

# The Scottish Young People's Survey

## Documentation of the 1989 Autumn Database

### Second-Sweep Survey of the 1985/86 Cohort

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**PART A: THE 1989 AUTUMN SURVEY TEAM**

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THE SCOTTISH YOUNG PEOPLE'S SURVEY

Second Sweep of the 1985/6 Cohort  
Autumn 1989

The Centre for Educational Sociology (CES) carries out both the Scottish Young People's Survey and the Scottish School Leavers Survey. The Scottish Office Education Department provides the sampling frames for both surveys as well as a large part of the funding. Other bodies funding the surveys are the Industry Department for Scotland, the Training Agency and the Department of Employment. CES also receives funding through the ESRC, as a Designated Research Centre.

The Scottish School Leavers Survey is a cross-sectional survey of school leavers. It takes place in the Spring at two-yearly intervals, and has been conducted since 1977 in its present form, though a study of qualified school leavers started back in 1962. The Scottish Young People's Survey (SYPS), a cohort series, began in 1984. A sample of students in their fourth year at school is picked up every two years and receives questionnaires the following Spring as part of the Spring Survey. The first cohort was first surveyed in the Spring of 1985, the second cohort in Spring 1987 and the third in Spring 1989. Each cohort is then surveyed after an interval of 2.5 years, though there was an intermediate sweep of the first cohort after 1 year.

The following diagram illustrates the cohort series.

| SCOTTISH YOUNG PEOPLE'S SURVEY |      |      |      |      |      |
|--------------------------------|------|------|------|------|------|
| DATE OF SURVEY                 |      |      |      |      |      |
|                                | 1985 | 1986 | 1987 | 1988 | 1989 |
| APPROXIMATE AGE OF COHORT      |      |      |      |      |      |
| 16/17                          | 1    |      | 2    |      | 3    |
| 17/18                          |      | 1    |      |      |      |
| 19                             |      |      | 1    |      | 2*   |

\*The current survey

### **The second cohort**

The second cohort was first surveyed in Spring 1987. The survey was based on a 10% sample of those in their fourth year at school during 1985/6. In all, five questionnaires were administered in the Spring 1987 Survey and each type had two versions, randomly administered, containing some variation in questions.

The Autumn 1989 survey, the second sweep of the 1985/6 cohort, contains three main questionnaire types, targetted according to the respondents' known status at the time of the last sweep. Thus, S questionnaires (blue) were sent to all who were still at school at the time of the first sweep; G questionnaire (green) to all who had left school at the time of the first sweep; and N questionnaire (orange) to those who did not respond to the previous sweep.

### **The TVEI survey**

There is, in addition to the main cohort, also a TVEI cohort study. All TVEI students in schools which take part in the Training and Vocational Education Initiative, but who were not part of the main school leaver sample, were surveyed in 1987. Those who had taken TVEI were surveyed again in Autumn 1989. The TVEI survey forms part of an evaluation project run jointly by CES and the Department of Education of the University of Edinburgh. There were two TVEI questionnaire types in the Autumn 1989 sweep, again targetted according to the respondents' known status: the TS type (yellow) which was sent to all who were still at school at the time of the last survey, and the TG type (gold) sent to those who had already left school.

Gill Jones  
October 1989

**PART C: ANNOTATED QUESTIONNAIRE PAGES**

**Note: These AQPs supercede any previous versions**

1. What are you doing now?  
tick one box

DONOWZ

This question should be checked for consistency with the rest of the questionnaire, especially if in full-time work. If doing something else, make sure it isn't one of the previous options. Pregnancy not working=6. Maternity leave-check jobs page.

Range: 1-8  
Missing: 99  
Labels: 1A question

Are you currently doing any of the following?

Working full-time (including overtime)

Working part-time (including overtime)

On a number of different jobs (including overtime)

Doing higher education (by degree, diploma, certificate, or other educational qualification)

Doing other full-time work (including overtime)

Doing other part-time work (including overtime)

Doing other work (including overtime)

Doing nothing

Other (specify)

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

2. Please think of what you were doing at each of the following times (April 1987, October 1987, April 1988, October 1988 and April 1989) tick one box for each date

DOAPR87  
DOOCT87  
DOAPR88  
DOOCT88  
DOAPR89

Do not attempt to fill in blank responses. If more than 1 box is ticked, this will be I/A coded as 95.

Range: 1-9  
Missing: 99, 95  
Labels: 95-more than one box ticked

Were you

|                               | 1987<br>APR              | 1987<br>OCT              | 1988<br>APR              | 1988<br>OCT              | 1989<br>APR              |
|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Working full-time             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Working part-time             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| On a number of different jobs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing higher education        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing other full-time work    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing other part-time work    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing other work              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing nothing                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (specify)               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. When did you leave school?

MTNLEFT  
YRLEFTZ

Check for consistency with other dates

Range: Month: 1-12  
Year: 84-89  
Missing: 99

1. Did you study any subjects for O grade or for Highers in your fifth year at school? tick one box

YES  NO  If NO, please go to question 3 below

2. Underline or write in each subject that you studied for O grade or for Highers in fifth year. Tick if you studied the subject in fifth year. Tick if you sat the exam in fifth year and give your exam grade if any (no award). Do not include any exams you took in your fourth year.

|                | O grades                 |                          |                 | Highers                  |                          |                 |
|----------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|-----------------|
|                | tick if studied          | tick if sat              | grades obtained | tick if studied          | tick if sat              | grades obtained |
| English        | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Maths          | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Science        | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Physical       | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| History        | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Geography      | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Modern Studies | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Art            | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Music          | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| French         | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Latin          | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |
| Other          | <input type="checkbox"/> | <input type="checkbox"/> | 1 2 3 4 5       | <input type="checkbox"/> | <input type="checkbox"/> | A B C D n       |

H05THZ

If incorrect or blank, edit according to following questions

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

H05SBJZZ

Check subjects ticked are valid SCE exams; if not, they should be moved to the Voc exam question

Range: 1001-6702

O5STUDZ

O5SATZ

O5GRADEZ

H5SATZ

H5GRADEZ

Studied: Range: 1-2  
Labels: 1-studied; 2-not studied  
Sat: Range: 1-3  
Labels: 1-sat; 2-nt sat; 3-coder implied sat  
Grades: Range: 1-6  
Missing: 99; 95; 96  
Labels: 6-no award; 95-confusion; 96-subject not sat; 99-missing

3. In your fifth year, did you study for any other qualifications such as CSE, standard grade, GCE, GCSE, Guilds (COLI) or scored but still certificate holders? tick one box

YES  NO  If NO, please go to page 3

4. Please write down the number of exam subjects the qualify for you studied for in fifth year and the number of any exams you took. Please do not give your grade for Highers here.

V0C15THZ

If incorrect, edit according to following questions

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

O5TSCODE

O5TSCQUAL

O5TSCGRDE

Use school subject codes wherever possible. Exams from quals code list.

Use result list

Subject: Range: 1000-9999  
Exam: Range: 1-99  
Missing: 99  
Result: Range: 1-9  
Missing: 99

See list for labels

1. In your fifth or sixth year, did you regularly have classes at another school or college during school hours?

fifth year sixth year  
tick if yes tick if yes

CONHG5Z  
CONMOD5Z  
CONHG6Z  
CONMOD6Z  
CONSYS6Z

Ranges: 1-2  
Labels: 1-ticked;  
2-not ticked.

2. Did you have a part-time job, an overtime job, or any other work during your fifth or sixth year at school?  
tick one box for each line

fifth year sixth year  
tick if yes tick if yes

PTJOB5Z  
PTJOB6Z

Ranges: 1-2  
Missing: 99  
Labels: 1-yes; 2-no

3. Did you start a sixth year at school?  
tick one box

yes no  
If NO, please go to page 4

START6Z

If filter incorrect, edit according to following questions.

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO  
3-CODER IMPLIED YES

4. What subject did you study in your sixth year for O grade, Highers, CSYS, (Sixth Year Studies) or A level?  
write the name of each subject that you studied.  
If you sat the exam tick in the box.  
write in your exam result or grade, if any.

O grade Highers CSYS A level  
tick if result obtained or grade tick if result obtained or grade tick if result obtained or grade tick if result obtained or grade

SUBJECT  
OGRSTUDZ  
OGRRESZ  
HGHSTUDZ  
HGHRESZ  
SYSSTUDZ  
SYSRESZ  
ALVSTUDZ  
ALVRESZ

Check SCE subjects can be studied, at level, stated. If not, transfer to Vocexan question below.

Subject Range: 1000-9999  
Labels: As school subject list  
Studied Range: 1-2  
Labels: 1-studied  
2-not studied  
Sat: Range: 1-2  
Labels: 1-sat  
2-not sat

5. In your sixth year, did you study for any other qualifications such as CSAs, Standard Grade, ASAs, City & Guilds (CGI) or SCORVEC National Certificate modules?  
tick one box

yes no  
If NO, please go to page 4

VOCX6THZ

Treat as 'S5' question

Results range:  
O & SYS: 1-6  
Highers: 1-5  
A: 1-7  
Missing: 96, 99  
Labels: 96-not sat  
99-missing

6. Please write down the name of each subject, the qualification you studied for, and the result of any exam you took.  
write name of your O grade, Highers, CSYS or A level here

subject (eg. Spring computing) result (eg. pass/fail/grade) exam (tick)

OTSBCODE  
OTSBOUAL  
OTSBGRDE

Subject Range: 1000-9999  
Exam Range: 1-99  
Missing: 99  
Results Range: 1-9  
Missing: 99  
Labels: As lists

1. Which qualifications, if any, have you obtained since you left school? tick all that apply

|                                      |                          |                        |                          |
|--------------------------------------|--------------------------|------------------------|--------------------------|
| no qualifications                    | <input type="checkbox"/> | City & Guilds (C&G)    | <input type="checkbox"/> |
| SCOTVEC National Certificate modules | <input type="checkbox"/> | VTS Certificate        | <input type="checkbox"/> |
| Standard Grade                       | <input type="checkbox"/> | ESA                    | <input type="checkbox"/> |
| SCQ 0 grade or SCQ 0 level           | <input type="checkbox"/> | Other qualification(s) | <input type="checkbox"/> |
| SCQ Higher                           | <input type="checkbox"/> | (please say which)     |                          |
| SCQ A level                          | <input type="checkbox"/> |                        |                          |

2. Even if you have not completed a qualification, have you gained any credits towards a qualification? tick one box

yes  no

If YES please say which qualification

3. Have you applied for any full-time or part-time courses since January 1987? tick one box

YES  NO  If NO, please go to question 5 below

4. Which types of full-time or part-time courses have you applied for in each year? tick all the types of courses you applied for in each year

|  | 1987                     | 1988                     | 1989                     |
|--|--------------------------|--------------------------|--------------------------|
| degree course at university                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| degree course at college                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| advanced course at college (eg HND, etc)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCOTVEC National Certificate modules at college    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| other course at college (eg Higher, City & Guilds) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| some type of vocational training                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Do you think you will apply for any courses in the next 12 months? tick one box

yes  no  not sure

6. Have you started any full-time or part-time course at college, university or training centre since you left school? include courses you took while on VTS or in a job tick one box

YES  NO  If NO, please go to page 6

7. Please tell us about your present or most recent course. If you have started a programme of SCOTVEC National Certificate or other courses, answer about your main area of study

name of the course or main subject studied eg Catering, Computing

what qualification(s), if any does this course lead to? eg BSc, HND, SCOTVEC modules (if none write 'None')

name of college, university or training centre(s)

GTQUAL01Z to GTQUAL10Z

MANUAL CODING

Check "other" is not one of preceding options & note down what it is.

OCREDITZ

Code exactly what is written.

WHCHQULZ

Use quals code list.

COURSESZ

If incorrect or blank, edit accordingly.

YRSATZ  
APUNIZ  
APCDGZ  
APAFEZ  
APSVCZ  
APOFEZ  
APOETZ

FUTCRSZ

EVRCRSEZ

Check consistency with diary

COURSEZ

Code from main subject code list - main subj. area only if possible.

QUALZ

Use quals code list.

INSTZ

Use institutions list.

INTERACTIVE CODING

Range: 1-2  
Labels: 1-ticked; 2-not ticked

Range: 1-2  
Labels: 1-yes; 2-no

Range: 1-99  
Missing: 99

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO  
3-CODER IMPLIED YES

Range: 87-89  
Ranges: 1-2  
Labels: 1-ticked; 2-not ticked

Range: 1-3  
Missing: 99  
Labels: 1-yes; 2-no; 3-not sure

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO  
3-CODER IMPLIED YES

Range: 1000-9999  
Subjects: 1000-9999  
Quals: 1-99

Inst: 1-920

1. When did you start your present or most recent course? Month: Year: 19

2. Are you still on this course? tick one box

3. Were you still on this course by an employer? tick one box

4. If (or why) this course tick one box for each line

5. Is (or are) this course tick all that apply

6. How long does (or did) this course last? If not known write 'don't know'

7. Was this initially for you and you got on this course tick all that apply

8. From what is about the same source as any you have started at this school

9. From what is about the same source as any you have started at this school

10. From what is about the same source as any you have started at this school

CRSBMTHZ  
CRSBYRZ  
CRSTILZ  
SENTCRS4  
CRSPRT1Z  
CRSPRT3Z  
CRSTYP1Z  
CRSTYP7Z  
CRSLMTHZ  
PINHLP1Z  
PINHLP3Z  
OTSUBJZ  
OTQUALZ  
OTINSTZ

check dates with diary for consistency. If full-time (see question 5) check with Donow question

treat as most recent course on pages 4

Ranges: Month: 1-12  
Year: 84-90  
Missing: 99  
Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no  
Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no  
Ranges: 1-3  
Missing: 99  
Labels: 1=yes; 2=no; 3=not sure  
Ranges: 1-2  
Labels: 1=ticked; 2=not ticked  
Range: 1-100  
Missing: 999  
Labels: 1=one month or less; 100=don't know  
Range: 1-2  
Labels: 1=ticked; 2=not ticked  
Range:  
Subjects: 1000-9999  
Quals: 1-99  
Insts: 1-920  
Labels: As lists

1. Here are some things people have said about the Youth Training Scheme (YTS). On balance, what do you think? tick one box for each line.

YTSTHR1Z  
to  
YTSTHR6Z

Range: 1-3  
Missing: 99  
Labels: 1-agree; 2-not sure; 3-disagree

The Youth Training Scheme:

Grid of checkboxes for question 1, with columns for 'Agree', 'Not sure', and 'Disagree'.

2. Have you ever started on the Youth Training Scheme (YTS)? If so, could any scheme you are now on tick one box.

YTSEVERZ

"Coder implied yes" to anything but a blank filter would result in 2 pages of missing values. Coders are asked to leave filter at "NO" or "99" to be picked up at consistency checks.

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

3. When did you start your first YTS scheme?

Month:  Year:

FYTSNTHZ  
FYTSYRZ

Range: Month: 1-12  
Year: 84-90

4. How many YTS schemes have you ever started on? tick one box.

Radio buttons for 'one', 'two', 'three or more'.

YTSEVNOZ

Range: 1-3; Missing: 99  
Labels: As question

5. Altogether, how long did you spend on YTS? If you have been on more than one scheme, please add together the time you spent on each scheme. tick one box.

LONGYTSZ

Range: 1-5  
Missing: 99  
Labels: As question

6. Did you stay on your last YTS scheme until the end?

Radio buttons for 'yes', 'no'.

CHPLTSAZ

Range: 1-2  
Missing: 99  
Labels: 1-yes; 2-no

7. When did you leave your last YTS scheme?

Month:  Year:

YTLVTHZ  
YTLVYRZ

Check dates for consistency

Range: Month: 1-12  
Year: 84-90  
Missing: 99

8. What did you do immediately after you left your YTS scheme? tick one box.

ACTRTYSZ

Range: 1-7  
Missing: 99  
Labels: As question

Grid of checkboxes for question 8, with columns for various activity options.



1. Many courts have denied... SCOTUS... have... started... modules...

MODVERZ

from... filter... page... only... implied... blank... page... filled in

Range: 1-3  
Missing: 99  
Labels: 1-YES 2-NO  
3-CODES IMPLIED YES

2. Did you... SCOTUS... modules...

WHRPOD1  
to  
WHRPOD2

Range: 1-2  
Missing: 99  
Labels: 1-ticked  
2-not-ticked

3. How many... SCOTUS... modules... completed... other... modules... you... didn't... know...

MODCOMP2

Range: 0-99  
Missing: 999

4. How many... SCOTUS... modules... you... didn't... know...

PCAND1  
to  
PCAND2

Range: 1-2  
Labels: 1-ticked  
2-not-ticked

5. How many... SCOTUS... modules... you... didn't... know...

MDTRK1  
to  
MDTRK22

Range: 1-2  
Missing: 99  
Labels: 1-ticked



UAL CODING

INTERACTIVE CODING

EVERJOBZ

Check Donor and Diary for consistency

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

NUMBJOBSZ

Range: 0-99  
Missing: 99

FJOBNTHZ  
FJOBYRZ

Range: Month: 1-12  
Year: 84-90  
Missing: 99

JOBLFTZ

Check with Donor and Diary

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

JOBSIC80

Use Occupational Index  
1) Industrial Class

Range: 1-99  
Missing: 99

JOBCATEG

2) Status

Range: 1-9  
Missing: 99

JOBCODE

3) Job Title

Range: 1-999  
Missing: 9999

EVJBMTHZ  
LVJBYRZ

Range: Month: 1-12  
Year: 84-90  
Missing: 99

JOBN11Z  
110  
JOBN16Z

Range: 1-2  
Labels: 1-ticked/  
2-not ticked



MANUAL CODING

INTERACTIVE CODING

1. Are you doing any paid work for  
 your employer?  
 (If not, please go to page 11)

2. What is your main job?  
 (If you have more than one job,  
 please describe the main one)  
 (If you are unemployed, please  
 describe your main activity)

3. What is your main job or scheme?  
 (If you have more than one job or  
 scheme, please describe the main one)

4. How many hours did you work last  
 week?  
 (If you are unemployed, please  
 describe your main activity)

5. How much did you earn last week?  
 (If you are unemployed, please  
 describe your main activity)

6. Are you self-employed?  
 (If yes, please describe your  
 main activity)

7. Are you a bus driver?  
 (If yes, please describe your  
 main activity)

8. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

9. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

10. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

11. Are you doing any paid work for  
 your employer?  
 (If not, please go to page 11)

12. What is your main job?  
 (If you have more than one job,  
 please describe the main one)  
 (If you are unemployed, please  
 describe your main activity)

13. What is your main job or scheme?  
 (If you have more than one job or  
 scheme, please describe the main one)

14. How many hours did you work last  
 week?  
 (If you are unemployed, please  
 describe your main activity)

15. How much did you earn last week?  
 (If you are unemployed, please  
 describe your main activity)

16. Are you self-employed?  
 (If yes, please describe your  
 main activity)

17. Are you a bus driver?  
 (If yes, please describe your  
 main activity)

18. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

19. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

20. How many jobs or schemes do you  
 have?  
 (If you are unemployed, please  
 describe your main activity)

IFPAIDZ

JOBSIC80

JOBATEG

JOBCODE

JOBTYPZ

JOBTMTHZ  
 JOBYRZ

HRSWORKZ

EARNINGZ

SELFEMPZ

ANBUSZ

PNDJOB1Z  
 PNDJOB9Z

TTSEMPZ

Check with Donow.

Use Occupational code lists:  
 1) Industry  
 2) Status-check q7, and Donow  
 3) Job title  
 Codes exactly what is there  
 even if the same as job on  
 page 9. Respondents could  
 move jobs with same employer.

Range: 1-3; Missing: 99  
 Labels: 1-YES; 2-NO;  
 3-CODER, IMPLIED, YES

Range: 1-99  
 Missing: 999

Range: 1-9  
 Missing: 99

Range: 1-999  
 Missing: 9999

Range: 1-3  
 Missing: 99  
 Labels: As question

Range: Month: 1-12  
 Year: 84-90  
 Missing: 99

Range: 0-168  
 Missing: 999

Range: 0-50000  
 Missing: 99999

Range: 1-2; Missing: 99  
 Labels: 1=Yes; 2=no

Range: 1-2; Missing: 99  
 Labels: 1=Yes; 2=no

Range: 1-2  
 Labels: 1=Clicked;  
 2=no Clicked

Range: 1-2; Missing: 99  
 Labels: 1=Yes; 2=no



| 1  | 2   | 3   | 4   | 5   | 6   | 7   |
|--|---|-----|-----|-----|-----|-----|
| Have you ever...<br>Looking for work...<br>each for...<br>...<br>... | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |
| Have you...<br>...<br>...<br>...<br>...<br>...                       | ...<br>...<br>...<br>...<br>...<br>...<br>... | ... | ... | ... | ... | ... |

SAYJOB1Z  
...  
SAYJOB6Z

Range: 1-5  
Missing: 99  
Label: As question

NUNJOB3Z

Range: 0-99  
Missing: 99

EVERUNZ

Check Donor & Diary

Range: 1-3; Missing: 99  
Label: 1-YES; 2-NO; 3-CODER IMPLIED YES

LNGSTUNZ

Range: 1-3; Missing: 99  
Label: As question

LNGUNMTZ

... since school credit from date left school on page 1

Range: 1-100; Missing: 99  
Label: 1-one thru 100

UNEMPFFZ

Check Donor & Diary

Range: 1-3; Missing: 99  
Label: 1-YES; 2-NO; 3-CODER IMPLIED YES

UNEMPFTZ  
UNEMPYZ

Range: Month 1-12  
Year: 84-90; Missing: 99

WHENREQZ

Range: 1-5  
Missing: 99  
Label: As question

|  |              | STATUSZ              | MANUAL CODING  | INTERACTIVE CODING  |
|--|--------------|----------------------|--|---|
| 1. Are you ticked on box...  | [checkboxes] |                      | Value 5 for separated, divorced or widowed. In DB if respondent tells us. Not to be assumed from other questions though. | Range: 1-5<br>Missing: 99<br>Labels: As question          |
| 2. If you are married or living with a partner, did you (if living together)...  | [checkboxes] | MARTHZ<br>MARYZ      |  | Range: Month: 1-12<br>Year: 84-90; Missing: 99            |
| 3. Do you have any children of your own ticked on box...   | [checkboxes] | ANYRIDSZ             |  | Range: 1-3; Missing: 99<br>Labels: As question            |
| 4. When was your first child born?   | [checkboxes] | KIDMTHZ<br>KIDYRZ    |  | Range: Month: 1-12<br>Year: 84-90; Missing: 99            |
| 5. Do any of the following people live with you at your usual address?<br>If you are a student, child or grandchild, do not tick this box.   | [checkboxes] | LWTH1Z<br>LWTH2Z     |  | Range: 1-2<br>Labels: 1-ticked, 2-not ticked              |
| 6. How many of the following people live with you at your usual address?<br>If you are a student, child or grandchild, do not tick this box. | [checkboxes] | MUMNOWZ<br>DADNOWZ   |  | Range: 1-10<br>Missing: 99<br>Labels: As question         |
| 7. How many of the following people live with you at your usual address?<br>If you are a student, child or grandchild, do not tick this box. | [checkboxes] | FARHLPZ              |  | Range: 1-2; Missing: 99<br>Labels: 1-ticked, 2-not ticked |
| 8. How many of the following people live with you at your usual address?<br>If you are a student, child or grandchild, do not tick this box. | [checkboxes] | DSSGET1Z<br>DSSGET6Z | Money questions can be changed by monthly if written alongside. If by 12 and divide by 52.                               | Range: 1-2<br>Labels: 1-ticked, 2-not ticked              |
| 9. Adding to other DB, how much you received, what was your total income (incl. cash, benefits, grants)...                                   | [checkboxes] | ALLCASHZ             |  | Range: 0-50000<br>Missing: 99999                          |

MANUAL CODING

INTERACTIVE CODING

1. Have you ever stayed in a  
 town or region that you did not  
 know of before you came to  
 this region of town?

TWNSTAYZ  
 REGSTAYZ

Use lists of towns & regions.  
 Check B page for new addresses  
 before editing in.

Range: Town: 200-350  
 Region: 1-30

2. Compared with other parts of  
 Scotland, are there any  
 opportunities here for you to  
 stay longer?

JOBOPFZ

Range: 1-3; Missing: 99  
 Labels: As question

3. Have you ever been to a town or  
 region that you did not know of  
 before you came to this region of  
 town?

NOVETANZ

Range: 1-2; Missing: 99  
 Labels: 1=yes; 2=no

4. Have you ever been to a town or  
 region that you did not know of  
 before you came to this region of  
 town?

ALTERNZ

Range: 1-2; Missing: 99  
 Labels: 1=yes; 2=no

5. Have you ever been to a town or  
 region that you did not know of  
 before you came to this region of  
 town?

STOPC01Z  
 etc.  
 STOPC09Z

Range: 1-9  
 Missing: 99  
 Labels: 1-9=lot;  
 2-a lot; 9-not at all

6. Have you ever been to a town or  
 region that you did not know of  
 before you came to this region of  
 town?

MANUENZ

Range: 1-9  
 Missing: 99  
 Labels: As question

7. Have you ever been to a town or  
 region that you did not know of  
 before you came to this region of  
 town?

DOPAYZ

Range: 1-5; Missing: 99  
 Labels: As question

8. How much money do you have  
 available each week for  
 yourself and your family?  
 (Include money from all sources  
 except the State.)

PAYRNTZ

Treat As page 13, question 8.

Range: 0-50000  
 Missing: 99999

ave weekly amount

US

1. Have you ever left home to live away?  
 tick one box  
 YES  NO  → If NO, please go to question 4 below

LPTHOMZ

Alter, incorrect or blank edit accordingly

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER; IMPLIED: YES

2. When did you first leave home to live away?  
 month: \_\_\_\_\_ year: \_\_\_\_\_

HOMMTHZ  
HOMMYRZ

Range: Month: 1-12  
Year: 84-90; Missing: 99

3. Why did you first leave home?  
 tick all that apply  
 Was it because:  
 you had to go to the people at home?  you were starting a particular job?   
 you were getting married?  you were starting a course?   
 you wanted to be like your own home?  you had some other reason?   
 your parents forced you?

WHYG01Z  
to  
WHYG08Z

Range: 1-2  
Labels: 1-ticked; 2-not ticked

4. Have you got a full driving license?  
 tick one box  
 YES  NO

DRIVELZ

Range: 1-2; Missing: 99  
Labels: 1-yes; 2-no

5. Do you usually have all of it?  
 tick one box  
 YES  NO

CAROWNZ

Range: 1-2; Missing: 99  
Labels: 1-yes; 2-no

6. Do you regularly travel to work, a scheme or a course?  
 tick one box  
 YES  NO  → If NO, please go to question 9 below

REGTRAVZ

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER; IMPLIED: YES

7. How do you usually travel to work (or your course) each day?  
 tick in one of the boxes  
 by car  by train   
 on foot  by bus   
 by bicycle  by other means

TRAVHOWZ

Range: 1-5  
Missing: 99  
Labels: All question

8. How much did you pay in fares or petrol to work (or course) last week?  
 If nothing, write 0.  
 Give weekly amount

WKFARESZ

Range: 0-50000  
Missing: 99999

9. When you are not busy, who do you spend most of your time with?  
 tick in one of the boxes  
 my partner  my family   
 my friends  my work   
 my parents  my own time   
 my children  my pets   
 my dog  my cat   
 my horse  my other animals   
 my other interests

COMPANIZ  
to  
COMPANZ

Range: 1-2  
Labels: 1-ticked; 2-not ticked

10. Which of the following do you expect to be doing in five years' time?  
 tick in one of the boxes  
 to be employed  to be self-employed   
 to be a partner  to be a partner   
 to be a partner  to be a partner   
 to be a partner  to be a partner

EXPDO1Z  
to  
EXPDO2Z

Range: 1-2  
Labels: 1-ticked; 2-not ticked

MANUAL CODING

INTERACTIVE CODING

1. What are you doing now?  
tick one box

DONOWZ

This question should be checked for consistency with the rest of the questionnaire, especially if in full-time ed. If doing something else, be sure it isn't one of the previous options. Pregnancy-not working-6 Maternity leave-check jobs page.

