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

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

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

STATUS Compulsory.

VALID ENTRIES

09018 Destinations of leavers from HE record

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

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

REASON REQUIRED For HESA's operational purposes.

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

STATUS Compulsory.

VALID ENTRIES

0001 The Open University
0002 Cranfield University
0003 Royal College of Art
0007 Bishop Grosseteste University College Lincoln
0009 Buckinghamshire New University
0010 Central School of Speech and Drama
0011 University of Chester
0012 Canterbury Christ Church University
0013 York St John University
0014 University College Plymouth St Mark and St John
0016 Edge Hill University
0017 University College Falmouth
0018 Harper Adams University College
0021 The University of Winchester
0023 Liverpool Hope University
0024 University of the Arts, London
0026 University of Bedfordshire
0027 The University of Northampton
0028 Newman University College
0030 Ravensbourne
0031 Roehampton University
0032 Rose Bruford College
0033 Royal Academy of Music
0034 Royal College of Music
0035 Royal Northern College of Music
0037 Southampton Solent University
0038 University of Cumbria
0039 St Mary's University College, Twickenham
0040 Leeds Trinity University College
0041 Trinity Laban Conservatoire of Music and Dance
0046 The University of Worcester
0047 Anglia Ruskin University
0048 Bath Spa University
0049 The University of Bolton
0050 Bournemouth University
0051 The University of Brighton
0052 Birmingham City University
0053 The University of Central Lancashire
0054 University of Gloucestershire
0056 Coventry University
0057 University of Derby

0058 The University of East London
0059 The University of Greenwich
0060 University of Hertfordshire
0061 The University of Huddersfield
0062 The University of Lincoln
0063 Kingston University
0064 Leeds Metropolitan University
0065 Liverpool John Moores University
0066 The Manchester Metropolitan University
0067 Middlesex University
0068 De Montfort University
0069 The University of Northumbria at Newcastle
0071 The Nottingham Trent University
0072 Oxford Brookes University
0073 The University of Plymouth
0074 The University of Portsmouth
0075 Sheffield Hallam University
0076 London South Bank University
0077 Staffordshire University
0078 The University of Sunderland
0079 The University of Teesside
0080 Thames Valley University
0081 University of the West of England, Bristol
0082 The University of Chichester
0083 The University of Westminster
0085 The University of Wolverhampton
0086 The University of Wales, Newport
0087 Glyndwr University
0089 University of Wales Institute, Cardiff
0090 University of Glamorgan
0091 Swansea Metropolitan University
0092 Trinity University College
0095 University of Abertay Dundee
0096 Edinburgh College of Art
0097 Glasgow School of Art
0100 Queen Margaret University, Edinburgh
0101 The Royal Scottish Academy of Music and Drama
0104 The Robert Gordon University
0105 The University of the West of Scotland
0106 Glasgow Caledonian University
0107 Edinburgh Napier University
0108 Aston University
0109 The University of Bath
0110 The University of Birmingham
0111 The University of Bradford
0112 The University of Bristol
0113 Brunel University
0114 The University of Cambridge

0115 The City University
0116 University of Durham
0117 The University of East Anglia
0118 The University of Essex
0119 The University of Exeter
0120 The University of Hull
0121 The University of Keele
0122 The University of Kent
0123 The University of Lancaster
0124 The University of Leeds
0125 The University of Leicester
0126 The University of Liverpool
0127 Birkbeck College
0131 Goldsmiths College
0132 Imperial College of Science, Technology and Medicine
0133 Institute of Education
0134 King's College London
0135 London Business School
0137 London School of Economics and Political Science
0138 London School of Hygiene and Tropical Medicine
0139 Queen Mary and Westfield College
0141 Royal Holloway and Bedford New College
0143 The Royal Veterinary College
0145 St George's Hospital Medical School
0146 The School of Oriental and African Studies
0147 The School of Pharmacy
0149 University College London
0151 University of London (Institutes and activities)
0152 Loughborough University
0154 The University of Newcastle-upon-Tyne
0155 The University of Nottingham
0156 The University of Oxford
0157 The University of Reading
0158 The University of Salford
0159 The University of Sheffield
0160 The University of Southampton
0161 The University of Surrey
0162 The University of Sussex
0163 The University of Warwick
0164 The University of York
0167 The University of Edinburgh
0168 The University of Glasgow
0169 The University of Strathclyde
0170 The University of Aberdeen
0171 Heriot-Watt University
0172 The University of Dundee
0173 The University of St Andrews
0174 The University of Stirling

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

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 19 April 2010/10 January 2011.

Question asked:

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

NOTES Core field for all leavers.

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

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q2. On 19 April 2010/10 January 2011 were you involved in either full-time or part-time study or training or registered as a research student?

NOTES Core field for all leavers.

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

NOTES Core field for employed leavers.

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

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

Institutions should note that coding practice of individual

institutions who do not return the text could be investigated as part of any audit process.

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

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

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

VALID ENTRIES

XXXX Default value

NOTES

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

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

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

STATUS Compulsory.

VALID ENTRIES

1601 Yemen. Also South Yemen, Yemen (republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North), North Yemen, Yemen Arab Republic
1602 Afghanistan
1603 Albania
1604 Algeria
1605 Andorra
1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese)
1607 Antigua and Barbuda. Also Barbuda and Antigua
1608 Argentina
1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands
1610 Austria
1611 Bahamas
1612 Bahrain
1613 Barbados
1614 Belgium
1615 Bermuda
1616 Bhutan
1617 Bolivia
1618 Botswana. Also Bechuanaland
1619 Brazil
1620 Brunei
1621 Bulgaria
1622 Burma. Also Myanmar
1623 Burundi. Also Urundi
1624 Cambodia. Also Kampuchea, Khmer Republic
1625 Cameroon
1626 Canada
1627 Central African Republic
1628 Sri Lanka. Also Ceylon
1629 Chad. Also Tchad
1630 Chile
1631 China (People's Republic of)
1632 Colombia
1633 Congo (Democratic Republic). Also Belgian Congo, Zaire
1634 Congo (People's Republic). Also Congolese Republic Brazzaville
1635 Costa Rica
1636 Cuba

1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles (Netherlands)
1638 Cyprus
1639 Czech Republic. Also Czechoslovakia
1640 Benin. Also Dahomey
1641 Denmark
1642 Dominica
1643 Dominican Republic
1645 Ecuador. Also Galapagos
1646 El Salvador. Also Salvador
1647 Tuvalu. Also Ellice Islands
1648 Ethiopia. Also Abyssinia
1649 Falkland Islands
1650 Fiji
1651 Finland
1652 Taiwan. Also China (Taiwan), Formosa
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre and), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French)
1654 Gabon
1655 Gambia. Also Senegambia
1656 Germany
1658 Ghana. Also Gold Coast
1659 Gibraltar
1660 Kiribati. Also Gilbert Islands
1661 Greece. Also Crete, Corfu
1662 Grenada
1663 Guatemala
1664 Guinea. Also Guinea (French)
1665 Guyana. Also British Guiana, Guiana (British)
1666 Haiti
1667 Honduras
1668 Belize. Also British Honduras, Honduras British
1669 Hong Kong
1670 Hungary
1671 Iceland
1672 India. Also Sikkim
1673 Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor
1674 Iran. Also Persia
1675 Iraq
1676 Irish Republic. Also Ireland (Republic of), Eire
1677 Israel

1678 Italy. Also Holy See, Vatican City
1679 Ivory Coast. Also Cote d'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 Montserrat
1706 Morocco. Also Western Sahara, Sahara (West), Tangier
1707 Mozambique. Also East Africa (Portuguese), Portuguese East Africa
1708 Oman. Also Muscat and Oman
1709 Nepal
1710 Netherlands. Also Holland
1713 Vanuatu. Also New Hebrides
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands
1715 Nicaragua
1716 Niger
1717 Nigeria
1718 Norway
1721 Pakistan. Also Pakistan (West)
1722 Panama
1723 Papua New Guinea. Also New Guinea
1724 Paraguay
1725 Peru
1726 Philippines

1727 Poland
1728 Portugal. Also Madeira, Azores
1730 Puerto Rico
1731 Qatar
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia
1733 Romania. Also Rumania
1734 Rwanda
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha
1736 St Kitts and Nevis. Also St. Christopher and Nevis
1737 St Lucia
1738 St Vincent and the Grenadines. Also Grenadines
1741 Samoa. Also Western Samoa
1743 Saudi Arabia
1744 Seychelles
1745 Sierra Leone
1746 Singapore
1747 Solomon Islands
1748 Somalia. Also Somali Democratic Republic
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars and Issas
1750 South Africa
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands
1752 Sudan
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname
1754 Swaziland
1755 Sweden
1756 Switzerland
1757 Syria. Also Syrian Arab Republic
1759 Tanzania. Also Tanganyika, Zanzibar
1760 Thailand. Also Siam
1762 Togo
1763 Trinidad and Tobago
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Khaimah
1765 Tunisia
1766 Turkey
1767 Uganda
1768 Egypt. Also United Arab Republic
1769 Burkina. Also Burkina-Faso, Upper Volta
1770 Uruguay
1771 United States. Also USA, Northern Marianas, Commonwealth of, Virgin Islands (US)
1772 CIS (Commonwealth of Independent States). Also USSR (not otherwise specified), USSR
1773 Venezuela
1774 Vietnam
1776 British Virgin Islands. Also Virgin Islands (British)
1777 West Indies (not otherwise specified)

1778 Windward Islands (not otherwise specified)
1780 Serbia and Montenegro
1781 Zambia. Also Rhodesia Northern, North Rhodesia
1782 Not known
1783 Stateless
1784 Tonga
1785 Senegal
1787 Bangladesh. Also Pakistan (East), East Pakistan
1788 Cape Verde Islands
1789 Cayman Islands
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea (Spanish), Spanish Guinea
1793 Maldives. Also Maldive Islands
1796 US Trust Territories of the Pacific Islands (inc. America Samoa and the Trust Territories). Also Palau, Guam, Trust Territories American, American Samoa, American Trust Territories, Samoa (US), Pacific Territories US
1798 Namibia. Also South West Africa
1799 Turks and Caicos Islands
1801 British Antarctic Territory. Also British Antarctica, Antarctica British
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea (Portuguese)
1803 Sao Tome and Principe. Also Principe (Sao Tome)
1804 Comoros
1805 Nauru
1821 Mayotte. Also French Territorial Collectives
1822 French Possessions not otherwise specified. Also French Polynesia, New Caledonia, Antarctica French, French Overseas Territories (TCMS), Loyalty Islands, Polynesia (French), Marquesas Islands, Tahiti, Society Islands, Wallis and Futuna
1823 Pitcairn Islands
1824 Anguilla
1825 Monaco
1826 San Marino
1827 Liechtenstein
1828 Greenland. Also Faroe Islands
1829 British Indian Ocean Territory. Also Chagos Archipelago, Indian Ocean Territory (British)
1830 South Georgia and the South Sandwich Islands
1831 Estonia
1832 Latvia
1833 Lithuania
1834 Croatia
1835 Slovenia
1836 Armenia
1837 Azerbaijan
1838 Belarus. Also Byelorussia

1839 Kazakhstan
1840 Kyrgyzstan. Also Kirgizia
1841 Moldova. Also Moldavia
1842 Russia
1843 Tajikistan
1844 Turkmenistan
1845 Ukraine
1846 Uzbekistan
1847 Georgia
1850 Slovakia
1851 Macedonia. Also Skopje
1853 Bosnia and Herzegovina
1860 Eritrea
1861 Marshall Islands
1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands
1863 East Timor
1864 Kosovo
3826 Channel Islands (The)
4826 Isle of Man (the)
5826 England
6826 Wales
7826 Scotland
8826 Northern Ireland
XXXXXXXX Question not answered (default)

DESCRIPTION

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

Question asked:

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

NOTES

Core field for employed leavers.

Postcodes:

Alpha characters within a postcode must be returned as capitals.

