather by the lack of clear guidelines on how to apply the classifications.

It is therefore 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. 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 possible to classify 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 for 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 co-operation, 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.

As ‘Fields of training’ is a classification of training programmes, this means that the classification can be applied to all kind 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. In extension, it can also be used for statistics on educational attainment.

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

The rationale of the classification for fields of training is the subject content approach. 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, if civil engineering / constructional engineering, under 58 (Architecture and building). This should be the case 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.
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 9–26 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.

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

\(^2\) ‘General’ in this context has nothing to do with ‘General’ as opposite to ‘Vocational’, but refers to basic skills and personal development.
<table>
<thead>
<tr>
<th>Broad fields</th>
<th>Fields of education</th>
<th>Fields of training</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Science</td>
<td>42 Life science</td>
<td>420 Life science</td>
</tr>
<tr>
<td></td>
<td>44 Physical science</td>
<td>440 Physical science</td>
</tr>
<tr>
<td></td>
<td>46 Mathematics and statistics</td>
<td>460 Mathematics and statistics</td>
</tr>
<tr>
<td></td>
<td>48 Computing</td>
<td>481 Computer science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>482 Computer use</td>
</tr>
<tr>
<td>5 Engineering, Manufacturing and Construction</td>
<td>52 Engineering and engineering trades</td>
<td>521 Mechanics and metal work</td>
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<tr>
<td></td>
<td></td>
<td>522 Electricity and energy</td>
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<td></td>
<td></td>
<td>523 Electronics and automation</td>
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<td></td>
<td></td>
<td>524 Chemical and process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>525 Motor vehicles, ships and aircraft</td>
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<td></td>
<td>54 Manufacturing and processing</td>
<td>541 Food processing</td>
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<tr>
<td></td>
<td></td>
<td>542 Textiles, clothes, footwear, leather</td>
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<td></td>
<td></td>
<td>543 Materials (wood, paper, plastic, glass)</td>
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<tr>
<td></td>
<td></td>
<td>544 Mining and extraction</td>
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<tr>
<td></td>
<td>58 Architecture and building</td>
<td>581 Architecture and town planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>582 Building and civil engineering</td>
</tr>
<tr>
<td>6 Agriculture</td>
<td>62 Agriculture, forestry and fishery</td>
<td>621 Crop and livestock production</td>
</tr>
<tr>
<td></td>
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<td>622 Horticulture</td>
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<tr>
<td></td>
<td></td>
<td>623 Forestry</td>
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<tr>
<td></td>
<td></td>
<td>624 Fisheries</td>
</tr>
<tr>
<td></td>
<td>64 Veterinary</td>
<td>640 Veterinary</td>
</tr>
<tr>
<td>7 Health and Welfare</td>
<td>72 Health</td>
<td>721 Medicine</td>
</tr>
<tr>
<td></td>
<td></td>
<td>722 Medical services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>723 Nursing</td>
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<tr>
<td></td>
<td></td>
<td>724 Dental studies</td>
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<tr>
<td></td>
<td>76 Social services</td>
<td>761 Child care and youth services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>762 Social work and counselling</td>
</tr>
<tr>
<td>8 Services</td>
<td>81 Personal services</td>
<td>811 Hotel, restaurant and catering</td>
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<td>812 Travel, tourism and leisure</td>
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<tr>
<td></td>
<td></td>
<td>813 Sports</td>
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<tr>
<td></td>
<td></td>
<td>814 Domestic services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>815 Hair and beauty services</td>
</tr>
<tr>
<td></td>
<td>84 Transport services</td>
<td>840 Transport services</td>
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<tr>
<td></td>
<td>85 Environmental protection</td>
<td>850 Environmental protection</td>
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<tr>
<td></td>
<td>86 Security services</td>
<td>861 Protection of property and persons</td>
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<tr>
<td></td>
<td></td>
<td>862 Occupational health and safety</td>
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<tr>
<td></td>
<td></td>
<td>863 Military</td>
</tr>
<tr>
<td>9 Not known/ unspecified</td>
<td>99 Not known or unspecified</td>
<td>999 Not known or unspecified</td>
</tr>
</tbody>
</table>

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 is clearly dominating. These broad programmes should be classified by using ‘0’ as the third digit. 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

3 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.

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 4-5. 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 9-26 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 9-26 to see if it really is the right code before using it.

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.

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 4-5. 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 9-26 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 9-26 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 - 46 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.

Inclusions:
Training in leadership in the context of personal development is included in this field.

Training related to the working place or to the 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’.

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

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’.

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
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 technique
- 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’.

Study of *music and performing arts history and theory* is included in this field.
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 layout 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 working place and to the assignments. Training programmes with the following main content are classified here:
- Company knowledge
- Introductory courses
- Meeting clients’ needs
- Organisation
- Quality assurance
- Trade union courses (general)
- Work development

Inclusions: 
Staff training related to the working place or the assignments is included in this field if not possible to classify into any other fields.