Range: 1-8  
Missing: 99  
Labels: As question

- At school full-time
- In part-time paid job (or 2nd job)
- On another sort of scheme (e.g. trainee job)
- In full-time higher education (e.g. degree, HND)
- In other full-time education
- Looking after family or home full-time and unpaid?
- Unemployed and looking for work?
- Doing something else?  
(please say what)

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

2. Please tell us what you were doing at each of the following times (April 1987, October 1987, April 1988, October 1988 and April 1989)  
tick one box for each date

DOAPR87Z  
to  
DOAPR89Z

Do not attempt to fill in blank responses. If more than 1 box is ticked, this will be I/A coded as 95.

Range: 1-9  
Missing: 99,95  
Labels: 95-more than one box ticked

Were you

|  | 1987<br>April            | 1987<br>Oct              | 1988<br>April            | 1988<br>Oct              | 1989<br>April            |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| At school full-time                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In part-time paid job (or 2nd job)                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| On another sort of scheme (e.g. trainee job)       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In full-time higher education (e.g. degree, HND)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In other full-time education                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Looking after family or home full-time and unpaid? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unemployed and looking for work?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doing something else?                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. When did you leave school?

YTHLEFTZ  
YRLEFTZ

Check for consistency with other dates.

Range (Month) 1-12  
Year 84-89  
Missing: 99

1. Which qualifications, if any, have you obtained since you left school? tick all that apply

|                              |                          |                          |                          |
|------------------------------|--------------------------|--------------------------|--------------------------|
| no qualifications            | <input type="checkbox"/> | City & Guilds (call)     | <input type="checkbox"/> |
| SCOTVEC National Certificate | <input type="checkbox"/> | YTS Certificate          | <input type="checkbox"/> |
| Standard Grade               | <input type="checkbox"/> | BA                       | <input type="checkbox"/> |
| GCSE grade or GCSE level     | <input type="checkbox"/> | Teacher qualification(s) | <input type="checkbox"/> |
| GCSE Higher                  | <input type="checkbox"/> | (please see which)       | <input type="checkbox"/> |
| GCSE A level                 | <input type="checkbox"/> |                          |                          |

2. Even if you have not completed a qualification, have you gained any credits towards a qualification? tick one box

yes  no

3. Have you applied for any full-time or part-time courses since January 1987? tick one box

YES  NO  If NO, please go to question 5 below

4. Which types of full-time or part-time courses have you applied for? tick all the types of courses you applied for in each year

|                                     | 1987                     | 1988                     | 1989                     |
|-------------------------------------|--------------------------|--------------------------|--------------------------|
| degree course of general type       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| degree course in a specific subject | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| diploma course                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| certificate course                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCOTVEC National Certificate        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Standard Grade                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GCSE grade or GCSE level            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GCSE Higher                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GCSE A level                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Do you think you will apply for any courses in the next 12 months? tick one box

yes  no  not sure

6. Have you started any full-time or part-time course at college, university, training centre, or since you left school? include courses you took while on YTS or in a job? tick one box

YES  NO  If NO, please go to page 4

7. If your course is about the principal or main subject of study, does this course lead to a qualification? tick one box

yes  no  (if none, write (none))

Name of institution, university or training centre(s)

MANUAL CODING

GTOUAL01Z to GTOUAL10Z

Check "other" is not one of preceding options & note down what it is.

OCREDITZ

Code exactly what is written.

WHCHOULZ

Use quals code list.

COURSEZ

If incorrect or blank, edit accordingly.

YRSATZ APUNIZ APCDGZ APAFEZ APSVCZ APOFEZ APOETZ

FUTCRSZ

EVRCSRZ

COURSEZ

QUALZ

INSTZ

INTERACTIVE CODING

Range: 1-2 Labels: 1-ticked; 2-not ticked

Range: 1-2 Labels: 1=yes; 2=no

Range: 1-99 Missing: 99

Range: 1-3 Missing: 99 Labels: 1-YES; 2-NO 3-CODER IMPLIED YES

Range: 87-89 Ranges: 1-2 Labels: 1-ticked; 2-not ticked

Range: 1-3 Missing: 99 Labels: 1=yes; 2-no; 3-not sure

Range: 1-3 Missing: 99 Labels: 1-YES; 2-NO 3-CODER IMPLIED YES

Range: Subjects: 1000-9999

Quals: 1-99

Inst: 1-920

1. When did you start your present or most recent course?  
 year:  1984  1985  1986  1987  1988  1989  1990  1991  1992  1993  1994  1995  1996  1997  1998  1999  2000  2001  2002  2003  2004  2005  2006  2007  2008  2009  2010  2011  2012  2013  2014  2015  2016  2017  2018  2019  2020  2021  2022  2023  2024  2025  2026  2027  2028  2029  2030

2. Are you still on this course?  
 tick one box  
 yes  no

3. Were you sent on this course by an employer?  
 tick one box  
 yes  no

4. Is (or was) this course part of the Youth Training Scheme?  
 tick one box for each line  
 yes  no

5. Is (or was) this course a part of the Vocational Training Scheme?  
 tick all that apply  
 yes  no

6. How long does (or did) this course last?  
 if not known write 'don't know'

7. What financial help, if any, did you get towards this course?  
 tick all that apply

8. Please tell us about the other course(s) if any you have started since leaving school.  
 if you have started a programme for SCQV/C National Certificate modules answer about your main area of study.

CRSBMTH  
CRSBYRZ

CRSTH6

SENCR1M

CRSPRT1L  
to  
CRSPRT3Z

CRSTYPA1A  
to  
CRSTYPA7A

CRSLATH

FINHLPA1Z  
to  
FINHLPA2Z

OTSUBVA

OTQUALZ

OTINSTR

MANUAL CODING

Enter dates with diary for consistency. If full-time (see question 5) check with Donow question.

Enter in most recent course on page 4.

INTERACTIVE CODING

Range: Month: 1-12  
Year: 84-90  
Missing: 99  
Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-3  
Missing: 99  
Labels: 1=yes; 2=no; 3=not sure

Range: 1-2  
Labels: 1=ticked; 2=not ticked

Range: 1-100  
Missing: 999  
Labels: 1=one month or less; 100=don't know  
Range: 1-2; Missing: 99  
Labels: 1=ticked; 2=not ticked

Range: Subjects: 1000-9999  
Quals: 1-999  
Insts: 1-920  
Labels: As listed

1. Here are some things people have said about the Youth Training Scheme (YTS). On balance, what do you think? tick one box for each line.

The Youth Training Scheme

Three columns of checkboxes for question 1, each with 5 rows.

YTSTHK1Z to YTSTHK6Z

Ranges: 1-3 Missing: 99 Labels: 1-agree; 2-not sure; 3-disagree

2. Have you ever started on the Youth Training Scheme (YTS)? count any scheme you are now on. tick one box.

Form for question 2 with checkboxes and a note: 'If NO, please go to page 5'

YTSEVERZ

"Coder implied yes" to anything but a blank filter would result in 2 pages of missing values. Coders are asked to leave filter at "NO" or "99" to be picked up at consistency checks.

Range: 1-3 Missing: 99 Labels: 1-YES; 2-NO 3-CODER IMPLIED YES

3. When did you start your first YTS scheme? month year

Form for question 3 with month and year selection boxes.

FYTSMTNZ FYTSYRZ

Range: Month: 1-12 Year: 84-90 Missing: 99

4. How many YTS schemes have you ever started on? tick one box.

Form for question 4 with checkboxes for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

YTSEVNOZ

Labels: As question

5. Altogether, how long did you spend on YTS? If you have been on more than one scheme please add together the time you spent on each scheme. tick one box.

Form for question 5 with checkboxes for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

LONGYTSZ

Range: 1-5 Missing: 99 Labels: As question

6. Did you stay on your YTS scheme until the end? tick one box.

Form for question 6 with checkboxes for YES, NO.

CHPLYTSZ

Range: 1-2 Missing: 99 Labels: 1-yes; 2-no

7. What date did you leave your YTS scheme? month year

Form for question 7 with month and year selection boxes.

YTLVNTNZ YTLVYRZ

Check dates for consistency

Range: Month: 1-12 Year: 84-90 Missing: 99

8. What date did you last start on a YTS scheme? tick one box.

Form for question 8 with checkboxes for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

ATRYTSZ

Range: 1-7 Missing: 99 Labels: As question

1. Which qualifications, if any, did you get while you were on IRS? tick all that apply

QULTYS1Z  
QULTYS2Z

Range: 1-2  
Labels: 1-ticked;  
2-not ticked

2. What sort of job was your training job on your last scheme? please write the name of the main job you trained for

YTSJOBZ

Use Occupations code list. If you can't find a specific code, including catch-alls for industries, code as "inadequately described" or blank.

Range: 1-999  
Missing: 9999  
Labels: As list

3. While you were on this scheme, were you an employee of your IRS employer? tick one box

EMPYTSZ

Range: 1-4  
Missing: 99  
Labels: As question

4. Where did you do your off-the-job training when you were on your last scheme? tick all that apply

OFJBTR1Z  
OFJBTR5Z

Range: 1-2  
Labels: 1-ticked;  
2-not ticked

5. In what way, if any, has being on IRD helped you get a job? tick all that apply

HLPJOB1Z  
HLPJOB10Z

Range: 1-2  
Labels: 1-ticked;  
2-not ticked

6. Have you done any special training or courses since you left the IRD? tick all that apply

YTSAP11Z  
YTSAP17Z

Range: 1-2  
Labels: 1-ticked;  
2-not ticked

1. Many courses in schools, colleges and training centres now include SCORVEC National Certificate modules. Have you ever started any SCORVEC National Certificate modules? tick one box

YES  NO  If NO, please go to page 7

MODVERZ

Treat as YTS filter on page 6 - only "coder implied yes" if filter is blank but page has been filled in.

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

2. Did you ever study SCORVEC National Certificate modules? tick one box for each line

WHRMOD1Z  
to  
WHRMOD8Z

Ranges: 1-2  
Missing: 99  
Labels: 1-ticked; 2-not ticked

3. How many SCORVEC National Certificate modules have you completed altogether? count all the modules you've ever done if none, write 0

MODCOMPZ

Range: 0-99  
Missing: 999

4. How did you choose which modules to do? tick all that apply

PCKMD1Z  
to  
PCKMD7Z

Ranges: 1-2  
Labels: 1-ticked; 2-not ticked

Have the modules you've studied tick one tick for each one

NDTHK01Z  
to  
NDTHK12Z

Ranges: 1-4  
Missing: 99  
Labels: As question

MANUAL CODING

INTERACTIVE CODING

1. Have you ever had a job since leaving school? (10 hours or more a week) don't count yrs. of holiday jobs here  
 YES  NO, please go to page 0

EVERJOB2

Check Donor and Diary for consistency

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

2. How many full-time jobs have you had since leaving school? don't count yrs. of holiday jobs here

NUMBJOBS2

Range: 0-99  
Missing: 999

3. When did you start your first full-time job? don't count yrs. of holiday jobs here

FJOBMTHZ  
FJOBYRZ

Range: Month: 1-12  
Year: 84-90  
Missing: 99

4. Have you still been doing this job? tick one box  
 YES  NO, please go to page 0

JOBLETZ

Check with Donor and Diary

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Only answer the following question if you have your first full-time job

5. Is what sort of basis did you work in your first full-time job? (e.g. hospital, shop, building, etc.)

JOBSIC80

Use Occupational Lists 1) Industrial Class

Range: 1-99  
Missing: 999

What was your status when you started this job? (e.g. full-time, part-time)

JOBCATE0

2) Status

Range: 1-99  
Missing: 99

Describe the actual work you did in this job

JOBCODE

3) Job title

Range: 1-999  
Missing: 9999

6. When did you start this job? (month/year)

LVJBMTHZ  
LVJBYRZ

Range: Month: 1-12  
Year: 84-90  
Missing: 99

7. What is your job title? tick one box

JOBNIT1Z  
JOBNIT6Z

Range: 1-2  
Labels: 1-ticked  
2-not-ticked



1. Are you doing any paid work now/county/fulltime or part-time job/work on schemes or self-employment tick one box

YES  NO  If NO, please go to page 10

IFPAIDZ

Check with Donow.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

2. In what sort of business do you now work? (eg. hospital/shop/building firm) What is the name of your job or scheme? (eg. nurse/stores-clerk) Describe the actual work you do in your job or scheme

JOBSIC80

Use Occupational code lists.  
1) Industry

Range:1-99  
Missing:999

JOBCATEG

2) Status-check q7 and Donow

Range:1-9  
Missing:99

JOBCODE

3) Job title  
Code exactly what is there even if the same as job on page 9 - respondent could move jobs with same employer

Range:1-999  
Missing:9999

3. Is this a temporary job or permanent job or a scheme? tick one box

Temporary job  Permanent job  scheme

JOBTYPEZ

Range:1-3  
Missing:99  
Labels:As question

4. When did you start your present job or scheme? month year

JOBNTHZ

JOBYRZ

Range:Month:1-12  
Year:84-90  
Missing:99

5. How many hours did you work last week in your job or scheme, not counting lunch breaks? if none write 00

HRSWORKE

Range:0-168  
Missing:999

6. Last week, what was your pay from this job or scheme? before deductions of tax etc.

EARNINGZ

Range:0-50000  
Missing:99999

7. In this job, are you self-employed? tick one box

SELFEMPZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

8. In this job, are you working on a business owned and run by your family? tick one box

FAMBUSZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

9. Now, tick one box to show whether you are (usually) tick one box

FNDJOB1Z

FNDJOB9Z

Range:1-2  
Labels:1-ticked;  
2-not ticked

10. Did you ever do the same experienced with this employer? tick one box

YTSEMPZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

MANUAL CODING

INTERACTIVE CODING

1. Were you unemployed immediately before you started this job or scheme? **yes** **no**  
tick one box

2. Since you've been with this employer, have you ever been promoted? **yes** **no**  
tick one box

3. Since you've been with this employer, have you changed to a different job? **yes** **no**  
tick one box

4. Are you in charge of any other people at work? **yes** **no**  
tick one box

5. Given the chance, would you like to have a more responsible job? **yes** **no** **not sure**  
tick one box

6. If you have ever done SCQVOC national Certificate modules, do you think the modules you've studied? **not at all** **not very** **quite a bit** **very much**  
tick one box for each line

| Module   | not at all               | not very                 | quite a bit              | very much                |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| Written with a computer or text in your present job  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written with a computer or text in your previous job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Do you (or did you) get any training or instruction in this job or scheme, either at work or somewhere else? **yes** **no**  
tick one box   **If NO, please go to page 10**

8. What sort of training do (or did) you get? tick ALL that apply

- on the job
- at a college or training centre
- at a university
- at a school
- at a training centre or institute
- at a place of work
- at home
- by correspondence
- by video
- by audio
- by computer
- by other means

9. Which of these was your main training? please underline it on the list above

10. How long does (or did) your main training last from beginning to end? **years** **months** **weeks**  
if "not known" write "don't know"

UNEMPBEZ

PROMOTEZ

CHNGJOBZ

INCHRGZ

MORRESPZ

MODTRKZ  
to  
MODTRKSE

INEINSTRZ

TRAINTRZ  
to  
TRAINTRSE

CVAINTRZ

ININTRKZ

Check with course page for consistency. If training at college or training centre, etc. course page accordingly. If information not recorded then

Use new code of "99" for "continuous" etc.

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-3; Missing: 99  
Labels: 1=yes; 2=no; 3=not sure

Range: 1-4  
Missing: 99  
Labels: As question

Range: 1-3; Missing: 99  
Labels: 1=YES; 2-NO; 3-CODES IMPLIED YES;

Range: 1-2  
Labels: 1=ticked; 2-not ticked

Range: 1-7; Missing: 99  
Labels: see (8)

Range: 1-100  
Missing: 99  
Labels: 99-continuous; 100-don't know

1. Here are some things which people have said about jobs and looking for jobs. How much do you agree or disagree with each of these? tick one box for each line

|  | strongly agree           | agree                    | neither agree nor disagree | disagree                 | strongly disagree        |
|--|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|
| most of the jobs available are pretty well full  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| the staff in the Civil Service are overpaid      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| most employers have more jobs than they can fill | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| most of the jobs available are well paid         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| the staff in the Civil Service are underpaid     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |
| most of the jobs available are boring            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> |

2. In the past three months, how many jobs have you applied for? if none write 01

3. Have you ever been employed in any country you were out of job and looking for work, even if you got no benefit? tick one box

YES  NO  If NO, please go to page 11

4. What is the longest time you have been unemployed since leaving school? don't count any time spent on AFS or other schemes tick one box

1-3 months  3-6 months  6-12 months  12 months or more  If NO, please go to page 11

5. Altogether how long have you been unemployed since leaving school?

1-3 months  3-6 months  6-12 months  12 months or more  If NO, please go to page 11

6. Are you unemployed now? tick one box

YES  NO  If NO, please go to page 11

7. What date did you last get a job or contract?

Month:  Year:  If NO, please go to page 11

8. What is your usual way of getting a job or contract?

1-5  If NO, please go to page 11

SAYJOB12 to SAYJOB62

NUNJOB32

EVERUNZ

LNGSTUNZ

LNGUNTZ

UNEMPEZ

UNEMPTZ UNEMPYZ

WHENREGZ

Check Donow & Diary

If "since school" edit from date left school on page 1.

Check Donow & Diary

Range: 1-5 Missing: 99 Labels: As question

Range: 0-99 Missing: 999

Range: 1-3; Missing: 99 Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: 1-4; Missing: 99 Labels: As question

Range: 1-100; Missing: 999 Labels: 1-one mth or less

Range: 1-3; Missing: 99 Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: Month: 1-12; Year: 84-90; Missing: 99

Range: 1-5 Missing: 99 Labels: As question

MANUAL CODING

INTERACTIVE CODING

1. Are you tick one box

2. If you are married or living with partner when did you start living together?

3. Do you have any children of your own? tick one box

If YES when was your first child born?

4. Do any of the following people live with you at your usual address? If you are a student answer 01 or 02 if you are a student tick all that apply

- your mother, your father, your step-mother, your step-father, your grandparents, your brothers or sisters, your partner (not married), your partner (married), your son/daughter, your grandchild, someone else

5. Please tick one box about your parents (or step-parents) tick one box for your mother and one for your father

Are they now...

6. Over the past year have you parents regularly helped you with money? tick one box

7. Do you (or your partner if you live together) receive any of the following benefits? tick all that apply

8. Adding together all the money you received what was your total income last week? (eg wages, benefits, grants) if nothing write '0'

STATUS

MARYRZ

ANYKIDSE

KIDMTHZ  
KIDYRZ

LWTH1Z  
LWTH1Z2

MUMNOWZ  
DADNOWZ

PANHELZ

DSSG61Z  
DSSG61Z

ALLCASHZ

Wid 5 for separated/divorced or widowed in DB if respondent tells us. Not to be assumed from other questions though.

Range: 1-5  
Missing: 99  
Labels: Ask question

Range: Month: 1-12  
Year: 84-90; Missing: 99

Range: 1-3; Missing: 99  
Labels: Ask question

Range: Month: 1-12  
Year: 84-90; Missing: 99

Range: 1-2  
Labels: 1-ticked,  
2-not ticked

Range: 1-10  
Missing: 99  
Labels: Ask question

Range: 0-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2  
Labels: 1-ticked,  
2-not ticked

Money questions can be changed if monthly is written alongside multiply by 12 and divide by 52.

Range: 0-50000  
Missing: 99999

1. Where are you staying now? (If a student, just say where you stay during term.)  
 Name of town or village  
 Name of region or county

2. Compared with other parts of Scotland, are the job opportunities where you are staying now...  
 better than average  
 about average  
 worse than average

3. Have you ever moved to another town or area to get work?  
 yes  
 no

4. Have you ever had to move to another town because of the limits to how long people can stay in board and lodging accommodation?  
 yes  
 no

5. If you had to move to another area soon to get a job or go to college, which of these things worry you?  
 tick one box for each line

6. What type of board and lodging do you have?  
 (Do you have...)  
 none  
 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

7. How long have you been in your present board and lodging?  
 (Do you have...)  
 none  
 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

8. You can see that... (Do you have...)  
 none  
 1  
 2  
 3  
 4  
 5  
 6  
 7  
 8  
 9  
 10

TWNSTAYZ  
REGSTAYZ

JOBOPFZ

MOVETWZ

LVETOWNZ

STOPG01Z  
to  
STOPG09Z

TENUREZ

DOPAYZ

PAYRNTZ

Use lists of towns & regions.  
Check B.page for new addresses  
before editing in.

Range:Town:200-350;  
Region:1-30

Range:1-3;Missing:99  
Labels:As question

Range:1-2;Missing:99  
Labels:1=yes;2=no

Range:1-2;Missing:99  
Labels:1=yes;2=no

Range:1-3  
Missing:99  
Labels:1-a lot;  
2-a lot;3-not at all

Range:1-9  
Missing:99  
Labels:As question

Range:1-5;Missing:99  
Labels:As question

Treat as page 13, question 8.

Range:0-50000  
Missing:99999

MANUAL CODING

INTERACTIVE CODING

1. Have you ever left home to live away?  
tick one box

YES  NO  If NO, please go to question 4 below

2. When did you first leave home to live away?  
month: 11 year: 11

3. Why did you first leave home? tick all that apply

Was it because:

|  |   |
|--|---|
| you didn't get on with the people at home? <input checked="" type="checkbox"/> | there were no jobs available in your home area? <input checked="" type="checkbox"/> |
| you were getting married? <input checked="" type="checkbox"/>                  | you were starting a particular job? <input checked="" type="checkbox"/>             |
| you wanted to set up your own home? <input checked="" type="checkbox"/>        | you were starting a course? <input checked="" type="checkbox"/>                     |
| your parents moved away? <input checked="" type="checkbox"/>                   | you had some other reason? <input checked="" type="checkbox"/>                      |

4. Have you got a full driving licence? tick one box

YES  NO

5. Do you own or have use of a car? tick one box

YES  NO

6. Do you regularly travel to work, a scheme or a course? tick one box

YES  NO  If NO, please go to question 9 below

7. How do you usually travel to work (or your course) each day? tick main form of transport

|   |  |
|---|--|
| by bus <input checked="" type="checkbox"/>          | on a general bus route/night bus <input checked="" type="checkbox"/> |
| by train <input checked="" type="checkbox"/>        | on a special bus route <input checked="" type="checkbox"/>           |
| on foot <input checked="" type="checkbox"/>         | on a bicycle <input checked="" type="checkbox"/>                     |
| in your own car <input checked="" type="checkbox"/> | in a taxi <input checked="" type="checkbox"/>                        |

8. How much did you pay in fares or petrol to work (or course) last week?  if nothing, write 0  give weekly amount

9. When you're not busy, who do you spend most of your time with? tick all that apply

|   |  |
|---|--|
| people in your family <input checked="" type="checkbox"/>           | friends of your own sex <input checked="" type="checkbox"/>      |
| a friend of the same sex as you <input checked="" type="checkbox"/> | your children <input checked="" type="checkbox"/>                |
| your boyfriend or girlfriend <input checked="" type="checkbox"/>    | other people of your own sex <input checked="" type="checkbox"/> |
| your wife/husband or partner <input checked="" type="checkbox"/>    | you spend time on your own <input checked="" type="checkbox"/>   |

10. Which of the following do you expect to be doing in five years' time? tick all that apply

|   |   |
|---|---|
| to go on to full-time education <input checked="" type="checkbox"/>       | to be self-employed <input checked="" type="checkbox"/>             |
| to be married (living with) a partner <input checked="" type="checkbox"/> | to be buying your own home <input checked="" type="checkbox"/>      |
| to have children <input checked="" type="checkbox"/>                      | to be living in Scotland <input checked="" type="checkbox"/>        |
| to be in full-time work <input checked="" type="checkbox"/>               | to have emigrated out of the UK <input checked="" type="checkbox"/> |

LTHOMRZ

If after incorrect or blank, edit accordingly.

HOMTHZ  
HOMMYRZ

WHYGO1Z  
WHYGO8Z

DRIVELZ

CARCANZ

REGTRAVZ

TRAVHONZ

WIFARESZ

COMPAN1Z  
COMPAN8Z

EXPDO1Z  
EXPDO8Z

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: Month: 1-12  
Year: 84-90; Missing: 99

Range: 1-2  
Labels: 1-ticked; 2-not ticked

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-2; Missing: 99  
Labels: 1=yes; 2=no

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: 1-8  
Missing: 99  
Labels: As question

Range: 0-50000  
Missing: 99999

Range: 1-2  
Labels: 1-ticked; 2-not ticked

Range: 1-2  
Labels: 1-ticked; 2-not ticked

1 What are you doing now?  
tick one box

DONOWZ

This question should be checked for consistency with the rest of the questionnaire, especially if in full-time ed. If doing "something else", make sure it isn't one of the previous options. Pregnancy=not working=6 Maternity leave-check jobs page

Range 1-8  
Missing 99  
Labels: As question

Are you...

- in a full-time paid job (30 hrs or more a week) but not on a scheme?
- on the Youth Training Scheme (YTS)?
- on another sort of scheme (eg CI, ET or JTS)?
- in full-time higher education (eg degree, HNC, HND)?
- in other full-time education?
- looking after family or home full-time and unpaid?
- unemployed and looking for work?
- doing something else?  
(please say what)

|   |
|---|
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |
| 7 |
| 8 |

2 Please tell us what you were doing at each of the following times (April 1987, October 1987, April 1988, October 1988 and April 1989)  
tick one box for each date

DOAPR87Z  
to  
DOAPR89Z

Do not attempt to fill in blank responses  
If more than 1 box is ticked, this will be I/A coded as 95

Ranges 1-9  
Missing 99;95  
Labels 95-more than one box ticked

Here you . .

|  | 1987<br>April            | 1987<br>Oct              | 1988<br>April            | 1988<br>Oct              | 1989<br>April            |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| at school full-time?                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| in a full-time paid job but not on a scheme?         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| on the Youth Training Scheme (YTS)?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| on another sort of scheme (eg CP, CI, ET or JTS)?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| in full-time higher education (eg degree, HNC, HND)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| in other full-time education?                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| looking after family or home full-time and unpaid?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| unemployed and looking for work?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| doing something else?                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3 When did you leave school?

month:  
year 19

MTHLEFTZ  
YRLEFTZ

Check for consistency with other dates

Range Month 1-12  
Year 84-89  
Missing 99

1. Did you study any subjects for O grade or for Highers in your fifth year at school?  
tick one box

YES

NO  → if NO, please go to question 3 below

2. Underline or write in each subject that you studied for O grade or for Highers in fifth year.

tick if you studied the subject in fifth year

tick if you sat the exam in fifth year and

ring your exam grade, if any (n=no award)

Do not include any exams you took in your fourth year here

|                                      | O grades                 |                          |                 |   |   | Highers |   |                 |                          |                          |   |   |   |   |   |
|--------------------------------------|--------------------------|--------------------------|-----------------|---|---|---------|---|-----------------|--------------------------|--------------------------|---|---|---|---|---|
|                                      | tick if studied          | tick if sat              | grades obtained |   |   |         |   | tick if studied | tick if sat              | grades obtained          |   |   |   |   |   |
| Arithmetic.....                      | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| English.....                         | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Mathematics.....                     | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Chemistry.....                       | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Physics.....                         | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Biology.....                         | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| French.....                          | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Geography.....                       | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| History.....                         | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Modern Studies.....                  | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Art and Design.....                  | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Technical Drawing..                  | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Secretarial Studies                  | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| Other subjects<br>(please say which) | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| .....                                | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| .....                                | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |
| .....                                | <input type="checkbox"/> | <input type="checkbox"/> | 1               | 2 | 3 | 4       | 5 | n               | <input type="checkbox"/> | <input type="checkbox"/> | A | B | C | D | n |

H05THZ

If incorrect or blank, edit according to following questions.

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO;  
3-CODER IMPLIED YES

H05SBJZZ

Check subjects ticked are valid SCE exams, if not they should be moved to the Voc exam question.