In the event that the full postcode is not known, institutions can return just the first part of the postcode (outward part). If the

outward part of the postcode is returned this must be left justified.

HESA has published a list of default postcodes to be used in field 9, LOCEMP in cases where the town/city is known, but the postcode is not. Copies of the list are available from the HESA WWW site at <A HREF="http://www.hesa.ac.uk/manuals/C09018"> http://www.hesa.ac.uk/manuals/C09018. </A>

Country codes:

The four-digit country code must be left justified.

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

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

EXAMPLE

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

REASON REQUIRED

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q3. What was your job title?

NOTES Core field for employed leavers.

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

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

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

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

EXAMPLE Lecturer.

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

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

STATUS Compulsory.

VALID ENTRIES

A 5 digit number.

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes
00020 Reserved for instances where occupational information is not stated
11110 Senior officials in national government
11120 Directors and chief executives of major organisations
11130 Senior officials in local government
11140 Senior officials of special interest organisations
11141 Senior officials of trade unions
11142 Senior officials of employers, trades and professional associations
11143 Senior officials of charities
11144 Senior officials of political parties
11210 Production, works and maintenance managers
11220 Managers in construction
11230 Managers in mining and energy
11231 Mining, quarrying and drilling managers
11232 Gas, water and electricity supply managers
11310 Financial managers and chartered secretaries
11311 Finance managers and directors
11312 Investment/merchant bankers
11313 Chartered company secretaries, treasurers, company registrars
11320 Marketing and sales managers
11321 Marketing managers
11322 Sales managers
11323 Market research managers
11324 Export and import managers
11330 Purchasing managers
11340 Advertising and public relations managers
11341 Advertising managers
11342 Public affairs and publicity managers
11350 Personnel, training and industrial relations managers
11351 Personnel managers
11352 Industrial relations managers
11353 Training managers
11354 Operational research, organisation and methods managers
11360 Information and communication technology managers

11361 Information managers
11362 Computer operations managers
11363 Telecommunications managers
11370 Research and development managers
11410 Quality assurance managers
11420 Customer care managers
11510 Financial institution managers
11511 Bank managers
11512 Building society managers
11513 Post Office and postal service managers
11514 Insurance office managers
11515 Stockbroking managers
11520 Office managers
11521 Reservations and booking office managers
11522 Administration and records managers
11523 Payroll and pensions managers
11524 Invoice, costs and accounts managers
11610 Transport and distribution managers
11620 Storage and warehouse managers
11630 Retail and wholesale managers
11710 Officers in armed forces
11711 Army officers
11712 Navy officers
11713 Air Force officers
11720 Police officers (Inspectors and above)
11730 Senior officers in Fire, Ambulance, Prison and related services
11740 Security managers
11810 Hospital and health service managers
11820 Pharmacy managers
11830 Healthcare practice managers
11840 Social services managers
11850 Residential and day care managers
11851 Residential care managers
11852 Day care managers
12110 Farm managers
12120 Natural environment, conservation and heritage managers
12190 Managers in animal husbandry, forestry and fishing n.e.c
12191 Animal establishment (not livestock) managers
12192 Forestry and tree felling managers
12210 Hotel and accommodation managers
12211 Hotel managers
12212 Wardens of hostels, halls of residences, nurses homes and other communal accommodation
12213 Managers of guest houses, caravan sites and other holiday accommodation
12220 Conference, events and exhibition managers
12221 Conference managers

12222 Exhibition managers
12230 Restaurant and catering managers
12240 Publicans and managers of licensed premises
12250 Leisure and sports managers
12251 Recreation and sports facilities managers
12252 Entertainment managers
12253 Cultural and leisure establishment managers
12260 Travel agency managers
12310 Property, housing and land managers
12311 Property agency managers and landlords etc
12312 Estates and facilities managers
12320 Garage managers and proprietors
12330 Hairdressing and beauty salon managers and proprietors
12340 Shopkeepers
12350 Recycling and refuse disposal managers
12390 Managers and proprietors in other services n.e.c
21110 Chemists
21111 Research/development chemists
21112 Analytical chemists
21120 Biological scientists and biochemists
21121 Biochemists, medical scientists
21122 Biologists
21123 Bacteriologists, microbiologists etc
21124 Botanists
21125 Pathologists
21126 Agricultural scientists
21127 Physiologists
21130 Physicists, geologists and meteorologists
21131 Physicists
21132 Geophysicists
21133 Geologists, mineralogists etc
21134 Meteorologists
21135 Astronomers
21136 Mathematicians
21210 Civil engineers
21211 Water, sanitation, drainage and public health engineers
21212 Mining, quarrying and drilling engineers
21213 Construction engineers
21220 Mechanical engineers
21221 Aeronautical engineers
21222 Automobile engineers
21223 Marine engineers
21224 Plant and maintenance engineers
21230 Electrical engineers
21231 Electricity generation and supply engineers
21232 Telecommunications engineers
21240 Electronic engineers
21241 Broadcasting engineers

21242 Avionics, radar and communications engineers
21250 Chemical engineers
21260 Design and development engineers
21270 Production and process engineers
21280 Planning and quality control engineers
21281 Planning engineers
21282 Quality control engineers
21290 Engineering professionals n.e.c
21291 Metallurgists and material scientists
21292 Patents examiners, agents and officers
21293 Heating and ventilating engineers
21294 Food and drink technologists (including brewers)
21295 Acoustic engineers
21310 IT strategy and planning professionals
21311 IT consultants and planners
21312 Telecommunications consultants and planners
21320 Software professionals
21321 Software designers and engineers
21322 Computer analysts and programmers
21323 Network/systems designers and engineers
21324 Web developers and producers
22110 Medical practitioners
22111 Pre-registration house officers
22112 Senior house officers
22113 Specialist registrars, consultants and general practitioners
22120 Psychologists
22121 Education psychologists
22122 Clinical psychologists
22123 Occupational psychologists
22130 Pharmacists/pharmacologists
22131 Pharmacists
22132 Pharmacologists
22140 Ophthalmic opticians
22150 Dental practitioners
22151 General practice dentists
22152 Hospital dentists, house officers (dental)
22160 Veterinarians
23110 Higher education teaching professionals
23111 University and higher education professors
23112 University and higher education lecturers
23113 Teacher training establishment lecturers
23114 University tutorial and teaching assistants
23120 Further education teaching professionals
23130 Education officers, school inspectors
23131 Education officers
23132 Education advisors
23133 Education inspectors
23140 Secondary education teaching professionals

23141 Secondary head teachers
23142 Secondary teachers
23150 Primary and nursery education teaching professionals
23151 Primary head teachers
23152 Primary teachers
23160 Special needs education teaching professionals
23170 Registrars and senior administrators of educational establishments
23190 Teaching professionals n.e.c
23191 Music, dance and drama teachers (private/pedagogical)
23192 Language assistants and tutors, TEFL
23193 Tutors and teachers at adult education centres
23194 Examiners and moderators
23210 Scientific researchers
23220 Social science researchers
23290 Researchers n.e.c
23291 Researchers (media)
23292 Researchers (university - unspecified discipline)
24110 Solicitors and lawyers, judges and coroners
24111 Barristers and advocates
24112 Solicitors
24113 Judges, magistrates, coroners and sheriffs
24190 Legal professionals n.e.c
24191 Clerks of court, officers of court
24192 Legal advisers in non-law firms
24210 Chartered and certified accountants
24211 Chartered accountants
24212 Certified accountants
24213 Public finance accountants
24214 Examiners/auditors
24220 Management accountants
24230 Management consultants, actuaries, economists and statisticians
24231 Management consultants
24232 Business analysts
24233 Economists
24234 Statisticians
24235 Actuaries
24310 Architects
24311 Landscape architects
24320 Town planners
24330 Quantity surveyors
24340 Chartered surveyors (not quantity surveyors)
24341 General practice surveyors
24342 Land surveyors
24343 Building surveyors
24344 Hydrographic surveyors
24410 Public service administrative professionals

24411 Local government area and divisional officers
24412 Registrars of births, marriages and deaths
24413 National government administrative professionals (grades 5/6/7)
24420 Social workers
24421 Social workers (medical, mental health, rehab)
24422 Social workers (children, fostering, adoption)
24423 Social Workers (family)
24430 Probation officers
24440 Clergy
24510 Librarians
24520 Archivists and curators
24521 Archivists
24522 Curators (museum etc.)
31110 Laboratory technicians
31111 Laboratory technicians (non-medical)
31112 Medical laboratory technicians
31120 Electrical/electronic technicians
31130 Engineering technicians
31140 Building and civil engineering technicians
31150 Quality assurance technicians
31190 Science and engineering technicians n.e.c
31210 Architectural and town planning technicians
31211 Town planning assistants, technicians
31212 Architectural technicians, assistants
31220 Draughtspersons
31221 Design Draughtsperson
31222 Mechanical engineering draughtsperson
31223 Cartographical draughtsperson
31224 Drawing office assistants, tracers
31230 Building inspectors
31310 IT operations technicians (network support)
31320 IT User support technicians (help desk support)
32110 Nurses
32111 Hospital matrons and nurse administrators
32112 Staff nurses (adult)
32113 Staff nurses (children)
32114 Staff nurses (mental health)
32115 Non-hospital Nurses (e.g. general practice, community, clinics etc.)
32120 Midwives
32130 Paramedics
32140 Medical radiographers
32150 Chiropodists
32160 Dispensing opticians
32170 Pharmaceutical dispensers
32180 Medical and dental technicians
32181 Medical technicians

32182 Audiologists
32183 Dental technicians
32210 Physiotherapists
32220 Occupational therapists
32230 Speech and language therapists
32290 Therapists n.e.c
32291 Acupuncturists, reflexologists
32292 Dieticians
32293 Osteopaths, hydrotherapists, massage therapists, chiropractors
32294 Psychotherapists
32295 Homeopaths
32310 Youth and community workers
32311 Youth workers
32312 Community workers
32320 Housing and welfare officers
32321 Housing/homeless officers
32322 Education/learning support worker
32323 Drug worker
32324 Counsellors
33110 Armed forces: NCOs and other ranks
33120 Police officers (Sergeant and below)
33130 Fire Service officers (Leading Fire Officer and below)
33140 Prison Service Officers (below Principal Officer)
33190 Protective service associate professionals n.e.c
33191 Customs, excise and duty officers
33192 Immigration officers
34110 Artists (fine art)
34120 Authors, writers
34121 Authors
34122 Technical authors
34123 Translators
34124 Interpreters
34125 Literary agents
34130 Performing artists
34131 Actors
34132 Vocalists
34133 Entertainers
34134 Disc jockeys (not broadcasting)
34140 Dancers and choreographers
34150 Musicians
34151 Composers, arrangers, conductors and musical directors
34152 Musical instrument players
34160 Arts officers, producers and directors
34161 Directors, producers
34162 Stage and studio managers
34163 Arts officers, advisers and consultants
34164 Entertainment agents

34210 Graphic artists and designers
34211 Commercial artists
34212 Web designers
34213 Exhibition, multi-media designers
34214 Desk top publishers, assistants and operators
34220 Product, clothing and related designers
34221 Interior decoration designers
34222 Set designers (stage etc.)
34223 Industrial designers
34224 Textile designers
34225 Clothing designers
34226 Clothing advisers, consultants
34310 Journalists, newspaper and periodical editors
34311 Editors
34312 Journalists
34320 Broadcasters (announcers, disc jockeys, news readers)
34330 Public relations officers
34340 Photographers and audio-visual equipment operators
34341 Photographers
34342 TV and film camera operators
34343 Audio-visual effects designers and operators
34344 Video, telecine and film recorder operators
34345 Sound recordists, technicians, assistants
34410 Sports players
34420 Sports coaches, instructors and officials
34421 Sports coaches, instructors
34422 Sports officials
34430 Fitness instructors
34490 Sports and fitness occupations n.e.c
34491 Outdoor pursuits instructors
35110 Air traffic controllers
35120 Aircraft pilots and flight engineers
35121 Aircraft pilots and instructors
35122 Aircraft flight engineers, navigators
35130 Ship and hovercraft officers
35140 Train drivers
35200 Legal associate professionals
35201 Legal executives and paralegals
35202 Clerks to judges and barristers (not solicitors)
35203 Adjudicators, tribunal and panel members
35310 Estimators, valuers and assessors
35311 Insurance surveyors, inspectors
35312 Insurance claims officials, adjusters
35313 Estimators
35314 Rating, valuation and rent officers
35320 Brokers
35321 Stockbrokers
35322 Share dealers