Exclusions: 
Training related to the working place or the 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 to any other field is excluded from this field and 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

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’.

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:
- Aircraft engineering
- Aircraft 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’.

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 field 521 ‘Mechanics and metal work’

Study of geology is excluded from this field and included in field 440 ‘Physical science’.

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, artificial 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’.

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’.

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
- Horticultural techniques
- 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’.

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’.

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
- Mobbing and 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 and truck 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’.
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 722 ‘Medical services’.
Study of criminology is excluded from this field and included in field 380 ‘Law’.

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 9-26 if it really is the appropriate code before using it.

<p>| A | 210 | Arts (broad programmes) |
| B | 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 |
|    | 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 |</p>
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<td>Cane willow and bamboo work</td>
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<td>Curriculum development (theory)</td>
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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)
460 Data analysis (mathematics/statistics)
346 Data entry
523 Data processing technology
215 Decorative metal crafts
624 Deep sea fishing
863 Defence studies
310 Demography/population studies
582 Demolition
341 Demonstration techniques
724 Dental assisting
724 Dental hygiene
724 Dental laboratory technology
724 Dental nursing
724 Dental science
724 Dental surgery
724 Dental technology
724 Dentistry
721 Dermatology
214 Design
214 Design of industrial products (art)
213 Desktop publishing
310 Development and child psychology
090 Development of behavioural capacities
090 Development of personal organisational capacities
142 Didactics
722 Dietician programmes
523 Digital technology
212 Directing (theatre)
213 Discjockey training
142 Distance education methodology
541 Distilling
861 Diving (professional)
813 Diving (sport)
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

E
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
142 Educational assessment, testing and measurement
142 Educational evaluation and research
345 Educational management
522 Electrical appliances repairing
522 Electrical engineering
522 Electrical fitting
522 Electrical power generation
522 Electrical trades programmes
481 Electronic data processing
523 Electronic engineering
523 Electronic equipment servicing
141 Elementary teacher education
215 Embroidery (craft)
542 Embroidery and needlework (industrial)
722 Emergency para-medical technologies
345 Employment management
522 Energy programmes
522 Energy studies
520 Engineering (broad programmes)
090 Enhancing personal skills
345 Enterprise training
420 Entomology
850 Environmental conservation
850 Environmental control
850 Environmental protection
850 Environmental science
850 Environmental studies
850 Environmental toxicology
721 Epidemiology
862 Ergonomics (occupational health and safety)
211 Etching (art)
224 Ethics
310 Ethnic and cultural studies
310 Ethnology
582 Excavation engineering

F
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
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<td>Fire-protection (fire fighting)</td>
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<td>Fishery science and technology</td>
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<td>813</td>
<td>Football playing</td>
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<td>342</td>
<td>Public relations</td>
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<td>Public security</td>
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<td>090</td>
<td>Public speaking</td>
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<td>321</td>
<td>Publishing (dissemination of messages)</td>
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<td>213</td>
<td>Publishing design</td>
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<td>341</td>
<td>Purchasing</td>
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<td>Purchasing, procurement and contracts</td>
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<td>347</td>
<td>Quality assurance</td>
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<td>520</td>
<td>Quality control (technical)</td>
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<td>345</td>
<td>Quality management</td>
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<td>582</td>
<td>Quantity surveying</td>
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<td>544</td>
<td>Quarry supervision</td>
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<td>621</td>
<td>Race horse care</td>
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<td>213</td>
<td>Radio and TV production</td>
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<td>722</td>
<td>Radiography</td>
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<td>Radiotherapy</td>
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<td>840</td>
<td>Railway operations</td>
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<td>544</td>
<td>Raw material extraction</td>
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<td>341</td>
<td>Real-estate business</td>
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<td>346</td>
<td>Receptionist training</td>
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<td>213</td>
<td>Recorded music production</td>
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<td>812</td>
<td>Recreation and leisure</td>
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<td>Recreation management</td>
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<td>345</td>
<td>Recruitment</td>
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<td>850</td>
<td>Recycling</td>
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<td>722</td>
<td>Reflexology</td>
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<td>522</td>
<td>Refrigeration programmes</td>
</tr>
<tr>
<td>850</td>
<td>Refuse collection</td>
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<td>722</td>
<td>Rehabilitation</td>
</tr>
<tr>
<td>221</td>
<td>Religion</td>
</tr>
</tbody>
</table>
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
223 Semantics, native language
814 Sewing (home)
542 Sewing (industrial)
621 Sheep farming
521 Sheetmetal working
624 Shellfish breeding
840 Ship operation
525 Shipbuilding
542 Shoe production
542 Shoe, boot and leather repairing
542 Shoemaking
346 Shorthand
223 Sign language
213 Silk screen printing
215 Silversmithing
080 Simple literacy
542 Skins and leather production
090 Social competence
310 Social conflict theory
310 Social geography
343 Social insurance
762 Social policy
762 Social practice
310 Social sciences