Range: 1001-6702

O5STUDZ  
O5SATZ  
O5GRADEZ

Studied Range: 1-2  
Labels: 1-studied  
2-not studied  
Sat Range: 1-3  
Labels: 1-sat; 2-nt sat  
3-coder implied sat  
Grades Range: 1-6  
Missing: 99; 95; 96  
Labels: 6-no award;  
95-confusion;  
96-subject not sat;  
99-missing

H5SATZ  
H5GRADEZ

3. In your fifth year, did you study for any other qualifications, such as CSEs, Standard Grade, RSAs, City & Guilds (CGLI) or SCOTVEC National Certificate modules?  
tick one box

YES

NO  → if NO, please go to page 3

4. Please write down the name of each subject, the qualification you studied for, and the result of any exam you took. please don't list your O grades or Highers here

| subject studied<br>(eg typing, computing) | type of exam<br>(eg Pitmans, RSA) | result<br>(eg pass/fail, grade, exam not sat) |
|---|-----------------------------------|---|
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |
| .....                                     | .....                             | .....   |

VOCX5THZ

If incorrect, edit according to following questions.

Range: 1-3  
Missing: 99  
Labels: 1-YES, 2-NO  
3-CODER IMPLIED YES

OTSBCODE

Use school subject codes wherever possible. Exams from quals. code list.

Subject  
Range: 1000-9999  
Exam Range: 1-99  
Missing: 99  
Result Range: 1-9  
Missing: 99

OTSBOUAL

OTSBGRDE

Use results list.

See lists for labels

1 In your fifth or sixth year, did you regularly have classes at another school or college during school hours .

for Highers?  
for SCOTVEC modules?  
for CSYS (Sixth Year Studies)?

|  |                           |                           |
|--|---------------------------|---------------------------|
|  | fifth year<br>tick if yes | sixth year<br>tick if yes |
|  | <input type="checkbox"/>  | <input type="checkbox"/>  |
|  | <input type="checkbox"/>  | <input type="checkbox"/>  |
|  | <input type="checkbox"/>  | <input type="checkbox"/>  |

CONHGH5Z  
CONMOD5Z  
CONHGH6Z  
CONMOD6Z  
CONSYS6Z

Ranges 1-2  
Labels:1-ticked;  
2-not ticked

2 Did you have a part-time job in term time, at any time during your fifth or sixth year at school?  
tick one box for each line

|            |                            |                            |
|------------|----------------------------|----------------------------|
|            | yes                        | no                         |
| fifth year | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| sixth year | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

PTJOB5Z  
PTJOB6Z

Ranges 1-2  
Missing 99  
Labels 1=yes, 2=no

3. Did you start a sixth year at school?  
tick one box

YES  1      NO  2 → if NO, please go to page 4

START6Z

If filter incorrect,edit according to following questions

Range 1-3  
Missing 99  
Labels 1=YES,2-NO  
3-CODER IMPLIED YES

4 What subjects did you study in your sixth year, for O grade, Highers, CSYS (Sixth Year Studies) or A level?  
write the name of each subject that you studied, if you sat the exam tick in the box, write in your exam result or grade, if any

| name of subject | O grades                    | Highers                     | CSYS                        | A level                     |
|-----------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|                 | tick if result sat or grade | tick if result sat or grade | tick if result sat or grade | tick if result sat or grade |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |
|                 | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>    |

SUBJECT  
OGRSTUDZ  
OGRRESZ  
HGHSTUDZ  
HGHRESZ  
SYSSTUDZ  
SYSRESZ  
ALVSTUDZ  
ALVRESZ

Check SCE subjects can be studied at level stated  
If not,transfer to Vocexam question below

Subject  
Range 1000-9999  
Labels As school subject list

Studied Range 1-2  
Labels 1-studied  
2-not studied  
Sat Range. 1-2  
Labels 1-sat  
2-not sat

Results range  
'O' & SYS 1-6  
Highers 1-5  
'A'.1-7  
Missing.96,99  
Labels.96-not sat  
99-missing

5 In your sixth year, did you study for any other qualifications, such as CSEs, Standard Grade, RSAs, City & Guilds (CGLI) or SCOTVEC National Certificate modules?  
tick one box

YES  1      NO  2 → if NO, please go to page 4

VOCX6THZ

Treat as S5 question

6 Please write down the name of each subject, the qualification you studied for, and the result of any exam you took  
please don't list your O grades, Highers, CSYS or A levels here

| subject studied<br>(eg typing, computing) | type of exam<br>(eg Pitmans, RSA) | result<br>(eg pass/fail,<br>grade, exam not sat) |
|---|-----------------------------------|--|
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |
|   |                                   |  |

OTSBCODE  
OTSBQUAL  
OTSBGRDE

Subject  
Range: 1000-9999  
Exam Range 1-99  
Missing:99  
Results Range 1-9  
Missing.99  
Labels As lists

1. At school, did you ever regularly fill in a written record of your work?  
(eg logbook, profile, diary, negotiated statement or record of achievement)  
tick one box

YES  1      NO  2 → if NO, please go to question 5 below

2. Do you think this record was a fair summary of your work?  
tick one box

yes . . . . .  1  
no . . . . .  2

3. Did you ever show this record to...  
tick one box for each line

|                             | yes                        | no                         |
|-----------------------------|----------------------------|----------------------------|
| ...an employer? . . . . .   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...a YTS sponsor? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...a college? . . . . .     | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

4. Did this record help you to get...  
tick one box for each line

|                               | yes                        | no                         |
|-------------------------------|----------------------------|----------------------------|
| ...a job? . . . . .           | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...a YTS place? . . . . .     | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...a college place? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

5. Many courses in schools, colleges and training centres now include SCOTVEC National Certificate modules.  
Have you ever started any SCOTVEC National Certificate modules?  
tick one box

YES  1      NO  2 → if NO, please go to page 5

6. Did you ever study SCOTVEC National Certificate modules...  
tick one box for each line

|  | yes                        | no                         |
|--|----------------------------|----------------------------|
| ...while still at school? . . . . .  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while on a YTS scheme? . . . . .  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while in your present job? . . . . .  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while in a job, but <u>not</u> in your present one? . . . . .                         | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while at college full-time (but <u>not</u> on YTS and <u>not</u> in a job)? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while at college part-time (but <u>not</u> on YTS and <u>not</u> in a job)? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while unemployed? . . . . .   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...while doing something else? . . . . .   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

7. How many SCOTVEC National Certificate modules have you completed altogether?  
count all the modules you've ever done  
if none, write '0'

..... ..modules

MANUAL CODING

INTERACTIVE CODING

TVLOGZ

If filter incorrect or blank, edit accordingly.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

TVLOGOKZ

Range:1-2;Missing:99  
Labels:1=yes; 2=no

TVSHOW1Z  
TVSHOW2Z  
TVSHOW3Z

Ranges:1-2;Missing:99  
Labels:1=yes;2=no

TVLGHP1Z  
TVLGHP2Z  
TVLGHP3Z

Ranges:1-2;Missing:99  
Labels:1=yes;2=no

MODEVERZ

Do not edit filter from information elsewhere in quest. Leave discrepancies to be picked up at consistency checks. Only edit if filter is ticked wrongly or left blank.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

WHRMOD1Z  
to  
WHRMOD8Z

Ranges:1-2;Missing:99  
Labels:1=yes;2=no

MODCOMPZ

Range:0-99;Missing:99

1 Some schools and colleges run TVEI schemes which offer courses of technical and vocational education

Did you ever take any TVEI courses?  
tick one box

YES  1

NO  2 → if NO, please go to page 7

TVEVERZ

If filter incorrect or blank, edit accordingly

Range 1-3, Missing 99  
Labels 1-YES, 2-NO,  
3-CODER IMPLIED YES

2 When were you on TVEI?  
tick all that apply

- In third or fourth year at school
- In fifth year at school
- In sixth year at school
- While studying full time at college

  
  
  


TVWHEN1Z  
to  
TVWHEN4Z

Ranges.1-2  
Labels 1-ticked,  
2-not ticked

3 On the whole, do you think your TVEI courses were .  
tick one box

- very worthwhile?
- worthwhile in some ways?
- not worthwhile?
- don't remember

 1  
 2  
 3  
 4

TVWTHZ

Range 1-4, Missing 99  
Labels As question

4 Would you recommend TVEI to a younger brother, sister or friend still at school?  
tick one box

- yes
- no
- not sure

 1  
 2  
 3

TVRECZ

Range 1-3, Missing 99  
Labels 1=yes, 2=no,  
3-not sure

5 Why would you recommend, or not recommend, TVEI?

.....

.....

.....

.....

TVRECYZ

Use appropriate coding list

Range 1-99, Missing 99  
Labels As coding list

6 Do you think everyone should do TVEI as part of their secondary school courses?  
tick one box

- yes
- no
- not sure

 1  
 2  
 3

TVALLZ

Range.1-3, Missing 99  
Labels.1=yes, 2=no,  
3-not sure

7 Which certificates or qualifications, if any, did you get on TVEI?  
if none, write 'none'

.....

.....

TVOUALZ

Use quals code list

Range:1-99  
Missing 999  
Labels As coding list

1. How much did TVEI... tick one box for each line

|   | very much                  | a little                   | not at all                 | not sure                   |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| ...help you to decide what to do after leaving school?                      | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help to prepare you for the first few months after leaving school?       | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you to make up your mind about the kind of job you wanted?          | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...make you want to get further education or training after leaving school? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you feel more confident generally?                                  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you learn how to work with other people?                            | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

TVHELP1Z to TVHELP6Z

Ranges:1-4 Missing:99 Labels:As questions

2. TVEI courses are often taught in different ways from other lessons. Do you think the ways you studied on TVEI... tick one box for each line

|   | yes                        | no                         | not sure                   |
|---|----------------------------|----------------------------|----------------------------|
| ...helped you learn how to work with other students?    | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...were more practical?                                 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...showed that school subjects were relevant to jobs?   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...helped you learn how to make decisions for yourself? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...were a more enjoyable approach to learning?          | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...gave you the chance to work on your own?             | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...helped you get on better with teachers?              | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...made you feel more like an adult?                    | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...allowed you to work at your own pace?                | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

TVSTUD1Z to TVSTUD9Z

Ranges:1-3 Missing:99 Labels:As questions

3. How useful have you found... tick one box for each line

|  | a lot                      | a little                   | not at all                 |
|--|----------------------------|----------------------------|----------------------------|
| ...the subjects you studied on TVEI?   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the work experience on TVEI?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the ways you learnt on TVEI?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the qualifications you got on TVEI? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

TVUSE1Z to TVUSE4Z

Ranges:1-3 Missing:99 Labels:As questions

4. Did you do work experience on TVEI? tick one box

YES  1      NO  2 → if NO, please go to page 7

TVWORKZ

If filter blank or incorrect, edit accordingly.

Range:1-3;Missing:99 Labels:1-YES;2-NO;3-CODER IMPLIED YES

5. Did your work experience... tick one box for each line

|  | yes                        | no                         |
|--|----------------------------|----------------------------|
| ...help you prepare for jobs or training you have done since?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you make up your mind about what to do later on?             | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a part-time or temporary job with the same employer? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a full-time job with the same employer?              | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a job with another employer?                         | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

TVEXP1Z to TVEXP5Z

Ranges:1-2 Missing:99 Labels:1=yes;2-no

1 Which qualifications, if any, have you obtained since you left school?  
tick all that apply

GTOUAL01Z  
to  
GTOUAL10Z

Check "other" is not one of preceding options & note down what it is

Range: 1-2  
Labels 1-ticked,  
2-not ticked

no qualifications  
SCOTVEC National Certificate modules  
Standard Grade  
SCE O grade or GCE O level  
SCE Higher  
GCE A level

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

City & Guilds (CGLI)  
YTS Certificate  
RSA  
other qualification(s)  
(please say which)

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

2 Have you applied for any full-time or part-time courses since January 1987?  
tick one box

COURSESZ

If incorrect or blank, edit accordingly

Range 1-3  
Missing:99  
Labels.1-YES,2-NO  
3-CODER IMPLIED YES

YES  1

NO  2 → if NO, please go to question 4 below

3 Which types of full-time or part-time courses have you applied for?  
tick all the types of courses you applied for in each year

YRSATZ  
APUNIZ  
APCDGZ  
APAFEZ  
APSV CZ  
APOFEZ  
APOETZ

Range:87-89

Ranges 1-2  
Labels.1-ticked,  
2-not ticked

degree course at university  
degree course at college  
advanced course at college (eg HND HNC)  
SCOTVEC National Certificate modules at college  
other courses at college (eg Highers City & Guilds)  
some other education or training

|                          | 1987                     | 1988                     | 1989                     |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4 Do you think you will apply for any courses in the next 12 months?  
tick one box

yes  
no  
not sure

|                            |
|----------------------------|
| <input type="checkbox"/> 1 |
| <input type="checkbox"/> 2 |
| <input type="checkbox"/> 3 |

FUTCRSZ

Range. 1-3  
Missing:99  
Labels.1=yes;2-no,

5 Have you started any full-time or part-time course at college, university or training centre since you left school?  
include courses you took while on YTS or in a job  
tick one box

EVRCSRSEZ

Check consistency with diary

Range: 1-3  
Missing:99  
Labels.1-YES,2-NO  
3-CODER IMPLIED YES

YES  1

NO  2 → if NO, please go to page 9

6 Please tell us about your present or most recent course if you have started a programme of SCOTVEC National Certificate modules, answer about your main area of study

COURSEZ

Code from main subject code list-main subj area only if possible

Ranges:  
Subjects.1000-9999  
Quals 1-99  
Inst.1-920  
Labels As lists

QUALZ

Use quals code list

INSTZ

Use institutions list

name of the course  
or main subject studied  
eg Catering, Computing

what qualification(s), if any,  
does this course lead to?  
eg BSc, HND, SCOTVEC modules  
(if none, write 'none')

name of college, university  
or training centre(s)  
eg Ayr College, Sight and Sound

1. When did you start your present or most recent course? month: ..... year: 19.....
2. Are you still on this course? tick one box  
yes . . . .  1  
no . . . .  2
3. Were you sent on this course by an employer? tick one box  
yes . . . .  1  
no . . . .  2
4. Is (or was) this course... tick one box for each line  

|   |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|
|   | yes                        | no                         | not sure                   |
| ...part of the Youth Training Scheme (YTS)?                       | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...part of the Technical & Vocational Training Initiative (TVEI)? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...a programme of SCOTVEC National Certificate modules?           | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
5. Is (or was) this course... tick all that apply  

|  |   |
|--|---|
| ...full-time? <input type="checkbox"/>     | ...evening classes? <input type="checkbox"/>        |
| ...sandwich? <input type="checkbox"/>      | ...a 12 or 21 hour course? <input type="checkbox"/> |
| ...block release? <input type="checkbox"/> | ...other part-time? <input type="checkbox"/>        |
| ...day release? <input type="checkbox"/>   |   |
6. Before you started this course, did you do TVEI at school? tick one box  

YES  1      NO  2 → if NO, please go to page 9
7. Did doing TVEI at school make you want to enter this course? tick one box  
yes . . . .  1  
no . . . .  2  
don't remember. . . .  3
8. Did TVEI make it easier for you to get accepted onto this course? tick one box  
yes . . . .  1  
no . . . .  2  
don't remember. . . .  3
9. Did (or does) this course build on what you did on TVEI? tick one box  
yes . . . .  1  
no . . . .  2  
don't remember. . . .  3
10. In what ways (if any) has TVEI helped you, or not helped you, when doing this course?  

.....

.....

.....

CRSBMTHZ  
CRSBYRZ

CRSTILZ

SENTCRSZ

CRSPRT1Z  
to  
CRSPRT3Z

CRSTYP1Z  
to  
CRSTYP7Z

BEFCRSEZ

WANTCRSZ

CRSEASEZ

CRSBLDZ

HLPCRSEZ

MANUAL CODING

INTERACTIVE CODING

Range:Month:1-12  
Year:84-90  
Missing:99

Range:1-2;Missing:99  
Labels:1=yes;2=no

Range:1-2;Missing:99  
Labels:1=yes;2=no

Ranges:1-3;Missing:99  
Labels:1=yes;2=no;  
3-not sure

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

If filter incorrect or blank,  
edit accordingly.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

Range:1-3;Missing:99  
Labels:As question

Range:1-3;Missing:99  
Labels:As question

Range:1-3;Missing:99  
Labels:As question

Use appropriate coding list.

Range:1-99;Missing:99  
Labels:As coding list

1. Have you ever started on the Youth Training Scheme (YTS)?  
count any scheme you are now on  
tick one box

YES

NO  → if NO, please go to page 11

YTSEVERZ

"Coder implied yes" to anything but a blank filter would result in 2 pages of missing values. Coders are asked to leave filter at "NO" or "99" to be picked up at consistency checks

Range:1-3  
Missing:99  
Labels:1-YES,2-NO  
3-CODER IMPLIED YES

2. When did you start your first YTS scheme? month: year: 19

FYTSMTHZ  
FYTSYRZ

Ranges-Month:1-12  
Year:84-90  
Missing:99

3. How many YTS schemes have you ever started on? tick one box

one  1  
two  2  
three or more  3

YTSEVNOZ

Range:1-3,Missing:99  
Labels:As question

4. Altogether, how long did you spend on YTS? if you have been on more than one scheme, please add together the time you spent on each scheme tick one box

LONGYTSZ

Range: 1-5  
Missing:99  
Labels. As question

less than 6 months  1  
more than 6 months but less than 1 year  2  
1 year  3  
more than 1 year but less than 2 years  4  
2 years  5

5. Did you stay on your last YTS scheme until the end? tick one box

yes  1  
no  2

CHPLYTSZ

Range 1-2  
Missing:99  
Labels:1=yes;2=no

6. When did you leave your last YTS scheme? month year: 19

YTLVMTHZ  
YTLVYRZ

Check dates for consistency

Range-Month:1-12  
Year:84-90  
Missing:99

7. What did you do straightaway after you left your last YTS scheme? tick one box

AFTRYTSZ

Range. 1-7  
Missing:99  
Labels As question

Did you...

get a full time job with your YTS employer or sponsor?  1  
get a full time job with someone else?  2  
get a part time job (under 30 hours per week)?  3  
become unemployed?  4  
go into full time education at college or school?  5  
start a family?  6  
do something else?  7

8. Which qualifications, if any, did you get while you were on YTS? tick all that apply

QULYTS1Z  
to  
QULYTS4Z

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

YTS certificate   
SCOTVEC National Certificate modules   
some other qualification (eg City & Guilds RSA Pitman)   
none

1. While you were on this scheme, were you an employee of your YTS employer... tick one box

...for none of the time?  1

...for some of the time?  2

...for all of the time?  3

...not sure.  4

EMPYTSZ

Range:1-4;Missing:99  
Labels:As question

2. Have you done any further training or education since you left YTS? tick all that apply

no education or training  full-time further education.

day or block release at college.  training through another scheme (eg CP,ET)

off-the-job training through work.  other type of education or training.

on-the-job training at work.

YTSAFT1Z  
to  
YTSAFT7Z

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

3. What sort of job were you training for on your last scheme? please write the name of the main job you trained for

.....

.....

.....

YTSJOBZ

Use occupations code list. If you can't find a specific job code, including catch-alls for industries, code as "inadequately described" or "blank".

Range:1-999  
Missing:9999  
Labels:As occupations list

4. Before you started this scheme, did you do TVEI at school? tick one box

YES  1

NO  2 → if NO, please go to page 11

BEFSCHMZ

If filter incorrect or blank, edit accordingly.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

5. Did doing TVEI make you want to enter this YTS scheme? tick one box

yes  1

no.  2

don't remember.  3

WNTSCHMZ

Range:1-3;Missing:99  
Labels:As question

6. Did TVEI make it easier for you to get on this scheme? tick one box

yes  1

no.  2

don't remember.  3

GETSCHMZ

Range:1-3;Missing:99  
Labels:As question

7. Did the work and training on your scheme build on what you had done on TVEI? tick one box

yes  1

no.  2

don't remember.  3

WORKBLDZ

Range:1-3;Missing:99  
Labels:As question

8. Did the off-the-job training on your scheme build on what you had done on TVEI? tick one box

yes  1

no.  2

don't remember.  3

OTJBLDZ

Range:1-3;Missing:99  
Labels:As question

9. In what ways (if any) did TVEI help you, or not help you, when you were on your scheme?

.....

.....

.....

HLPSCHMZ

Use appropriate coding list.

Range: 1-99  
Missing:99  
Labels:As list

1 Have you ever had a full-time job (30 hours or more a week) since leaving school?  
 don't count YTS, other schemes or holiday jobs here  
 tick one box

YES

NO  → if NO, please go to question 3 below

2. How many full-time jobs have you had since leaving school?  
 don't count YTS, other schemes or holiday jobs here

jobs

3. Have you ever been self-employed? tick one box

|     |                          |
|-----|--------------------------|
| yes | <input type="checkbox"/> |
| no  | <input type="checkbox"/> |

if NO, have you ever thought seriously about becoming self-employed, that is, working for yourself?  
 tick one box

|     |                          |
|-----|--------------------------|
| yes | <input type="checkbox"/> |
| no  | <input type="checkbox"/> |

4 Are you doing any paid work now?  
 count any full-time or part-time job, work on schemes or self-employment  
 tick one box

YES

NO  → if NO, please go to page 13

The next few questions are about your present job

5 In what sort of business do you now work?  
 (eg hospital, shop, building firm)

What is the name of your job or scheme?  
 (eg nurse, stores-clerk)

Describe the actual work you do in your job or scheme

6 In this job, are you self-employed? tick one box

|     |                          |
|-----|--------------------------|
| yes | <input type="checkbox"/> |
| no  | <input type="checkbox"/> |

7 How did you find out about this job or scheme?  
 tick all that apply

- through family
- through friends
- through the Jobcentre or Careers Office
- through a work placement while at school
- through an advertisement
- through direct contact with an employer
- through your YTS sponsor or managing agent
- through a private employment agency
- some other way

EVRFTJOBZ Check Donow and Diary questions for consistency

Range:1-3;Missing:99  
 Labels:1-YES;2-NO,  
 3-CODER IMPLIED YES

NUMJOBSZ

Range:0-99;Missing 99

EVRSELFZ

Range 1-2;Missing 99  
 Labels:1=yes;2-no

BCMSELFZ

Range:1-2,Missing.99  
 Labels:1=yes,2-no

IFPAIDZ

Check with Donow and Diary

Range 1-3,Missing 99  
 Labels:1-YES;2-NO;  
 3-CODER IMPLIED YES

Use occupational coding lists

JOBSIC80

(1)Industry

Range 1-99,Missing 99

JOBCATEG

(2)Status-check Donow and (6)

Range:1-9,Missing.99

JOBCODE

(3)Job Title

Range:1-999  
 Labels As lists

SELFEMPZ

Range 1-2,Missing.99  
 Labels 1=yes;2-no

FNDJOB1Z

to

FNDJOB9Z

Ranges:1-2  
 Labels 1-ticked;  
 2-not ticked

- 1. Did you ever do YTS work experience with this employer? tick one box  
yes . . . .  1  
no . . . .  2
- 2. Were you unemployed immediately before you started this job or scheme? tick one box  
yes . . . .  1  
no . . . .  2
- 3. Since you've been with this employer, have you ever been promoted? tick one box  
yes . . . .  1  
no . . . .  2
- 4. How many hours did you work last week in your job or scheme, not counting lunch breaks? if none, write '0'  
.....hours
- 5. Last week, what was your pay from this job or scheme? before deductions of tax, etc  
£.....p  
give weekly amount

6. If you have ever done SCOTVEC National Certificate modules, do you think the modules you've studied... tick one box for each line

|   | very much                  | somewhat                   | not at all                 | not sure                   |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| ...fitted well with the training or work in your present job? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get your present job? . . . . .                        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...made you better at doing your present job? . . . . .                 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get a pay rise in your job? . . . . .                  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get promotion in your present job? . . . . .           | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

7. Do you (or did you) get any training or instruction in this job or scheme, either at work or somewhere else? tick one box  
 YES  1      NO  2 → if NO, please go to page 11

8. What sort of training do (or did) you get? tick all that apply
- apprenticeship training . . . . .
  - courses run by your employer . . . . .
  - courses run at an outside training centre . . . . .
  - courses run at college . . . . .
  - Training from your supervisor or training officer . . . . .
  - training from workmates . . . . .
  - other training . . . . .

9. Which of these was your main training? please underline it on the list above

10. How long does (or did) your main training last from beginning to end? if not known, write 'don't know'  
 ....yrs... ..wks

YTSEMPZ

UNEMBEFZ

PROMOTEZ

HRSWORKZ

EARNINGZ

MODTHK1Z to MODTHK5Z

IFINSTRZ

TRNTYP1Z to TRNTYP7Z

MAINTRNZ

MNTRMTHZ

Range:1-2;Missing:9; Labels:1-yes;2-no

Range:1-2;Missing:9; Labels:1- yes;2-no

Range:1-2;Missing:9; Labels:1-yes;2-no

Range:0-168 Missing:999

Range:0-50000 Missing:99999

Ranges:1-4 Missing:99 Labels:As questions

Check with courses page for consistency. If training at college or outside training centre, edit courses page accordingly, if information not recorded there.

Range:1-3;Missing:9; Labels:1-YES;2-NO; 3-CODER IMPLIED YES

Ranges:1-2 Labels:1-ticked; 2-not ticked

Range:1-7;Missing:99 Labels:See (8) Range:1-100;Missing: Labels:100-don't know

1 In the past three months, how many jobs have you applied for? if none, write '0' jobs

2 Have you ever moved to another town or area to get work? yes  1 no  2  
tick one box

3 Have you ever been unemployed? count any time you were out of a job and looking for work, even if you got no benefit tick one box

YES  1 NO  2 → if NO, please go to page 14

4 What is the longest time you have been unemployed since leaving school? don't count any time spent on YTS or other schemes tick one box

less than a month  1 6 to 12 months  3  
1 to 5 months  2 over a year  4

5 Altogether, how long have you been unemployed since leaving school? yrs mths wks

6 Are you unemployed now? tick one box

YES  1 NO  2 → if NO, please go to page 14

7 Are you looking for a particular kind of job? yes  1 no  2  
tick one box

if YES, please tell us the kind of job you are looking for

..... . . . .  
..... . . . .  
..... . . . .

8 Which of the following might improve your chances of getting a job? tick all that apply

going on an ET scheme

making direct contact with employers

moving to another area

using the Jobcentre

going to an employment agency

going back to college for further training

asking training courses somewhere other than college

NUMJOB3Z

MOVETWNZ

EVERUNZ

LNGSTUNZ

LNGUNMTZ

UNEMPFZ

LOOKJOBZ

KINDJOBZ

IMPJOB1Z  
to  
IMPJOB7Z

MANUAL CODING

INTERACTIVE CODING

Range:0-99,Missing 99

Range:1-2,Missing:99  
Labels:1=yes,2=no

Check Donow and Diary

Range:1-3,Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

Range 1-4;Missing:99  
Labels:As question

If "since leaving school",edit from date left school on page 1

Range:1-100;Missing:99  
Labels 1-1 mth or less  
100-don't know

Check Donow and Diary

Range:1-3,Missing:99  
Labels 1-YES,2-NO,  
3-CODER IMPLIED YES  
Range:1-2,Missing:99  
Labels:1=yes;2=no

Use appropriate coding list

Range 1-99,Missing:99  
Labels As list

Ranges:1-2  
Labels:1-ticked,  
2-not ticked

1. Are you...  
 tick one box

...single?  1

...engaged or planning to marry soon?  2

...living with a partner?  3

...married?  4

2. Do you have any children of your own?  
 tick one box

yes.  1

no  2

no, expecting a baby  3

3. In what type of housing do you live?  
 if you are a student, answer for your term-time address  
 tick one box

owned by your parents or yourself  1

rented from the Council  2

rented from a housing association  3

rented privately.  4

in lodgings  5

in a students' or nurses' residence  6

in another sort of hostel  7

in temporary accommodation for the homeless  8

in another type of housing.  9

4. Do any of the following people live with you at your usual address?  
 if you are a student, answer for your term-time address  
 tick all that apply

|   |   |
|---|---|
| your mother. <input type="checkbox"/>             | your step-brothers or step-sisters <input type="checkbox"/> |
| your father. <input type="checkbox"/>             | your own husband or wife <input type="checkbox"/>           |
| your step-mother <input type="checkbox"/>         | your partner (not married) <input type="checkbox"/>         |
| your step-father <input type="checkbox"/>         | your own child(ren). <input type="checkbox"/>               |
| your grandparents. <input type="checkbox"/>       | your friends <input type="checkbox"/>                       |
| your brothers or sisters <input type="checkbox"/> | someone else <input type="checkbox"/>                       |

5. Where are you staying now?  
 if a student, just say where you stay during term

name of town or village.....

name of Region or County.....