35323 Insurance brokers
35324 Air, commodity and ship brokers
35325 Finance, money and foreign exchange brokers
35330 Insurance underwriters
35340 Finance and investment analysts/advisers
35341 Investment advisers
35342 Pension advisers
35343 Mortgage consultants
35344 Independent financial advisers
35345 Financial analysts
35350 Taxation experts
35351 Tax inspectors
35352 Tax consultants, advisers
35360 Importers, exporters
35370 Financial and accounting technicians
35371 Accounting technicians
35372 Trust administrators and officers
35390 Business and related associate professionals n.e.c
35391 Organisation, methods and business systems analysts
35392 Conference, exhibition and events co-ordinators and consultants
35393 Contract officers (building and manufacturing contracting)
35394 Transport and traffic advisors
35410 Buyers and purchasing officers
35411 Buyers and purchasing officers
35412 Contract officers (purchasing)
35420 Sales representatives
35421 Sales representatives and agents
35422 Technical sales representatives
35423 Sales controllers, administrators and co-ordinators
35430 Marketing associate professionals
35431 Advertising and marketing executives
35432 Media planners
35433 Market research analysts
35434 Advertising and publicity writers
35435 Fundraising, campaigns and appeals organisers
35440 Estate agents, auctioneers
35441 Estate agents
35442 Land agents
35443 Letting agents
35444 Auctioneers
35510 Conservation, heritage and environmental protection officers
35520 Countryside and park rangers
35610 Public service associate professionals (HEOs, SEOs)
35611 Public service associate professionals in central government departments and local offices
35612 Public service associate professionals in local government

35620 Personnel and industrial relations officers
35621 Employment agency consultants
35622 Personnel and recruitment consultants/advisers
35623 Personnel officers
35624 Industrial relations, equal opportunities and conciliation officers
35630 Vocational and industrial trainers and instructors
35640 Careers advisers and vocational guidance specialists
35650 Inspectors of factories, utilities and trading standards
35660 Other statutory inspectors
35670 Occupational hygienists and safety officers (health and safety)
35671 Health and safety officers
35672 Occupational hygienists
35680 Environmental health officers
41110 Civil service executive officers
41120 Civil service administrative officers and assistants
41130 Local government clerical officers and assistants
41140 Officers of non-governmental organisations
41141 Charity officers
41142 Trade union officers
41143 Employers, trade and professional association officers
41144 Officers of political parties
41210 Credit controllers
41220 Accounts and wages clerks, book-keepers, other financial clerks
41221 Accounts clerks
41222 Wages clerks
41223 Book-keepers
41224 Financial administrators
41230 Counter clerks (banks, building societies, Post Offices)
41310 Filing and other records assistants/clerks
41311 University, college clerks
41312 Personnel and staff clerks
41313 Marketing assistants and advertising clerks
41314 Solicitors' assistants and court officers
41315 Hospital clerks and clerical officers
41316 Production, quality control and work study assistants (clerical)
41320 Pensions and insurance clerks
41321 Pensions clerks
41322 Insurance clerks
41330 Stock control clerks
41340 Transport and distribution clerks
41350 Library assistants/clerks
41360 Database assistants/clerks
41370 Market research interviewers
41410 Telephonists

41420 Communication operators
41500 General office assistants/clerks n.e.c
42110 Medical secretaries
42120 Legal secretaries
42130 School secretaries
42140 Company secretaries (also see 11313)
42150 Personal assistants and other secretaries
42151 Secretaries
42152 Personal assistants
42153 Secretary-typists
42160 Receptionists
42170 Typists
51110 Farmers
51120 Horticultural trades
51130 Gardeners and groundsmen/groundswomen
51131 Garden designers
51190 Agricultural and fishing trades n.e.c
52110 Smiths and forge workers
52120 Moulders, core makers, die casters
52130 Sheet metal workers
52140 Metal plate workers, shipwrights, riveters
52150 Welding trades
52160 Pipe fitters
52210 Metal machining setters and setter-operators
52220 Tool makers, tool fitters and markers-out
52230 Metal working production and maintenance fitters
52240 Precision instrument makers and repairers
52310 Motor mechanics
52320 Vehicle body builders and repairers
52330 Auto electricians
52340 Vehicle spray painters
52410 Electricians, electrical fitters
52411 Production fitters (electrical/electronic)
52412 Electricians, electrical maintenance fitters
52413 Electrical engineers (not professional)
52420 Telecommunications engineers
52430 Lines repairers and cable jointers
52440 TV, video and audio engineers
52450 Computer engineers, installation and maintenance
52490 Electrical/electronics engineers n.e.c
53110 Steel erectors
53120 Bricklayers, masons
53130 Roofers, roof tilers and slaters
53140 Plumbers, heating and ventilating engineers
53150 Carpenters and joiners
53160 Glaziers, window fabricators and fitters
53190 Construction trades n.e.c
53210 Plasterers

53220 Floorers and wall tilers
53230 Painters and decorators
54110 Weavers and knitters
54120 Upholsterers
54130 Leather and related trades
54140 Tailors and dressmakers
54190 Textiles, garments and related trades n.e.c
54210 Originators, 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 n.e.c
61110 Nursing auxiliaries and assistants
61111 Nursing auxiliaries and ward attendants
61112 Surgery, theatre and sterile services assistants
61113 Occupational therapy and physiotherapy assistants
61120 Ambulance staff (excl. paramedics)
61130 Dental nurses
61140 Houseparents and residential wardens
61150 Care assistants and home carers (elderly and infirm)
61151 Care assistants (residential)
61152 Home carers
61210 Nursery nurses
61211 Nursery nurses and assistants
61212 Crèche attendants
61220 Childminders and related occupations
61230 Playgroup leaders/assistants
61240 Educational assistants (excl. HE/FE tutors and language assistants)
61310 Veterinary nurses and assistants
61390 Animal care occupations n.e.c
62110 Sports and leisure assistants
62111 Museum assistants
62112 Bookmakers
62113 Leisure centre, gym and swimming pool attendants
62120 Travel agents
62130 Travel and tour guides
62140 Air travel assistants

62141 Cabin crew
62142 Passenger services assistants
62150 Rail travel assistants
62190 Leisure and travel service occupations n.e.c
62191 Ship stewards
62210 Hairdressers, barbers
62220 Beauticians and related occupations
62310 Housekeepers and related occupations
62311 Domestic housekeepers
62312 Non-domestic housekeepers
62320 Caretakers
62910 Undertakers and mortuary assistants
62920 Pest control officers
71110 Sales and retail assistants
71120 Retail cashiers and check-out operators
71130 Telephone salespersons
71210 Collector salespersons and credit agents
71220 Debt, rent and other cash collectors
71230 Roundsmen/women and van salespersons
71240 Market and street traders and assistants
71250 Merchandisers and window dressers
71251 Merchandisers
71252 Window dressers
71290 Sales related occupations n.e.c
71291 Property negotiators
71292 Insurance sales representatives
71293 Demonstrators and promoters (sales)
71294 Sales representatives (retail)
72110 Call centre agents/operators
72120 Customer care occupations
81110 Food, drink and tobacco process operatives
81120 Glass and ceramics process operatives
81130 Textile process operatives
81140 Chemical and related process operatives
81150 Rubber process operatives
81160 Plastics process operatives
81170 Metal making and treating process operatives
81180 Electroplaters
81190 Process operatives n.e.c
81210 Paper and wood machine operatives
81220 Coal mine operatives
81230 Quarry workers and related operatives
81240 Energy plant operatives
81250 Metal working machine operatives
81260 Water and sewerage plant operatives
81290 Plant and machine operatives n.e.c
81310 Assemblers (electrical products)
81320 Assemblers (vehicles and metal goods)

81330 Routine inspectors and testers
81340 Weighers, graders, sorters
81350 Tyre, exhaust and windscreen fitters
81360 Clothing cutters
81370 Sewing machinists
81380 Routine laboratory testers
81390 Assemblers and routine operatives n.e.c
81410 Scaffolders, stagers, riggers
81420 Road construction operatives
81430 Rail construction and maintenance operatives
81490 Construction operatives n.e.c
82110 Heavy goods vehicle drivers
82120 Van drivers
82130 Bus and coach drivers
82140 Taxi, cab drivers and chauffeurs
82150 Driving instructors
82160 Rail transport operatives
82170 Seafarers (Merchant Navy); barge, lighter and boat operatives
82180 Air transport operatives
82190 Transport operatives n.e.c
82210 Crane drivers
82220 Fork-lift truck drivers
82230 Agricultural machinery drivers
82290 Mobile machine drivers and operatives n.e.c
91110 Farm workers
91120 Forestry workers
91190 Fishing and agriculture related occupations n.e.c
91210 Labourers in building and woodworking trades
91290 Labourers in other construction trades n.e.c
91310 Labourers in foundries
91320 Industrial cleaning process occupations
91330 Printing machine minders and assistants
91340 Packers, bottlers, canners, fillers
91390 Labourers in process and plant operations n.e.c
91410 Stevedores, dockers and slingers
91490 Other goods handling and storage occupations n.e.c
91491 Storekeepers, warehousemen/women
91492 Goods collectors, assemblers, dispatchers and porters
92110 Postal workers, mail sorters, messengers, couriers
92111 Postal workers
92112 Messengers
92113 Couriers, deliverers and distributors
92190 Elementary office occupations n.e.c
92191 Reprographics, print room and office machine operators
92192 Office juniors
92210 Hospital porters
92220 Hotel porters

92230 Kitchen and catering assistants
92231 Kitchen porters, hands
92232 Counterhands, catering assistants
92240 Waiters, waitresses
92250 Bar staff
92260 Leisure and theme park attendants
92290 Elementary personal services occupations n.e.c
92310 Window cleaners
92320 Road sweepers
92330 Cleaners, domestics
92340 Launderers, dry cleaners, pressers
92350 Refuse and salvage occupations
92390 Elementary cleaning occupations n.e.c
92410 Security guards and related occupations
92411 Detectives and investigators (security services)
92412 Security guards, wardens and watchmen
92420 Traffic wardens
92430 School crossing patrol attendants
92440 School midday assistants
92450 Car park attendants
92490 Elementary security occupations n.e.c
92510 Shelf fillers
92590 Elementary sales occupations n.e.c
92591 Trolley attendant
92592 Advertisement hand

DESCRIPTION

This field uses the Standard Occupational Classification to describe the types of job of those HE leavers who were employed on 19 April 2010/10 January 2011. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). A description of SOC (DLHE) is in valid entries.

Questions asked:

Q3. What was your job title?

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

NOTES

Core field for employed leavers.

Field 65, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 9 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 65, SIC and field

11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 9 (highlighted as core) gives enough information to code field 65 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the HE leaver's own assessment of the duration of their employment in the work they were doing on 19 April 2010/10 January 2011.

Question asked:

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

A six digit number or XXXXXX (default code).

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

Question asked:

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes whether the HE leaver's qualification was a necessary criteria in gaining the job they were doing on 19 April 2010/10 January 2011.
Question asked:

Q12. Would you have been able to get the job you were doing on 19 April 2010/10 January 2011 without the qualification you recently obtained (the actual qualification, not the subject of study)?

Link from questionnaire to valid entries:

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

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

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

REASON REQUIRED To assess the qualification requirements of different jobs.

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes the factors that the HE leaver thought were important to their employer in their getting the job they were doing on 19 April 2010/10 January 2011.

Question asked:

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

NOTES Question not on telephone script.

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

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

REASON REQUIRED To assess the varying requirements of different jobs.