762 Social theory (applied)
762 Social work (welfare)
310 Social/human geography
310 Sociology
542 Soft furnishings
482 Software for calculating (spreadsheets)
482 Software for data processing
482 Software for desktop publishing
482 Software for word processing
481 Software localisation
481 Software testing
850 Soil and water conservation
621 Soil and water technician programmes
621 Soil fertility
621 Soil science
522 Solar energy
213 Sound and vision
213 Sound technique
440 Space science
141 Special education teaching
223 Speech and rhetorical studies (native language)
722 Speech pathology and therapy
542 Spinning
813 Sport leadership
813 Sport trainer training
813 Sports
813 Sports coaching
622 Sports grounds maintenance
813 Sports instructor training
214 Stage designing
345 Start your own business-courses
460 Statistics
521 Steel production
346 Stenography
811 Stewardess/steward training
343 Stock-brokering
341 Stock-keeping
721 Stomatología
215 Stone carving (craft)
543 Stone cutting
582 Stonemasonry
850 Street cleaning
862 Stress at work
581 Structural architecture
582 Structural engineering
310 Studies of regional cultures
221 Study of different religions
721 Surgery
581 Surveying
346 Switchboard operating
543 Synthetic fibre manufacturing

T
542 Tailoring
344 Tax accounting
141 Teacher education
141 Teacher training
141 Teacher training in a practical subject
141 Teacher training in a theoretical subject
141 Teacher training in a vocational subject
141 Teacher training in an aesthetic subject
090 Teamwork
520 Technical drawing (broad programmes)
141 Technical teaching
523 Telecommunication technology
341 Telephone selling
523 Television and radio repairing
542 Textile techniques
542 Textile trades programmes
542 Textiles, clothing and footwear
212 Theatre
221 Theology
214 Three dimensional design
543 Timber technology
090 Time management
541 Tobacco processing
521 Tool and die making
581 Topography
812 Tourism
812 Tourist trades programmes
581 Town and country planning
581 Town and regional planning
581 Town planning
420 Toxicology
347 Trade union courses (general)
345 Training management
721 Training of doctors
141 Training of instructors in companies etc.
721 Training of physicians
141 Training of trainers
222 Translation programmes
840 Transport programmes
812 Travel agency services
812 Travel and tourism
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 9-26 if it really is the appropriate code before using it.

| 010 Basic programmes | Teacher training in a practical subject  
|----------------------|----------------------------------------
| Basic programmes     | 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  
| 080 Literacy and numeracy | Curriculum development (theory)  
| Basic remedial programmes for adults | Didactics  
| Functional literacy | Distance education methodology  
| Literacy | Education science  
| Numeracy | Education technology  
| Simple literacy | Educational assessment, testing and measurement  
|                   | Educational evaluation and research  
|                   | Pedagogical sciences (education)  
| 090 Personal development | Argumentation technique  
| Assertiveness | 142 Education science  
| Communication skills | Curriculum development (theory)  
| Co-operation | Didactics  
| Development of behavioural capacities | Distance education methodology  
| Development of mental skills | Education science  
| Development of personal organisational capacities | Education technology  
| Enhancing personal skills | Educational assessment, testing and measurement  
| Family life development training | Educational evaluation and research  
| Job-seeking programmes | Pedagogical sciences (education)  
| Life orientation programmes | 211 Fine arts  
| Personal career planning | Aesthetics  
| Personal development | Art history  
| Positive thinking | Art studies  
| Presentation technique | Art theory  
| Public speaking | Calligraphy  
| Self esteem skills | Drawing (art)  
| Self-confidence | Etching (art)  
| Social competence | Fine art printmaking  
| Teamwork | History of art  
| Time management | Lithography  
|                   | Painting (art)  
|                   | Philosophy of art  
|                   | Sculpture  
| 141 Teaching and training | 212 Music and performing arts  
| Driver and safety teacher education | Acting and directing  
| Driving instructor training | Choreography  
| Early childhood teaching | Circus (art)  
| Elementary teacher education | Composition (music)  
| Flight instructor training | Conducting (music)  
| Nursing education (teacher training) | Dance (art)  
| Physical education teacher training | Directing (theatre)  
| Post-school teacher training | Drama  
| Pre-primary teacher training | Fashion modelling  
| Primary teaching | Music  
| Secondary teaching | Music and the stage  
| Special education teaching | Performing arts  
| Teacher education | Theatre  
| Teacher training |  


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 technique
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 carvings (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
Purchasing, procurement and contracts
Real-estate business
Retailing
Sales representatives
Stock-keeping
Telephone selling
Warehousing
Wholesaling

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

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-brokering

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
Introductory 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

440 Physical science

Acoustics
Analytical chemistry
Astronomy
Astrophysics
Atmospheric sciences
Chemistry
Earth science
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 electronics
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 techniques
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

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
Mobbing
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 driving
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
Truck 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

863 Military
Army training
Defence studies
Military science

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