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

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

STATUS Compulsory.

VALID ENTRIES

06018 Destinations of leavers from HE record.

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

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

REASON REQUIRED For HESA's operational purposes.

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

STATUS Compulsory.

VALID ENTRIES

0001 The Open University.
0002 Cranfield University.
0003 Royal College of Art.
0006 The Royal College of Nursing.
0007 Bishop Grosseteste University College Lincoln.
0009 Buckinghamshire New University.
0010 Central School of Speech and Drama.
0011 University of Chester.
0012 Canterbury Christ Church University.
0013 York St John University.
0014 University College Plymouth St Mark and St John.
0015 Dartington College of Arts.
0016 Edge Hill University.
0017 University College Falmouth.
0018 Harper Adams University College.
0021 The University of Winchester.
0023 Liverpool Hope University.
0024 University of the Arts, London.
0026 University of Bedfordshire.
0027 The University of Northampton.
0028 Newman College of Higher Education.
0030 Ravensbourne College of Design and Communication.
0031 Roehampton University.
0032 Rose Bruford College.
0033 Royal Academy of Music.
0034 Royal College of Music.
0035 Royal Northern College of Music.
0037 Southampton Solent University.
0038 St Martin's College.
0039 St Mary's University College, Twickenham.
0040 Leeds Trinity and All Saints.
0041 Trinity Laban.
0046 The University of Worcester.
0047 Anglia Ruskin University.
0048 Bath Spa University.
0049 The University of Bolton.
0050 Bournemouth University.
0051 The University of Brighton.
0052 Birmingham City University.
0053 The University of Central Lancashire.

0054 University of Gloucestershire.
0056 Coventry University.
0057 University of Derby.
0058 The University of East London.
0059 The University of Greenwich.
0060 University of Hertfordshire.
0061 The University of Huddersfield.
0062 The University of Lincoln.
0063 Kingston University.
0064 Leeds Metropolitan University.
0065 Liverpool John Moores University.
0066 The Manchester Metropolitan University.
0067 Middlesex University.
0068 De Montfort University.
0069 The University of Northumbria at Newcastle.
0071 The Nottingham Trent University.
0072 Oxford Brookes University.
0073 The University of Plymouth.
0074 The University of Portsmouth.
0075 Sheffield Hallam University.
0076 London South Bank University.
0077 Staffordshire University.
0078 The University of Sunderland.
0079 The University of Teesside.
0080 Thames Valley University.
0081 University of the West of England, Bristol.
0082 The University of Chichester.
0083 The University of Westminster.
0085 The University of Wolverhampton.
0086 The University of Wales, Newport.
0087 The North-East Wales Institute of Higher Education.
0089 University of Wales Institute, Cardiff.
0090 University of Glamorgan.
0091 Swansea Institute of Higher Education.
0092 Trinity College, Carmarthen.
0095 University of Abertay Dundee.
0096 Edinburgh College of Art.
0097 Glasgow School of Art.
0100 Queen Margaret University, Edinburgh.
0101 The Royal Scottish Academy of Music and Drama.
0104 The Robert Gordon University.
0105 The University of Paisley.
0106 Glasgow Caledonian University.
0107 Napier University.
0108 Aston University.
0109 The University of Bath.
0110 The University of Birmingham.
0111 The University of Bradford.

0112 The University of Bristol.
0113 Brunel University.
0114 The University of Cambridge.
0115 The City University.
0116 University of Durham.
0117 The University of East Anglia.
0118 The University of Essex.
0119 The University of Exeter.
0120 The University of Hull.
0121 The University of Keele.
0122 The University of Kent.
0123 The University of Lancaster.
0124 The University of Leeds.
0125 The University of Leicester.
0126 The University of Liverpool.
0127 Birkbeck College.
0131 Goldsmiths College.
0132 Imperial College of Science, Technology & Medicine.
0133 Institute of Education.
0134 King's College London.
0135 London Business School.
0137 London School of Economics and Political Science.
0138 London School of Hygiene and Tropical Medicine.
0139 Queen Mary and Westfield College.
0141 Royal Holloway and Bedford New College.
0143 The Royal Veterinary College.
0145 St George's Hospital Medical School.
0146 The School of Oriental and African Studies.
0147 The School of Pharmacy.
0149 University College London.
0151 University of London (Institutes and activities).
0152 Loughborough University.
0154 The University of Newcastle-upon-Tyne.
0155 The University of Nottingham.
0156 The University of Oxford.
0157 The University of Reading.
0158 The University of Salford.
0159 The University of Sheffield.
0160 The University of Southampton.
0161 The University of Surrey.
0162 The University of Sussex.
0163 The University of Warwick.
0164 The University of York.
0167 The University of Edinburgh.
0168 The University of Glasgow.
0169 The University of Strathclyde.
0170 The University of Aberdeen.
0171 Heriot-Watt University.