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION These fields describe the leaver's reasons for taking the job they were doing on 19 April 2010/10 January 2011.

Question asked:

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

Link to questionnaire:

Field 17 - It fitted into my career plan/it was exactly the type of work I wanted
Field 18 - It was the best job offer I received/only job offer I received
Field 19 - It was an opportunity to progress in the organisation
Field 21 - To see if I would like the type of work it involved
Field 59 - To gain and broaden my experience in order to get the type of job I really want
Field 60 - In order to earn a living/pay off debts
Field 61 - It was the right location
Field 62 - The job was well-paid

NOTES Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 17, 18, 19, 21, 59, 60, 61 and 62 Career related codes 1, 2, 3, 5, 9, 10, 11 and 12 to be coded '0'.

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

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

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

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

VALID ENTRIES

X Default value

NOTES

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

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

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

VALID ENTRIES

X Default value

NOTES

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

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

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

VALID ENTRIES

X Default value

NOTES

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

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

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

VALID ENTRIES

X Default value

NOTES

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field describes how the HE leaver found the job they were doing on 19 April 2010/10 January 2011.

Question asked:

Q15. How did you find out about this job?

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q16. Thinking still about your employer on 19 April 2010/10 January 2011: did you work for this employer before or during the programme of study you recently completed?

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

Link to questionnaire:

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

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

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

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

REASON REQUIRED To find out about previous employment.

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

Q18. Which of the following best describes the basis on which you were studying, training or researching on 19 April 2010/10 January 2011?

NOTES Core field for leavers who are studying.

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

A 5 digit number.

00010 Reserved for instances where occupational information is provided but is inadequate for coding purposes
00020 Reserved for instances where occupational information is not stated
11110 Senior officials in national government
11120 Directors and chief executives of major organisations
11130 Senior officials in local government
11140 Senior officials of special interest organisations
11141 Senior officials of trade unions
11142 Senior officials of employers, trades and professional associations
11143 Senior officials of charities
11144 Senior officials of political parties
11210 Production, works and maintenance managers
11220 Managers in construction
11230 Managers in mining and energy
11231 Mining, quarrying and drilling managers
11232 Gas, water and electricity supply managers
11310 Financial managers and chartered secretaries
11311 Finance managers and directors
11312 Investment/merchant bankers
11313 Chartered company secretaries, treasurers, company registrars
11320 Marketing and sales managers
11321 Marketing managers
11322 Sales managers
11323 Market research managers
11324 Export and import managers
11330 Purchasing managers
11340 Advertising and public relations managers
11341 Advertising managers
11342 Public affairs and publicity managers
11350 Personnel, training and industrial relations managers
11351 Personnel managers
11352 Industrial relations managers
11353 Training managers
11354 Operational research, organisation and methods managers
11360 Information and communication technology managers

11361 Information managers
11362 Computer operations managers
11363 Telecommunications managers
11370 Research and development managers
11410 Quality assurance managers
11420 Customer care managers
11510 Financial institution managers
11511 Bank managers
11512 Building society managers
11513 Post Office and postal service managers
11514 Insurance office managers
11515 Stockbroking managers
11520 Office managers
11521 Reservations and booking office managers
11522 Administration and records managers
11523 Payroll and pensions managers
11524 Invoice, costs and accounts managers
11610 Transport and distribution managers
11620 Storage and warehouse managers
11630 Retail and wholesale managers
11710 Officers in armed forces
11711 Army officers
11712 Navy officers
11713 Air Force officers
11720 Police officers (Inspectors and above)
11730 Senior officers in Fire, Ambulance, Prison and related services
11740 Security managers
11810 Hospital and health service managers
11820 Pharmacy managers
11830 Healthcare practice managers
11840 Social services managers
11850 Residential and day care managers
11851 Residential care managers
11852 Day care managers
12110 Farm managers
12120 Natural environment, conservation and heritage managers
12190 Managers in animal husbandry, forestry and fishing n.e.c
12191 Animal establishment (not livestock) managers
12192 Forestry and tree felling managers
12210 Hotel and accommodation managers
12211 Hotel managers
12212 Wardens of hostels, halls of residences, nurses homes and other communal accommodation
12213 Managers of guest houses, caravan sites and other holiday accommodation
12220 Conference, events and exhibition managers
12221 Conference managers

12222 Exhibition managers
12230 Restaurant and catering managers
12240 Publicans and managers of licensed premises
12250 Leisure and sports managers
12251 Recreation and sports facilities managers
12252 Entertainment managers
12253 Cultural and leisure establishment managers
12260 Travel agency managers
12310 Property, housing and land managers
12311 Property agency managers and landlords etc
12312 Estates and facilities managers
12320 Garage managers and proprietors
12330 Hairdressing and beauty salon managers and proprietors
12340 Shopkeepers
12350 Recycling and refuse disposal managers
12390 Managers and proprietors in other services n.e.c
21110 Chemists
21111 Research/development chemists
21112 Analytical chemists
21120 Biological scientists and biochemists
21121 Biochemists, medical scientists
21122 Biologists
21123 Bacteriologists, microbiologists etc
21124 Botanists
21125 Pathologists
21126 Agricultural scientists
21127 Physiologists
21130 Physicists, geologists and meteorologists
21131 Physicists
21132 Geophysicists
21133 Geologists, mineralogists etc
21134 Meteorologists
21135 Astronomers
21136 Mathematicians
21210 Civil engineers
21211 Water, sanitation, drainage and public health engineers
21212 Mining, quarrying and drilling engineers
21213 Construction engineers
21220 Mechanical engineers
21221 Aeronautical engineers
21222 Automobile engineers
21223 Marine engineers
21224 Plant and maintenance engineers
21230 Electrical engineers
21231 Electricity generation and supply engineers
21232 Telecommunications engineers
21240 Electronic engineers
21241 Broadcasting engineers

21242 Avionics, radar and communications engineers
21250 Chemical engineers
21260 Design and development engineers
21270 Production and process engineers
21280 Planning and quality control engineers
21281 Planning engineers
21282 Quality control engineers
21290 Engineering professionals n.e.c
21291 Metallurgists and material scientists
21292 Patents examiners, agents and officers
21293 Heating and ventilating engineers
21294 Food and drink technologists (including brewers)
21295 Acoustic engineers
21310 IT strategy and planning professionals
21311 IT consultants and planners
21312 Telecommunications consultants and planners
21320 Software professionals
21321 Software designers and engineers
21322 Computer analysts and programmers
21323 Network/systems designers and engineers
21324 Web developers and producers
22110 Medical practitioners
22111 Pre-registration house officers
22112 Senior house officers
22113 Specialist registrars, consultants and general practitioners
22120 Psychologists
22121 Education psychologists
22122 Clinical psychologists
22123 Occupational psychologists
22130 Pharmacists/pharmacologists
22131 Pharmacists
22132 Pharmacologists
22140 Ophthalmic opticians
22150 Dental practitioners
22151 General practice dentists
22152 Hospital dentists, house officers (dental)
22160 Veterinarians
23110 Higher education teaching professionals
23111 University and higher education professors
23112 University and higher education lecturers
23113 Teacher training establishment lecturers
23114 University tutorial and teaching assistants
23120 Further education teaching professionals
23130 Education officers, school inspectors
23131 Education officers
23132 Education advisors
23133 Education inspectors
23140 Secondary education teaching professionals

23141 Secondary head teachers
23142 Secondary teachers
23150 Primary and nursery education teaching professionals
23151 Primary head teachers
23152 Primary teachers
23160 Special needs education teaching professionals
23170 Registrars and senior administrators of educational establishments
23190 Teaching professionals n.e.c
23191 Music, dance and drama teachers (private/pedagogical)
23192 Language assistants and tutors, TEFL
23193 Tutors and teachers at adult education centres
23194 Examiners and moderators
23210 Scientific researchers
23220 Social science researchers
23290 Researchers n.e.c
23291 Researchers (media)
23292 Researchers (university - unspecified discipline)
24110 Solicitors and lawyers, judges and coroners
24111 Barristers and advocates
24112 Solicitors
24113 Judges, magistrates, coroners and sheriffs
24190 Legal professionals n.e.c
24191 Clerks of court, officers of court
24192 Legal advisers in non-law firms
24210 Chartered and certified accountants
24211 Chartered accountants
24212 Certified accountants
24213 Public finance accountants
24214 Examiners/auditors
24220 Management accountants
24230 Management consultants, actuaries, economists and statisticians
24231 Management consultants
24232 Business analysts
24233 Economists
24234 Statisticians
24235 Actuaries
24310 Architects
24311 Landscape architects
24320 Town planners
24330 Quantity surveyors
24340 Chartered surveyors (not quantity surveyors)
24341 General practice surveyors
24342 Land surveyors
24343 Building surveyors
24344 Hydrographic surveyors
24410 Public service administrative professionals

24411 Local government area and divisional officers
24412 Registrars of births, marriages and deaths
24413 National government administrative professionals (grades 5/6/7)
24420 Social workers
24421 Social workers (medical, mental health, rehab)
24422 Social workers (children, fostering, adoption)
24423 Social Workers (family)
24430 Probation officers
24440 Clergy
24510 Librarians
24520 Archivists and curators
24521 Archivists
24522 Curators (museum etc.)
31110 Laboratory technicians
31111 Laboratory technicians (non-medical)
31112 Medical laboratory technicians
31120 Electrical/electronic technicians
31130 Engineering technicians
31140 Building and civil engineering technicians
31150 Quality assurance technicians
31190 Science and engineering technicians n.e.c
31210 Architectural and town planning technicians
31211 Town planning assistants, technicians
31212 Architectural technicians, assistants
31220 Draughtspersons
31221 Design Draughtsperson
31222 Mechanical engineering draughtsperson
31223 Cartographical draughtsperson
31224 Drawing office assistants, tracers
31230 Building inspectors
31310 IT operations technicians (network support)
31320 IT User support technicians (help desk support)
32110 Nurses
32111 Hospital matrons and nurse administrators
32112 Staff nurses (adult)
32113 Staff nurses (children)
32114 Staff nurses (mental health)
32115 Non-hospital Nurses (e.g. general practice, community, clinics etc.)
32120 Midwives
32130 Paramedics
32140 Medical radiographers
32150 Chiropodists
32160 Dispensing opticians
32170 Pharmaceutical dispensers
32180 Medical and dental technicians
32181 Medical technicians

32182 Audiologists
32183 Dental technicians
32210 Physiotherapists
32220 Occupational therapists
32230 Speech and language therapists
32290 Therapists n.e.c
32291 Acupuncturists, reflexologists
32292 Dieticians
32293 Osteopaths, hydrotherapists, massage therapists, chiropractors
32294 Psychotherapists
32295 Homeopaths
32310 Youth and community workers
32311 Youth workers
32312 Community workers
32320 Housing and welfare officers
32321 Housing/homeless officers
32322 Education/learning support worker
32323 Drug worker
32324 Counsellors
33110 Armed forces: NCOs and other ranks
33120 Police officers (Sergeant and below)
33130 Fire Service officers (Leading Fire Officer and below)
33140 Prison Service Officers (below Principal Officer)
33190 Protective service associate professionals n.e.c
33191 Customs, excise and duty officers
33192 Immigration officers
34110 Artists (fine art)
34120 Authors, writers
34121 Authors
34122 Technical authors
34123 Translators
34124 Interpreters
34125 Literary agents
34130 Performing artists
34131 Actors
34132 Vocalists
34133 Entertainers
34134 Disc jockeys (not broadcasting)
34140 Dancers and choreographers
34150 Musicians
34151 Composers, arrangers, conductors and musical directors
34152 Musical instrument players
34160 Arts officers, producers and directors
34161 Directors, producers
34162 Stage and studio managers
34163 Arts officers, advisers and consultants
34164 Entertainment agents