6. Compared with other parts of Scotland, are the job opportunities where you are staying now...  
 tick one box

better than average?  1

about average?  2

worse than average?  3

7. Which of the following do you expect to be doing in five years' time?  
 tick all that apply

|   |   |
|---|---|
| to be set up in your own home. <input type="checkbox"/>         | to be self-employed. <input type="checkbox"/>           |
| to be married or living with a partner <input type="checkbox"/> | to be buying your own home <input type="checkbox"/>     |
| to have a child. <input type="checkbox"/>                       | to be living in Scotland <input type="checkbox"/>       |
| to be in full-time work. <input type="checkbox"/>               | to have emigrated out of the U <input type="checkbox"/> |

STATUSZ

Value (5) for separated, divorced or widowed in DB if respondent tells us. Not to be assumed from other questions though.

Range:1-5;Missing:99  
 Labels:As question

ANYKIDZ

Range:1-3;Missing:99  
 Labels:As question

TENUREZ

Range:1-9;Missing:99  
 Labels:As question

LVWTH1Z  
 to  
 LVWTH12Z

Ranges:1-2  
 Labels:1-ticked;  
 2-not ticked

TWNSTAYZ

Use lists of towns & regions. Check back page for new address before editing in.

Ranges:  
 Town:200-350  
 Region:1-30

REGSTAYZ

JOBOPPZ

Range:1-3;Missing:99  
 Labels:As question

EXPDO1Z  
 to  
 EXPDOSZ

Ranges:1-2  
 Labels:1-ticked;  
 2-not ticked

1. What are you doing now?

DONOWZ

This question should be checked for consistency with the rest of the questionnaire, especially if in full-time ed. If doing "something else", make sure it isn't one of the previous options  
Pregnancy=not working=6  
Maternity leave-check jobs page

Range: 1-8  
Missing: 99  
Labels: As question

tick one box

Are you...

- ..in a full-time paid job (30 hrs or more a week) but not on a scheme?
  - ..on the Youth Training Scheme (YTS)?
  - ..on another sort of scheme (eg CI, ET or JTS)?
  - ..in full-time higher education (eg degree, HNC, HND)?
  - ..in other full-time education?
  - ..looking after family or home full-time and unpaid?
  - ..unemployed and looking for work?
  - ..doing something else?
- (please say what)

2. Please tell us what you were doing at each of the following times (April 1987, October 1987, April 1988, October 1988 and April 1989)  
tick one box for each date

DOAPR87Z  
to  
DOAPR89Z

Do not attempt to fill in blank responses  
If more than 1 box is ticked, this will be I/A coded as 95

Ranges: 1-9  
Missing: 99;95  
Labels: 95-more than one box ticked

Were you...

|  | 1987<br>April            | 1987<br>Oct              | 1988<br>April            | 1988<br>Oct              | 1989<br>April            |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| at school full-time?                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .. in a full-time paid job but not on a scheme?        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| on the Youth Training Scheme (YTS)?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ..on another sort of scheme (eg CF, CI, ET or JTS)?    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ..in full-time higher education (eg degree, HNC, HND)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .. in other full-time education?                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .. looking after family or home full-time and unpaid?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .. unemployed and looking for work?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| .. doing something else?                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. When did you leave school?

month:  
year: 19

MTHLEFTZ  
YRLEFTZ

Check for consistency with other dates

Range: Month 1-12  
Year 84-89  
Missing: 99

1. At school, did you ever regularly fill in a written record of your work? (eg logbook, profile, diary, negotiated statement or record of achievement) tick one box

YES  NO  if NO, please go to question 5 below

TVLOGZ

If filter incorrect or blank, edit accordingly.

Range:1-3;Missing:99 Labels:1-YES;2-NO;3-CODER IMPLIED YES

2. Do you think this record was a fair summary of your work? tick one box

yes . . . . .  1  
no . . . . .  2

TVLOGOKZ

Range:1-2;Missing:99 Labels:1=yes; 2=no

3. Did you ever show this record to... tick one box for each line

|                             |                                |                               |
|-----------------------------|--------------------------------|-------------------------------|
| ...an employer? . . . . .   | yes <input type="checkbox"/> 1 | no <input type="checkbox"/> 2 |
| ...a YTS sponsor? . . . . . | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...a college? . . . . .     | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |

TVSHOW1Z  
TVSHOW2Z  
TVSHOW3Z

Ranges:1-2;Missing:99 Labels:1=yes;2=no

4. Did this record help you to get... tick one box for each line

|                               |                                |                               |
|-------------------------------|--------------------------------|-------------------------------|
| ...a job? . . . . .           | yes <input type="checkbox"/> 1 | no <input type="checkbox"/> 2 |
| ...a YTS place? . . . . .     | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...a college place? . . . . . | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |

TVLGHP1Z  
TVLGHP2Z  
TVLGHP3Z

Ranges:1-2;Missing:99 Labels:1=yes;2=no

5. Many courses in schools, colleges and training centres now include SCOTVEC National Certificate modules. Have you ever started any SCOTVEC National Certificate modules? tick one box

YES  NO  if NO, please go to page 3

MODEVERZ

Do not edit filter from information elsewhere in quest. Leave discrepancies to be picked up at consistency checks. Only edit if filter is ticked wrongly or left blank.

Range:1-3;Missing:99 Labels:1-YES;2-NO;3-CODER IMPLIED YES

6. Did you ever study SCOTVEC National Certificate modules... tick one box for each line

|  |                                |                               |
|--|--------------------------------|-------------------------------|
| ...while still at school? . . . . .  | yes <input type="checkbox"/> 1 | no <input type="checkbox"/> 2 |
| ...while on a YTS scheme? . . . . .  | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while in your present job? . . . . .                                    | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while in a job, but not in your present one? . . . . .                  | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while at college full-time (but not on YTS and not in a job)? . . . . . | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while at college part-time (but not on YTS and not in a job)? . . . . . | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while unemployed? . . . . .   | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |
| ...while doing something else? . . . . .                                   | <input type="checkbox"/> 1     | <input type="checkbox"/> 2    |

WHRMOD1Z  
to  
WHRMODSZ

Ranges:1-2;Missing:99 Labels:1=yes;2=no

7. How many SCOTVEC National Certificate modules have you completed altogether? count all the modules you've ever done if none, write '0' . . . . . modules

MODCOMPZ

Range:0-99;Missing:999

1 Some schools and colleges run TVEI schemes which offer courses of technical and vocational education.

TVEVERZ

If filter incorrect or blank, edit accordingly.

Range:1-3,Missing:99 Labels:1-YES,2-NO; 3-CODER IMPLIED YES

Did you ever take any TVEI courses? tick one box

YES

NO  if NO, please go to page 5

2. When were you on TVEI? tick all that apply

TVWHEN1Z to TVWHEN4Z

Ranges:1-2 Labels:1-ticked; 2-not ticked

- In third or fourth year at school
In fifth year at school
In sixth year at school
While studying full time at college

Four vertical checkboxes for question 2

3 On the whole, do you think your TVEI courses were.. tick one box

TVWTHZ

Range:1-4,Missing 99 Labels:As question

- very worthwhile?
worthwhile in some ways?
not worthwhile?
don't remember

Four horizontal checkboxes for question 3

4 Would you recommend TVEI to a younger brother, sister or friend still at school? tick one box

TVRECZ

Range:1-3,Missing:99 Labels:1=yes,2-no; 3-not sure

- yes
no
not sure

Three horizontal checkboxes for question 4

5 Why would you recommend, or not recommend, TVEI?

TVRECYZ

Use appropriate coding list

Range:1-99,Missing:99 Labels:As coding list

.....
.....
.....
.....
.....

6. Do you think everyone should do TVEI as part of their secondary school courses? tick one box

TVALLZ

Range:1-3,Missing:99 Labels:1=yes,2-no, 3-not sure

- yes
no
not sure

Three horizontal checkboxes for question 6

7 Which certificates or qualifications, if any, did you get on TVEI? if none, write 'none'

TVQUALZ

Use quals code list

Range:1-99 Missing:999 Labels:As coding list

.....
.....
.....

1. How much did TVEI... tick one box for each line

|   | very much                  | a little                   | not at all                 | not sure                   |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| ...help you to decide what to do after leaving school?                      | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help to prepare you for the first few months after leaving school?       | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you to make up your mind about the kind of job you wanted?          | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...make you want to get further education or training after leaving school? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you feel more confident generally?                                  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...help you learn how to work with other people?                            | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

TVHELP1Z to TVHELP6Z

Ranges:1-4 Missing:99 Labels:As questions

2. TVEI courses are often taught in different ways from other lessons. Do you think the ways you studied on TVEI... tick one box for each line

|   | yes                        | no                         | not sure                   |
|---|----------------------------|----------------------------|----------------------------|
| ...helped you learn how to work with other students?    | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...were more practical?                                 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...showed that school subjects were relevant to jobs?   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...helped you learn how to make decisions for yourself? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...were a more enjoyable approach to learning?          | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...gave you the chance to work on your own?             | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...helped you get on better with teachers?              | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...made you feel more like an adult?                    | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...allowed you to work at your own pace?                | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

TVSTUD1Z to TVSTUD9Z

Ranges:1-3 Missing:99 Labels:As questions

3. How useful have you found... tick one box for each line

|  | a lot                      | a little                   | not at all                 |
|--|----------------------------|----------------------------|----------------------------|
| ...the subjects you studied on TVEI?   | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the work experience on TVEI?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the ways you learnt on TVEI?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...the qualifications you got on TVEI? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |

TVUSE1Z to TVUSE4Z

Ranges:1-3 Missing:99 Labels:As questions

4. Did you do work experience on TVEI? tick one box

YES  1      NO  2 → if NO, please go to page 5

TVWORKZ

If filter blank or incorrect, edit accordingly.

Range:1-3;Missing:99 Labels:1-YES;2-NO;3-CODER IMPLIED YES

5. Did your work experience... tick one box for each line

|  | yes                        | no                         |
|--|----------------------------|----------------------------|
| ...help you prepare for jobs or training you have done since?        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you make up your mind about what to do later on?             | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a part-time or temporary job with the same employer? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a full-time job with the same employer?              | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |
| ...help you get a job with another employer?                         | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 |

TVEXP1Z to TVEXP5Z

Ranges:1-2 Missing:99 Labels:1=yes;2=no

1 Which qualifications, if any, have you obtained since you left school? tick all that apply

no qualifications  City & Guilds (CGI)   
 SCOTVEC National Certificate modules  YTS Certificate   
 Standard Grade  RSA   
 SCE O grade or GCE O level  other qualification(s)   
 SCE Higher  (please say which)  
 GCE A level

GTQUAL01Z  
to  
GTQUAL10Z

MANUAL CODING

Ch "other" is not one of preceding options & note down what it is

INTERACTIVE CODING

Range: 1-2  
Labels: 1-ticked;  
2-not ticked

2 Have you applied for any full-time or part-time courses since January 1987? tick one box

YES  NO  → if NO, please go to question 4 below

COURSESZ

If incorrect or blank, edit accordingly.

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO  
3-CODER IMPLIED YES

3 Which types of full-time or part-time courses have you applied for? tick all the types of courses you applied for in each year

|  | 1987                     | 1988                     | 1989                     |
|--|--------------------------|--------------------------|--------------------------|
| degree course at university                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| degree course at college                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| advanced course at college (eg HND, HNC)             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SCOTVEC National Certificate modules at college      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| other courses at college (eg Highers, City & Guilds) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| some other education or training                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YRSATZ  
APUNIZ  
APCDGZ  
APAFEZ  
APSV CZ  
APOFEZ  
APOETZ

Range: 87-89  
Ranges 1-2  
Labels: 1-ticked,  
2-not ticked

4. Do you think you will apply for any courses in the next 12 months? tick one box

yes  no  not sure

FUTCRSZ

Range: 1-3  
Missing: 99  
Labels: 1=yes; 2=no;

5 Have you started any full-time or part-time course at college, university or training centre since you left school? include courses you took while on YTS or in a job tick one box

YES  NO  → if NO, please go to page 7

EVRCSRSEZ

Check consistency with diary

Range: 1-3  
Missing: 99  
Labels: 1-YES; 2-NO  
3-CODER IMPLIED YES

6 Please tell us about your present or most recent course. if you have started a programme of SCOTVEC National Certificate modules, answer about your main area of study

name of the course or main subject studied eg Catering, Computing .. . . . . .

what qualification(s), if any, does this course lead to? eg BSc, HND, SCOTVEC modules (if none, write 'none') .. . . . . .

name of college, university or training centre(s) eg Ayr College, Sight and Sound .. . . . . .

COURSEZ

Code from main subject code list-main subj area only if possible

Ranges:  
Subjects: 1000-9999  
Quals: 1-99  
Inst: 1-920  
Labels: As lists

QUALZ

Use quals code list

INSTZ

Use institutions list

1. When did you start your present or most recent course? month: ..... year: 19.....
2. Are you still on this course? tick one box  
 yes . . . . .  1  
 no . . . . .  2
3. Were you sent on this course by an employer? tick one box  
 yes . . . . .  1  
 no . . . . .  2
4. Is (or was) this course... tick one box for each line  

|   |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|
|   | yes                        | no                         | not sure                   |
| ...part of the Youth Training Scheme (YTS)?                       | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...part of the Technical & Vocational Training Initiative (TVEI)? | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
| ...a programme of SCOTVEC National Certificate modules?           | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 |
5. Is (or was) this course... tick all that apply  

|  |   |
|--|---|
| ...full-time? <input type="checkbox"/>     | ...evening classes? <input type="checkbox"/>        |
| ...sandwich? <input type="checkbox"/>      | ...a 12 or 21 hour course? <input type="checkbox"/> |
| ...block release? <input type="checkbox"/> | ...other part-time? <input type="checkbox"/>        |
| ...day release? <input type="checkbox"/>   |   |
6. Before you started this course, did you do TVEI at school? tick one box  
 YES  1      NO  2 → if NO, please go to page 7
7. Did doing TVEI at school make you want to enter this course? tick one box  
 yes . . . . .  1  
 no . . . . .  2  
 don't remember. . . . .  3
8. Did TVEI make it easier for you to get accepted onto this course? tick one box  
 yes . . . . .  1  
 no . . . . .  2  
 don't remember. . . . .  3
9. Did (or does) this course build on what you did on TVEI? tick one box  
 yes . . . . .  1  
 no . . . . .  2  
 don't remember. . . . .  3
10. In what ways (if any) has TVEI helped you, or not helped you, when doing this course?  
 .....  
 .....  
 .....

CRSBMTHZ  
CRSBYRZ

CRSTILZ

SENTCRSZ

CRSPRT1Z  
to  
CRSPRT3Z

CRSTYP1Z  
to  
CRSTYP7Z

BEFCRSEZ

WANTCRSZ

CRSEASEZ

CRSBLDZ

HLPCRSEZ

MANUAL CODING

INTERACTIVE CODING

Range:Month:1-12  
Year:84-90  
Missing:99

Range:1-2;Missing:99  
Labels:1=yes;2=no

Range:1-2;Missing:99  
Labels:1=yes;2=no

Ranges:1-3;Missing:99  
Labels:1=yes;2=no;  
3-not sure

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

If filter incorrect or blank,  
edit accordingly.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

Range:1-3;Missing:99  
Labels:As question

Range:1-3;Missing:99  
Labels:As question

Range:1-3;Missing:99  
Labels:As question

Use appropriate coding list.

Range:1-99;Missing:99  
Labels:As coding list

1 Have you ever started on the Youth Training Scheme (YTS)?  
count any scheme you are now on  
tick one box

YES  1 NO  2 → if NO, please go to page 9

YTSEVERZ

"Coder implied yes" to anything but a blank filter would result in 2 pages of missing values Coders are asked to leave filter at "NO" or "99" to be picked up at consistency checks

Range:1-3  
Missing:99  
Labels:1-YES;2-NO  
3-CODER IMPLIED YES

2 When did you start your first YTS scheme? month: ..  
year: 19

FYTSMTHZ  
FYTSYRZ

Ranges-Month:1-12  
Year 84-90  
Missing:99

3. How many YTS schemes have you ever started on?  
tick one box

one  1  
two  2  
three or more  3

YTSEVNOZ

Range:1-3,Missing:99  
Labels:As question

4. Altogether, how long did you spend on YTS?  
if you have been on more than one scheme,  
please add together the time you spent on each scheme  
tick one box

less than 6 months  1 more than 1 year but less than 2 years  4  
more than 6 months but less than 1 year  2 2 years  5  
1 year  3

LONGYTSZ

Range: 1-5  
Missing:99  
Labels: As question

5. Did you stay on your last YTS scheme until the end?  
tick one box

yes  1  
no  2

CMPLYTSZ

Range 1-2  
Missing 99  
Labels:1=yes;2=no

6 When did you leave your last YTS scheme? month:  
year: 19

YTLVMTHZ  
YTLVYRZ

Check dates for consistency

Range-Month:1-12  
Year 84-90  
Missing:99

7 What did you do straightaway after you left your last YTS scheme?  
tick one box

AFTRYTSZ

Range: 1-7  
Missing:99  
Labels:As question

Did you...

get a full-time job with your YTS employer or sponsor?  1

get a full-time job with someone else?  2

get a part time job (under 30 hours per week)?  3

become unemployed?  4

go into full-time education at college or school?  5

start a family?  6

do something else?  7

8. Which qualifications, if any, did you get while you were on YTS?  
tick all that apply

YTS certificate

SCOTVEC National Certificate modules

some other qualification (eg City & Guilds, RSA, Pitmans)

none

QULYTS1Z  
to  
QULYTS4Z

Ranges:1-2  
Labels:1-ticked,  
2-not ticked

1. While you were on this scheme, were you an employee of your YTS employer...  
 tick one box

...for none of the time? .....  1  
 ...for some of the time? .....  2  
 ...for all of the time? .....  3  
 ...not sure. ....  4

EMPYTSZ

Range:1-4;Missing:99  
Labels:As question

2. Have you done any further training or education since you left YTS?  
 tick all that apply

no education or training .....   
 day or block release at college. ....   
 off-the-job training through work. ....   
 on-the-job training at work. ....

full-time further education. ....   
 training through another scheme (eg CP,ET) .....   
 other type of education or training. ....

YTSAFT1Z  
to  
YTSAFT7Z

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

3. What sort of job were you training for on your last scheme?  
 please write the name of the main job you trained for

.....  
 .....  
 .....

YTSJOBZ

Use occupations code list. If you can't find a specific job code, including catch-alls for industries, code as "inadequately described" or "blank".

Range:1-999  
Missing:9999  
Labels:As occupations list

4. Before you started this scheme, did you do TVEI at school?  
 tick one box

YES  1      NO  2 → if NO, please go to page 9

BEFSCHMZ

If filter incorrect or blank, edit accordingly.

Range:1-3;Missing:99  
Labels:1=YES;2=NO;  
3-CODER IMPLIED YES

5. Did doing TVEI make you want to enter this YTS scheme?  
 tick one box

yes .....  1  
 no. ....  2  
 don't remember. ....  3

WNTSCHMZ

Range:1-3;Missing:99  
Labels:As question

6. Did TVEI make it easier for you to get on this scheme?  
 tick one box

yes .....  1  
 no. ....  2  
 don't remember. ....  3

GETSCHMZ

Range:1-3;Missing:99  
Labels:As question

7. Did the work and training on your scheme build on what you had done on TVEI?  
 tick one box

yes .....  1  
 no. ....  2  
 don't remember. ....  3

WORKBLDZ

Range:1-3;Missing:99  
Labels:As question

8. Did the off-the-job training on your scheme build on what you had done on TVEI?  
 tick one box

yes .....  1  
 no. ....  2  
 don't remember. ....  3

OTJBLDZ

Range:1-3;Missing:99  
Labels:As question

9. In what ways (if any) did TVEI help you, or not help you, when you were on your scheme?

.....  
 .....  
 .....

HLPSCHMZ

Use appropriate coding list.

Range: 1-99  
Missing:99  
Labels:As list

1 Have you ever had a full-time job (30 hours or more a week) since leaving school? don't count YTS, other schemes or holiday jobs here tick one box

YES  1 NO  2 → if NO, please go to question 3 below

2 How many full-time jobs have you had since leaving school? don't count YTS, other schemes or holiday jobs here

jobs

3. Have you ever been self-employed? tick one box  
 yes  1  
 no  2  
 if NO, have you ever thought seriously about becoming self-employed, that is, working for yourself? tick one box  
 yes  1  
 no  2

4. Are you doing any paid work now? count any full-time or part-time job, work on schemes or self-employment tick one box

YES  1 NO  2 → if NO, please go to page 11

The next few questions are about your present job

5 In what sort of business do you now work? (eg hospital, shop, building firm)  
 What is the name of your job or scheme? (eg nurse, stores-clerk)  
 Describe the actual work you do in your job or scheme

6. In this job, are you self-employed? tick one box  
 yes  1  
 no  2

7 How did you find out about this job or scheme? tick all that apply

- through family
- through friends
- through the Jobcentre or Careers Office
- through a work placement while at school
- through an advertisement
- through direct contact with an employer
- through your YTS sponsor or managing agent
- through a private employment agency
- some other way

**MANUAL CODING**

**INTERACTIVE CODING**

EVRFJTJOBZ

Check Donow and Diary questions for consistency

Range:1-3;Missing:99  
 Labels:1-YES;2-NO;  
 3-CODER IMPLIED YES

NUMJOBSZ

Range:0-99;Missing:999

EVRSELFZ

Range:1-2;Missing:99  
 Labels:1=yes;2=no

BCMSELFZ

Range:1-2;Missing:99  
 Labels:1=yes;2=no

IFPAIDZ

Check with Donow and Diary

Range:1-3;Missing:99  
 Labels:1-YES;2-NO;  
 3-CODER IMPLIED YES

Use occupational coding lists

JOBSIC80

(1) Industry

Range:1-99;Missing:99

JOBATEG

(2) Status-check Donow and (6)

Range:1-9;Missing:99

JOBCODE

(3) Job Title

Range:1-999  
 Labels: As lists

SELFEMPZ

Range:1-2;Missing:99  
 Labels:1=yes;2=no

FNDJOB1Z  
 to  
 FNDJOB9Z

Range:1-2  
 Labels:1-ticked;  
 2-not ticked

- 1. Did you ever do YFS work experience with this employer? tick one box  
 yes . . . . .  1  
 no . . . . .  2
- 2. Were you unemployed immediately before you started this job or scheme? tick one box  
 yes . . . . .  1  
 no . . . . .  2
- 3. Since you've been with this employer, have you ever been promoted? tick one box  
 yes . . . . .  1  
 no . . . . .  2

YTSEMPZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

- 4. How many hours did you work last week in your job or scheme, not counting lunch breaks? if none, write '0' . . . . . hours

UNEMBEFZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

- 5. Last week, what was your pay from this job or scheme? before deductions of tax, etc £ . . . . . p give weekly amount

PROMOTEZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

- 6. If you have ever done SCOTVEC National Certificate modules, do you think the modules you've studied... tick one box for each line

HRSWORKZ

Range:0-168  
Missing:999

EARNINGZ

Range:0-50000  
Missing:99999

MODTHK1Z  
to  
MODTHK5Z

Ranges:1-4  
Missing:99  
Labels:As questions

|   | YES                        | rather                     | not at all                 | not sure                   |
|---|----------------------------|----------------------------|----------------------------|----------------------------|
| ...fitted well with the training or work in your present job? . . . . . | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get your present job? . . . . .                        | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...made you better at doing your present job? . . . . .                 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get a pay rise in your job? . . . . .                  | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |
| ...helped you to get promotion in your present job? . . . . .           | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 |

IFINSTRZ

Check with courses page for consistency. If training at college or outside training centre, edit courses page accordingly, if information not recorded there.

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

- 7. Do you (or did you) get any training or instruction in this job or scheme, either at work or somewhere else? tick one box  
 YES  1      NO  2 → if NO, please go to page 11

TRNTYP1Z  
to  
TRNTYP7Z

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

- 8. What sort of training do (or did) you get? tick all that apply

  - apprenticeship training . . . . .
  - courses run by your employer . . . . .
  - courses run at an outside training centre . . . . .
  - courses run at college . . . . .
  - training from your supervisor or training officer . . . . .
  - training from workmates . . . . .
  - other training . . . . .

- 9. Which of these was your main training? please underline it on the list above

MAINTRNZ

Range:1-7;Missing:99  
Labels:See (8)

- 10. How long does (or did) your main training last from beginning to end? . . . . . yrs . . . . . wks  
 if not known, write 'don't know'

MNTRMTHZ

Use new code of "99" for "continuous" etc.

Range:1-100;Missing:999  
Labels:100-don't know

1. In the past three months, how many jobs have you applied for?  
if none, write '0' jobs

NUMJOB3Z

Range:0-99;Missing:9

2. Have you ever moved to another town or area to get work? yes  1  
tick one box no  2

MOVETWNZ

Range:1-2;Missing:99  
Labels:1=yes;2=no

3. Have you ever been unemployed? count any time you were out of a job and looking for work, even if you got no benefit  
tick one box

YES  1      NO  2 → if NO, please go to page 12

EVERUNZ

Check Donow and Diary

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

4. What is the longest time you have been unemployed since leaving school?  
don't count any time spent on YTS or other schemes  
tick one box

LNGSTUNZ

Range:1-4;Missing:99  
Labels:As question

less than a month  1      6 to 12 months  3  
1 to 5 months  2      over a year  4

5. Altogether, how long have you been unemployed since leaving school? yrs    mths    wks

LNGUNMTZ

If "since leaving school", edit from date left school on page 1

Range:1-100;Missing:  
Labels:1-1 mth or less  
100-don't know

6. Are you unemployed now?  
tick one box

YES  1      NO  2 → if NO, please go to page 12

UNEMPFZ

Check Donow and Diary

Range:1-3;Missing:99  
Labels:1-YES;2-NO;  
3-CODER IMPLIED YES

7. Are you looking for a particular kind of job?  
tick one box yes  1  
no  2

LOOKJOBZ

Range:1-2;Missing:99  
Labels:1=yes,2=no

if YES,  
please tell us the kind of job you are looking for

KINDJOBZ

Use appropriate coding list

Range:1-99;Missing:9  
Labels:As list

.....  
.....  
.....

8. Which of the following might improve your chances of getting a job?  
tick all that apply

IMPJOB1Z  
to  
IMPJOB7Z

Ranges:1-2  
Labels:1-ticked;  
2-not ticked

- going on an ET scheme
- making direct contact with employers
- moving to another area
- using the Jobcentre
- going to an employment agency
- going back to college for further training
- taking training courses somewhere other than college

MANUAL CODING

INTERACTIVE CODING

1. Are you...  
 tick one box

...single?  1

...engaged or planning to marry soon?  2

...living with a partner?  3

...married?  4

STATUSZ

Value (5) for separated, divorced or widowed in DB if respondent tells us. Not to be assumed from other questions though.