0172 The University of Dundee.
0173 The University of St Andrews.
0174 The University of Stirling.
0175 Scottish Agricultural College.
0176 The University of Wales, Lampeter.
0177 Aberystwyth University.
0178 Bangor University.
0179 Cardiff University.
0180 Swansea University.
0182 Royal Welsh College of Music and Drama.
0184 The Queen's University of Belfast.
0185 University of Ulster.
0186 The University of Wales (central functions).
0188 The Institute of Cancer Research.
0189 Writtle College.
0190 Norwich School of Art and Design.
0192 Cumbria Institute of the Arts.
0193 Stranmillis University College.
0194 St. Mary's University College.
0195 Royal Agricultural College.
0196 UHI Millennium Institute.
0197 The Arts Institute at Bournemouth.
0198 Bell College.
0199 Conservatoire for Dance and Drama.
0200 Birmingham College of Food, Tourism and Creative Studies.
0201 Courtauld Institute of Art.
0202 London Metropolitan University.
0203 The University of Buckingham.
0204 The University of Manchester.
0205 Heythrop College.
0206 The University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone, Rochester.
0207 Leeds College of Music.
0208 Guildhall School of Music & Drama.
0209 The Liverpool Institute for Performing Arts.

DESCRIPTION The institution identifier of the reporting institution.

EXAMPLE 0113 Brunel University.

REASON REQUIRED To provide separate figures for each institution.

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

STATUS Compulsory.

VALID ENTRIES

A 13 digit numeric code.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the method of survey used.

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the HE leaver's employment circumstances on 16 April 2007/14 January 2008.

Question asked:

Q1. Which of the following statements best describes your employment circumstances on 16 April 2007/14 January 2008?

NOTES Core field for all leavers.

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes whether the HE leaver was involved in study, training or research on 16 April 2007/14 January 2008 and if so whether it was full-time or part-time.

Question asked:

Q2. On 16 April 2007/14 January 2008 will you be involved in either full-time or part-time study, training or research?

NOTES Core field for all leavers.

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

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

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

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

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

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

STATUS Compulsory

VALID ENTRIES

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

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

Question asked:

Q8. What does the organisation you will be working for mainly do?

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

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

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

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

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

EXAMPLE Manufacturer of shoes or sells shoes.

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Standard Industrial Classification	SIC	4

STATUS Compulsory.

VALID ENTRIES

0100 Agriculture and related activities.
0110 Growing of crops; market gardening; horticulture.
0120 Farming of animals.
0130 Growing of crops combined with farming of animals (mixed farming).
0140 Agricultural and animal husbandry activities, except veterinary activities.
0150 Game propagation including related activities.
0200 Forestry, logging and related activities.
0500 Fishing.
1000 Mining of coal and coal extraction.
1100 Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction excluding surveying.
1110 Extraction of crude petroleum and natural gas.
1120 Services and activities incidental to oil and gas extraction (excluding surveying).
1200 Mining of uranium and thorium ores.
1300 Mining of metal ores.
1400 Other mining and quarrying.
1500 Manufacturing of food products and beverages.
1510 Manufacture of food products.
1520 Manufacture of beverages.
1600 Manufacture of tobacco products.
1700 Manufacture of textiles.
1800 Manufacture of wearing apparel.
1900 Manufacture of leather, leather products and footwear of any material.
2000 Manufacture of wood and wood products, except furniture.
2100 Manufacture of pulp, paper and paper products.
2200 Publishing, printing and reproduction of recorded media.
2210 Publishing.
2220 Printing and service activities related to printing.
2230 Reproduction of recorded media.
2300 Manufacture of coke, refined petroleum products and nuclear fuel.
2310 Manufacture of coke oven products.
2320 Manufacture of refined petroleum products.
2330 Processing of nuclear fuel.

2400 Manufacture of chemicals and chemical products.
2410 Manufacture of basic chemicals, except refined petroleum products.
2420 Manufacture of pesticides and other agro-chemical products.
2430 Manufacture of paints, varnishes and similar coatings, printing ink and mastics.
2440 Manufacture of pharmaceuticals, medicinal chemicals and botanical products.
2450 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations.
2460 Manufacture of other chemical products.
2470 Manufacture of man-made fibres.
2500 Manufacture of rubber and plastic products.
2510 Manufacture of rubber products.
2520 Manufacture of plastic products.
2600 Manufacture of other non-metallic mineral products.
2700 Manufacture of basic metals.
2800 Manufacture of fabricated metal products, except machinery and equipment.
2900 Manufacture of machinery and equipment not elsewhere classified.
3000 Manufacture and assembly of office machinery and computers.
3100 Manufacture of electrical machinery and apparatus not elsewhere classified.
3200 Manufacture of radio, television and communication equipment and apparatus.
3210 Manufacture of electronic components.
3220 Manufacture of television and radio transmission equipment and telephone apparatus.
3230 Manufacture of television and radio receivers, sound or video recording apparatus and associated goods.
3300 Manufacture of medical, precision and optical instruments, watches and clocks.
3400 Manufacture of motor vehicles, trailers and semi-trailers.
3500 Manufacture of other transport equipment.
3510 Building and repairing of ships and boats.
3520 Manufacture of railway and tramway locomotives and rolling stock.
3530 Manufacture of aircraft and spacecraft.
3540 Manufacture of motorcycles and bicycles.
3550 Manufacture of other transport equipment not elsewhere classified.
3600 Manufacture of furniture; manufacturing not elsewhere classified.