34210 Graphic artists and designers
34211 Commercial artists
34212 Web designers
34213 Exhibition, multi-media designers
34214 Desk top publishers, assistants and operators
34220 Product, clothing and related designers
34221 Interior decoration designers
34222 Set designers (stage etc.)
34223 Industrial designers
34224 Textile designers
34225 Clothing designers
34226 Clothing advisers, consultants
34310 Journalists, newspaper and periodical editors
34311 Editors
34312 Journalists
34320 Broadcasters (announcers, disc jockeys, news readers)
34330 Public relations officers
34340 Photographers and audio-visual equipment operators
34341 Photographers
34342 TV and film camera operators
34343 Audio-visual effects designers and operators
34344 Video, telecine and film recorder operators
34345 Sound recordists, technicians, assistants
34410 Sports players
34420 Sports coaches, instructors and officials
34421 Sports coaches, instructors
34422 Sports officials
34430 Fitness instructors
34490 Sports and fitness occupations n.e.c
34491 Outdoor pursuits instructors
35110 Air traffic controllers
35120 Aircraft pilots and flight engineers
35121 Aircraft pilots and instructors
35122 Aircraft flight engineers, navigators
35130 Ship and hovercraft officers
35140 Train drivers
35200 Legal associate professionals
35201 Legal executives and paralegals
35202 Clerks to judges and barristers (not solicitors)
35203 Adjudicators, tribunal and panel members
35310 Estimators, valuers and assessors
35311 Insurance surveyors, inspectors
35312 Insurance claims officials, adjusters
35313 Estimators
35314 Rating, valuation and rent officers
35320 Brokers
35321 Stockbrokers
35322 Share dealers

35323 Insurance brokers
35324 Air, commodity and ship brokers
35325 Finance, money and foreign exchange brokers
35330 Insurance underwriters
35340 Finance and investment analysts/advisers
35341 Investment advisers
35342 Pension advisers
35343 Mortgage consultants
35344 Independent financial advisers
35345 Financial analysts
35350 Taxation experts
35351 Tax inspectors
35352 Tax consultants, advisers
35360 Importers, exporters
35370 Financial and accounting technicians
35371 Accounting technicians
35372 Trust administrators and officers
35390 Business and related associate professionals n.e.c
35391 Organisation, methods and business systems analysts
35392 Conference, exhibition and events co-ordinators and consultants
35393 Contract officers (building and manufacturing contracting)
35394 Transport and traffic advisors
35410 Buyers and purchasing officers
35411 Buyers and purchasing officers
35412 Contract officers (purchasing)
35420 Sales representatives
35421 Sales representatives and agents
35422 Technical sales representatives
35423 Sales controllers, administrators and co-ordinators
35430 Marketing associate professionals
35431 Advertising and marketing executives
35432 Media planners
35433 Market research analysts
35434 Advertising and publicity writers
35435 Fundraising, campaigns and appeals organisers
35440 Estate agents, auctioneers
35441 Estate agents
35442 Land agents
35443 Letting agents
35444 Auctioneers
35510 Conservation, heritage and environmental protection officers
35520 Countryside and park rangers
35610 Public service associate professionals (HEOs, SEOs)
35611 Public service associate professionals in central government departments and local offices
35612 Public service associate professionals in local government

35620 Personnel and industrial relations officers
35621 Employment agency consultants
35622 Personnel and recruitment consultants/advisers
35623 Personnel officers
35624 Industrial relations, equal opportunities and conciliation officers
35630 Vocational and industrial trainers and instructors
35640 Careers advisers and vocational guidance specialists
35650 Inspectors of factories, utilities and trading standards
35660 Other statutory inspectors
35670 Occupational hygienists and safety officers (health and safety)
35671 Health and safety officers
35672 Occupational hygienists
35680 Environmental health officers
41110 Civil service executive officers
41120 Civil service administrative officers and assistants
41130 Local government clerical officers and assistants
41140 Officers of non-governmental organisations
41141 Charity officers
41142 Trade union officers
41143 Employers, trade and professional association officers
41144 Officers of political parties
41210 Credit controllers
41220 Accounts and wages clerks, book-keepers, other financial clerks
41221 Accounts clerks
41222 Wages clerks
41223 Book-keepers
41224 Financial administrators
41230 Counter clerks (banks, building societies, Post Offices)
41310 Filing and other records assistants/clerks
41311 University, college clerks
41312 Personnel and staff clerks
41313 Marketing assistants and advertising clerks
41314 Solicitors' assistants and court officers
41315 Hospital clerks and clerical officers
41316 Production, quality control and work study assistants (clerical)
41320 Pensions and insurance clerks
41321 Pensions clerks
41322 Insurance clerks
41330 Stock control clerks
41340 Transport and distribution clerks
41350 Library assistants/clerks
41360 Database assistants/clerks
41370 Market research interviewers
41410 Telephonists

41420 Communication operators
41500 General office assistants/clerks n.e.c
42110 Medical secretaries
42120 Legal secretaries
42130 School secretaries
42140 Company secretaries (also see 11313)
42150 Personal assistants and other secretaries
42151 Secretaries
42152 Personal assistants
42153 Secretary-typists
42160 Receptionists
42170 Typists
51110 Farmers
51120 Horticultural trades
51130 Gardeners and groundsmen/groundswomen
51131 Garden designers
51190 Agricultural and fishing trades n.e.c
52110 Smiths and forge workers
52120 Moulders, core makers, die casters
52130 Sheet metal workers
52140 Metal plate workers, shipwrights, riveters
52150 Welding trades
52160 Pipe fitters
52210 Metal machining setters and setter-operators
52220 Tool makers, tool fitters and markers-out
52230 Metal working production and maintenance fitters
52240 Precision instrument makers and repairers
52310 Motor mechanics
52320 Vehicle body builders and repairers
52330 Auto electricians
52340 Vehicle spray painters
52410 Electricians, electrical fitters
52411 Production fitters (electrical/electronic)
52412 Electricians, electrical maintenance fitters
52413 Electrical engineers (not professional)
52420 Telecommunications engineers
52430 Lines repairers and cable jointers
52440 TV, video and audio engineers
52450 Computer engineers, installation and maintenance
52490 Electrical/electronics engineers n.e.c
53110 Steel erectors
53120 Bricklayers, masons
53130 Roofers, roof tilers and slaters
53140 Plumbers, heating and ventilating engineers
53150 Carpenters and joiners
53160 Glaziers, window fabricators and fitters
53190 Construction trades n.e.c
53210 Plasterers

53220 Floorers and wall tilers
53230 Painters and decorators
54110 Weavers and knitters
54120 Upholsterers
54130 Leather and related trades
54140 Tailors and dressmakers
54190 Textiles, garments and related trades n.e.c
54210 Originators, 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 n.e.c
61110 Nursing auxiliaries and assistants
61111 Nursing auxiliaries and ward attendants
61112 Surgery, theatre and sterile services assistants
61113 Occupational therapy and physiotherapy assistants
61120 Ambulance staff (excl. paramedics)
61130 Dental nurses
61140 Houseparents and residential wardens
61150 Care assistants and home carers (elderly and infirm)
61151 Care assistants (residential)
61152 Home carers
61210 Nursery nurses
61211 Nursery nurses and assistants
61212 Crèche attendants
61220 Childminders and related occupations
61230 Playgroup leaders/assistants
61240 Educational assistants (excl. HE/FE tutors and language assistants)
61310 Veterinary nurses and assistants
61390 Animal care occupations n.e.c
62110 Sports and leisure assistants
62111 Museum assistants
62112 Bookmakers
62113 Leisure centre, gym and swimming pool attendants
62120 Travel agents
62130 Travel and tour guides
62140 Air travel assistants

62141 Cabin crew
62142 Passenger services assistants
62150 Rail travel assistants
62190 Leisure and travel service occupations n.e.c
62191 Ship stewards
62210 Hairdressers, barbers
62220 Beauticians and related occupations
62310 Housekeepers and related occupations
62311 Domestic housekeepers
62312 Non-domestic housekeepers
62320 Caretakers
62910 Undertakers and mortuary assistants
62920 Pest control officers
71110 Sales and retail assistants
71120 Retail cashiers and check-out operators
71130 Telephone salespersons
71210 Collector salespersons and credit agents
71220 Debt, rent and other cash collectors
71230 Roundsmen/women and van salespersons
71240 Market and street traders and assistants
71250 Merchandisers and window dressers
71251 Merchandisers
71252 Window dressers
71290 Sales related occupations n.e.c
71291 Property negotiators
71292 Insurance sales representatives
71293 Demonstrators and promoters (sales)
71294 Sales representatives (retail)
72110 Call centre agents/operators
72120 Customer care occupations
81110 Food, drink and tobacco process operatives
81120 Glass and ceramics process operatives
81130 Textile process operatives
81140 Chemical and related process operatives
81150 Rubber process operatives
81160 Plastics process operatives
81170 Metal making and treating process operatives
81180 Electroplaters
81190 Process operatives n.e.c
81210 Paper and wood machine operatives
81220 Coal mine operatives
81230 Quarry workers and related operatives
81240 Energy plant operatives
81250 Metal working machine operatives
81260 Water and sewerage plant operatives
81290 Plant and machine operatives n.e.c
81310 Assemblers (electrical products)
81320 Assemblers (vehicles and metal goods)

81330 Routine inspectors and testers
81340 Weighers, graders, sorters
81350 Tyre, exhaust and windscreen fitters
81360 Clothing cutters
81370 Sewing machinists
81380 Routine laboratory testers
81390 Assemblers and routine operatives n.e.c
81410 Scaffolders, stagers, riggers
81420 Road construction operatives
81430 Rail construction and maintenance operatives
81490 Construction operatives n.e.c
82110 Heavy goods vehicle drivers
82120 Van drivers
82130 Bus and coach drivers
82140 Taxi, cab drivers and chauffeurs
82150 Driving instructors
82160 Rail transport operatives
82170 Seafarers (Merchant Navy); barge, lighter and boat operatives
82180 Air transport operatives
82190 Transport operatives n.e.c
82210 Crane drivers
82220 Fork-lift truck drivers
82230 Agricultural machinery drivers
82290 Mobile machine drivers and operatives n.e.c
91110 Farm workers
91120 Forestry workers
91190 Fishing and agriculture related occupations n.e.c
91210 Labourers in building and woodworking trades
91290 Labourers in other construction trades n.e.c
91310 Labourers in foundries
91320 Industrial cleaning process occupations
91330 Printing machine minders and assistants
91340 Packers, bottlers, canners, fillers
91390 Labourers in process and plant operations n.e.c
91410 Stevedores, dockers and slingers
91490 Other goods handling and storage occupations n.e.c
91491 Storekeepers, warehousemen/women
91492 Goods collectors, assemblers, dispatchers and porters
92110 Postal workers, mail sorters, messengers, couriers
92111 Postal workers
92112 Messengers
92113 Couriers, deliverers and distributors
92190 Elementary office occupations n.e.c
92191 Reprographics, print room and office machine operators
92192 Office juniors
92210 Hospital porters
92220 Hotel porters

92230 Kitchen and catering assistants
92231 Kitchen porters, hands
92232 Counterhands, catering assistants
92240 Waiters, waitresses
92250 Bar staff
92260 Leisure and theme park attendants
92290 Elementary personal services occupations n.e.c
92310 Window cleaners
92320 Road sweepers
92330 Cleaners, domestics
92340 Launderers, dry cleaners, pressers
92350 Refuse and salvage occupations
92390 Elementary cleaning occupations n.e.c
92410 Security guards and related occupations
92411 Detectives and investigators (security services)
92412 Security guards, wardens and watchmen
92420 Traffic wardens
92430 School crossing patrol attendants
92440 School midday assistants
92450 Car park attendants
92490 Elementary security occupations n.e.c
92510 Shelf fillers
92590 Elementary sales occupations n.e.c
92591 Trolley attendant
92592 Advertisement hand

DESCRIPTION

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

Questions asked:

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

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

NOTES

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

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

REASON REQUIRED

To find out about the nature of professional training.

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field records the institution identifier for the institution at which the student is registered on 19 April 2010/10 January 2011. A list of valid entries for this field may be found in <A HREF="index.php?option=com_collns&task=show_manuals&Itemid=233&r=08018&f=002"> INSTID </A>, or be one shown here.