Range:1-5;Missing:99  
 Labels:As question

2. Do you have any children of your own?  
 tick one box

yes.  1

no  2

no, expecting a baby  3

ANYKIDZ

Range:1-3;Missing:99  
 Labels:As question

3. In what type of housing do you live?  
 if you are a student, answer for your term-time address  
 tick one box

owned by your parents or yourself  1

rented from the Council  2

rented from a housing association  3

rented privately.  4

In lodgings  5

in a students' or nurses' residence  6

in another sort of hostel  7

in temporary accommodation for the homeless  8

in another type of housing.  9

TENUREZ

Range:1-9;Missing:99  
 Labels:As question

4. Do any of the following people live with you at your usual address?  
 if you are a student, answer for your term-time address  
 tick all that apply

|   |   |
|---|---|
| your mother. <input type="checkbox"/>             | your step-brothers or step-sisters <input type="checkbox"/> |
| your father. <input type="checkbox"/>             | your own husband or wife <input type="checkbox"/>           |
| your step-mother <input type="checkbox"/>         | your partner (not married) <input type="checkbox"/>         |
| your step-father <input type="checkbox"/>         | your own child(ren). <input type="checkbox"/>               |
| your grandparents. <input type="checkbox"/>       | your friends <input type="checkbox"/>                       |
| your brothers or sisters <input type="checkbox"/> | someone else <input type="checkbox"/>                       |

LVWTH1Z  
to  
LVWTH12Z

Ranges:1-2  
 Labels:1-ticked;  
 2-not ticked

5. Where are you staying now?  
 if a student, just say where you stay during term

name of town or village.....

name of Region or County.....

TWNSTAYZ  
REGSTAYZ

Use lists of towns & regions. Check back page for new address before editing in.

Ranges:  
 Town:200-350  
 Region:1-30

6. Compared with other parts of Scotland, are the job opportunities where you are staying now...  
 tick one box

better than average?  1

about average?  2

worse than average?  3

JOBOPPZ

Range:1-3;Missing:99  
 Labels:As question

7. Which of the following do you expect to be doing in five years' time?  
 tick all that apply

|   |   |
|---|---|
| to be set up in your own home. <input type="checkbox"/>         | to be self-employed. <input type="checkbox"/>             |
| to be married or living with a partner <input type="checkbox"/> | to be buying your own home <input type="checkbox"/>       |
| to have a child. <input type="checkbox"/>                       | to be living in Scotland <input type="checkbox"/>         |
| to be in full-time work. <input type="checkbox"/>               | to have emigrated out of the UK. <input type="checkbox"/> |

EXPDO1Z  
to  
EXPDO8Z

Ranges:1-2  
 Labels:1-ticked;  
 2-not ticked



1. Do you have any other jobs, have you also been leaving school?  
or other schemes?

..... jobs

2. Have you ever started on the youth training  
scheme?

yes  no

NUNJOBSZ

NTSEVERZ

YTSEVERZ

IPPAIDZ

JOBSIC90

JOBSTAT90

JOBCODE

RECORDZ

ANTTRNZ

EVERONE

ANTTRNZ

MANUAL CODING

check with diary question

Check with Diary question.

Check with diary question. Edit filter if incorrect or blank.

Use occupational code lists.

1) Industry

2) Job status

3) Occupational code

check with diary question

check with diary question page 1

INTERACTIVE CODING

Range: 0-99; Missing: 99

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: 1-3; Missing: 99  
Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Range: 0-99; Missing: 99

Range: 0-99; Missing: 99

Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

Labels: 1-YES; 2-NO; 3-CODER IMPLIED YES

OGRA4T1Z  
OGRA4T2Z  
OGRA4T3Z  
OGRA4T4Z  
OGRA4T5Z

START5Z

if filter incorrect or blank:  
edit accordingly.

START6Z

SGRD561Z  
SGRD562Z  
SGRD563Z  
SGRD564Z  
SGRD565Z

HGRADEAZ  
HGRADEBZ  
HGRADECZ

KIOTH01Z  
KIOTH02Z  
KIOTH03Z

Range 5-59  
Label YES=2 NO=1  
3-CODED IMPLIED YES

Range 10-20; H=59

Range 10-20; H=59

Label YES=2 NO=1  
3-CODED IMPLIED YES



MANUAL CODING

INTERACTIVE CODING

GTUOL012  
to  
GTUAL102

Check "other" is not one of preceding options & note down what it is.

Labels 1-ticked, 2-not ticked

EVCRS02  
to  
EVCRS01

Check with diary for consistency. If filter incorrect or blank, edit accordingly.

Labels 1-ticked, 2-not ticked

CRSINT02  
CRSINT01  
CRSINT03  
CRSINT04

Use qualis code list.

Labels 1-ticked, 2-not ticked

CRSTY01  
CRSTY02  
CRSTY03

Labels 1-ticked, 2-not ticked

CRSP01  
CRSP02  
CRSP03

Check with diary for consistency.

Labels 1-ticked, 2-not ticked

CRS01

CRS02

Labels 1-ticked, 2-not ticked

Labels 1-ticked, 2-not ticked





-

**PART D: CODERS' FILES**

**Contents**

Coding guidelines

Code lists

The coders' file also contained the description of the survey (see part B) and the Annotated Questionnaire Pages (see Part C)

## OCCUPATIONAL CODING GUIDELINES

1. In every questionnaire each respondent is asked about their work activity and that of their parents

In each instance three questions are asked.

- A The type of business they work in
- B The name of their job
- C The job description

From the answers to these questions three items of information are coded alongside the information

|                       | <i>No of cols for coding</i> |
|-----------------------|------------------------------|
| 1 Industry            | 2                            |
| 11 Employment Status  | 1                            |
| 111 Occupational Code | 3                            |

The coding scheme used for this survey is based upon the "Classification of Occupations" (OPCS 1980) which was devised for use in the 1981 Census

2. The coding of Industry, Occupations and Employment Status is very important. It is also time consuming and when working at a pace can attract errors. Care must be taken to ensure that the principles of employment coding are grasped. Be sure to read v-ix and pages 1-5 of the Classification of Occupations (OPCS 1980) before you begin coding.
3. (1) Industry - see the 2-digit industrial coding list. (Industry codes are based on Appendix D, pages cxx - cxxv of the OPCS '80)

The following codes have been created especially for this survey:

- 09 Full-time working in the home
- 30 Engineering (not otherwise specified)
- 60 Distribution (wholesale or retail not specified)
- 89 Diplomatic representation, International organisations and Allied Armed Forces
- 90 Inadequately described

Note that 90 should be used where no other coding is possible. Sometimes the school leavers include the name of the firm or company. The reference book "Scottish National Register of Classified Companies" is available and may be used to help the

classification of the industry. A full set of telephone books is also available, where the entry for that firm may give some idea of the type of business. (Companies should not be phoned)

#### YTS

Some YTS trainees may be on non-work based schemes, where the industry cannot be coded, and therefore the code 90 should be used. For YTS trainees on work-based schemes the industry should be coded as usual.

### 3. (ii) Employment Status

Use a single digit code 1,3,4,5,6,7,8, or 9 as follows

- 1 Self-Employed
- 3 Company Directors, Chairmen, Partners, etc.
- 4 Managers, Works or Factory Superintendants, Commissioned Officers Armed Forces, Police Officers above Sgt., Fire Chiefs, Headmasters of Schools and Nursing Officers.
- 5 Foremen, Supervisors, etc. NCOs in Armed Forces, Police Sergeants, Deputy or Departmental Heads of Schools, and Nursing Sisters.
- 6 Employees and others, including apprentices.
- 7 Job Training Schemes and Community Schemes for the long term unemployed (ie NON YTS, NOT school leavers).
- 8 YTS placements
- 9 Full-time working in the home

NB count trainee managers as managers and assistant supervisors as foremen. Parental employment status cannot be coded as 8 as the YTS placements are only open to school-leavers.

Some Occupational codes can only be given Employment Status 4 or 5: check this carefully against Appendix G

3 (111) Occupational Code - see the 3-digit occupational code list.

This section deals with the actual occupation of the respondent or their parents. Occupations are listed alphabetically in pages 6-109 of the OPCS '80 book. Where possible, however, first decide which "ORDER" the occupation is in. This can be found from the list attached. Find the appropriate "ORDER" in the detailed lists and once the job has been identified, code the 3-digit number to the right of the description on the questionnaire. It will become easier to identify jobs as coding progresses. If in doubt to begin with, the Alphabetical List can be used as a cross reference to the detailed list and vice versa.

Other codes to use in certain circumstances are as follows

- 900 Information Refused
- 901 Unemployed (no previous job given)
- 902 Retired (no previous job given)
- 903 Deceased (no previous job given)
- 904 Never worked (no previous job given)
- 905 No longer living with family
- 906 Disabled, invalid
- 907 Other (eg full-time education)
- 908 Full-time working in the home
- 909 Inadequately described

## EDITING GUIDELINES

### WHY EDIT?

The main reason for editing is to put right UNINTENTIONAL mistakes or omissions using UNAMBIGUOUS information from the questionnaire

Sometimes people will have missed out a question by mistake, or have misinterpreted the instructions, and you will be able to tell from their other answers just what they should have written in. This means that information is not lost

### EDITING FACTUAL QUESTIONS

Editing only works for the simpler factual questions, like 'Have you left school?' and 'Have you ever started on YTS?' For these, you can often find corroborating answers in other questions or by reading the back page comments. The back page prompts have been specially designed with this in mind, and have been phrased to encourage people to tell you about their changes in status over the past year (leaving school, getting a job, starting a course)

But be careful. With editing you must never make up answers from partial information. If the question 'How many full-time jobs have you had since leaving school?' has been missed out and the back page comment says "I like my new job with the Royal Bank", you CANNOT fill in the answer to the missing question. Whilst you know that the person has had at least ONE job, you do not know about the other jobs that they may have had between leaving school and starting work at the bank. Nor can you tell whether this is a full-time job or a part-time one. So, if in doubt, DON'T MAKE ANSWERS UP - use the missing value code instead.

### ATTITUDINAL QUESTIONS

It is only possible to cross-check factual questions. There is nothing that you can do to edit attitudinal questions, as they are about people's feelings rather than about events. If someone has been asked which was the 'most important' reason why they left school, and has underlined two answers rather than just the one, you cannot tell which of the two reasons was the most important to them. Even if they have written a long comment about how much they hated school and were glad to leave, you cannot infer that they really meant to underline 'I was fed up with school'. Where attitudinal questions have been miscompleted or omitted, you must ALWAYS PUT IN THE MISSING VALUE CODE, and not make any decisions on what you think they really meant.

### MAKING CLEAR WHAT YOU HAVE CHANGED

It is important to show just what editing changes you have made on a questionnaire, so that it is possible to back-track and find out just what the respondent had originally filled in and then what you have edited in. So, when editing changes are made, use a different colour of pen from the one the respondent used. Then it will be obvious that a coder has made a change. The fact that a coder has made a change to a questionnaire will be recorded in the database when interactive coding takes place.

### IF IN DOUBT...

If you are not sure whether you are entitled to make an editing change, the right person to ask is Jackie, or whoever is the coding supervisor that day. If it is a difficult problem, she will refer it on to one of the research people. Mark the page with a bit of paper outlining the problem, and put it aside.

### SOME EXAMPLES

If someone has written in that their weekly income is 98 pence, and it is clear from some other answers that they have a full-time job and their total income is \$106 per week, you could infer with a great deal of certainty that they had written their answer into the wrong space, and that they had meant to say \$98. You could then move the figures over into the correct column.

If when asked about what sort of work experience they had had, someone writes in "Worked as a cashier in Tesco" under 'other type of work experience (please say what)', this would fall within the precodes earlier in the list - 'a job just like the other people who worked there'. In this case, you would not code the write-in answer, but would transfer the answer up to the appropriate precode. If, however, they just wrote in "Worked at Tesco", you would not know enough about what they did there to be able to transfer the answer to one of the precodes.

You should check when coding the Standard, O Grade and other exam questions for S3 and S4, that any subject which has been studied for has also been included in the 'subjects studied in S3/S4' question. Edit them in if they have been missed out.

If, on any of the curriculum pages, someone has said that they 'studied' for an exam, and also got a result (other than 'no award'), you can imply that they also 'sat' the exam as well. Tick the box with a different colour pen, and indicate that for interactive coding, this should be coded as '3 - coder implied sat'. You cannot imply that someone studied the subject at school if they sat the exam, as they may be an external candidate in this exam, or be taking a resit. However, if someone got a grade 4 for a subject, but the 'studied for' or 'sat exam' box is left blank, you would record the confusion there with the code specified for such possibilities. NO ATTEMPT SHOULD BE MADE TO EDIT THE TOTAL NUMBER OF EXAMS SAT FOR EACH TYPE OF EXAM.

If, against 'Thinking about getting to your job or scheme last week, how much did it cost? (Give weekly amount)', someone has written "\$16 monthly season ticket, then you would do the mental arithmetic for them and write (or edit) in \$4.

Similarly, if for 'How long does your main training last from beginning to end?', someone has written in "13 weeks", you would divide by 4 to change to months, which fits into the question format used for interactive coding. Answers should be rounded up if over 5 and down if under 5 of a month. Courses lasting less than 1 month come under the heading of 'one month or less' and therefore all should be rounded up to one month.

16th May 1989

## 1980 OCCUPATIONAL GROUPS

|          |   |           |
|----------|---|-----------|
| Order 1  | Professional and related supporting management, senior national and local government managers | (001-030) |
| Order 2  | Professional and related in education, welfare and health                                     | (031-053) |
| Order 3  | Literary, artistic and sports   | (054-064) |
| Order 4  | Professional and related in science, engineering, technology and similar fields               | (065-090) |
| Order 5  | Managerial  | (091-111) |
| Order 6  | Clerical and related  | (112-124) |
| Order 7  | Selling   | (125-134) |
| Order 8  | Security and protective service   | (135-140) |
| Order 9  | Catering, cleaning, hairdressing and other personal services                                  | (141-165) |
| Order 10 | Farming, fishing and related  | (166-172) |
| Order 11 | Materials processing making and repairing (excluding metal and electrical)                    | (173-230) |
| Order 12 | Processing, making and repairing (metal and electrical)                                       | (231-278) |
| Order 13 | Painting, repetitive assembling, product inspecting, packaging and related                    | (279-299) |
| Order 14 | Construction, mining and related  | (300-316) |
| Order 15 | Transport operating, materials moving & storing and related                                   | (317-338) |
| Order 16 | Miscellaneous   | (339-348) |

1.

ORDER 1    PROFESSIONAL & RELATED SUPPORTING MANAGEMENT; SENIOR NATIONAL AND LOCAL GOVERNMENT MANAGERS

- 001        Judges, barristers, advocates, solicitors  
Persons qualified as barristers, solicitors or advocates (Scotland) drawing up legal documents, giving legal advice, pleading in court presiding over judicial proceedings.
- 002        Chartered and certified accountants  
Persons with professional qualifications performing accountancy services; auditors and assistant auditors in the Department of the Environment. Local authority treasurers and investment advisers are excluded and classified in 006 and 007 respectively.
- 003        Cost and works accountants  
Persons with professional qualifications performing accountancy duties that assist management in the planning and control of an undertaking's income and expenditure. Qualified management accountants are included.
- 004        Estimators  
Persons calculating probable costs of projects and products, including rates and charges officers (transport).
- 005        Valuers, claims assessors  
Persons assessing values of real and other property; investigating, assessing liability and calculating monetary settlements in respect of insurance claims and marine losses. Rating and valuation surveyors, rent officers and Inland Revenue examiners are included.
- 006        Financial managers  
Persons dealing with the financial aspects of a company. Local authority treasurers, trust officers and managers of merchant banks are included.
- 007        Underwriters, brokers, investment analysts  
Persons dealing in stocks and shares and bills of exchange, advising on investment and insurance; underwriting insurance. Advance advisers (banking), foreign exchange brokers and stockbrokers' attaches are included.
- 008        Taxation experts  
Persons advising on tax matters. Inspectors of taxes are included.
- 009        Personnel and industrial relations officers  
Persons administering personnel and industrial relations policies. Conciliation officers are included.
- 010        O and M, work study and OR officers  
Persons advising on and implementing methods to improve the efficient and economic use of manpower, materials, equipment and other resources, including organisation and methods officers and operational research officers. Safety officers, progress engineers and work study assistants are excluded and classified in 039, 075 and 115 respectively.

2.

- 011 Economists, statisticians, actuaries  
Persons working in economic, statistical and actuarial specialist occupations.
- 012 Systems analysts, computer programmers  
Persons planning and controlling computer installations; developing procedures and preparing programmes for the processing of data automatically. Systems engineers are included.
- 013 Marketing and sales managers and executives  
Persons determining and implementing sales policy; executives in charge of headquarters' sales organisation in industry, commerce and services. Persons managing local teams of sales representatives such as field sales managers, area managers and regional managers are excluded and classified in 133.
- 014 Advertising and PR executives  
Persons planning and organising advertising campaigns and similar activities and promoting the public relations of an organisation.
- 015 Buyers (retail trade)  
Persons buying merchandise from manufacturers, importers, wholesalers and other sources for resale through retail distribution.
- 016 Buyers and purchasing officers (not retail)  
Persons buying merchandise, materials, equipment and other items and services on behalf of an industrial, commercial or public undertaking, or for wholesale distribution.
- 017 Environmental health officers  
Persons working as environmental health officers.
- 018 Building inspectors  
Persons inspecting plans and buildings to ensure compliance with regulations.
- 019 Inspectors (statutory and similar)  
Persons undertaking investigations authorised by Acts, orders, regulations, etc, including inspectors of factories, public utilities, trading standards; Customs and Excise officers, driving examiners, immigration officers, ships' surveyors, water bailiffs. Housing and planning inspectors, inspectors of schools and traffic wardens are excluded and classified in 027, 035 and 141 respectively.
- 020 General administrators - national government (Assistant Secretary level and above)  
Persons of Assistant Secretary or equivalent rank and above in the Civil Service, Members of Parliament not classifiable elsewhere and foreign and Commonwealth diplomatic representatives. Inspectors of taxes are excluded and classified in 008.
- 021 General administrators - national government (HEO to Senior Principal level)  
Persons returned as senior principal, principal, senior and higher executive officers or equivalent rank in the Civil Service. Managers of government Job Centres and Social Security offices are included

3.

- 022 Local government officers (administrative and executive functions)  
Persons of administrative or executive rank in local authority employ. Local authority treasurers, statutory inspectors, directors of education, and housing managers are excluded and classified in 006, 019, 035 and 039 respectively.
- 023 Company secretaries  
Persons having responsibility for all work connected with the meetings with the board of directors and shareholders; giving advice on company law and practise; acting as legal representatives of the company. Company registrars are excluded and classified in 030.
- 024 Officials of trade associations, trade unions, professional bodies and charities  
Persons working as paid officials of trade or political associations, trade unions, professional bodies and charities. Secretaries of health authorities and boards are excluded and classified in 030.
- 025 Property and estate managers  
Persons managing estates and buying and selling real property on behalf of clients and employers. Estate agents are included. Property negotiations are excluded and classified in 134.
- 026 Librarians, information officers  
Persons organising and controlling library services, collecting and disseminating information. Government service intelligence officers are included.
- 027 Legal service and related occupations  
Persons undertaking legal service and related functions not elsewhere classified. Housing and planning inspectors, legal executives and barristers' and solicitors' managing clerks are included. Qualified solicitors are excluded and classified in 001.
- 028 Management consultants  
Persons advising industrial, commercial, governmental and other organisations on various management and technical matters.
- 029 Managers' personal assistants  
Persons assisting with tasks or functions which form part of the duties of a director or manager.
- 030 Professional workers and related supporting management and administration n.e.c.  
Persons in professional and related occupations supporting management and administration not elsewhere classified including archivists, bursars, company registrars, curators, secretaries of health authorities and boards, trade-mark agents.

ORDER 2PROFESSIONAL AND RELATED IN EDUCATION, WELFARE AND HEALTH

- 031 University academic staff  
Persons lecturing or teaching at universities or university colleges.
- 032 Teachers in establishments for further and higher education  
Persons lecturing or teaching at technical colleges, colleges of education and further education.
- 033 Teachers n.e.c.  
Persons teaching at nursery, primary and secondary schools. Teachers of physical training, diversionary activities; private tutors; private dancing and music teachers are excluded and classified in 053. Private driving instructors and sports instructors are excluded and classified in 052 and 063 respectively.
- 034 Vocational and industrial trainers *TEACHER WHO IS HEAD OF DEPT. - EMPLOYMENT STATUS TO BE 5, EVEN THOUGH CODE 033 CAN'T HAVE FOREMAN STATUS ACCORDING TO APPENDIX 4 IN GREEN BOOK*  
Persons giving instruction in manual, manipulative and other vocational skills and organising, controlling and advising on instruction within industrial, commercial and similar undertakings. Persons teaching people to drive heavy goods and public service vehicles and managers of government training centres are included.
- 035 Education officers, school inspectors  
Persons organising educational activities within a local education authority area. Inspectors of schools employed by central government are included.
- 036 Social and behavioural scientists  
Persons working as social and behavioural scientists including sociologists, historians, psychologists and geographers.
- 037 Matrons, houseparents  
Persons managing welfare institutions such as day or residential nurseries; working as houseparents in children's homes or establishments for young offenders; matrons or wardens of old people's homes. Matrons of schools and hospitals, hostels and lodging houses are excluded and classified in 043 and 111 respectively.
- 038 Playgroup leaders  
Persons supervising play and other activities for pre-school age children. Persons assisting playgroup leaders are excluded and classified in 165.
- 039 Welfare occupations n.e.c.  
Persons engaged in social welfare and related services, including housing managers, probation officers, safety engineers and officers, social workers, community workers, home help organisers and youth leaders.
- 040 Clergy, ministers of religion  
Clergy, ministers of religion and members of religious communities. Persons engaged in other professional or technical occupations, eg teaching, are excluded.

5.

041 Medical practitioners

Qualified persons diagnosing, prescribing and giving medical and surgical treatment for physical and mental disorders of the human body. Medical administrators and radiotherapists are included. Bacteriologists, pathologists and physiologists are excluded and classified in 065.

042 Dental practitioners

Qualified persons treating by medicine or surgery dental or oral diseases and disorders.

043 Nurse administrators, nurses

Persons providing, or training to provide, nursing or midwifery care. hospital sisters and matrons, and school matrons are included. Nursery nurses and assistants; ward orderlies and first-aid attendants are excluded and classified in 150 and 156 respectively.

044 Pharmacists

Qualified persons compounding and dispensing medicines. Pharmacists owning or managing retail chemists' shops are included. Dispensers are excluded and classified in 050.

045 Medical radiographers

Persons employed as medical radiographers. Radiotherapists and industrial radiographers are excluded and classified in 041 and respectively.

046 Ophthalmic and dispensing opticians

Qualified persons testing eye sight and/or dispensing spectacles. Opticians owning or managing retail establishments are included. Orthoptists are excluded and classified in 049.

047 Physiotherapists

Persons working as physiotherapists.

048 Chiropodists

Persons working as chiropodists.

049 Therapists n.e.c.

Persons carrying out therapeutic treatments and activities, not elsewhere classified, including occupational therapists, orthoptists, osteopaths, remedial gymnasts and speech therapists.

050 Medical technicians, dental auxiliaries

Persons undertaking a variety of medical, dental, pharmaceutical and related tasks, including artificial limb fitters; dental auxiliaries and hygienists; dispensers; prosthetists; audiology, cardiological, encephalographic and pharmacy technicians. Dietitians, laboratory technicians and dental technicians are excluded and classified in 053, 080 and 220 respectively.

051 Veterinarians

Professionally qualified persons treating and preventing animal diseases; treating animal ailments and injuries.

6.

052 Driving instructors (not HGV)  
Persons teaching people to drive cars and light commercial vehicles who are included in the Register of Approved Driving Instructors. Persons teaching people to drive heavy goods and public service vehicles are excluded and classified in 034.

053 Professional and related in education, welfare and health n.e.c.  
Persons employed in a variety of occupations in education, welfare and health, not elsewhere classified, including teachers of physical training and diversionary activities; private tutors; private dancing and music teachers; careers officers and vocational guidance specialists; dietitians, and animal health attendants and technicians.

ORDER 3 LITERARY, ARTISTIC AND SPORTS

054 Authors, writers, journalists  
Persons writing original works of fiction or non-fiction; collecting news items and presenting them in a form for publication; writing advertising copy, plays, radio, film and television scripts, song lyrics, criticisms of artistic, etc works. book editors, translators, interpreters, literary agents and press officers are included. Public relations officers are excluded and classified in 014.

055 Artists, commercial artists  
Persons creating artistic works by painting, drawing, engraving, sculpting, etc; drawing cartoons and illustrations for advertisements; designing interior decorations, shop window displays and stage settings; restoring paintings, etc. Window dressers and technical illustrators are excluded and classified in 058 and 079 respectively.

056 Industrial designers (not clothing)  
Persons creating non-technical designs for industrial and commercial products.

057 Clothing designers  
Persons creating designs for clothing and fashion accessories.

058 Window dressers  
Persons displaying merchandise in shop windows.

059 Actors, entertainers, singers, stage managers  
Persons directing or producing film, radio, television or stage plays or other shows; chief cameramen (films) and lighting managers; film editors; acting; dancing; entertaining; singing; announcing radio and television programmes; creating or arranging dances. Private dancing teachers are excluded and classified in 053.

060 Musicians  
Persons playing a musical instrument; writing or arranging music; conducting musical performances. Private music teachers are excluded and classified in 052. 053

061 Photographers, cameramen  
Persons operating still, television and cine cameras. Self-employed photographers are included Chief cameramen (films) are excluded

7.

062 Sound and vision equipment operators

Persons operating equipment, other than cameras, to record or project sound and/or vision.

063 Professional sportsmen, sports officials

Persons managing teams, participating in and controlling sporting events and training sportsmen. Teachers of physical training are excluded and classified in 053.

064 Literary, artistic and sports workers n.e.c.

Persons not elsewhere classified in literary, artistic and sporting occupations. Florists (including retail florists) are included.

ORDER 4-

PROFESSIONAL AND RELATED IN SCIENCE, ENGINEERING, TECHNOLOGY & SIMILAR

065 Biological scientists, biochemists

Persons planning, directing and undertaking research, development, technical advisory, consultancy and related work in the field of biological science and the chemistry of living organisms. Only persons performing work normally requiring training of university degree standard are included, including biologists, botanists, entomologists, geneticists, microbiologists, pathologists, pharmacologists, physiologists and zoologists.

066 Chemical scientists

Persons planning, directing and undertaking research, development, analysis, technical advisory, consultancy and related work in the field of chemical science or in relation to the physical aspects of chemical structure and chemical change. Only persons performing work normally requiring training of university degree standard are included.

067 Physical and geological scientists, mathematicians

Persons planning, directing and undertaking research, development, technical advisory, consultancy and related work in the fields of physics, mathematics, the physics of living organisms and geology. Only persons performing work normally requiring training of university degree standard are included, including meteorologists, mineralogists and physicists.

068 Civil, structural, municipal, mining and quarrying engineers

Persons planning, organising and technically supervising the construction and repair of roads, bridges, sanitation systems, reservoirs, other structures, mines and quarries or acting as adviser for such projects. Only persons performing work normally requiring training of university degree standard are included. Building inspectors are excluded and classified in 018.

069 Mechanical and aeronautical engineers

Persons planning and technically supervising the production or repair and maintenance of engines, machines, vehicles and other mechanical products or acting as adviser, including marine engineers and naval architects. Only persons performing work normally requiring training of university degree standard are included. Estimators are excluded and classified in 004.

- 070      Design and development engineers (mechanical)  
Persons originating, from product ideas or requirements, engineering designs in the field of general mechanical engineering.
- 071      Electrical engineers  
Persons designing, planning and technically supervising the production or repair and maintenance of electrical and telephone equipment, technically supervising the operation of power stations or acting as adviser in electrical engineering matters. Only persons performing work normally requiring training of university degree standard are included. Systems engineers are excluded and classified in 012.
- 072      Electronic engineers  
Persons designing, planning and technically supervising the production or repair and maintenance of electronic equipment, including radio communication, radar and industrial electronic equipment. Only persons performing work normally requiring training of university degree standard are included.
- 073      Chemical engineers  
Persons planning, directing, undertaking research and development and related work in respect of chemical manufacture. ONLY persons performing work normally requiring training of university degree standard are included.
- 074      Production engineers  
Persons overseeing the technical aspects of production programmes. Only persons performing work normally requiring training of university degree standard are included.
- 075      Planning and quality control engineers  
Persons planning production schedules and work procedures in production fields; planning procedures for the maintenance of standards. Only persons performing work normally requiring training of university degree standard are included.
- 076      Engineers n.e.c.  
Engineers performing work normally requiring training of university degree standard developing, etc., all types of industrial processes not elsewhere classified. Environmental and traffic engineers are included.8 Ships' surveyors and naval architects are excluded and classified in 019 and 069 respectively.
- 077      Metallurgists  
Persons studying the properties of metals, developing, etc. processes for the production of metals from their ores and advising on their utilisation. Only persons performing work normally requiring training of university degree standard are included.
- 078      Technologists n.e.c.  
Persons planning, directing, undertaking research and development, and related work in particular materials products and processes, other than in engineering;8including textile and rubber technologists, fuel technologists, brewers and technologists not elsewhere classified. Only persons performing work normally requiring training of university degree standard are included.