3700 Recycling.
4000 Electricity, gas, steam and hot water supply.
4010 Production and distribution of electricity.
4020 Manufacture of gas; distribution of gaseous fuels through mains.
4030 Steam and hot water supply.
4100 Collection, purification and distribution of water (excluding sewage treatment).
4500 Construction.
4510 Site preparation.
4520 Building of complete constructions or parts thereof; civil engineering.
4530 Building installation.
4540 Building completion.
4550 Renting of construction or demolition equipment with operator.
5000 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel.
5100 Wholesale trade and commission trade, except of motor vehicles and motorcycles.
5200 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods.
5210 Retail sale in non-specialised stores.
5220 Retail sale of food, beverages and tobacco in specialised stores.
5230 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles.
5240 Other retail sale of new goods in specialised stores.
5250 Retail sale of second-hand goods in stores.
5260 Retail sale not in stores, e.g. mail order.
5270 Repair of personal and household goods.
5500 Hotels and restaurants.
6000 Land transport; transport via pipelines.
6010 Transport via railways.
6020 Other land transport.
6021 Other scheduled passenger land transport.
6022 Taxi operation.
6023 Other passenger land transport.
6024 Freight transport by road.
6030 Transport via pipelines (excluding gas and water distribution).
6100 Water transport.
6200 Air transport.
6300 Supporting and auxiliary transport activities; activities of travel agencies.
6310 Cargo handling and storage.
6320 Other supporting transport activities.
6330 Activities of travel agencies and tour operators; tourist

assistance activities not elsewhere classified.
6400 Post and telecommunications.
6410 Post and courier activities.
6411 National post activities.
6412 Courier activities other than national post activities.
6420 Telecommunications.
6500 Financial activities, except insurance and pension funding.
6510 Banks and building societies.
6511 Banks.
6512 Building societies.
6520 Other financial activities.
6521 Financial leasing.
6522 Other credit granting.
6523 Other financial activities not elsewhere classified.
6600 Insurance and pension funding, except social security.
6601 Life insurance.
6602 Pension funding.
6603 Non-life insurance.
6700 Activities auxiliary to financial management.
6710 Activities auxiliary to financial management, except insurance and pension funding.
6711 Administration of financial markets.
6712 Security broking and fund management.
6713 Activities auxiliary to financial management not elsewhere classified.
6720 Activities auxiliary to insurance and pension funding.
7000 Property development.
7010 Buying and selling own property.
7020 Letting of own property.
7030 Estate agency activities on a fee or contract basis.
7100 Renting of machinery and equipment without operator and of personal and household goods.
7200 Computer and related activities.
7210 Hardware consultancy.
7220 Software consultancy and supply.
7230 Data processing.
7240 Data base activities.
7250 Maintenance and repair of office, accounting and computing machinery.
7260 Other computer related activities.
7300 Research and development activities.
7310 Research and experimental development on natural sciences and engineering.
7320 Research and experimental development on social sciences and humanities.
7400 Other business activities.
7410 Legal, accounting, book-keeping and auditing

activities; tax consultancy; market research and public opinion polling; business and management consultancy; management activities of holding companies.

7411 Legal activities.
7412 Accounting, book-keeping and auditing activities; tax consultancy.
7413 Market research and public opinion polling.
7414 Business and management consultancy activities.
7415 Management activities of holding companies.
7420 Architectural and engineering activities and related technical consultancy.
7421 Architectural consultancy.
7422 Industrial design consultancy.
7423 Engineering design consultancy.
7424 Geological consultancy and prospecting.
7425 Meteorological activities.
7426 Geodetic surveying activities.
7430 Technical testing and analysis.
7440 Advertising.
7450 Labour recruitment and provision of personnel.
7460 Investigation and security activities.
7470 Industrial cleaning.
7480 Miscellaneous business activities not elsewhere classified.
7500 Public administration and defence; social security.
7510 Central, regional and local government administration, regulatory activities.
7520 Provision of services to the community as a whole.
7521 Foreign affairs.
7522 Defence activities.
7523 Justice and judicial activities.
7524 Public security, law and order activities.
7525 Fire service activities.
7530 Social security activities.
8000 Education.
8010 Primary education.
8020 Secondary education.
8021 General secondary education.
8022 Technical and vocational secondary education.
8030 Higher education.
8040 Adult and other education.
8500 Health and social work.
8510 Human health activities.
8511 Hospital activities.
8512 Medical practice activities.
8513 Dental practice activities.
8514 Other human health activities.