Question asked:

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

NOTES Core field for leavers who are studying.

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

Link to questionnaire:

Field 37 - Because it was a requirement of my employment on 19 April 2010/10 January 2011 that I did

NOTES Question not on telephone script.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

Link to questionnaire:

Field 38 - To develop a broader or more specialist range of skills or knowledge
Field 39 - To change or improve my career options
Field 40 - Because I was interested in the content of the course
Field 41 - Because I had enjoyed my first course and wanted to continue studying
Field 42 - I wanted to go on being a student/I wanted to postpone job hunting
Field 43 - I had been unable to find a suitable job
Field 63 - Other

NOTES Question not on telephone script.

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

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

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

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
44	Not used	SECINT8	1

STATUS Compulsory.

VALID ENTRIES

X Default value

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

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

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

STATUS Compulsory.

VALID ENTRIES

X Default value

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Link to questionnaire:

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

Questions asked:

Q25. Were you employed as a teacher on 19 April 2010/10 January 2011?
Link to valid entries:
If answer 'yes' then code '3'.

Q28. Were you seeking a teaching post on 19 April 2010/10 January 2011?
Link to valid entries:
If answer 'yes' code '1', if answer 'no', code '2'.

NOTES Core field for successful QTS leavers.

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

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

It is acceptable for an institution to code a non-ITT or not 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 or college they are teaching in.

Question asked:

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

NOTES Core field for successful QTS leavers who are teaching.

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

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

NOTES Core field for successful QTS leavers who are teaching.

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

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

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

Question asked:

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

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

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

0 No
1 Yes
X Question not answered (default)

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

Question asked:

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

NOTES Question not on telephone script.

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

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

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

STATUS Compulsory.

VALID ENTRIES

0 Box blank
1 Box ticked
X Question not answered

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

Question asked:

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

Link to questionnaire:

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

NOTES Question not on telephone script.

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

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

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

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

STATUS Compulsory.

VALID ENTRIES

1 April
2 January

DESCRIPTION This field is to record whether the graduate was surveyed using the April or January questionnaire.

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

Field Nr.	Field Description	Field Abbrev'n	Field Length
58	NHS organisation	NHSORG	1

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field records if the graduate was employed by the NHS on 19 April 2010/10 January 2011.

Question asked:

Q8. Is this organisation part of the NHS?

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

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

STATUS Compulsory.

VALID ENTRIES

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

DESCRIPTION This field collects the name of the employer.

Question asked:

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

NOTES Core field for Research Council leavers.

This is a requirement for Research Council leavers.

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

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

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

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

STATUS Compulsory

VALID ENTRIES

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

0210 Silviculture and other forestry activities
0220 Logging
0230 Gathering of wild growing non-wood products
0240 Support services to forestry
0300 Fishing and aquaculture
0310 Fishing
0311 Marine fishing
0312 Freshwater fishing
0320 Aquaculture
0321 Marine aquaculture
0322 Freshwater aquaculture
0500 Mining of coal and lignite
0510 Mining of hard coal
0520 Mining of lignite
0600 Extraction of crude petroleum and natural gas
0610 Extraction of crude petroleum
0620 Extraction of natural gas
0700 Mining of metal ores
0710 Mining of iron ores
0720 Mining of non-ferrous metal ores
0721 Mining of uranium and thorium ores
0729 Mining of other non-ferrous metal ores
0800 Other mining and quarrying
0810 Quarrying of stone, sand and clay
0811 Quarrying of ornamental and building stone, limestone, gypsum, chalk and slate
0812 Operation of gravel and sand pits; mining of clays and kaolin
0890 Mining and quarrying n.e.c
0891 Mining of chemical and fertiliser minerals
0892 Extraction of peat
0893 Extraction of salt
0899 Other mining and quarrying n.e.c
0900 Mining support service activities
0910 Support activities for petroleum and natural gas extraction
0990 Support activities for other mining and quarrying
1000 Manufacture of food products
1010 Processing and preserving of meat and production of meat products
1011 Processing and preserving of meat
1012 Processing and preserving of poultry meat
1013 Production of meat and poultry meat products
1020 Processing and preserving of fish, crustaceans and molluscs
1030 Processing and preserving of fruit and vegetables
1031 Processing and preserving of potatoes
1032 Manufacture of fruit and vegetable juice
1039 Other processing and preserving of fruit and vegetables
1040 Manufacture of vegetable and animal oils and fats
1041 Manufacture of oils and fats

1042 Manufacture of margarine and similar edible fats
1050 Manufacture of dairy products
1051 Operation of dairies and cheese making
1052 Manufacture of ice cream
1060 Manufacture of grain mill products, starches and starch products
1061 Manufacture of grain mill products
1062 Manufacture of starches and starch products
1070 Manufacture of bakery and farinaceous products
1071 Manufacture of bread; manufacture of fresh pastry goods and cakes
1072 Manufacture of rusks and biscuits; manufacture of preserved pastry goods and cakes
1073 Manufacture of macaroni, noodles, couscous and similar farinaceous products
1080 Manufacture of other food products
1081 Manufacture of sugar
1082 Manufacture of cocoa, chocolate and sugar confectionery
1083 Processing of tea and coffee
1084 Manufacture of condiments and seasonings
1085 Manufacture of prepared meals and dishes
1086 Manufacture of homogenised food preparations and dietetic food
1089 Manufacture of other food products n.e.c
1090 Manufacture of prepared animal feeds
1091 Manufacture of prepared feeds for farm animals
1092 Manufacture of prepared pet foods
1100 Manufacture of beverages
1101 Distilling, rectifying and blending of spirits
1102 Manufacture of wine from grape
1103 Manufacture of cider and other fruit wines
1104 Manufacture of other non-distilled fermented beverages
1105 Manufacture of beer
1106 Manufacture of malt
1107 Manufacture of soft drinks; production of mineral waters and other bottled waters
1200 Manufacture of tobacco products
1300 Manufacture of textiles
1310 Preparation and spinning of textile fibres
1320 Weaving of textiles
1330 Finishing of textiles
1390 Manufacture of other textiles
1391 Manufacture of knitted and crocheted fabrics
1392 Manufacture of made-up textile articles, except apparel
1393 Manufacture of carpets and rugs
1394 Manufacture of cordage, rope, twine and netting
1395 Manufacture of non-wovens and articles made from non-wovens, except apparel

1396 Manufacture of other technical and industrial textiles
1399 Manufacture of other textiles n.e.c
1400 Manufacture of wearing apparel
1410 Manufacture of wearing apparel, except fur apparel
1411 Manufacture of leather clothes
1412 Manufacture of workwear
1413 Manufacture of other outerwear
1414 Manufacture of underwear
1419 Manufacture of other wearing apparel and accessories
1420 Manufacture of articles of fur
1430 Manufacture of knitted and crocheted apparel
1431 Manufacture of knitted and crocheted hosiery
1439 Manufacture of other knitted and crocheted apparel
1500 Manufacture of leather and related products
1510 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
1511 Tanning and dressing of leather; dressing and dyeing of fur
1512 Manufacture of luggage, handbags and the like, saddlery and harness
1520 Manufacture of footwear
1600 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
1610 Sawmilling and planing of wood
1620 Manufacture of products of wood, cork, straw and plaiting materials
1621 Manufacture of veneer sheets and wood-based panels
1622 Manufacture of assembled parquet floors
1623 Manufacture of other builders' carpentry and joinery
1624 Manufacture of wooden containers
1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
1700 Manufacture of paper and paper products
1710 Manufacture of pulp, paper and paperboard
1711 Manufacture of pulp
1712 Manufacture of paper and paperboard
1720 Manufacture of articles of paper and paperboard
1721 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
1722 Manufacture of household and sanitary goods and of toilet requisites
1723 Manufacture of paper stationery
1724 Manufacture of wallpaper
1729 Manufacture of other articles of paper and paperboard n.e.c
1800 Printing and reproduction of recorded media
1810 Printing and service activities related to printing
1811 Printing of newspapers

1812 Other printing
1813 Pre-press and pre-media services
1814 Binding and related services
1820 Reproduction of recorded media
1900 Manufacture of coke and refined petroleum products
1910 Manufacture of coke oven products
1920 Manufacture of refined petroleum products
2000 Manufacture of chemicals and chemical products
2010 Manufacture of basic chemicals, fertilisers and nitrogen compounds, plastics and synthetic rubber in primary forms
2011 Manufacture of industrial gases
2012 Manufacture of dyes and pigments
2013 Manufacture of other inorganic basic chemicals
2014 Manufacture of other organic basic chemicals
2015 Manufacture of fertilisers and nitrogen compounds
2016 Manufacture of plastics in primary forms
2017 Manufacture of synthetic rubber in primary forms
2020 Manufacture of pesticides and other agrochemical products
2030 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
2040 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
2041 Manufacture of soap and detergents, cleaning and polishing preparations
2042 Manufacture of perfumes and toilet preparations
2050 Manufacture of other chemical products
2051 Manufacture of explosives
2052 Manufacture of glues
2053 Manufacture of essential oils
2059 Manufacture of other chemical products n.e.c
2060 Manufacture of man-made fibres
2100 Manufacture of basic pharmaceutical products and pharmaceutical preparations
2110 Manufacture of basic pharmaceutical products
2120 Manufacture of pharmaceutical preparations
2200 Manufacture of rubber and plastic products
2210 Manufacture of rubber products
2211 Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
2219 Manufacture of other rubber products
2220 Manufacture of plastics products
2221 Manufacture of plastic plates, sheets, tubes and profiles
2222 Manufacture of plastic packing goods
2223 Manufacture of builders' ware of plastic
2229 Manufacture of other plastic products
2300 Manufacture of other non-metallic mineral products
2310 Manufacture of glass and glass products
2311 Manufacture of flat glass

2312 Shaping and processing of flat glass
2313 Manufacture of hollow glass
2314 Manufacture of glass fibres
2319 Manufacture and processing of other glass, including technical glassware
2320 Manufacture of refractory products
2330 Manufacture of clay building materials
2331 Manufacture of ceramic tiles and flags
2332 Manufacture of bricks, tiles and construction products, in baked clay
2340 Manufacture of other porcelain and ceramic products
2341 Manufacture of ceramic household and ornamental articles
2342 Manufacture of ceramic sanitary fixtures
2343 Manufacture of ceramic insulators and insulating fittings
2344 Manufacture of other technical ceramic products
2349 Manufacture of other ceramic products
2350 Manufacture of cement, lime and plaster
2351 Manufacture of cement
2352 Manufacture of lime and plaster
2360 Manufacture of articles of concrete, cement and plaster
2361 Manufacture of concrete products for construction purposes
2362 Manufacture of plaster products for construction purposes
2363 Manufacture of ready-mixed concrete
2364 Manufacture of mortars
2365 Manufacture of fibre cement
2369 Manufacture of other articles of concrete, plaster and cement
2370 Cutting, shaping and finishing of stone
2390 Manufacture of abrasive products and non-metallic mineral products n.e.c
2391 Production of abrasive products
2399 Manufacture of other non-metallic mineral products n.e.c
2400 Manufacture of basic metals
2410 Manufacture of basic iron and steel and of ferro-alloys
2420 Manufacture of tubes, pipes, hollow profiles and related fittings, of steel
2430 Manufacture of other products of first processing of steel
2431 Cold drawing of bars
2432 Cold rolling of narrow strip
2433 Cold forming or folding
2434 Cold drawing of wire
2440 Manufacture of basic precious and other non-ferrous metals
2441 Precious metals production
2442 Aluminium production
2443 Lead, zinc and tin production
2444 Copper production
2445 Other non-ferrous metal production
2446 Processing of nuclear fuel