- 079 Draughtsmen  
Persons preparing technical drawings, plans, maps, charts and similar items, including technical illustrators. Tracers and drawing office assistants are excluded and classified in O46.2.
- 080 Laboratory technicians  
Persons carrying out technical functions requiring the application of established or prescribed procedures in physical, chemical, biological botanical, medical and other laboratories. Laboratory assistants are excluded and classified in 288.
- 081 Engineering technicians, technician engineers  
Persons performing a variety of engineering technical functions, (excluding architectural, constructional and related functions); technically controlling the installation and testing of engineering systems, diagnosing and correcting complex faults. Industrial radiographers are included.
- 082 Architects, town planners  
Professionally qualified persons designing building; planning the layout of urban and rural areas or acting as adviser in these matters. Housing and planning inspectors, and architectural and town planning assistants are excluded and classified in O27 and O88.respectively.
- 083 Quantity surveyors  
Persons advising on financial and contractual matters relating to, and preparing bills of quantities for, construction projects, including technical assistants to quantity surveyors.
- 084 Building, land and mining surveyors  
Persons conducting building, land and mining surveys. Insurance surveyors are excluded and classified in O90.
- 085 Aircraft flight deck officers  
Persons flying and navigating aircraft and servicing them in flight. Hovercraft pilots and navigators are excluded and classified in O90.
- 086 Air traffic planners and controllers  
Persons preparing flight plans, authorising flight departures and maintaining contact with aircraft to provide safe and orderly movement of air traffic. Air traffic control assistants are excluded and classified in 122.
- 087 Deck,engineering and radio officers and pilots, ship  
Persons commanding and navigating seagoing ships and craft operating in coastal and inland waters; organising, directing and supervising the activities of deck ratings, advising ships' masters on the navigation of ships in hazardous waters. Pilots and navigators of hovercraft and skippers of fishing vessels are excluded and classified in O90 and 111 respectively.

- 088     Architectural and town planning technicians  
Persons assisting architects and town planners by carrying out technical functions related to the design of building and the planning of urban and rural areas.
- 089     Building and civil engineering technicians  
Persons performing a variety of functions requiring the application of prescribed engineering procedures in the field of civil engineering, including structural engineering and building.
- 090     Technical and related workers n.e.c.  
Persons carrying out a variety of technical and scientific occupations not elsewhere classified including hovercraft pilots and navigators, marine surveyors, insurance surveyors and patent agents and examiners.

ORDER 5     MANAGERIAL

- 091     Production, works and maintenance managers, works foremen  
Persons managing the work and resources necessary for such industrial operations as production, processing and maintenance. Post Office area engineers and engineers directly responsible for production and maintenance in factories and maintenance in transport undertakings, mines, etc. and works, general and senior foremen in manufacturing are included.
- 092     Managers in building and contracting  
Managers in construction, including works, general and senior foremen and persons responsible for civil engineering work on the railways and building maintenance.
- 093     Clerks of works  
Persons representing clients on construction projects to ensure contractors' compliance with design specifications and standards.
- 094     Managers in mining and public utilities  
Managers in mining, quarrying, and in the production and supply of electricity, gas and water. Mining overmen are included.
- 095     Transport managers  
Persons managing activities and resources necessary for the transportation of passengers and freight.
- 096     Stores controllers  
Persons managing activities and resources for maintaining stocks of material, products or commodities and for storing and issuing such items. Stores managers are included.
- 097     Managers in warehousing and materials handling n.e.c.  
Persons organising and directing activities for the receipt, warehousing and despatch of goods, commodities, products and other items. Freight managers are included.

- 098      Credit controllers  
Persons organising offices responsible for credit control and debt collection.
- 099      Office managers n.e.c.  
Persons managing offices carrying out clerical and related functions; including computer operations managers, medical records officers, sales office managers, bank managers, building society managers. Owners and managers of travel agencies and private employment agencies are included. Insurance office managers are included but managers of local agents are excluded and classified in 134. Sub-postmasters are included except the self-employed who are excluded and classified in 101.
- 100      Garage proprietors  
Persons owning garages and filling stations.
- 186      Butchers (managers and proprietors)  
Persons owning and managing butchers' shops.
- 187      Fishmongers (managers and proprietors)  
Persons owning and managing fishmongers' shops.
- 101      Other proprietors and managers (sales)  
Persons owning or managing wholesale and retail establishments. Pawnbrokers, self-employed sub-postmasters and managers of mail order establishments and trading stamp redemption offices are included. Pharmacists, opticians (ophthalmic and dispensing) and managers of laundry and dry cleaning receiving shops are excluded and classified in 044, 046 and 110 respectively.
- 102      Hotel and residential club managers  
Persons owning or managing boarding houses, hotels and residential clubs. Pursers are included.
- 103      Publicans  
Persons owning or managing public houses. 'Innkeepers' so described are excluded and classified in 111.
- 104      Restaurateurs  
Persons owning or managing restaurants and canteens.
- 105      Club stewards  
Persons organising the bar and catering services at non-residential clubs.
- 106      Entertainment and sports managers  
Persons owning or managing sporting, recreational and amenity services including cinemas and theatres, including park superintendents. Producers and directors of stage, television, radio and film productions are excluded and classified in 059.

- 107 Farmers, horticulturists, farm managers  
Persons owning or managing farms or market gardens including fruit farmers, poultry farmers, agricultural contractors and tenants of a croft of holding under, and in terms of, the Crofters (Scotland) Act, 1955, not elsewhere classified. Fish farmers and trainers of horses are excluded and classified in 111.
- 135 M Officers, UK armed forces  
All full time commissioned officers of the armed forces of the United Kingdom.
- 136 M Officers, foreign and Commonwealth armed forces  
All full time commissioned officers of the armed forces of foreign and Commonwealth countries.
- 108 Prison officers (chief officers and above)  
Governors and chief officers in prisons or similar institutions. Wardens of detention centres are included.
- 137 M Police officers (inspectors and above)  
Persons organising a specific geographical or functional area of general or specialised police work.
- 138 M Fire service officers  
Persons organising a specific physical or functional area of a statutory or private fire brigade. Salvage corps senior officers are included.
- 109 Proprietors and managers, service flats, holiday flats, caravans sites, etc.  
Persons owning or managing service flats, holiday flats and chalets, holiday camps, and camping and caravan sites.
- 110 Managers of laundry and dry cleaning receiving shops  
Managers of launderettes and premises used for the receipt and despatch of items for laundering and dry cleaning.
- 159 Hairdressers' and barbers' managers and proprietors  
Persons owning and managing hairdressing, beauty treatment or similar establishments.
- 111 Managers n.e.c.  
Managers not elsewhere classified, including managers of gardening/grounds keeping services; tree surgeons; managers of animal establishments (other than farm livestock); head housekeepers of large hotels, hospitals, institutions or residential buildings; managers of residential hostels for students, hikers or wanderers; registrars of educational establishments; skippers of fishing vessels; fish farmers; fieldmen; ambulance station superintendents; innkeeping; administration and general service managers. Owners and managers of laundries, dry cleaning works (not receiving shops) and firms hiring or servicing machinery and equipment, undertaking cleaning and related services are included.

ORDER 6 CLERICAL AND RELATED

- 112 Civil Service executive officers  
Persons of the basic grade of executive officer in the Civil Service or of equivalent rank. Customs and excise Officers, waterguards, preventive officers, immigration officers are excluded and classified in 019.
- 113 Stores and despatch clerks  
Persons checking and recording details of stock movements, preparing requisitions or despatch documents for ordered goods.
- 114 Tracers, drawing office assistants  
Persons employed as tracers or drawing office assistants.
- 115 Other clerks and cashiers (not retail)  
Persons keeping records of cash; collecting cash or issuing tickets at theatres, etc., taking readings of meters and emptying coin boxes; performing all types of office work. Proof readers. ADP tape librarians, library clerks and assistants, dept and rent collectors are included but credit agents and collector salesmen are excluded and classified in 132. Civil Servants local government officers etc, so described are included.
- 116 Retail shop cashiers, check-out and cash and wrap operators  
Persons employed as cashiers, check-out and cash and wrap operators in retail shops and cafes.
- 117 Receptionists  
Persons receiving callers at commercial, industrial and other establishments. Hotel, dental and medical receptionists are included.
- 118 Typists, shorthand writers, secretaries  
Persons typing; taking shorthand records; acting as personal secretary. 'Secretaries' so described are included. Proprietors and managers of typewriting bureaux, if not typists, are excluded and classified in 134 and 111 respectively.
- 119 Office machine operators  
Persons operating office machines, including photo and blue printers; duplicator, key punch, computer and peripheral equipment operators. Offset duplicating machine operators are excluded and classified in 227.
- 120 Telephonist receptionist  
Persons combining the functions of operating a telephone switchboard and receiving callers at commercial, industrial and other establishments.
- 121 Telephone operators  
Persons operating telephone switchboards
- 122 Radio and telegraph operators  
Persons operating radio, telegraph and teleprinter equipment to transmit and receive signals and messages. Air traffic control assistants are included.

123 Postmen, mail sorters  
Persons collecting, delivering and sorting mail.

124 Messengers  
Persons collecting and distributing correspondence within an establishment or delivering messages, etc, elsewhere as instructed. Delivery and errand boys are included.

ORDER 7 SELLING

125 Shop salesmen and assistants  
Persons selling goods and services to customers in shops and similar establishments. Sub-post office assistants, programme sellers and assistants in take-away food shops are included. Cash and wrap operators are excluded and classified in 116.

126 Shelf fillers  
Persons replenishing stocks of goods in self service stores and, where required, marking prices on goods before displaying.

127 Petrol pump, forecourt attendants  
Persons selling petrol, etc., at a petrol service station or garage.

128 Roundsmen, van salesmen  
Persons delivering and selling food, drink and other goods and collecting and delivering laundry. Mobile shop salesmen are included. Coal delivery drivers are excluded and classified in 326.

129 Importers, exporters, commodity brokers  
Persons acting as agents in the purchase, sale, import and export of commodities in bulk, including ship and air brokers, and principals and managers of import and export agencies.

130 Market and street traders and assistants  
Persons selling goods, other than refreshments, from a stall or barrow in a market place or street (including self-employed traders); hawkers. Trolleyman selling refreshments are excluded and classified in 146.

131 Scrap dealers, general dealers, rag and bone merchants  
Persons trading in scrap metal, rags, waste materials, etc. (including self-employed traders).

15.

132 Credit agents, collector Salesmen

Persons visiting private households to solicit orders and collect payments for goods and services. Debt and rent collectors are excluded and classified in 115.

133 Sales representatives

Persons soliciting orders for machinery, equipment & materials; the wholesale provision of food and drink, clothing and other consumer goods. Manufacturers' agents are included.

134 Sales representatives (property and services), other agents

Persons selling property and soliciting orders for insurance, financial, security, cleaning and other services. Auctioneers, demonstrators, way-leave officers, telephone canvassers and property negotiators are included. Estate agents are excluded and classified in 025.

ORDER 8 SECURITY AND PROTECTIVE SERVICE

135 NCOs and other ranks, UK armed forces

All full time members of the armed forces of the United Kingdom except commissioned officers who are excluded and classified in 135.M

136 NCO's and other ranks, foreign & Commonwealth armed forces

All full time members of the armed forces of foreign and Commonwealth countries, except commissioned officers who are excluded and classified in 136.

137 Policemen (below sergeant)

Uniform members and detectives employed by statutory police authorities, including railway, dock and airport police.

138 Firemen

Persons fighting fires, advising on fire hazards and salvaging goods during or after fires as members of public or private fire brigades. Woodland fire fighting patrols are excluded and classified in 170.

139 Prison officers (below principal officer)

Persons, below principal officers, guarding inmates in prisons, borstals, detention centres or young offenders' institutions.

140 Security guards and officers, patrolmen, watchmen

Persons employed in protecting persons, premises and property from injury, damage or theft. Store, hotel and private detectives, gatekeepers, park keepers and estate rangers are included.

ORDER 9 CATERING, CLEANING, HAIRDRESSING AND OTHER PERSONAL SERVICES

- 141     Traffic Wardens
- Persons patrolling areas to detect and prevent infringements of local parking regulations. Perking meter attendants are included.
- 142     Security and protective service workers n.e.c.
- Persons engaged in security services not elsewhere classified. Coastguards, bailiffs, life guards, museum and art gallery attendants and road crossing attendants are included.
- 143     Chefs, cooks
- Persons preparing and cooking meals. Persons peeling vegetables, washing dishes, etc, cook-housekeepers; cooks employed in food product manufacturing are excluded and classified in 147, 149 and 202 respectively.
- 144     Waiters, waitresses
- Persons guiding diners to tables, serving food and refreshments at tables.
- 145     Barmen, barmaids
- Persons serving drinks at or from the licensed bars of clubs, hotels, public houses and similar establishments, including bar stewards. Club stewards and wine waiters are excluded and classified in 105 and 144 respectively.
- 146     Counter hands, assistants
- Persons serving food and other refreshments from counters of self service restaurants, buffets, cafes, canteens and similar establishments. Trolley men selling refreshments and school meals assistants are included. School helpers, mid-day assistants and school meal supervisors are excluded and classified in 151.
- 147     Kitchen porters, hands
- Persons preparing vegetables, washing crockery, etc. and performing various cleaning, fetching, carrying and similar tasks in kitchens.

- 148 Housekeepers (non-domestic)  
Persons acting as housekeepers in hotels, schools and similar non-private establishments.
- 149 DOMESTIC HOUSEKEEPERS - PERSONS ACTING AS HOUSEKEEPERS IN PRIVATE HOMES. COOK-HOUSEKEEPERS ARE INCLUDED
- 150 Nursery Nurses  
Persons caring for healthy children in day or residential nurseries, children's homes, maternity hospitals or units or similar establishments, including nursery assistants. Nannies and children's nurses employed in private households are excluded and classified in 151.
- 151 Other domestic and school helpers  
Persons attending to the personal needs and comforts of others, cleaning and tidying living quarters in private households, hotels, hospitals and similar establishments; assisting teachers with non-teaching activities and supervising children in playgrounds and dining rooms. Companions, domestics, nannies and children's nurses in private households and ward maids are included. Playgroup leaders are excluded and classified in 038.
- 152 Travel stewards and attendants  
Persons attending to the needs and comforts of travellers and conducting or assisting tourists on holiday.
- 153 Hospital porters  
Persons working as porters in hospitals.
- 154 Hotel porters  
Persons employed as porters in hotels or similar residential establishments including hall porters and page boys.
- 155 Ambulancemen  
Persons transporting sick, injured or convalescent persons by ambulance; giving first aid during journey. Ambulance station superintendents and first aid attendants are excluded and classified in 111 and 156 respectively.
- 156 Hospital, ward orderlies  
Persons working as orderlies or attendants in hospitals and similar institutions; first aid attendants; care assistants in homes for the elderly or infirm. Ward maids are excluded and classified in 151.
- 157 Caretakers  
Persons taking care of premises and keeping them in a clean and orderly condition.
- 158 Cleaners, window cleaners, chimney sweeps, road sweepers  
Persons cleaning interiors of aircraft, buildings, road vehicles, ships and trains; cleaning chimneys and windows; manually cleaning streets and washing down vehicle exteriors. Mechanical road sweepers drivers and vehicle washing plant attendants are excluded and classified in 327 and 348 respectively.
- 159 Hairdressers, barbers  
Persons cutting, styling and shampooing hair. Manicurists and beauticians are excluded and classified in 165.
- 160 Railway stationmen

18.

161 Lift and car park attendants

Persons operating passenger or goods lifts, controlling parking of vehicles in public or private parking areas.

162 Launderers, dry cleaners, pressers

Persons washing, dry cleaning, ironing and pressing clothing, household linen, carpets and similar articles; including persons directly supervising these activities. 'Dyers and cleaners' are included but job dyers are excluded and classified in 182.

163 Undertakers

Persons owning or managing funeral services.

164 Bookmakers, betting shop managers

Persons offering odds and accepting bets on the results of sporting or other events or directly supervising these activities. Turf accountants and owners and managers of betting establishments are included.

165 Service workers n.e.c.

Persons performing manual tasks in mortuaries; assisting with funerals; giving beauty treatments; attending baths and toilets; operating entertainments such as amusement arcades, bingo halls, cinemas, dance halls, fairgrounds, ice rinks and theatres; providing personal services not elsewhere classified. Playgroup assistants, pest control operators, wardrobe mistresses, commissionaires, ushers and usherettes are included.

ORDER 10 FARMING, FISHING AND RELATED

166 Farm workers

Persons carrying out general farm duties in the cultivation of arable crops and in tending and breeding farm animals. Agricultural workers, cowmen, pigmen, poultrymen, shepherds and farm stockmen are included. Hatchery workers and persons tending horses, dogs, mink and zoo animals are excluded and classified in 172.

167 Horticultural workers

Persons cultivating plants and crops grown in glass houses, nurseries, market gardens and orchards. Propagators and persons employed as bulb, mushroom or watercress growers are included.

168 Gardeners, groundsman

Persons laying out and tending public or private gardens (excluding market gardens) and sports grounds, landscape gardeners, turf layers and cutters and green keepers are included. Managers of gardening/grounds keeping services and park superintendents are excluded and classified in 111 and 106 respectively.

169 Agricultural machinery drivers, operators

Persons driving and operating agricultural tractors, implements and machines. Agricultural contractors and managers are excluded and classified in 107

170 Forestry workers

Persons carrying out tasks related to the cultivation and harvesting of trees, guarding against fire or other damage. Forest rangers, osier growers, tree fellers, woodcutters and woodmen are included. Persons tending fruit trees and peat cutters are excluded and classified in 167 and 172 respectively.

171 Fishermen

Persons engaged in catching fish at sea; cultivating and harvesting shellfish; breeding and rearing fish. Trawlermen, oyster bed workers, fish hatchers, harpooners (chales), seaweed and mussel gatherers are included. Fishing vessel skippers are excluded and classified in 111.

172 All other in farming and related

Persons performing various tasks related to farming, horticulture and forestry; tending horses, dogs, mink and zoo animals; including gamekeepers, beekeepers, hatchery workers, canine beauticians, huntsmen, inseminators, livestock classifiers, peat cutters, seasonal crop harvesters and mushroom pickers.

ORDER 11 MATERIALS PROCESSING: MAKING & REPAIRING (EXCLUDING METAL & ELECTRICAL)173 Tannery production workers

Persons treating hides, skins and pelts to prepare them for making up into leather, skin and fur products.

174 Shoe repairers

Persons repairing worn and damaged footwear.

175 Leather cutters and sewers, footwear lasters, makers, finishers

Persons cutting out component parts, sewing, making up and decorating footwear (including leather substitute and rubber), and leather and leather substitute goods, other than garments; performing finishing tasks in the manufacture of footwear, including footwear examiners. Persons moulding rubber footwear, and assemblers of footwear and leather goods are excluded and classified in 194 and 299 respectively.

176 Preparatory fibre processors

Persons preparing fibres for spinning into yarn and making into non-woven fabric; dressing bristles and fibres for use as brush fillings. Carders, combers, drawers, fibre openers and rag grinders are included. Carbonisers, washers, driers and fur fibre mixers; persons maintaining textile fibre preparing machinery, card grinders; and wool sorters are excluded and classified in 199, 276 and 298 respectively.

177 spinners, doublers, twisters

Persons operating spinning and doubling (twisting) machines in the manufacture of yarn and thread, including chenille makers and piecers. Setter fitter-mechanics of textile machinery are excluded and classified in 248.

178 Winders, reelers

Persons operating machines which wind yarn and thread from one package to another, including yarn curlers and openers, twine ballers

- 179      Warp preparers  
Persons operating machines which wind warp yarn on to packages and beams; arranging warp threads ready for dyeing, knitting or weaving. Setter fitter-mechanics of textile machinery are excluded and classified in 248.
- 180      Weavers  
Persons weaving yarn of natural and man-made fibres into carpets and fabric; including lace weavers and net makers. Warp lace makers and setter fitter-mechanics of textile machinery are excluded and classified in 181 and 248 respectively.
- 181      Knitters  
Persons operating knitting machines or knitting by hand, including warp lace makers. Setter fitter-mechanics of textile machinery are excluded and classified in 248.
- 182      Bleachers, dyers, finishers  
Persons bleaching, dyeing and otherwise treating textile fabrics, yarn, cloth and goods including gassers, calenderers, stenterers and dyers of piece goods. Carbonisers, driers, fullers, washers; and textile printers are excluded and classified in 199 and 229, respectively.
- 183      Mender, darners  
Persons rectifying faults arising during the course of manufacture of textile goods; repairing worn garments and other used articles by invisible mending. Burlers are included.
- 184      Chemical, gas and petroleum process plant operators  
Persons operating plant to process chemical and related materials by heat treatment, chemical reaction, crushing, milling, mixing and mechanically separating. Persons evaporating brine, calcining and sintering metallic ores, distilling alcoholic beverages, softening water; coal gas and coke oven furnacemen are included. Man-made fibre spinners; mineral crushers at mines and quarries; millers of ceramic materials and colour mixers; and fillers of cartridges, detonators and fireworks are excluded and classified in 196, 198 and 230 respectively.
- 185      Bakers, flour confectioners  
Persons making bread and flour confectionery; finishing flour confectionery products by hand. Ovenmen, mixers, machine operators and minders and biscuit makers are excluded and classified in 200.
- 186      Butchers, meat cutters  
Persons slaughtering animals and preparing carcasses for processing and sales. Butchers' shop managers and proprietors are included.
- 187      Fishmongers, poultry dressers  
Persons cleaning, cutting and preparing fish and poultry carcasses for processing and sales. Fishmongers' managers and proprietors are included.

- 188      Paper, paperboard and leatherboard workers  
Persons operating machinery to beat and mix fluid pulps, to dry and to finish, to impart a glaze and to wind and rewing in the process of the production of paper, paperboard and leatherboard. Beatermen, calendermen, dryer men, reelers, refiners and winder operators are included. Spoolers are excluded and classified in 227.
- 189      Bookbinders and finishers  
Persons engaged in book binding occupations.
- 190      Cutting and slitting machine operators (paper and paper products making)  
Persons operating machinery to cut or slit paper or similar materials. Paper pattern cutting machine operators are excluded and classified in 229.
- 191      Glass and ceramics furnacemen, kilnsetters  
Persons operating furnaces and kilns in the production of glass and ceramics, positioning articles ready for firing in kilns, including carriers-in, kiln placers and brick kiln attendants. Sagger packers are excluded and classified in 204.
- 192      Glass formers and shapers, finishers, decorators  
Persons forming glassware and glass products by blowing, moulding and pressing; finishing glassware by removing surplus glass; grinding and polishing; decorating glassware by cutting, acid etching and sandblasting.
- 193      Casters and other pottery makers  
Persons forming ceramic ware (including porcelain, pottery, stoneware and refractory goods) by casting, extruding, moulding, pressing and shaping. Brick makers, crucible makers, furnace moulders, plaster casters and sagger makers are excluded and classified in 223.
- 194      Rubber process workers, moulding machine operators, tyre builders  
Persons operating machines to masticate raw or reclaimed rubber; preparing rubber compound, dough or solution; building tyres. Calenderers and extruders (rubber), masticating millmen and press and vacuum moulding machinists are included.
- 195      Calender and extruding machine operators, moulders (plastics)  
Persons operating calendering, extruding and moulding machines in the processing of plastics.
- 196      Man-made fibre makers  
Persons employed in the manufacturing process producing man-made fibres, including rayon spinners.
- 197      Brewery and vinery process workers  
Persons producing malt liquors, beers, wines and related products by crushing, mixing, malting, cooking and fermenting grains and fruits; producing yeast and vinegar.

- 198 Washers, screeners, and crushers in mines and quarries  
Persons washing, dry cleaning, crushing or screening coal, stone or ores.
- 199 Other material processing - Textiles  
Persons making braid, plait, line and rope from yarn. Persons performing various textile processing, fabricating and furnishing tasks including back washers, batter fillers, braiders, carbonisers, colour matchers, creelers, doffers, driers, fullers, harness builders, lappers, line and rope makers, loom cleaners, plaiters, scourers, textile machine operators' assistants, twine spinners and twisters, tufters and washers.
- 200 Other material processing - Bakery and confectionery workers  
Persons employed in the processing of bread and flour confectionery including ovenmen, mixers, machine operators and minders and biscuit makers. Bakers and flour confectioners are excluded and classified in 185.
- 201 Other material processing - Tobacco  
Persons employed in processing tobacco leaves and making cigarettes and other tobacco products by hand or machine.
- 202 Other material processing - Food and drink n.e.c.  
Persons crushing, grinding, blending grains, spices, seeds, refining sugar; making glucose, sugar and chocolate confectionery; making animal feeding stuffs, curing, freezing, cooling foodstuffs, processing milk and cream; producing butter, cheese and ice cream; making sausages, making non-alcoholic beverages; making macaroni and similar products, making ice, extracting juice from fruit, shelling, cleaning, etc. nuts.
- 203 Other material processing - Wood and paper  
Persons in wood processing and paper, paperboard and leatherboard making not elsewhere classified; operating kilns to season wood; attending wood mills, operating filtering and straining and other separating equipment, operating machines to coat or impregnate paper and paperboard. Beatermen, claendermen, dryermen, reelermen, refinermen and winder operators are excluded and classified in 188.
- 204 Other material processing - All other (excluding metal) n.e.c.  
Paint colour matchers, concrete mixers, kiln burners (cement), ceramic glaze makers, liquor men (leather tanning), mica splitters, dough preparers (artificial teeth), saggar packers, persons operating kilns to fire abrasive and carbon products, operating machines to produce slurry for making asbestos-cement goods, operating equipment to make and dry plasterboard, making pipes and sheets of asbestos-cement; persons in material processing (excluding metal) not elsewhere classified.
- 205 Compositors  
Persons setting up printing type by hand or machine. Lay-out men and make-up hands are included.

- 206      Electrotypers, stereotypers, printing plate and cylinder preparers  
Persons in printing plate and cylinder preparing occupations. Engravers of metal printing plates and rollers are excluded and classified in 267.
- 207      Printing machine minders and assistants  
Persons setting, operating and assisting in operating letterpress, lithographic, photogravure and web-offset printing machines. Offset duplicating machine operators are excluded and classified in 227.
- 208      Screen and block printers  
Persons printing lettering and designs on fabric and other materials by screen and block method.
- 209      Printers (so described)  
Persons returned as 'printer', 'general printer', 'master printer', 'printer and stationer' without more specific description, including principals of printing firms.
- 210      Tailors, tailoresses, dressmakers  
Persons, making or fitting and altering tailored garments, dresses and other articles of light clothing. Persons described as tailors, tailors' assistants and tailors' fitters in manufacturing or retail trade are included. Corset makers are excluded and classified in 226.
- 211      Clothing cutters, milliners, furriers  
Persons cutting out, shaping and trimming material, including fur, for the manufacture of garments; making women's, girls' and children's hats throughout.
- 212      Sewers, embroiderers  
Persons sewing and embroidering either by hand or machine, garments and other products made from textile fabric, fur and skin.
- 213      Coach trimmers, upholsterers, mattress makers  
Persons upholstering vehicle and aircraft seating; fixing trimmings to the interiors of vehicles and aircraft; upholstering furniture; making mattresses, curtains and other soft furnishings.
- 214      Carpenters, joiners  
Persons constructing, erecting, installing and repairing wooden structures and fittings on site and on board ship; building and repairing small wooden craft and preparing launchways; making internal fittings for aircraft, scenic equipment for theatres and film studios. Scale model makers and template makers are included.
- 215      Cabinet makers  
Persons performing the more highly skilled tasks in making and repairing wooden furniture and piano and cabinet cases. Assemblers of wood products are excluded and classified in 299.