8520 Veterinary activities.
8530 Social work, community and counselling activities.
9000 Sewage and refuse disposal, sanitation and similar activities.
9100 Activities of membership organisations not elsewhere classified.
9110 Activities of business, employers and professional organisations.
9120 Activities of trade unions.
9130 Activities of other membership organisations.
9200 Recreational, cultural and sporting activities.
9210 Motion picture and video activities.
9220 Radio and television activities.
9230 Other entertainment activities.
9231 Artistic and literary creation and interpretation.
9232 Operation of arts facilities.
9233 Fair and amusement park activities.
9240 News agency activities.
9250 Library, archives, museums and other cultural activities.
9260 Sporting activities.
9270 Other recreational activities.
9300 Other service activities.
9500 Private households with employed persons.
9900 International organisations and bodies.
9999 NOT KNOWN.
XXXX Question not answered (default).

DESCRIPTION

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

This field uses the Standard Industrial Classification to describe the employing organisations of those HE leavers who were employed on 16 April 2007/14 January 2008.

Questions asked:

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

Q8. What does the organisation you will be working for mainly do?

NOTES

Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of

these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

1601 Yemen. Also South Yemen, Yemen (Republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South).
1602 Afghanistan.
1603 Albania.
1604 Algeria.
1605 Andorra.
1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese).
1607 Antigua and Barbuda. Also Barbuda and Antigua.
1608 Argentina.
1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands.
1610 Austria.
1611 Bahamas.
1612 Bahrain.
1613 Barbados.
1614 Belgium.
1615 Bermuda.
1616 Bhutan.
1617 Bolivia.
1618 Botswana. Also Bechuanaland.
1619 Brazil.
1620 Brunei.
1621 Bulgaria.
1622 Burma. Also Myanmar.
1623 Burundi. Also Urundi.
1624 Cambodia. Also Kampuchea, Khmer Republic.
1625 Cameroon.
1626 Canada.
1627 Central African Republic.
1628 Sri Lanka. Also Ceylon.
1629 Chad. Also Tchad.
1630 Chile.
1631 China (People's Republic of). Also Tibet.
1632 Colombia.
1633 Congo (Democratic Republic). Also Belgian Congo, Zaire.
1634 Congo (People's Republic). Also Congolese Republic Brazzaville.
1635 Costa Rica.

1636 Cuba.
1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands).
1638 Cyprus.
1639 Czech Republic. Also Czechoslovakia.
1640 Benin. Also Dahomey.
1641 Denmark.
1642 Dominica.
1643 Dominican Republic.
1645 Ecuador. Also Galapagos.
1646 El Salvador. Also Salvador.
1647 Tuvalu. Also Ellice Islands.
1648 Ethiopia. Also Abyssinia.
1649 Falkland Islands.
1650 Fiji.
1651 Finland.
1652 Taiwan. Also China (Taiwan), Formosa.
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French).
1654 Gabon.
1655 Gambia. Also Senegambia.
1656 Germany. Also Germany (West), Germany (Bundesrepublik), Germany Federal Republic of.
1657 Germany (Democraticrepublik). Also Germany (East).
1658 Ghana. Also Gold Coast.
1659 Gibraltar.
1660 Gilbert Islands. Also Kiribati.
1661 Greece. Also Crete, Corfu.
1662 Grenada.
1663 Guatemala.
1664 Guinea. Also Guinea (French).
1665 Guyana. Also British Guiana, Guiana (British).
1666 Haiti.
1667 Honduras.
1668 Belize. Also British Honduras, Honduras British.
1669 Hong Kong.
1670 Hungary.
1671 Iceland.
1672 India. Also Sikkim.
1673 Indonesia. Also Kalimantan (South Borneo), East Timor, West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor.
1674 Iran. Also Persia.

1675 Iraq.
1676 Irish Republic. Also Ireland (Republic of), Eire.
1677 Israel.
1678 Italy. Also Holy See, Vatican City.
1679 Ivory Coast. Also Cote d'Ivore.
1680 Jamaica.
1681 Japan.
1682 Jordan.
1683 Kenya.
1684 South Korea. Also Korea, Republic of Korea (South Korea).
1685 North Korea. Also Korea North, Democratic People's Republic of Korea.
1686 Kuwait.
1687 Laos. Also Lao People's Democratic Republic.
1688 Lebanon.
1689 Leeward Islands (not otherwise specified).
1690 Lesotho. Also Basutoland.
1691 Liberia.
1692 Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya.
1693 Luxembourg.
1694 Macao.
1695 Madagascar. Also Malagasy Republic.
1696 Malawi. Also Nyasaland.
1698 Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah.
1699 Mali.
1700 Malta.
1701 Mauritania.
1702 Mauritius.
1703 Mexico.
1704 Mongolia. Also Outer Mongolia.
1705 Monserrat.
1706 Morocco. Also Western Sahara, Sahara (West), Tangier.
1707 Mozambique. Also East Africa (Portugese), Portuguese East Africa.
1708 Oman. Also Muscat and Oman.
1709 Nepal.
1710 Netherlands. Also Holland.
1713 Vanuatu. Also New Hebrides.
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands.
1715 Nicaragua.
1716 Niger.
1717 Nigeria.