2450 Casting of metals
2451 Casting of iron
2452 Casting of steel
2453 Casting of light metals
2454 Casting of other non-ferrous metals
2500 Manufacture of fabricated metal products, except machinery and equipment
2510 Manufacture of structural metal products
2511 Manufacture of metal structures and parts of structures
2512 Manufacture of doors and windows of metal
2520 Manufacture of tanks, reservoirs and containers of metal
2521 Manufacture of central heating radiators and boilers
2529 Manufacture of other tanks, reservoirs and containers of metal
2530 Manufacture of steam generators, except central heating hot water boilers
2540 Manufacture of weapons and ammunition
2550 Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2560 Treatment and coating of metals; machining
2561 Treatment and coating of metals
2562 Machining
2570 Manufacture of cutlery, tools and general hardware
2571 Manufacture of cutlery
2572 Manufacture of locks and hinges
2573 Manufacture of tools
2590 Manufacture of other fabricated metal products
2591 Manufacture of steel drums and similar containers
2592 Manufacture of light metal packaging
2593 Manufacture of wire products, chain and springs
2594 Manufacture of fasteners and screw machine products
2599 Manufacture of other fabricated metal products n.e.c
2600 Manufacture of computer, electronic and optical products
2610 Manufacture of electronic components and boards
2611 Manufacture of electronic components
2612 Manufacture of loaded electronic boards
2620 Manufacture of computers and peripheral equipment
2630 Manufacture of communication equipment
2640 Manufacture of consumer electronics
2650 Manufacture of instruments and appliances for measuring, testing and navigation; watches and clocks
2651 Manufacture of instruments and appliances for measuring, testing and navigation
2652 Manufacture of watches and clocks
2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment
2670 Manufacture of optical instruments and photographic equipment

2680 Manufacture of magnetic and optical media
2700 Manufacture of electrical equipment
2710 Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
2711 Manufacture of electric motors, generators and transformers
2712 Manufacture of electricity distribution and control apparatus
2720 Manufacture of batteries and accumulators
2730 Manufacture of wiring and wiring devices
2731 Manufacture of fibre optic cables
2732 Manufacture of other electronic and electric wires and cables
2733 Manufacture of wiring devices
2740 Manufacture of electric lighting equipment
2750 Manufacture of domestic appliances
2751 Manufacture of electric domestic appliances
2752 Manufacture of non-electric domestic appliances
2790 Manufacture of other electrical equipment
2800 Manufacture of machinery and equipment n.e.c
2810 Manufacture of general purpose machinery
2811 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
2812 Manufacture of fluid power equipment
2813 Manufacture of other pumps and compressors
2814 Manufacture of other taps and valves
2815 Manufacture of bearings, gears, gearing and driving elements
2820 Manufacture of other general-purpose machinery
2821 Manufacture of ovens, furnaces and furnace burners
2822 Manufacture of lifting and handling equipment
2823 Manufacture of office machinery and equipment (except computers and peripheral equipment)
2824 Manufacture of power-driven hand tools
2825 Manufacture of non-domestic cooling and ventilation equipment
2829 Manufacture of other general-purpose machinery n.e.c
2830 Manufacture of agricultural and forestry machinery
2840 Manufacture of metal forming machinery and machine tools
2841 Manufacture of metal forming machinery
2849 Manufacture of other machine tools
2890 Manufacture of other special-purpose machinery
2891 Manufacture of machinery for metallurgy
2892 Manufacture of machinery for mining, quarrying and construction
2893 Manufacture of machinery for food, beverage and tobacco processing
2894 Manufacture of machinery for textile, apparel and leather production
2895 Manufacture of machinery for paper and paperboard

production
2896 Manufacture of plastics and rubber machinery
2899 Manufacture of other special-purpose machinery n.e.c
2900 Manufacture of motor vehicles, trailers and semi-trailers
2910 Manufacture of motor vehicles
2920 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semitrailers
2930 Manufacture of parts and accessories for motor vehicles
2931 Manufacture of electrical and electronic equipment for motor vehicles
2932 Manufacture of other parts and accessories for motor vehicles
3000 Manufacture of other transport equipment
3010 Building of ships and boats
3011 Building of ships and floating structures
3012 Building of pleasure and sporting boats
3020 Manufacture of railway locomotives and rolling stock
3030 Manufacture of air and spacecraft and related machinery
3040 Manufacture of military fighting vehicles
3090 Manufacture of transport equipment n.e.c
3091 Manufacture of motorcycles
3092 Manufacture of bicycles and invalid carriages
3099 Manufacture of other transport equipment n.e.c
3100 Manufacture of furniture
3101 Manufacture of office and shop furniture
3102 Manufacture of kitchen furniture
3103 Manufacture of mattresses
3109 Manufacture of other furniture
3210 Manufacture of jewellery, bijouterie and related articles
3211 Striking of coins
3212 Manufacture of jewellery and related articles
3213 Manufacture of imitation jewellery and related articles
3220 Manufacture of musical instruments
3230 Manufacture of sports goods
3240 Manufacture of games and toys
3250 Manufacture of medical and dental instruments and supplies
3290 Other manufacturing
3291 Manufacture of brooms and brushes
3299 Other manufacturing n.e.c
3300 Repair and installation of machinery and equipment
3310 Repair of fabricated metal products, machinery and equipment
3311 Repair of fabricated metal products
3312 Repair of machinery
3313 Repair of electronic and optical equipment
3314 Repair of electrical equipment
3315 Repair and maintenance of ships and boats
3316 Repair and maintenance of aircraft and spacecraft

3317 Repair and maintenance of transport equipment n.e.c
3319 Repair of other equipment
3320 Installation of industrial machinery and equipment
3500 Electricity, gas, steam and air conditioning supply
3510 Electric power generation, transmission and distribution
3511 Production of electricity
3512 Transmission of electricity
3513 Distribution of electricity
3514 Trade of electricity
3520 Manufacture of gas; distribution of gaseous fuels through mains
3521 Manufacture of gas
3522 Distribution of gaseous fuels through mains
3523 Trade of gas through mains
3530 Steam and air conditioning supply
3600 Water collection, treatment and supply
3700 Sewerage
3800 Waste collection, treatment and disposal activities; materials recovery
3810 Waste collection
3811 Collection of non-hazardous waste
3812 Collection of hazardous waste
3820 Waste treatment and disposal
3821 Treatment and disposal of non-hazardous waste
3822 Treatment and disposal of hazardous waste
3830 Materials recovery
3831 Dismantling of wrecks
3832 Recovery of sorted materials
3900 Remediation activities and other waste management services
4100 Construction of buildings
4110 Development of building projects
4120 Construction of residential and non-residential buildings
4200 Civil engineering
4210 Construction of roads and railways
4211 Construction of roads and motorways
4212 Construction of railways and underground railways
4213 Construction of bridges and tunnels
4220 Construction of utility projects
4221 Construction of utility projects for fluids
4222 Construction of utility projects for electricity and telecommunications
4290 Construction of other civil engineering projects
4291 Construction of water projects
4299 Construction of other civil engineering projects n.e.c
4300 Specialised construction activities
4310 Demolition and site preparation
4311 Demolition

4312 Site preparation
4313 Test drilling and boring
4320 Electrical, plumbing and other construction installation activities
4321 Electrical installation
4322 Plumbing, heat and air-conditioning installation
4329 Other construction installation
4330 Building completion and finishing
4331 Plastering
4332 Joinery installation
4333 Floor and wall covering
4334 Painting and glazing
4339 Other building completion and finishing
4390 Other specialised construction activities
4391 Roofing activities
4399 Other specialised construction activities n.e.c
4500 Wholesale and retail trade and repair of motor vehicles and motorcycles
4510 Sale of motor vehicles
4511 Sale of cars and light motor vehicles
4519 Sale of other motor vehicles
4520 Maintenance and repair of motor vehicles
4530 Sale of motor vehicle parts and accessories
4531 Wholesale trade of motor vehicle parts and accessories
4532 Retail trade of motor vehicle parts and accessories
4540 Sale, maintenance and repair of motorcycles and related parts and accessories
4600 Wholesale trade, except of motor vehicles and motorcycles
4610 Wholesale on a fee or contract basis
4611 Agents involved in the sale of agricultural raw materials, live animals, textile raw materials and semi-finished goods)
4612 Agents involved in the sale of fuels, ores, metals and industrial chemicals
4613 Agents involved in the sale of timber and building materials
4614 Agents involved in the sale of machinery, industrial equipment, ships and aircraft
4615 Agents involved in the sale of furniture, household goods, hardware and ironmongery
4616 Agents involved in the sale of textiles, clothing, fur, footwear and leather goods
4617 Agents involved in the sale of food, beverages and tobacco
4618 Agents specialised in the sale of other particular products
4619 Agents involved in the sale of a variety of goods
4620 Wholesale of agricultural raw materials and live animals
4621 Wholesale of grain, unmanufactured tobacco, seeds and animal feeds
4622 Wholesale of flowers and plants
4623 Wholesale of live animals

4624 Wholesale of hides, skins and leather
4630 Wholesale of food, beverages and tobacco
4631 Wholesale of fruit and vegetables
4632 Wholesale of meat and meat products
4633 Wholesale of dairy products, eggs and edible oils and fats
4634 Wholesale of beverages
4635 Wholesale of tobacco products
4636 Wholesale of sugar and chocolate and sugar confectionery
4637 Wholesale of coffee, tea, cocoa and spices
4638 Wholesale of other food, including fish, crustaceans and molluscs
4639 Non-specialised wholesale of food, beverages and tobacco
4640 Wholesale of household goods
4641 Wholesale of textiles
4642 Wholesale of clothing and footwear
4643 Wholesale of electrical household appliances
4644 Wholesale of china and glassware and cleaning materials
4645 Wholesale of perfume and cosmetics
4646 Wholesale of pharmaceutical goods
4647 Wholesale of furniture, carpets and lighting equipment
4648 Wholesale of watches and jewellery
4649 Wholesale of other household goods
4650 Wholesale of information and communication equipment
4651 Wholesale of computers, computer peripheral equipment and software
4652 Wholesale of electronic and telecommunications equipment and parts
4660 Wholesale of other machinery, equipment and supplies
4661 Wholesale of agricultural machinery, equipment and supplies
4662 Wholesale of machine tools
4663 Wholesale of mining, construction and civil engineering machinery
4664 Wholesale of machinery for the textile industry and of sewing and knitting machines
4665 Wholesale of office furniture
4666 Wholesale of other office machinery and equipment
4669 Wholesale of other machinery and equipment
4670 Other specialised wholesale
4671 Wholesale of solid, liquid and gaseous fuels and related products
4672 Wholesale of metals and metal ores
4673 Wholesale of wood, construction materials and sanitary equipment
4674 Wholesale of hardware, plumbing and heating equipment and supplies
4675 Wholesale of chemical products
4676 Wholesale of other intermediate products
4677 Wholesale of waste and scrap

4690 Non-specialised wholesale trade
4700 Retail trade, except of motor vehicles and motorcycles
4710 Retail sale in non-specialised stores
4711 Retail sale in non-specialised stores with food, beverages or tobacco predominating
4719 Other retail sale in non-specialised stores
4720 Retail sale of food, beverages and tobacco in specialised stores
4721 Retail sale of fruit and vegetables in specialised stores
4722 Retail sale of meat and meat products in specialised stores
4723 Retail sale of fish, crustaceans and molluscs in specialised stores
4724 Retail sale of bread, cakes, flour confectionery and sugar confectionery in specialised stores
4725 Retail sale of beverages in specialised stores
4726 Retail sale of tobacco products in specialised stores
4729 Other retail sale of food in specialised stores
4730 Retail sale of automotive fuel in specialised stores
4740 Retail sale of information and communication equipment in specialised stores
4741 Retail sale of computers, peripheral units and software in specialised stores
4742 Retail sale of telecommunications equipment in specialised stores
4743 Retail sale of audio and video equipment in specialised stores
4750 Retail sale of other household equipment in specialised stores
4751 Retail sale of textiles in specialised stores
4752 Retail sale of hardware, paints and glass in specialised stores
4753 Retail sale of carpets, rugs, wall and floor coverings in specialised stores
4754 Retail sale of electrical household appliances in specialised stores
4759 Retail sale of furniture, lighting equipment and other household articles in specialised stores
4760 Retail sale of cultural and recreation goods in specialised stores
4761 Retail sale of books in specialised stores
4762 Retail sale of newspapers and stationery in specialised stores
4763 Retail sale of music and video recordings in specialised stores
4764 Retail sale of sporting equipment in specialised stores
4765 Retail sale of games and toys in specialised stores
4770 Retail sale of other goods in specialised stores
4771 Retail sale of clothing in specialised stores
4772 Retail sale of footwear and leather goods in specialised stores
4773 Dispensing chemist in specialised stores