- 216      Case and box makers  
Persons cutting and assembling wood to make packing cases, crates or similar articles. Coopers are included.
- 217      Pattern makers (moulds)  
Persons making patterns of wood, metal or other materials for moulds used in metal casting.
- 218      Sawyers, veneer cutters, woodworking machinists  
Persons setting and/or operating all types of wood cutting or woodworking machinery, including wood turners.
- 219      Labourers and mates to woodworking craftsmen  
Persons assisting woodworking craftsmen and woodworking machine operators.
- 220      Dental technicians  
Persons engaged in making and repairing dentures.
- 221      Carpet fitters  
Persons laying carpets on customers' premises. Carpet planners are excluded and classified in 226.
- 222      Musical instrument makers, piano tuners  
Persons making, repairing, adjusting, stringing and tuning musical instruments, fitting and regulating piano action parts and making bows for stringed instruments.
- 223      Other making and repairing - Glass and ceramics  
Brick makers, crucible makers, furance moulders, plaster casters, saggar makers and persons performing various tasks n.e.c in glass, clay and stone working and ceramics forming and finishing.
- 224      Other making and repairing - Wood  
Persons carving and bending wood; laying hardwood strip and wood block floors, matching, joining and repairing veneers and performing various tasks not elsewhere classified. Makers of handcarts, ladders, picture frames, sports equipment, textile bobbins and shuttles, timber fences; stockers (bespoke guns) and wheelwrights are included.
- 225      Other making and repairing - Leather  
Persons engaged in the manufacture of footwear, leather and substitute goods other than garments and gloves, not elsewhere classified. Harness makers and saddlers are included Upholsterers and leather goods assemblers are excluded and classified in 213 and 299 respectively
- 226      Other making and repairing - Clothing and related products  
Persons making patterns for the manufacture of garments and upholstery, marking and cutting out parts of articles other than garments, making canvas goods such as awning, boat covers, flags, sails and tents, performing various tasks in the manufacture of fabric bags and sacks  
Carpet planners, corset makers, hood and apron makers (perambulator)

- 227      Other making and repairing - Paper goods and printing  
 Persons engaged in setting and operating die stamping and embossing machines; processing, printing and finishing still and cine film; performing various tasks in printing, photographic processing and manufacture of paper and paperboard products not elsewhere classified. Printers (textile and wallpaper), offset duplicating machine operators, paper pattern cutting machine operators, provers, spoolers and upper markers (footwear) are included. All other cutting and slitting machine operators (paper goods and printing) are excluded and classified in 190.
- 228      Other making and repairing - Rubber  
 Persons making and repairing articles of rubber material not elsewhere classified; sheathing cables and wires; lining and covering industrial plant, equipment and products. Tyre repairers and restorers are included but tyre builders are excluded and classified in 194.
- 229      Other making and repairing - Plastics  
 Persons making and repairing articles of plastics materials, including glass fibre reinforces plastics, not elsewhere classified; sheathing cables and wires. Artificial eye makers and spectacle frame makers are included.
- 230      Other making and repairing - All other (excluding metal and electrical)n.e.c  
 Persons forming and finishing concrete, asbestos-cement, abrasive stone and related products; making and repairing orthopaedic and orthodontic appliances; brush makers; wicker product makers; wig makers and racket stringers. Fillers of cartridges, detonators and fireworks are included. Persons operating machines producing pipes and sheets of asbestos-cement, and dental technicians are excluded and classified in 204 and 220 respectively.

ORDER 12 PROCESSING, MAKING AND REPAIRING (METAL AND ELECTRICAL)

- 231      Furnace operating occupations (metal)  
 Persons operating furnaces, etc. to smelt metalliferous ores, refine metal, melt metal for casting, reheat metal for further working. Persons heating metal for annealing, etc. and ladlemen are excluded and classified in 237, and 270 respectively.
- 232      Rollermen  
 Persons operating or directing the operation of steel rolling mill to roll slabs, blooms, billets, bars, rods, strip, sheet, plates, sections or tubes. Assistant rollers are included but rolling mill assistants, third and fourth hand rollers, and bar, etc, straighteners are excluded and classified in 270.

- 233      Smiths, forgemen  
Persons shaping heated metal by hand hammering on an anvil; by power hammer or forging press. Chain makers (forging) are included. Forge assistants and smiths' strikers are excluded and classified in 270.
- 234      Metal drawers  
Persons setting up and operating machines to draw wire, tubes, rods or bars.
- 235      Moulders, coremakers, die casters  
Persons making moulds or cores either by hand or machine for use in casting molten metal; pouring metal into dies or operating die casting machinery.
- 236      Electroplaters  
Persons coating articles or parts electrolytically, in tanks or vats, with chromium, copper, nickel, or other non-ferrous metal. Anodisers and electroformers are excluded and classified in 269.
- 237      Annealers, hardeners, temperers (metal)  
Persons heat treating metal to anneal, harden or temper.
- 238      Press and machine tool setters  
Persons setting up press and machine tool and metal working machines.
- 239      Centre lathe turners  
Persons setting up and operating centre lathes. Roll turners and 'fitters and turners' are excluded and classified in 241 and 248 respectively.
- 240      Machine tool setter operators  
Persons setting up and operating boring, drilling, grinding and milling machines (except centre lathes) Metal spinners are included.
- 241      Machine tool operators  
Persons operating previously set up machine tools to cut, shape and otherwise machine metal workpieces. Roll turners and persons returned as 'engineer' or 'mechanical engineer', without further information, are included.
- 242      Press, stamping and automatic machine operators  
Persons operating presses and preset machines for shaping of cold metal parts. Press bending machinists are included.
- 243      Metal polishers  
Persons polishing metal including jewellery polishers, die polishers and barrel polishers.

27.

- 244     Fettler, dressers  
Persons removing surplus metal and rough surfaces from castings, forgings or components with hand and power tools. Shot blasters, and chippers and grinders (steel dressing) are excluded and classified in 275 and 276 respectively.
- 245     Tool makers, tool fitters, markers-out  
Persons making, maintaining and repairing press tools, dies, gauges, jigs and fixtures; marking out metal for machine tool working.
- 246     Precision instrument makers and repairers  
Persons making and repairing precision and optical instruments including clibrators. Office machinery mechanics; dental and surgical instrument makers and repairers; and instrument assemblers are excluded and classified in 251, 276 and 284 respectively.
- 247     Watch and chronometer makers and repairers  
Persons making, repairing, cleaning and adjusting watches, clocks and chronometers. Watch and clock assemblers are excluded and classified in 284.
- 248     Metal working production fitters and fitter/mechinists  
Persons erecting, installing, repairing and servicing engineering and mechanical plant and industrial machinery, including ship machinery and related fittings, airframes, coin operated machines, locks and railway rolling stock. Engine fitters, maintenance fitters, setter fitter-mechanics and 'fitters and turners' (so described) are included. Persons maintaining and repairing aircraft engines are excluded and classified in 250.
- 249     Motor mechanics, auto engineers  
Persons repairing and servicing mechanical parts of motor vehicles. Oilers and greasers of motor vehicles are included. Engine fitters are excluded and classified in 248.
- 250     Maintenance fitters (aircraft engines)  
Persons repairing and servicing aircraft engines; repairing and servicing both aircraft engines and frames. Persons repairing and servicing airframes but not engines are excluded and classified in 248.
- 251     Office machinery mechanics  
Persons repairing and servicing mechanical office machinery, cash tills and registers. Electrical office machinery service engineers and electronic office machinery service engineers are excluded and classified in 253 and 259.
- 252     Production fitters (electrical, electronic)  
Persons fitting and assembling parts and sub-assemblies in the manufacture of electrical and electronic equipment. Electrical and electronic fitters not otherwise specified are included.

28.

253 Electricians, electrical maintenance fitters

Persons installing, maintaining and repairing electrical wiring systems, electrical plant, machinery and other equipment, including electrical wiremen. Electricity board inspectors, power switchboard operators and wirers of electronic equipment are excluded and classified in 019, 255 and 273 respectively.  
Domestic servicing included

254 Electrical engineers (so described)

Persons returned as 'electrical engineer' without more specific description.

255 Plant operators and attendants n.e.c.

Persons operating and attending machinery, plant equipment such as compressors, electrical substations and switchboards, turbines, nuclear generating stations.

256 Telephone fitters

Persons installing and maintaining public and private telephone system.

257 Cable jointers, linesmen

Persons installing, maintaining and repairing overhead lines for electricity supply, electric traction and telecommunications; jointing underground, submarine and surface electric and telecommunication cables.

258 Radio and TV mechanics

Persons repairing and maintaining domestic radio and television receivers. Installers and fitters of computer systems are included.

259 Other electronic maintenance engineers

Persons installing, maintaining and repairing electronic equipment other than domestic radio and television receivers. Installers and fitters of computer systems are included.

260 Plumbers, heating and ventilating fitters, gas fitters

Persons installing, maintaining and repairing plumbing fixtures, heating and ventilating systems, pipe systems and lead, lead lined and lead covered plant.

261 Sheet metal workers

Persons marking out, cutting, shaping and fitting sheet metal to make and repair products and components. Metal spinners, press operators, and sheet metal bending and rolling machine operators are excluded and classified in 240, 242 and 276 respectively.

262 Metal plate workers, shipwrights, riveters

Persons marking off, drilling, bending, positioning and riveting metal plates and girders and sealing joints in metal plate. Shipwrights and shipyard steelworkers are included. Holders-up and shipyard frame benders are excluded and classified in 276.

263 Steel erectors, benders, fixers

Persons fitting and erecting structural metal work, making up metal framework by hand to form reinforcing core for concrete structures of products. Metal shuttering erectors are excluded and classified in 276.

- 264      Scaffolders, staggers  
Persons erecting and dismantling scaffolding, and temporary working platforms for use in ship construction and repair.
- 265      Welders  
Persons joining metal parts and fabrications by welding, brazing and soldering; cutting metal to specifications and removing defects by means of gas flame and oxygen jet, electric arc or laser beam. Assemblers of vehicles and other metal goods are excluded and classified in 285.
- 266      Goldsmiths, silversmiths, precious stone workers  
Persons making and repairing jewellery and precious metal ware; cutting polishing and setting precious and semi-precious stones; making jewellery patterns. Precious metal spinners and jewellery engravers are excluded and classified in 240 and 276 respectively.
- 267      Engravers, etchers (printing)  
Persons engraving and etching metal printing cylinders, plates and rollers; engraving metal dies and punches.
- 268      Coach and vehicle body builders  
Persons constructing and repairing vehicle bodies (including railway coaches and wagons) and fixing fittings to vehicle and aircraft bodies. Vehicle body assemblers are excluded and classified in 285.
- 269      Galvanizers, tin platers, dip platers  
Persons coating articles, sheet, wire, etc. with metal, including anodisers and electroformers. Electroplaters are excluded and classified in 236.
- 270      Metal making and treating workers n.e.c.  
Persons making and treating metal in operations n.e.c. including rolling mill assistants, core turners, casters (not die casters), ladlemen, smiths' strikers, forge assistants, and bar, etc. straighteners. Persons returned as labourers are excluded and classified in groups 339 - 346.
- 271      Oilers, greasers, lubricators  
Persons lubricating moving parts of stationary engines, rolling stock, other machinery and mechanical equipment. Oilers and greasers of motor vehicles are excluded and classified in 249.
- 272      Riggers  
Persons preparing, installing, repairing and splicing ropes, wires and cables, setting up lifting equipment. Metal shuttering erectors are included.
- 273      Electronics wiremen  
Persons wiring up prepared parts and/or sub-assemblies in the manufacture of various types of electronic equipment. Electrical wiremen are excluded and classified in 253.

274 Coil winders

Persons making coils and wiring harnesses for electrical and electronic equipment. Cable formers and neon strip assemblers are included.

275 Shot blasters

Persons cleaning and/or smoothing metal surfaces by the use of vapour jets or compressed air and abrasive material.

276 Other metal, jewellery, electrical production workers

Chippers and grinders (steel dressing), dental and surgical instrument makers and repairers, sheet metal bending and rolling machine operators, holders-up and shipyard frame benders, jewellery engravers, mates to metal working craftsmen, strippers and grinders (card clothing); persons engaged in metal, jewellery, engineering electrical and electronics products and parts making or repairing not elsewhere classified.

277 Foremen (engineering and allied trades)

Foremen (engineering and allied trades) and not associated with specific occupations. Technical supervisors employed in Government factories are included.

278 Trainee craftsmen (engineering and allied trades)

Trainee craftsmen (engineering and allied trades) not associated with specific occupations.

ORDER 13 PAINTING, REPETATIVE ASSEMBLING, PRODUCT INSPECTING, PACKAGING & RELATED

- 279 Pottery decorators  
Persons dipping and spraying ceramics with glaze, painting ceramics and applying transfers. Ground layers are included. Ceramic stencillers are excluded and classified in 299.
- 280 Coach painters (so described)  
Persons returned as 'coach painter' without more specific description.
- 281 Other spray painters  
Persons applying paint, enamel or lacquer by spraying, but persons spraying ceramics are excluded and classified in 279.
- 282 Painters and decorators n.e.c., french polishers  
Persons preparing surfaces and applying paint, wallpaper and other protective materials, not elsewhere classified; staining, axing and french polishing wood surfaces. Signwriters are included.
- 283 Assemblers (electrical, electronic)  
Persons engaged in the semi-skilled or repetitive assembly of electrical and electronic equipment.
- 284 Instrument assemblers  
Persons engaged in the routine assembly of precision instruments such as gauges, meters, watches and clocks, etc.
- 285 Assemblers (vehicles and other metal goods)  
Persons engaged in the routine assembly of vehicles and other metal and engineering products.
- 286 Inspectors, viewers (metal, electrical goods)  
PERSONS INSPECTING OR TESTING METAL, ENGINEERING AND ELECTRICAL PRODUCTS OR PARTS. INDUSTRIAL RADIOGRAPHERS ARE EXCLUDED AND CLASSIFIED IN 081
- 287 Packers, bottlers, canners, fillers  
Persons packing, wrapping, filling, labelling, sealing, containers by hand or machine.
- 288 Laboratory assistants  
Persons carrying out routine procedures, not requiring professional training, in physical, chemical, biological, botanical, medical and other laboratories. Laboratory technicians are excluded and classified in 080.
- 289 Inspectors, viewers, examiners - Textiles  
Persons inspecting or testing textile materials or products for processing or manufacturing defects. Yarn straightners are included.
- 290 Inspectors, viewers, examiners - Food  
Persons inspecting or examining food for processing defects. Egg candlers and foodstuffs samplers are included.
- 291 Inspectors, viewers, examiners - Rubber goods  
Persons inspecting or examining rubber material or goods for

- 292 Inspectors, viewers, examiners - Plastic goods  
Persons inspecting or examining plastic materials or goods, for processing or manufacturing defects
- 293 Inspectors, viewers, examiners - Woodwork  
Persons inspecting or examining wood or wood products, for processing or manufacturing defects.
- 294 Inspectors, sorters in paper production, processing and printing  
Persons inspecting, examining or sorting paper, paper products or printed matter, for processing or manufacturing defects.
- 295 Assemblers in paper production, processing and printing  
Persons engaged in routine assembly in paper production, processing and printing. Paper pattern folders are included.
- 296 Assemblers (plastic goods)  
Persons engaged in routine assembly of plastic goods or components.
- 297 Weighers  
Persons weighing and measuring materials, goods and products. Weighbridgemen and weighbridge clerks are included.
- 298 Graders, sorters, selectors n.e.c.  
Persons sorting and grading materials, products and other articles. Mail sorters are excluded and classified in 123.
- 299 Painting, assembling and related occupations n.e.c.  
Ceramic stencillers, wallpaper grounders, jewellery enamellers, mottlers (ceramics), glass examiners, footwear assemblers, fishing rod pluggers, fence assemblers, windscreen fitters, goods vehicle testers, cask smellers, leaf inspectors (tobacco) and persons engaged in painting, routine assembly and product inspection and related occupations not elsewhere classified.

ORDER 14 CONSTRUCTION

- ( Bricklayers, Tilers
- 300 Persons building and repairing brick structures, setting wall and floor tiles and mosaics, laying and finishing granolithic and terrazzo mixtures, building fireplaces. Terrazzo and mosaic tile casters are excluded and classified in 230.
- 301 Mason, stone cutters  
Persons building and repairing stone structures, facing brick, cement or steel backing with stone; cutting, shaping and finishing, granite, marble, slate and other stone. Stone engravers and monumental masons are included.
- 302 Plasterers  
Persons applying plaster or cement mixtures to walls and ceilings; casting and fixing ornamental plaster work, carrying out other plastering tasks

- 303 Roofers, glaziers  
Persons covering roofs with felt, slates, tiles and thatch; cutting, fitting and setting glass in windows, doors, etc.
- 304 Handymen, general building workers  
Persons engaged in a combination of operations in the construction, alteration, maintenance and repair of buildings. Tunnellers and well sinkers are included. Handymen in residential buildings are excluded and classified in 316.
- 305 Builders (so described)  
Persons returned as 'builder', 'builder and decorator', 'building contractor', 'builder and contractor' without more specific description.
- 306 Railway lengthmen  
Persons laying and maintaining railway tracks.
- 307 Road surfacers, concreters  
Persons spreading, sealing and smoothing newly laid asphalt road or similar surface; pouring and levelling concrete in the construction of buildings and roads. Persons driving and operating asphalt spreading machines and concrete paving machines are excluded and classified in 330.
- 308 Roadmen  
Persons carrying out a variety of tasks in the construction of repair of roads; road lengthmen, chippers, road markers.
- 309 Paviors, kerb layers  
Persons laying paving slabs and kerbstones to form pavements and street gutters.
- 310 Sewage plant attendants  
Persons attending plant in which sewage is treated; maintaining main sewerage system. Turncocks are included.
- 311 Mains and service layers, pipe jointers  
Persons laying or jointing pipes for drainage, gas, water or similar piping systems. Water supply waste inspectors are included.
- 312 Craftsmen's mates  
Persons returned as labourers, assistants and mates to building craftsmen.
- 313 Building and civil engineering labourers  
Labourers and unskilled workers n.e.c., in building and civil engineering. Trenchmen and street light erectors are included.
- 314 Face-trained coalmining workers  
Coal mine face workers; including rippers, drillers, shotfirers, packers, timberers, wastemen, manhole makers, linesmen and roof bolters. Onsetters, haulage men and conveyor operators, and coal miners not otherwise specified are excluded and classified in 331, 338 and 345 respectively.

- 315 Miners (not coal), quarrymen, well drillers  
Persons extracting minerals, other than coal, from underground workings and quarries; setting up and operating equipment, including wirelines to drill wells. Stone and ore crushers and washers are excluded and classified in 198
- 316 Construction workers n.e.c.  
Persons performing various tasks in building and civil engineering, working under water, cleaning and restoring exteriors of buildings, laying composition floors and linoleum; steeplejacks, demolition workers, fence erectors, handymen in residential buildings, grave diggers, building insulators, other building and construction workers not elsewhere classified.

ORDER 15 TRANSPORT OPERATING, MATERIALS MOVING & STORING & RELATED

- 317 Deck, engine-room hands, bargemen, lightermen, boatmen  
Persons carrying out deck and engine-room duties on board ships and craft operating at sea and in coastal and inland waters; including ferrymen. Fishermen and dredgers are excluded and classified to
- 318 Workers rail transport  
Workers in the operation of rail transport not elsewhere classified. Station foremen are excluded and classified in 160.
- 319 Drivers, motormen, secondmen, railway engines  
Persons driving railway engines, driving or acting as assistant to the driver on all types of locomotives on surface and underground railways
- 320 Railway guards  
Persons in charge of passenger and goods trains on surface and underground railways.
- 321 Signalmen and crossing keepers, railway  
Persons operating signals to control the movements of trains, opening and closing gates at level crossings
- 322 Sunters, Pointsme-  
Persons operating manual points, guiding and linking wagons and coaches to form complete trains.
- 323f Bus Inspectors  
Persons supervising activities of drivers and conductors of public service vehicles.
- 324f Other workers road transport  
Foremen of workers in the operation of road transport, other than vehicle maintenance workers, not elsewhere classified. Traffic foremen and yard foremen are included.
- 325 Bus and coach drivers  
Persons driving road passenger carrying vehicles such as buses, coaches, mini buses, trolley buses and trams.
- 326 Drivers of road goods vehicles  
Persons driving motor vehicles to transport goods or animals by road. Coal del. ...

- 327 Other moter drivers  
Persons driving taxis; chauffeurs, mechanical road sweeper drivers, road patrolmen. Ambulance drivers are excluded and classified in 155.
- 328 Bus conductors  
Persons collecting fares, issuing tickets and controlling passengers on buses.
- 329 Drivers' mate  
Persons accompanying drivers of road vehicles and assisting with loading adn unloading.
- 330 Mechanical plant drivers, operators (earth moving & civil engineering)  
Persons operating machines to excavate, level and compact earth, gravel, sand and similar materials, drive piles into the ground, lay surfaces of asphalt and concrete, dredge rivers, canals, etc. Concrete mixer drivers and dumper drivers are excluded and classified in 204 and 332 respectively.
- 331 Crane drivers, operators  
Persons driving and operating cranes and hoists (including winding engines at mines). Mine onsetters are included.
- 332 Fork lift, mechanical truck drivers  
Persons driving and operating fork lift and similar trucks in factories, warehouses and on sites to transfer goods or materials. Coal chargers and coke carmen (coal-gas ovens, coke ovens), and dumper drivers are included.
- 333 Storekeepers, warehousemen  
Persons storing, selecting and issuing materials, goods, etc and maintaining stock records; including cellarmen, timber tallymen, linen keepers, lampmen (mining).
- 334 Stevedores, dockers  
Persons loading and discharging ships' cargoes; supplying berthed shops with water and performing related tasks.
- 335 Goods porters  
Persons loading, unloading and moving goods, materials and equipment about warehouses, stores, goods depots, shops, markets or slaughterhouses; loading and unloading goods, etc on to and from vehicles and aircraft; moving furniture; carrying baggage at docks and air terminals.
- 336 Refuse collectors, dustmen  
Persons collecting refuse from premises.
- 337 Slingers  
Persons placing wires, chains or ropēs round articles to be lifted; signaling instructions to crane operators.

- 338 Workers in transport operating, materials moving & storing & related n e c  
 Conveyor operators, haulage men (coalmine), horse drawn vehicle drivers; persons handling ships in docks and aircraft on the ground, operating locks and lighthouse, carrying out transport and material handling occupations not elsewhere classified.

ORDER 16 MISCELLANEOUS

- 339 Labourers and unskilled workers n.e.c. - Textiles (not textile goods)  
 Labourers, etc in establishments assigned to SIC Class 43. 'Textile operatives', 'cotton operatives' and 'textile workers' so described are included.
- 340 Labourers and unskilled workers n.e.c. - Chemicals and allied trades  
 Labourers, etc in establishments assigned to SIC Classes 14, 15, 25 and 26.
- 341 Labourers and unskilled workers n.e.c. - Coke ovens & gas works  
 Labourers, etc in establishments assigned to SIC Class 12 and 16  
 EXCLUDING ELECTRICITY
- 342 Labourers and unskilled workers n.e.c. - Glass and ceramics  
 Labourers, etc in establishments assigned to SIC Groups 24
- 343 Labourers & unskilled workers n.e.c. - Foundries in engineering and allied trades  
 Labourers, etc in foundries in the engineering and allied trades (SIC Class 22 and Division 3).
- 344 Labourers and unskilled workers n.e.c. - Engineering and allied trades  
 Labourers etc in establishments assigned to SIC Class 22 and Division 3. 'Steelworkers' and 'metal workers' so described are included. Unskilled workers in foundries are excluded and classified in 343.
- 345 Labourers and unskilled workers n.e.c - Coal mines  
 Labourers, etc in coal mines  
 'Coal miners' not otherwise specified are included.
- 346 Labourers and unskilled workers n.e.c. - Other  
 Labourers, etc in industries not elsewhere classified. Buildings and civil engineering labourers are excluded and classified in 313
- 347 Boiler operators  
 Persons operating boilers to produce steam or hot water for central heating systems and industrial use.
- 348 All other in miscellaneous occupations n.e.c.  
 Person carrying out various tasks not classified elsewhere including crematorium attendants, incinerator operators, pumpmen, gas cylinder preparers, vehicle washing plant attendants, stage hands (entertainment).