1718 Norway.
1721 Pakistan. Also Pakistan (West).
1722 Panama.
1723 Papua New Guinea. Also New Guinea.
1724 Paraguay.
1725 Peru.
1726 Philippines.
1727 Poland.
1728 Portugal. Also Madeira, Azores.
1730 Puerto Rico.
1731 Qatar.
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia.
1733 Romania. Also Rumania.
1734 Rwanda.
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha.
1736 St Kitts and Nevis. Also St. Christopher and Nevis.
1737 St Lucia.
1738 St Vincent & the Grenadines. Also Grenadines.
1741 Samoa. Also Westem Samoa.
1743 Saudi Arabia.
1744 Seychelles.
1745 Sierra Leone.
1746 Singapore.
1747 Solomon Islands.
1748 Somalia. Also Somali Democratic Republic.
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas.
1750 South Africa. Also Walvis Bay.
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands.
1752 Sudan.
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname.
1754 Swaziland.
1755 Sweden.
1756 Switzerland.
1757 Syria. Also Syrian Arab Republic.
1759 Tanzania. Also Tanganyika, Zanzibar.
1760 Thailand. Also Siam.
1762 Togo.
1763 Trinidad & Tobago.
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah.
1765 Tunisia.

1766 Turkey.
1767 Uganda.
1768 Egypt. Also United Arab Republic.
1769 Burkina. Also Burkina-Faso, Upper Volta.
1770 Uruguay.
1771 United States. Also USA, Northern Marianas, Commonwealth of, Virgin Is (US).
1772 CIS (Commonwealth of Independent States). Also USSR (not otherwise specified), USSR.
1773 Venezuela.
1774 Vietnam.
1776 British Virgin Islands. Also Virgin Is (British).
1777 West Indies (not otherwise specified).
1778 Windward Islands (not elsewhere specified).
1779 Yemen (North). Also North Yemen, Yemen Arab Republic.
1780 Yugoslavia. Also Serbia.
1781 Zambia. Also Rhodesia Northern, North Rhodesia.
1782 Not known.
1783 Stateless.
1784 Tonga.
1785 Senegal.
1787 Bangladesh. Also Pakistan (East), East Pakistan,.
1788 Cape Verde Islands.
1789 Cayman Islands.
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea (Spanish), Spanish Guinea.
1793 Maldives. Also Maldive Islands.
1796 US Trust Territories of the Pacific Islands (inc America Samoa & the Trust Territories). Also Palau, Guam, Trust Territories American, American Samoa, American Trust Territories, Samoa (US), Pacific Territories US.
1798 Namibia. Also South West Africa.
1799 Turks & Caicos Islands.
1801 British Antarctic Territory. Also British Antarctica, Antarctica British.
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea (Portuguese).
1803 Sao Tome & Principe. Also Principe (Sao Tome),.
1804 Comoros.
1805 Nauru.
1821 Mayotte. Also French Territorial Collectives.
1822 French Possessions not elsewhere classified.Also French Polynesia, New Caledonia, Antarctica French, French Overseas Territories (TCMS), Loyalty Islands, Polynesia (French), Marquesas Islands, Tahiti, Society Islands, Wallis and Futuna, Futuna (Wallis &).
1823 Pitcairn Islands.

1824 Anguilla.
1825 Monaco.
1826 San Marino.
1827 Liechtenstein.
1828 Greenland. Also Faroe Islands.
1829 British Indian Ocean Territory. Also Chagos Archipelago, Indian Ocean Territory (British).
1830 South Georgia & the South Sandwich Islands.
1831 Estonia.
1832 Latvia.
1833 Lithuania.
1834 Croatia.
1835 Slovenia.
1836 Armenia.
1837 Azerbaijan.
1838 Belarus. Also Byelorussia.
1839 Kazakhstan.
1840 Kyrgyzstan. Also Kirgizia.
1841 Moldova. Also Moldavia.
1842 Russia.
1843 Tajikistan.
1844 Turkmenistan.
1845 Ukraine.
1846 Uzbekistan.
1847 Georgia.
1850 Slovakia.
1851 Macedonia. Also Skopje.
1853 Bosnia and Herzegovina.
1860 Eritrea.
1861 Marshall Islands.
1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands.
3826 Channel Islands (The).
4826 Isle of Man (The).
5826 England.
6826 Wales.
7826 Scotland.
8826 Northern Ireland.
XXXXXXXX Question not answered (default).

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

country code or XXXXXXXX (default code).

Question asked:

Q9. Where will your place of work be and, if in the UK, what is its postcode?

NOTES

Core field for employed leavers.

Postcodes:

Alpha characters within a postcode must be returned as capitals.

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

HESA has published a list of default postcodes to be used in field 9, LOCEMP in cases where the town/city is known, but the postcode is not. Copies of the list are available from the HESA WWW site at <A HREF= "http://www.hesa.ac.uk/manuals/05018/dlhe0506.htm "> http://www.hesa.ac.uk/manuals/05018/dlhe0506.htm. </A>

Country codes:

The four-digit country code must be left justified.

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

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

EXAMPLE

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

REASON REQUIRED

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

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

STATUS Compulsory

VALID ENTRIES

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

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

Question asked:

Q3. What will your job title be?

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

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

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

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

EXAMPLE Lecturer.

REASON REQUIRED To aid in the coding of Standard Occupation Classification.