4774 Retail sale of medical and orthopaedic goods in specialised stores
4775 Retail sale of cosmetic and toilet articles in specialised stores
4776 Retail sale of flowers, plants, seeds, fertilisers, pet animals and pet food in specialised stores
4777 Retail sale of watches and jewellery in specialised stores
4778 Other retail sale of new goods in specialised stores
4779 Retail sale of second-hand goods in stores
4780 Retail sale via stalls and markets
4781 Retail sale via stalls and markets of food, beverages and tobacco products
4782 Retail sale via stalls and markets of textiles, clothing and footwear
4789 Retail sale via stalls and markets of other goods
4790 Retail trade not in stores, stalls or markets
4791 Retail sale via mail order houses or via Internet
4799 Other retail sale not in stores, stalls or markets
4900 Land transport and transport via pipelines
4910 Passenger rail transport, interurban
4920 Freight rail transport
4930 Other passenger land transport
4931 Urban and suburban passenger land transport
4932 Taxi operation
4939 Other passenger land transport n.e.c
4940 Freight transport by road and removal services
4941 Freight transport by road
4942 Removal services
4950 Transport via pipeline
5000 Water transport
5010 Sea and coastal passenger water transport
5020 Sea and coastal freight water transport
5030 Inland passenger water transport
5040 Inland freight water transport
5100 Air transport
5110 Passenger air transport
5120 Freight air transport and space transport
5121 Freight air transport
5122 Space transport
5200 Warehousing and support activities for transportation
5210 Warehousing and storage
5220 Support activities for transportation
5221 Service activities incidental to land transportation
5222 Service activities incidental to water transportation
5223 Service activities incidental to air transportation
5224 Cargo handling
5229 Other transportation support activities
5300 Postal and courier activities
5310 Postal activities under universal service obligation

5320 Other postal and courier activities
5500 Accommodation
5510 Hotels and similar accommodation
5520 Holiday and other short stay accommodation
5530 Camping grounds, recreational vehicle parks and trailer parks
5590 Other accommodation
5600 Food and beverage service activities
5610 Restaurants and mobile food service activities
5620 Event catering and other food service activities
5621 Event catering activities
5629 Other food service activities
5630 Beverage serving activities
5800 Publishing activities
5810 Publishing of books, periodicals and other publishing activities
5811 Book publishing
5812 Publishing of directories and mailing lists
5813 Publishing of newspapers
5814 Publishing of journals and periodicals
5819 Other publishing activities
5820 Software publishing
5821 Publishing of computer games
5829 Other software publishing
5900 Motion picture, video and television programme production, sound recording and music publishing activities
5910 Motion picture, video and television programme activities
5911 Motion picture, video and television programme production activities
5912 Motion picture, video and television programme post-production activities
5913 Motion picture, video and television programme distribution activities
5914 Motion picture projection activities
5920 Sound recording and music publishing activities
6000 Programming and broadcasting activities
6010 Radio broadcasting
6020 Television programming and broadcasting activities
6100 Telecommunications
6110 Wired telecommunications activities
6120 Wireless telecommunications activities
6130 Satellite telecommunications activities
6190 Other telecommunications activities
6200 Computer programming, consultancy and related activities
6201 Computer programming activities
6202 Computer consultancy activities
6203 Computer facilities management activities
6209 Other information technology and computer service

activities
6300 Information service activities
6310 Data processing, hosting and related activities; web portals
6311 Data processing, hosting and related activities
6312 Web portals
6390 Other information service activities
6391 News agency activities
6399 Other information service activities n.e.c
6400 Financial service activities, except insurance and pension funding
6410 Monetary intermediation
6411 Central banking
6419 Other monetary intermediation
6420 Activities of holding companies
6430 Trusts, funds and similar financial entities
6490 Other financial service activities, except insurance and pension funding
6491 Financial leasing
6492 Other credit granting
6499 Other financial service activities, except insurance and pension funding, n.e.c
6500 Insurance, reinsurance and pension funding, except compulsory social security
6510 Insurance
6511 Life insurance
6512 Non-life insurance
6520 Reinsurance
6530 Pension funding
6600 Activities auxiliary to financial services and insurance activities
6610 Activities auxiliary to financial services, except insurance and pension funding
6611 Administration of financial markets
6612 Security and commodity contracts brokerage
6619 Other activities auxiliary to financial services, except insurance and pension funding
6620 Activities auxiliary to insurance and pension funding
6621 Risk and damage evaluation
6622 Activities of insurance agents and brokers
6629 Other activities auxiliary to insurance and pension funding
6630 Fund management activities
6800 Real estate activities
6810 Buying and selling of own real estate
6820 Renting and operating of own or leased real estate
6830 Real estate activities on a fee or contract basis
6831 Real estate agencies
6832 Management of real estate on a fee or contract basis
6900 Legal and accounting activities

6910 Legal activities
6920 Accounting, bookkeeping and auditing activities; tax consultancy
7000 Activities of head offices; management consultancy activities
7010 Activities of head offices
7020 Management consultancy activities
7021 Public relations and communication activities
7022 Business and other management consultancy activities
7100 Architectural and engineering activities; technical testing and analysis
7110 Architectural and engineering activities and related technical consultancy
7111 Architectural activities
7112 Engineering activities and related technical consultancy
7120 Technical testing and analysis
7200 Scientific research and development
7210 Research and experimental development on natural sciences and engineering
7211 Research and experimental development on biotechnology
7219 Other research and experimental development on natural sciences and engineering
7220 Research and experimental development on social sciences and humanities
7300 Advertising and market research
7310 Advertising
7311 Advertising agencies
7312 Media representation
7320 Market research and public opinion polling
7400 Other professional, scientific and technical activities
7410 Specialised design activities
7420 Photographic activities
7430 Translation and interpretation activities
7490 Other professional, scientific and technical activities n.e.c
7500 Veterinary activities
7700 Rental and leasing activities
7710 Renting and leasing of motor vehicles
7711 Renting and leasing of cars and light motor vehicles
7712 Renting and leasing of trucks
7720 Renting and leasing of personal and household goods
7721 Renting and leasing of recreational and sports goods
7722 Renting of video tapes and disks
7729 Renting and leasing of other personal and household goods
7730 Renting and leasing of other machinery, equipment and tangible goods
7731 Renting and leasing of agricultural machinery and equipment
7732 Renting and leasing of construction and civil engineering

machinery and equipment
7733 Renting and leasing of office machinery and equipment (including computers)
7734 Renting and leasing of water transport equipment
7735 Renting and leasing of air transport equipment
7739 Renting and leasing of other machinery, equipment and tangible goods n.e.c
7740 Leasing of intellectual property and similar products, except copyrighted works
7800 Employment activities
7810 Activities of employment placement agencies
7820 Temporary employment agency activities
7830 Other human resources provision
7900 Travel agency, tour operator and other reservation service and related activities
7910 Travel agency and tour operator activities
7911 Travel agency activities
7912 Tour operator activities
7990 Other reservation service and related activities
8000 Security and investigation activities
8010 Private security activities
8020 Security systems service activities
8030 Investigation activities
8100 Services to buildings and landscape activities
8110 Combined facilities support activities
8120 Cleaning activities
8121 General cleaning of buildings
8122 Other building and industrial cleaning activities
8129 Other cleaning activities
8130 Landscape service activities
8200 Office administrative, office support and other business support activities
8210 Office administrative and support activities
8211 Combined office administrative service activities
8219 Photocopying, document preparation and other specialised office support activities
8220 Activities of call centres
8230 Organisation of conventions and trade shows
8290 Business support service activities n.e.c
8291 Activities of collection agencies and credit bureaus
8292 Packaging activities
8299 Other business support service activities n.e.c
8400 Public administration and defence; compulsory social security
8410 Administration of the State and the economic and social policy of the community
8411 General public administration activities
8412 Regulation of the activities of providing health care,

education, cultural services and other social services, excluding social security
8413 Regulation of and contribution to more efficient operation of businesses
8420 Provision of services to the community as a whole
8421 Foreign affairs
8422 Defence activities
8423 Justice and judicial activities
8424 Public order and safety activities
8425 Fire service activities
8430 Compulsory social security activities
8500 Education
8510 Pre-primary education
8520 Primary education
8530 Secondary education
8531 General secondary education
8532 Technical and vocational secondary education
8540 Higher education
8541 Post-secondary non-tertiary education
8542 Tertiary education
8550 Other education
8551 Sports and recreation education
8552 Cultural education
8553 Driving school activities
8559 Other education n.e.c
8560 Educational support activities
8600 Human health activities
8610 Hospital activities
8620 Medical and dental practice activities
8621 General medical practice activities
8622 Specialist medical practice activities
8623 Dental practice activities
8690 Other human health activities
8700 Residential care activities
8710 Residential nursing care activities
8720 Residential care activities for mental retardation, mental health and substance abuse
8730 Residential care activities for the elderly and disabled
8790 Other residential care activities
8800 Social work activities without accommodation
8810 Social work activities without accommodation for the elderly and disabled
8890 Other social work activities without accommodation
8891 Child day-care activities
8899 Other social work activities without accommodation n.e.c
9000 Creative, arts and entertainment activities
9001 Performing arts
9002 Support activities to performing arts

9003 Artistic creation
9004 Operation of arts facilities
9100 Libraries, archives, museums and other cultural activities
9101 Library and archive activities
9102 Museum activities
9103 Operation of historical sites and buildings and similar visitor attractions
9104 Botanical and zoological gardens and nature reserve activities
9200 Gambling and betting activities
9300 Sports activities and amusement and recreation activities
9310 Sports activities
9311 Operation of sports facilities
9312 Activities of sport clubs
9313 Fitness facilities
9319 Other sports activities
9320 Amusement and recreation activities
9321 Activities of amusement parks and theme parks
9329 Other amusement and recreation activities
9400 Activities of membership organisations
9410 Activities of business, employers and professional membership organisations
9411 Activities of business and employers membership organisations
9412 Activities of professional membership organisations
9420 Activities of trade unions
9490 Activities of other membership organisations
9491 Activities of religious organisations
9492 Activities of political organisations
9499 Activities of other membership organisations n.e.c
9500 Repair of computers and personal and household goods
9510 Repair of computers and communication equipment
9511 Repair of computers and peripheral equipment
9512 Repair of communication equipment
9520 Repair of personal and household goods
9521 Repair of consumer electronics
9522 Repair of household appliances and home and garden equipment
9523 Repair of footwear and leather goods
9524 Repair of furniture and home furnishings
9525 Repair of watches, clocks and jewellery
9529 Repair of other personal and household goods
9600 Other personal service activities
9601 Washing and (dry-)cleaning of textile and fur products
9602 Hairdressing and other beauty treatment
9603 Funeral and related activities
9604 Physical well-being activities
9609 Other personal service activities n.e.c

9700 Activities of households as employers of domestic personnel
9800 Undifferentiated goods- and services-producing activities of private households for own use
9810 Undifferentiated goods-producing activities of private house holds for own use
9820 Undifferentiated service-producing activities of private households for own use
9900 Activities of extraterritorial organisations and bodies
9999 Not known
XXXX Question not answered (default)

DESCRIPTION

A valid code or XXXX (default code).

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

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

Questions asked:

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

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

NOTES

Core field for employed leavers.

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

For more information please visit <A HREF="http://www.statistics.gov.uk/methods_quality/sic/downloads/SIC2007explanatorynotes.pdf">http://www.statistics.gov.uk/methods_quality/sic/downloads/SIC2007explanatorynotes.pdf</A>

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

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

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