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

STATUS Compulsory.

VALID ENTRIES

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes.
00020 Reserved for instances where occupational information is not stated.
11110 Senior Officials in National Government.
11120 Directors and Chief Executives of Major Organisations.
11130 Senior Officials in Local Government.
11140 Senior Officials of Special Interest Organisations.
11141 Senior Officials of Trade Unions.
11142 Senior Officials of Employers, Trades and Professional Associations.
11143 Senior Officials of Charities.
11144 Senior Officials of Political Parties.
11210 Production, Works and Maintenance Managers.
11220 Managers in Construction.
11230 Managers in Mining and Energy.
11231 Mining, Quarrying and Drilling Managers.
11232 Gas, Water and Electricity Supply Managers.
11310 Financial Managers and Chartered Secretaries.
11311 Finance Managers and Directors.
11312 Investment/Merchant Bankers.
11313 Chartered Company Secretaries, Treasurers Company Registrars.
11320 Marketing and Sales Managers.
11321 Marketing Managers.
11322 Sales Managers.
11323 Market Research Managers.
11324 Export and Import Managers.
11330 Purchasing Managers.
11340 Advertising and Public Relations Managers.
11341 Advertising Managers.
11342 Public Affairs and Publicity Managers.
11350 Personnel, Training and Industrial Relations Managers.
11351 Personnel Managers.
11352 Industrial Relations Managers.
11353 Training Managers.
11354 Operational Research, Organisation and Methods Managers.

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

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

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

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

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

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

34140 Dancers and Choreographers.
34150 Musicians.
34151 Composers, Arrangers, Conductors and Musical Directors.
34152 Musical Instrument Players.
34160 Arts Officers, Producers and Directors.
34161 Directors, Producers.
34162 Stage and Studio Managers.
34163 Arts Officers, Advisers and Consultants.
34164 Entertainment Agents.
34210 Graphic Artists and Designers.
34211 Commercial Artists.
34212 Web Designers.
34213 Exhibition, Multi-media Designers.
34214 Desk Top Publishers, Assistants and Operators.
34220 Product, Clothing and Related Designers.
34221 Interior Decoration Designers.
34222 Set Designers (Stage, etc).
34223 Industrial Designers.
34224 Textile Designers.
34225 Clothing Designers.
34226 Clothing Advisers, Consultants.
34310 Journalists, Newspaper and Periodical Editors.
34311 Editors.
34312 Journalists.
34320 Broadcasters (Announcers, Disc Jockeys, News Readers).
34330 Public Relations Officers.
34340 Photographers and Audio-Visual Equipment Operators.
34341 Photographers.
34342 TV and Film Camera Operators.
34343 Audio-visual Effects Designers and Operators.
34344 Video, Telecine and Film Recorder Operators.
34345 Sound Recordists, Technicians, Assistants.
34410 Sports Players.
34420 Sports Coaches, Instructors and Officials.
34421 Sports Coaches, Instructors.
34422 Sports Officials.
34430 Fitness Instructors.
34490 Sports and Fitness Occupations Nec.
34491 Outdoor Pursuits Instructors.
35110 Air Traffic Controllers.
35120 Aircraft Pilots and Flight Engineers.
35121 Aircraft Pilots and Instructors.
35122 Aircraft Flight Engineers, Navigators.
35130 Ship and Hovercraft Officers.
35140 Train Drivers.

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

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

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

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

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

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

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

DESCRIPTION This field uses the Standard Occupational Classification to describe the types of job of those HE leavers who were employed on 16 April 2007/14 January 2008. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). A description of SOC (DLHE) is in valid entries.

Questions asked:

Q3. What will your job title be?

Q4. Briefly describe your duties.

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

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

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

REASON REQUIRED To determine the nature of employment of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Employer size	EMPSIZE	1

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q10. Approximately how many people work in the entire organisation (i.e. all branches, depts. etc.)?

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the HE leaver's own assessment of the duration of their employment in the work they were doing on 16 April 2007/14 January 2008.

Question asked:

Q5. Which of the following best describes the basis on which you will be employed on 16 April 2007/14 January 2008?

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

A six digit number or XXXXXX (default code).

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

Question asked:

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

1 Formal Requirement.
2 Expected.
3 Advantage.
4 No.
8 Don't know.
X Question not answered (default).

DESCRIPTION This field describes whether the HE leaver's qualification was a necessary criteria in gaining the job they were doing on 16 April 2007/14 January 2008.
Question asked:

Q11. Would you have been able to get the job you will be doing on 16 April 2007/14 January 2008 without the qualification you have recently obtained (the actual qualification, not the subject of study)?

Link from questionnaire to valid entries:

No: the qualification was a formal requirement (1)
No: successful applicants were expected to have the qualification (2)
Possibly: but the qualification did give me an advantage (3)
Yes (4)
Don't know (8)

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

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

REASON REQUIRED To assess the qualification requirements of different jobs.

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the factors that the HE leaver thought were important to their employer in their getting the job they were doing on 16 April 2007/14 January 2008.

Question asked:

Q12. As far as you are aware, what was more important to your employer about your qualification, the subject(s) you studied or the level of study?

NOTES Question not on telephone script.

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

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

REASON REQUIRED To assess the varying requirements of different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Career related code 1	CAREER1	1
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
20	Career related code 4	CAREER4	1
21	Career related code 5	CAREER5	1
22	Career related code 6	CAREER6	1
23	Career related code 7	CAREER7	1
24	Career related code 8	CAREER8	1

STATUS Compulsory

VALID ENTRIES

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

DESCRIPTION These fields describe the leaver's reasons for taking the job they were doing on 16 April 2007/14 January 2008.

Question asked:

Q13. Why did you decide to take the job you will be doing on 16 April 2007/14 January 2008?

Link to questionnaire:

Field 17 - It fitted into my career plan/It was exactly the type of work I wanted
Field 18 - It was the best job offer I received/only job offer I received
Field 19 - It was an opportunity to progress in the organisation
Field 20 - To gain experience in order to get the type of job I really want
Field 21 - To see if I would like the type of work it involved
Field 22 - To broaden my experience/to develop general skills
Field 23 - In order to pay off debts
Field 24 - In order to earn a living

NOTES Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It

is acceptable for all of fields 17-24 Career related code 1 to 8 to be coded '0'.

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

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

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

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

STATUS Compulsory

VALID ENTRIES

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

DESCRIPTION This field describes how the HE leaver found the job they were doing on 16 April 2007/14 January 2008.

Question asked:

Q15. How did you find out about this job?

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

If a leaver writes in the box for Q16 something that corresponds exactly to one of the options given in Q15, institutions should code Field 25, JOBFN using this information rather than coding '8 Other'.

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q17. Thinking still about your employer on 16 April 2007/14 January 2008: did you work for this employer before or during the programme of study you recently completed?

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

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

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

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

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

STATUS Compulsory

VALID ENTRIES

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

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

Question asked:

Q18. In which of the ways listed below did you work for this employer?

Link to questionnaire:

Field 27 - On a sandwich placement
Field 28 - On another kind of placement or project work
Field 29 - As a holiday job
Field 30 - Full-time or part-time work all year round
Field 31 - Full-time or part-time during term time
Field 32 - In other ways

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

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

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

REASON REQUIRED To find out about previous employment.

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q19. Which of the following best describes the study, training or research you will be undertaking on 16 April 2007/14 January 2008?

NOTES Core field for leavers who are studying.

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

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

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

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

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

STATUS Compulsory

VALID ENTRIES

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes.
00020 Reserved for instances where occupational information is not stated.
11110 Senior Officials in National Government.
11120 Directors and Chief Executives of Major Organisations.
11130 Senior Officials in Local Government.
11140 Senior Officials of Special Interest Organisations.
11141 Senior Officials of Trade Unions.
11142 Senior Officials of Employers, Trades and Professional Associations.
11143 Senior Officials of Charities.
11144 Senior Officials of Political Parties.
11210 Production, Works and Maintenance Managers.
11220 Managers in Construction.
11230 Managers in Mining and Energy.
11231 Mining, Quarrying and Drilling Managers.
11232 Gas, Water and Electricity Supply Managers.
11310 Financial Managers and Chartered Secretaries.
11311 Finance Managers and Directors.
11312 Investment/Merchant Bankers.
11313 Chartered Company Secretaries, Treasurers Company Registrars.
11320 Marketing and Sales Managers.
11321 Marketing Managers.
11322 Sales Managers.
11323 Market Research Managers.
11324 Export and Import Managers.
11330 Purchasing Managers.
11340 Advertising and Public Relations Managers.
11341 Advertising Managers.
11342 Public Affairs and Publicity Managers.
11350 Personnel, Training and Industrial Relations Managers.
11351 Personnel Managers.
11352 Industrial Relations Managers.
11353 Training Managers.
11354 Operational Research, Organisation and Methods Managers.

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

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

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

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

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

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

34140 Dancers and Choreographers.
34150 Musicians.
34151 Composers, Arrangers, Conductors and Musical Directors.
34152 Musical Instrument Players.
34160 Arts Officers, Producers and Directors.
34161 Directors, Producers.
34162 Stage and Studio Managers.
34163 Arts Officers, Advisers and Consultants.
34164 Entertainment Agents.
34210 Graphic Artists and Designers.
34211 Commercial Artists.
34212 Web Designers.
34213 Exhibition, Multi-media Designers.
34214 Desk Top Publishers, Assistants and Operators.
34220 Product, Clothing and Related Designers.
34221 Interior Decoration Designers.
34222 Set Designers (Stage, etc).
34223 Industrial Designers.
34224 Textile Designers.
34225 Clothing Designers.
34226 Clothing Advisers, Consultants.
34310 Journalists, Newspaper and Periodical Editors.
34311 Editors.
34312 Journalists.
34320 Broadcasters (Announcers, Disc Jockeys, News Readers).
34330 Public Relations Officers.
34340 Photographers and Audio-Visual Equipment Operators.
34341 Photographers.
34342 TV and Film Camera Operators.
34343 Audio-visual Effects Designers and Operators.
34344 Video, Telecine and Film Recorder Operators.
34345 Sound Recordists, Technicians, Assistants.
34410 Sports Players.
34420 Sports Coaches, Instructors and Officials.
34421 Sports Coaches, Instructors.
34422 Sports Officials.
34430 Fitness Instructors.
34490 Sports and Fitness Occupations Nec.
34491 Outdoor Pursuits Instructors.
35110 Air Traffic Controllers.
35120 Aircraft Pilots and Flight Engineers.
35121 Aircraft Pilots and Instructors.
35122 Aircraft Flight Engineers, Navigators.
35130 Ship and Hovercraft Officers.
35140 Train Drivers.

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

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

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

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

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

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

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

DESCRIPTION	This field describes the professional subject of training undertaken using Standard Occupational Classification. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). Questions asked: Q20. What is the name of the course you will be registered on? Q21. What subject area will you be studying, training or researching?
NOTES	Default code 'XXXXX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.
REASON REQUIRED	To find out about the nature of professional training.

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field records the institution identifier for the institution at which the student is registered on 16 April 2007/14 January 2008. A list of valid entries for this field may be found in <A HREF="index.php?option=com_collns&task=show_manuals&Itemid=233&r=06018&f=002"> INSTID </A>, or be one shown here.

Question asked:

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

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

REASON REQUIRED To monitor the movement/mobility of HE leavers.

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q23. Which of the following best describes the type of qualification you will be aiming for?

NOTES Core field for leavers who are studying.

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

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

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

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

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

STATUS Compulsory

VALID ENTRIES

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

DESCRIPTION Question asked:

Q25. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 37 - Because is was a requirement of my employment on 16 April 2007/14 January 2008 that I did

NOTES Question not on telephone script.

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

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

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
38	Reason for taking another course 2	SECINT2	1
39	Reason for taking another course 3	SECINT3	1
40	Reason for taking another course 4	SECINT4	1
41	Reason for taking another course 5	SECINT5	1
42	Reason for taking another course 6	SECINT6	1
43	Reason for taking another course 7	SECINT7	1
44	Reason for taking another course 8	SECINT8	1

STATUS Compulsory

VALID ENTRIES

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

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

Question asked:

Q25. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 38 - To develop a broader or more specialist range of skills or knowledge
Field 39 - To change or improve my career options
Field 40 - Because I was interested in the content of the course
Field 41 - Because I had enjoyed my first course and wanted to continue studying
Field 42 - I wanted to go on being a student/I wanted to postpone job hunting
Field 43 - I had been unable to find a suitable job

Field 44: Question asked - Q26. What other reasons did you have for undertaking further study, training or research?

Code returned in field 44:

If the leaver returns a response in the text box, field 44 should be coded '1' box ticked.

If the leaver ticks the circle indicating that they have no other reasons for undertaking further study, training or research, field 44 should be coded '0' box blank.

NOTES Question not on telephone script.

Leavers can tick as many of the options in Q25 as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 38-44 Reason for taking another course 1 - 8 to be coded '0'.

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

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

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
45	Not used	EMPPAID	1

STATUS Compulsory.

VALID ENTRIES

X Default.

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q27. How will you be mainly funding your study, training or research?

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

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

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

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

STATUS Compulsory

VALID ENTRIES

1 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is seeking a teaching post.

2 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is NOT teaching or seeking a teaching post.

3 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is in a teaching post.

9 Not Applicable (leaver did not complete an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE)).

X Question not answered (default).

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

Link to questionnaire:

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

Questions asked:

Q28. Will you be employed as a teacher on 16 April 2007/14 January 2008?
Link to valid entries:
If answer 'yes' then code '3'.

Q31. Will you be seeking a teaching post on 16 April 2007/14 January 2008?
Link to valid entries:
If answer 'yes' code '1', if answer 'no', code '2'.

NOTES Core field for successful QTS leavers.

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

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

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

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

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

REASON REQUIRED To identify those entering or seeking teaching jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
48	Teaching sector	TEACHSCT	1

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q29. Will you be employed in a maintained (state) or non maintained (independent) school or college?

NOTES Core field for successful QTS leavers who are teaching.

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

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q30. Will you be teaching at the primary or secondary phase or in a college or other educational establishment?

NOTES Core field for successful QTS leavers who are teaching.

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q32. Thinking back to when you started the course you completed last academic year: which of the following best describes what motivated you to take the course?

NOTES Core field for part-time leavers.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q33. Were you employed during your course or immediately before it?

NOTES Question not on telephone script.

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

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

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

STATUS Compulsory

VALID ENTRIES

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

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

Question asked:

Q34. Did the employer you worked with before or during your course give you support during all or part of your course?

Link to questionnaire:

Field 52- Yes: my tuition fees were paid
Field 53 - Yes: I was given a grant to cover my tuition fees and living expenses
Field 54 - Yes: I was given study leave
Field 55- Yes: I was supported in other ways
Field 56 - No: my employer did not support me in any way

NOTES Question not on telephone script.

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

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

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