## Appendix G

### Relationship between the 1980 operational codes used in the alphabetical index and the 1980 occupation groups

| Operational Code | Employment status relationship<br>to 1980 occupation groups |          |         |                                    |
|------------------|---|----------|---------|------------------------------------|
|                  | Self-employed   | Managers | Foremen | Apprentices etc<br>Employees a e c |
| 001              | 001 0   | —        | —       | 001 0                              |
| 002              | 002 1   | —        | —       | 002 1                              |
| 003              | 002 2   | —        | —       | 002 2                              |
| 004              | 002 3   | 002 3    | —       | 002 3                              |
| 005              | 002 4   | 002 4    | —       | 002 4                              |
| 006              | —   | 002 5    | —       | —                                  |
| 007              | 002 6   | 002 6    | —       | —                                  |
| 008              | 002 7   | 002 7    | —       | —                                  |
| 009              | 003 1   | 003 1    | —       | —                                  |
| 010              | 003 2   | 003 2    | —       | 003 2                              |
| 011              | 004 1   | —        | —       | 004 1                              |
| 012              | 004 2   | 004 2    | —       | 004 2                              |
| 013              | 005 1   | 005 1    | —       | —                                  |
| 014              | 005 2   | 005 2    | —       | —                                  |
| 015              | —   | 005 3    | —       | —                                  |
| 016              | —   | 005 4    | —       | —                                  |
| 017              | —   | —        | —       | 006 1                              |
| 018              | —   | —        | —       | 006 2                              |
| 019              | —   | —        | —       | 006 3                              |
| 020              | —   | 007 1    | —       | —                                  |
| 021              | —   | 007 2    | —       | —                                  |
| 022              | —   | 008 0    | —       | —                                  |
| 023              | 009 1   | 009 1    | —       | 009 2                              |
| 024              | —   | 009 2    | —       | —                                  |
| 025              | 009 3   | 009 3    | —       | 009 4                              |
| 026              | —   | 009 4    | —       | 009 5                              |
| 027              | 009 5   | 009 5    | —       | 009 6                              |
| 028              | 009 6   | —        | —       | 009 7                              |
| 029              | —   | —        | —       | 009 8                              |
| 030              | 009 8   | 009 8    | —       | 010 1                              |
| 031              | —   | —        | —       | 010 2                              |
| 032              | 010 2   | 010 2    | —       | 011 0                              |
| 033              | 011 0   | 011 0    | —       | 012 1                              |
| 034              | 012 1   | 012 1    | —       | 012 2                              |
| 035              | —   | —        | —       | 012 3                              |
| 036              | 012 1   | —        | —       | 013 1                              |
| 037              | 013 1   | 013 1    | —       | 013 2                              |
| 038              | 013 2   | —        | —       | 013 3                              |
| 039              | —   | 013 3    | —       | 014 0                              |
| 040              | 014 0   | —        | —       | 015 1                              |
| 041              | 015 1   | —        | —       | 015 2                              |
| 042              | 015 2   | —        | —       | 016 0                              |
| 043              | 016 0   | 016 0    | 016 0   | 017 1                              |
| 044              | 017 1   | —        | —       | 017 2                              |
| 045              | 017 2   | 017 2    | 017 2   | 017 3                              |
| 046              | 017 3   | —        | —       | 017 4                              |
| 047              | 017 4   | 017 4    | 017 4   | 017 5                              |
| 048              | 017 5   | 017 5    | —       | 017 6                              |
| 049              | 017 6   | 017 6    | 017 6   | 018 1                              |
| 050              | 018 1   | 018 1    | 018 1   | 018 2                              |
| 051              | 018 2   | —        | —       | 018 3                              |
| 052              | 018 3   | 018 3    | —       | 018 4                              |
| 053              | 018 4   | 018 4    | —       | 019 0                              |
| 054              | 019 0   | 019 0    | —       | 020 1                              |
| 055              | 020 1   | 020 1    | 020 1   | 020 2                              |
| 056              | 020 2   | 020 2    | —       | 020 3                              |
| 057              | 020 3   | 020 3    | —       | 020 4                              |
| 058              | 020 4   | 020 4    | —       | 021 1                              |
| 059              | 021 1   | 021 1    | —       | 021 2                              |
| 060              | 021 2   | 021 2    | —       | 022 1                              |
| 061              | 022 1   | 022 1    | 022 1   | 022 2                              |
| 062              | 022 2   | 022 2    | 022 2   | 023 1                              |
| 063              | 023 1   | 023 1    | —       | 023 2                              |
| 064              | 023 2   | 023 2    | —       | 024 1                              |
| 065              | 024 1   | —        | —       | 024 2                              |
| 066              | 024 2   | —        | —       | 024 3                              |
| 067              | 024 3   | —        | —       | 025 0                              |
| 068              | 025 0   | —        | —       | 026 1                              |
| 069              | 026 1   | —        | —       | 026 2                              |
| 070              | 026 2   | —        | —       | 027 1                              |
| 071              | 027 1   | —        | —       | 027 2                              |
| 072              | 027 2   | —        | —       | 028 1                              |
| 073              | 028 1   | —        | —       | 028 2                              |
| 074              | 028 2   | —        | —       | —                                  |

| Operational Code | Employment status relationship<br>(1980 occupation group) |         |         |                                       |
|------------------|---|---------|---------|---------------------------------------|
|                  | Self-employed   | Manager | Foreman | Apprentices, etc.<br>Employees n.e.s. |
| 075              | 028.1   | -       | -       | 028.1                                 |
| 076              | 028.4   | -       | -       | 028.4                                 |
| 077              | 028.5   | -       | -       | 028.5                                 |
| 078              | 028.6   | -       | -       | 028.6                                 |
| 079              | 029.0   | 029.0   | 029.0   | 029.0                                 |
| 080              | 030.1   | 030.1   | 030.1   | 030.1                                 |
| 081              | 030.2   | 030.2   | 030.2   | 030.2                                 |
| 082              | 031.1   | -       | -       | 031.1                                 |
| 083              | 031.2   | -       | -       | 031.2                                 |
| 084              | 031.3   | -       | -       | 031.3                                 |
| 085              | 032.1   | 012.1   | -       | 032.1                                 |
| 086              | -   | -       | -       | 032.2                                 |
| 087              | 032.3   | 012.3   | -       | -                                     |
| 088              | 033.1   | -       | -       | 033.1                                 |
| 089              | -   | -       | -       | 033.2                                 |
| 090              | 033.3   | 013.3   | 033.3   | 033.3                                 |
| 091              | -   | 034.0   | 034.0   | -                                     |
| 092              | -   | 035.1   | -       | 035.2                                 |
| 093              | -   | -       | -       | -                                     |
| 094              | -   | 036.1   | -       | -                                     |
| 095              | -   | 036.2   | -       | -                                     |
| 096              | -   | 036.3   | -       | -                                     |
| 097              | -   | 036.4   | -       | -                                     |
| 098              | -   | 037.1   | -       | -                                     |
| 099              | 037.2   | 037.2   | -       | -                                     |
| 100              | 038.1   | -       | -       | -                                     |
| 101              | 038.4   | 038.4   | -       | -                                     |
| 102              | 039.1   | 039.1   | -       | -                                     |
| 103              | 039.2   | 039.2   | -       | -                                     |
| 104              | 039.3   | 039.3   | -       | -                                     |
| 105              | -   | 039.4   | -       | -                                     |
| 106              | 039.5   | 039.5   | -       | -                                     |
| 107              | 040.0   | 040.0   | -       | -                                     |
| 108              | -   | 043.1   | -       | -                                     |
| 109              | 044.1   | 044.1   | -       | -                                     |
| 110              | 044.2   | 044.2   | -       | -                                     |
| 111              | 044.4   | 044.4   | -       | -                                     |
| 112              | -   | -       | 045.1   | -                                     |
| 113              | -   | -       | 045.2   | 046.1                                 |
| 114              | 046.1   | -       | 045.3   | 046.2                                 |
| 115              | 046.2   | -       | 045.4   | 046.3                                 |
| 116              | 046.3   | -       | 045.5   | 047.0                                 |
| 117              | -   | -       | -       | 049.1                                 |
| 118              | 049.2   | -       | 048.1   | 049.2                                 |
| 119              | 050.0   | -       | 048.2   | 050.0                                 |
| 120              | -   | -       | -       | 051.1                                 |
| 121              | -   | -       | 048.3   | 051.2                                 |
| 122              | -   | -       | 048.4   | 051.3                                 |
| 123              | -   | -       | 052.1   | 053.1                                 |
| 124              | 053.2   | -       | 052.2   | 053.2                                 |
| 125              | -   | -       | 054.1   | 053.3                                 |
| 126              | -   | -       | -       | 055.2                                 |
| 127              | -   | -       | 054.2   | 055.3                                 |
| 128              | 056.0   | 056.0   | 054.3   | 056.0                                 |
| 129              | 057.1   | 057.1   | -       | -                                     |
| 130              | 057.2   | 057.2   | -       | 057.2                                 |
| 131              | 057.3   | 057.3   | -       | -                                     |
| 132              | 057.4   | 057.4   | -       | 057.4                                 |
| 133              | 057.5   | 057.5   | -       | 057.5                                 |
| 134              | 057.6   | 057.6   | -       | 057.6                                 |
| 135              | -   | 040.0   | -       | 058.0                                 |
| 136              | -   | 042.0   | -       | 059.0                                 |
| 137              | -   | 043.2   | 060.1   | 061.1                                 |
| 138              | -   | 043.3   | 060.2   | 061.2                                 |
| 139              | -   | -       | 060.3   | 061.3                                 |
| 140              | 062.1   | -       | 060.4   | 062.1                                 |
| 141              | -   | -       | 060.5   | 062.2                                 |
| 142              | 062.3   | -       | 060.6   | 062.3                                 |
| 143              | 064.0   | 064.0   | 065.1   | 064.0                                 |
| 144              | 065.1   | -       | 065.2   | 065.1                                 |
| 145              | 065.2   | -       | 065.3   | 065.2                                 |
| 146              | -   | -       | 065.4   | 066.1                                 |
| 147              | -   | -       | 066.2   | 066.2                                 |
| 148              | -   | -       | 067.1   | -                                     |
| 149              | -   | -       | -       | 068.1                                 |
| 150              | 068.2   | -       | -       | 068.2                                 |
| 151              | 068.3   | -       | 067.2   | 068.3                                 |
| 152              | 069.1   | -       | 067.3   | 069.1                                 |
| 153              | -   | -       | 067.4   | 069.2                                 |
| 154              | -   | -       | 067.5   | 069.3                                 |
| 155              | -   | -       | 067.6   | 070.1                                 |
| 156              | -   | -       | 067.7   | 070.2                                 |
| 157              | -   | -       | 071.1   | 072.1                                 |
| 158              | 072.2   | 072.2   | 071.2   | 072.2                                 |
| 159              | 064.3   | 064.3   | 073.0   | 074.0                                 |
| 160              | -   | -       | 071.3   | 075.1                                 |
| 161              | -   | -       | 071.4   | 075.2                                 |
| 162              | -   | 075.1   | 075.1   | 075.3                                 |
| 163              | 075.4   | 075.4   | -       | -                                     |
| 164              | 075.5   | 075.5   | -       | -                                     |
| 165              | 075.6   | 075.6   | 075.6   | 075.6                                 |
| 166              | 077.0   | -       | 076.1   | 077.0                                 |
| 167              | 078.0   | -       | 076.2   | 078.1                                 |
| 168              | 078.2   | 078.2   | 076.3   | 078.2                                 |

| Spec. work sh. | Employment status relationship<br>in 1980 occupation group |          |         |                                      |
|----------------|--|----------|---------|--------------------------------------|
|                | Self employ.   | Managers | Foremen | Apprentices, etc.<br>Employees, etc. |
| 169            | 079 0  |          | 076 4   | 079 0                                |
| 170            | 080 0  |          | 076 5   | 080 0                                |
| 171            | 082 0  | 082 0    | 081 0   | 082 0                                |
| 172            | 083 0  |          | 076 6   | 083 0                                |
| 173            | 085 1  | 085 1    | 084 1   | 085 1                                |
| 174            | 085 2  | 085 2    | 084 2   | 085 2                                |
| 175            | 085 3  | 085 3    | 084 3   | 085 3                                |
| 176            | 087 1  | 087 1    | 086 1   | 087 1                                |
| 177            | 087 2  | 087 2    | 086 2   | 087 2                                |
| 178            | 087 3  | 087 3    | 086 3   | 087 3                                |
| 179            | 087 4  | 087 4    | 086 4   | 087 4                                |
| 180            | 087 5  | 087 5    | 086 5   | 087 5                                |
| 181            | 087 6  | 087 6    | 086 6   | 087 6                                |
| 182            | 087 7  | 087 7    | 086 7   | 087 7                                |
| 183            | 087 8  | 087 8    | 086 8   | 087 8                                |
| 184            | 089 0  | 089 0    | 088 0   | 089 0                                |
| 185            | 091 0  | 091 0    | 090 1   | 091 0                                |
| 186            | 092 2  | 092 2    | 090 2   | 092 1                                |
| 187            | 092 3  | 092 3    | 090 3   | 092 2                                |
| 188            | 094 1  |          | 093 1   | 094 1                                |
| 189            | 094 2  | 094 2    | 093 2   | 094 2                                |
| 190            |  |          | 093 3   | 094 3                                |
| 191            |  |          | 095 1   | 096 1                                |
| 192            | 096 2  | 096 2    | 095 2   | 096 2                                |
| 193            | 096 3  | 096 3    | 095 3   | 096 3                                |
| 194            | 097 1  | 097 1    | 095 4   | 097 1                                |
| 195            | 097 2  | 097 2    | 095 5   | 097 2                                |
| 196            |  |          | 095 6   | 098 1                                |
| 197            | 098 2  | 098 2    | 090 4   | 098 2                                |
| 198            |  |          | 095 7   | 098 3                                |
| 199            | 098 4  |          | 086 9   | 098 4                                |
| 200            | 098 5  |          | 090 5   | 098 5                                |
| 201            |  |          | 098 6   | 098 6                                |
| 202            | 098 7  | 098 7    | 090 6   | 098 7                                |
| 203            | 098 8  |          | 093 4   | 098 8                                |
| 204            | 098 9  |          | 098 9   | 098 9                                |
| 205            | 100 1  | 100 1    | 099 1   | 100 1                                |
| 206            | 100 2  | 100 2    | 099 2   | 100 2                                |
| 207            | 100 3  |          | 099 3   | 100 3                                |
| 208            | 100 4  | 100 4    | 099 4   | 100 4                                |
| 209            | 100 5  | 100 5    | 099 5   | 100 5                                |
| 210            | 102 1  | 102 1    | 101 1   | 102 1                                |
| 211            | 102 2  | 102 2    | 101 2   | 102 2                                |
| 212            | 102 3  |          | 101 3   | 102 3                                |
| 213            | 103 0  | 103 0    | 101 4   | 103 0                                |
| 214            | 105 1  | 105 1    | 104 1   | 105 1                                |
| 215            | 105 2  | 105 2    | 104 2   | 105 2                                |
| 216            | 105 3  | 105 3    | 104 3   | 105 3                                |
| 217            | 105 4  | 105 4    | 104 4   | 105 4                                |
| 218            | 106 0  | 106 0    | 104 5   | 106 0                                |
| 219            |  |          |         | 107 1                                |
| 220            | 107 2  | 107 2    | 107 2   | 107 2                                |
| 221            | 107 3  |          | 101 5   | 107 3                                |
| 222            | 107 4  | 107 4    | 107 4   | 107 4                                |
| 223            | 107 5  |          | 095 8   | 107 5                                |
| 224            | 107 6  | 107 6    | 104 6   | 107 6                                |
| 225            | 107 7  | 107 7    | 084 4   | 107 7                                |
| 226            | 107 8  | 107 8    | 101 6   | 107 8                                |
| 227            | 107 9  | 107 9    | 091 5   | 107 9                                |
| 228            | 107 10   | 107 10   | 095 9   | 107 10                               |
| 229            | 107 11   | 107 11   | 095 10  | 107 11                               |
| 230            | 107 12   | 107 12   | 107 11  | 107 12                               |
| 231            | 109 1  |          | 108 1   | 109 1                                |
| 232            | 109 2  | 109 2    | 108 2   | 109 2                                |
| 233            | 109 3  | 109 3    | 108 3   | 109 3                                |
| 234            | 110 1  |          | 108 4   | 110 1                                |
| 235            | 110 2  |          | 108 5   | 110 2                                |
| 236            | 110 3  | 110 3    | 108 6   | 110 3                                |
| 237            | 110 4  |          | 108 7   | 110 4                                |
| 238            | 112 1  | 112 1    | 111 1   | 112 1                                |
| 239            | 112 2  | 112 2    | 111 2   | 112 2                                |
| 240            | 112 3  | 112 3    | 111 3   | 112 3                                |
| 241            | 112 4  |          | 111 4   | 112 4                                |
| 242            | 113 1  | 113 1    | 111 5   | 113 1                                |
| 243            | 113 2  | 113 2    | 111 6   | 113 2                                |
| 244            | 113 3  |          | 111 7   | 113 3                                |
| 245            | 115 0  | 115 0    | 114 1   | 115 0                                |
| 246            | 116 1  | 116 1    | 114 2   | 116 1                                |
| 247            | 116 2  | 116 2    | 114 3   | 116 2                                |
| 248            | 117 0  | 117 0    | 114 4   | 117 0                                |
| 249            | 118 1  | 118 1    | 114 5   | 118 1                                |
| 250            | 118 2  |          | 114 6   | 118 2                                |
| 251            | 119 0  | 119 0    | 114 7   | 119 0                                |
| 252            | 121 1  | 121 1    | 120 1   | 121 1                                |
| 253            | 121 2  | 121 2    | 120 2   | 121 2                                |
| 254            | 121 3  | 121 3    |         | 121 3                                |
| 255            |  |          | 120 3   | 121 4                                |
| 256            | 122 1  |          | 120 4   | 122 1                                |
| 257            | 122 2  |          | 120 5   | 122 2                                |
| 258            | 123 1  | 123 1    | 120 6   | 123 1                                |
| 259            | 123 2  | 123 2    | 120 7   | 123 2                                |
| 260            | 125 0  | 125 0    | 121 1   | 125 0                                |
| 261            | 126 1  | 126 1    | 124 1   | 126 1                                |
| 262            | 126 2  | 126 2    | 124 2   | 126 2                                |

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| Operational Code | Employment status relationship to 1980 occupation groups |          |         |                                  |
|------------------|--|----------|---------|----------------------------------|
|                  | Self-employed  | Managers | Foremen | Apprentices, etc Employees n.e.c |
| 263              | 127.1  | 127.1    | 124.4   | 127.1                            |
| 264              | 127.2  | —        | 124.5   | 127.2                            |
| 265              | 128.0  | 128.0    | 124.6   | 128.0                            |
| 266              | 130.1  | 130.1    | 129.1   | 130.1                            |
| 267              | 130.2  | —        | 129.2   | 130.2                            |
| 268              | 131.1  | 131.1    | 129.3   | 131.1                            |
| 269              | 131.2  | —        | 108.8   | 131.2                            |
| 270              | 131.3  | —        | 108.9   | 131.3                            |
| 271              | —  | —        | 129.4   | 131.4                            |
| 272              | 131.5  | 131.5    | 124.7   | 131.5                            |
| 273              | 131.6  | —        | 129.5   | 131.6                            |
| 274              | 131.7  | 131.7    | 129.6   | 131.7                            |
| 275              | —  | —        | 111.8   | 131.8                            |
| 276              | 131.9  | 131.9    | 131.9   | 131.9                            |
| 277              | —  | —        | —       | —                                |
| 278              | —  | —        | —       | —                                |
| 279              | 133.1  | —        | 132.1   | 133.1                            |
| 280              | 133.2  | 133.2    | 132.2   | 133.2                            |
| 281              | 133.3  | 133.3    | 132.3   | 133.3                            |
| 282              | 133.4  | 133.4    | 132.4   | 133.4                            |
| 283              | 135.1  | —        | 134.1   | 135.1                            |
| 284              | 135.2  | —        | 134.2   | 135.2                            |
| 285              | 135.3  | —        | 134.3   | 135.3                            |
| 286              | 137.1  | —        | 136.1   | 137.1                            |
| 287              | 137.2  | —        | 136.7   | 137.2                            |
| 288              | —  | —        | 136.8   | 138.1                            |
| 289              | —  | —        | 136.2   | 138.2                            |
| 290              | —  | —        | 136.3   | 138.3                            |
| 291              | —  | —        | 136.4   | 138.4                            |
| 292              | —  | —        | 136.5   | 138.5                            |
| 293              | —  | —        | 136.6   | 138.6                            |
| 294              | —  | —        | 136.9   | 138.7                            |
| 295              | 138.8  | —        | 134.4   | 138.8                            |
| 296              | —  | —        | 134.5   | 138.9                            |
| 297              | —  | —        | 136.10  | 138.10                           |
| 298              | —  | —        | 136.11  | 138.11                           |
| 299              | 138.12   | 138.12   | 138.12  | 138.12                           |
| 300              | 140.1  | 140.1    | 139.1   | 140.1                            |
| 301              | 140.2  | 140.2    | 139.2   | 140.2                            |
| 302              | 140.3  | 140.3    | 139.3   | 140.3                            |
| 303              | 140.4  | 140.4    | 139.4   | 140.4                            |
| 304              | 140.5  | 140.5    | 139.5   | 140.5                            |
| 305              | 140.6  | 140.6    | —       | 140.6                            |
| 306              | —  | —        | 139.6   | 141.1                            |
| 307              | 141.2  | —        | 139.7   | 141.2                            |
| 308              | 141.3  | —        | 139.8   | 141.3                            |
| 309              | 141.4  | —        | 139.9   | 141.4                            |
| 310              | —  | —        | 139.10  | 142.1                            |
| 311              | 142.2  | —        | 139.11  | 142.2                            |
| 312              | 143.1  | —        | 143.1   | 143.1                            |
| 313              | 143.2  | —        | 143.2   | 143.2                            |
| 314              | 145.0  | —        | 144.0   | 145.0                            |
| 315              | 146.1  | 146.1    | 146.1   | 146.1                            |
| 316              | 146.2  | 146.2    | 139.12  | 146.2                            |
| 317              | 148.0  | —        | 147.0   | 148.0                            |
| 318              | —  | —        | 149.4   | —                                |
| 319              | —  | —        | —       | 150.1                            |
| 320              | —  | —        | 149.1   | 150.2                            |
| 321              | —  | —        | 149.2   | 150.3                            |
| 322              | —  | —        | 149.3   | 150.4                            |
| 323              | —  | —        | 151.1   | —                                |
| 324              | —  | —        | 151.3   | —                                |
| 325              | 152.1  | 152.1    | —       | 152.1                            |
| 326              | 152.2  | 152.2    | 151.2   | 152.2                            |
| 327              | 152.3  | 152.3    | —       | 152.3                            |
| 328              | 153.1  | —        | —       | 153.1                            |
| 329              | —  | —        | —       | 153.2                            |
| 330              | 155.1  | 155.1    | 154.1   | 155.1                            |
| 331              | —  | —        | 154.2   | 155.2                            |
| 332              | 155.3  | —        | 154.3   | 155.3                            |
| 333              | 157.1  | 157.1    | 156.1   | 157.1                            |
| 334              | 157.2  | —        | 156.2   | 157.2                            |
| 335              | 157.3  | 157.3    | 156.3   | 157.3                            |
| 336              | —  | —        | 156.4   | 157.4                            |
| 337              | —  | —        | 154.4   | 158.1                            |
| 338              | 158.2  | —        | 158.2   | 158.2                            |
| 339              | —  | —        | 159.1   | 160.1                            |
| 340              | —  | —        | 159.2   | 160.2                            |
| 341              | —  | —        | 159.3   | 160.3                            |
| 342              | —  | —        | 159.4   | 160.4                            |
| 343              | —  | —        | 159.5   | 160.5                            |
| 344              | —  | —        | 159.6   | 160.6                            |
| 345              | —  | —        | 159.7   | 160.7                            |
| 346              | 161.8  | —        | 159.8   | 161.8                            |
| 347              | —  | —        | 159.9   | —                                |
| 348              | 161.2  | —        | 161.2   | 161.2                            |
| 349              | —  | —        | —       | —                                |
| 350              | —  | —        | —       | —                                |

## EMPLOYMENT STATUS

Use a single digit code - 1, 3, 4, 5, 6, 7, 8, or 9

- 1 Self employed
- 3 Company directors, chairmen, partners, etc (not self-employed)
- 4 Managers, works/factory superintendants, commissioned officers in armed forces, police officers above the rank of sergeant, fire chiefs and headmasters of schools Also include nursing officers
- 5 Foremen, supervisors etc, including police sergeants, NCO's, deputy & departmental heads, nursing sisters, etc
- 6 Employees, others not specified, including apprentices
- 7 Community industry & other schemes for young unemployed persons
- 8 YTS
- 9 Housewife/person

NB Count trainee managers as managers and assistant supervisors as foremen

Some occupational codes can only be given employment status 4 or 5, check this carefully against Appendix G.

INDUSTRIAL CLASSIFICATION  
DIVISIONS

- DIVISION 0 : Agriculture, forestry and fishing
- DIVISION 1 : Energy and water supply industries
- DIVISION 2 : Extraction of minerals and ores other than fuels;  
manufacture of metals, mineral products and chemicals
- DIVISION 3 : Metal goods, engineering and vehicle industries
- DIVISION 4 : Other manufacturing industries
- DIVISION 5 : Construction
- DIVISION 6 : Distribution; hotels and catering, repairs
- DIVISION 7 : Transport and Communication
- DIVISION 8 : Banking, finance, insurance, business services and  
leasing
- DIVISION 9 : Other Services including Public administration and  
National Defence, education, medical and other health  
services, recreational and media services and other  
public services

INDUSTRIAL CLASSIFICATION FOR THE 1981 CENSUS

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SUMMARY OF CLASSES, ACTIVITY HEADINGS AND SUBDIVISIONS WHERE APPLICABLE

DIVISION 0 : AGRICULTURE, FORESTRY & FISHING

- 01 Agriculture and horticulture
- 02 Forestry
- 03 Fishing
  
- 09 Non-waged domestic work in own home (housewife/person)

DIVISION 1 : ENERGY AND WATER SUPPLY INDUSTRIES

- 11 Coal extraction and manufacture of solid fuels
  - Deep coal mines
  - Opencast coal working
  - Manufacture of solid fuels
- 12 Coke ovens
- 13 Extraction of mineral oil and natural gas
- 14 Mineral oil processing
  - Mineral oil refining
  - Other treatment of petroleum products  
(excluding petrochemicals manufacture)
- 15 Nuclear fuel production
- 16 Production and distribution of electricity, gas  
and other forms of energy
  - Production and distribution of electricity
  - Public gas supply
  - Production and distribution of other forms of energy
- 17 Water supply industry

DIVISION 2 : EXTRACTION OF MINERALS AND ORES OTHER THAN FUELS;  
MANUFACTURE OF METALS, MINERAL PRODUCTS AND  
CHEMICALS

- 21 Extraction and preparation of metalliferous ores
- 22 Metal manufacturing
  - Iron and steel industry
  - Steel tubes
  - Drawing and manufacture of steel wire and steel wire products
  - Other drawing, cold rolling and cold forming of steel
  - Aluminium and aluminium alloys
  - Copper, brass and other copper alloys
  - Other non-ferrous metals and their alloys
- 23 Extraction of minerals not elsewhere specified
  - Extraction of stone, clay, sand and gravel
  - Salt extraction and refining
  - Extraction of other minerals not elsewhere specified
- 24 Manufacture of non-metallic mineral products

- Structural clay products
- Cement, lime and plaster
- Ready mixed concrete
- Other building products of concrete, cement or plaster
- Asbestos goods
- Working of stone and other non-metallic mineral products not elsewhere specified
- Abrasive products
- Flat glass
- Glass containers
- Other glass products
- Refractory goods
- Ceramic goods
- 25 Chemical Industry
  - Inorganic chemicals except industrial gases
  - Basic organic chemicals except specialised pharmaceutical chemicals
  - Fertilisers
  - Synthetic resins and plastics materials
  - Synthetic rubber
  - Dyestuffs and pigments
  - Paints, varnishes and painters' fillings
  - Printing ink
  - Formulated adhesives and sealants
  - Chemical treatment of oils and fats
  - Essential oils and flavouring materials
  - Explosives
  - Miscellaneous chemical products for industrial use
  - Formulated pesticides
  - Adhesive film, cloth and foil
  - Pharmaceutical products
  - Soap and synthetic detergents
  - Perfumes, cosmetics and toilet preparations
  - Photographic materials and chemicals
  - Chemical products not elsewhere specified
- 26 Production of man-made fibres

DIVISION 3 METAL GOODS, ENGINEERING AND VEHICLES INDUSTRIES

- 30 Engineering not otherwise specified
- 31 Manufacture of metal goods not elsewhere specified
  - Ferrous metal foundries
  - Non-ferrous metal foundries
  - Forging, pressing and stamping
  - Bolts, nuts, washers, rivets, springs and non-precision chains
  - Heat and surface treatment of metals, including sintering
  - Metal doors, windows etc
  - Hand tools and implements
  - Cutlery, spoons, forks, and similar tableware, razors
  - Metal storage vessels (mainly non-industrial)
  - Packaging products of metal
  - Domestic heating and cooking appliances (non-electrical)
  - Metal furniture and safes
  - Domestic and similar utensils of metal
  - Finished metal products not elsewhere specified
- 32 Mechanical engineering
  - Oil rig construction and fabrication
  - Fabricated constructional steelwork
  - Boilers and process plant fabrications

- Agricultural machinery
- Wheeled tractors
- Metal working machine tools
- Engineers' small tools
- Textile machinery
- Food, drink and tobacco processing machinery; packaging and bottling machinery
- Chemical industry machinery; furnaces and kilns; gas, water and waste treatment plant
- Process engineering contractors
- Mining machinery
- Construction and earth-moving equipment
- Mechanical lifting and handling equipment
- Precision chains and other mechanical power transmission equipment
- Ball, needle and roller bearings
- Machinery for working wood, rubber, plastics, leather and making paper, glass, bricks and similar materials; laundry and dry-cleaning machinery
- Printing, bookbinding and paper goods machinery
- Internal combustion engines (except for road vehicles, wheeled tractors primarily for agricultural purposes and aircraft) and other prime movers
- Compressors and other fluid power equipment
- Refrigerating machinery, space heating, ventilating and air conditioning equipment
- Scales, weighing machinery and portable power tools
- Other industrial and commercial machinery
- Pumps
- Industrial valves
- Mechanical, marine and precision engineering not elsewhere spec.
- Ordnance, small arms and ammunitions
- 33 Manufacture of office machinery and data processing equipment
  - Office machinery
  - Electronic data processing equipment
- 34 Electrical and electronic engineering
  - Insulated wires and cables
  - Basic electrical equipment
  - Batteries and accumulators
  - Alarms and signalling equipment
  - Electrical equipment for motor vehicles, cycles and aircraft
  - Electical equipment for industrial use not elsewhere specified
  - Telegraph and telephone apparatus and equipment
  - Electrical instrumnets and control systems
  - Radio and electronic capital goods
  - Components other than active components, mainly for electronic equipment
  - Gramophone records and pre-recorded tapes
  - Active components and electronic sub-assemblies
  - Electronic consumer goods and other electronic goods not elsewhere specified
  - Domestic-type electric appliances
  - Electric lamps and other electric lighting equipment
  - Electrical equipment installation
- 35 Manufacture of motor vehicles and parts thereof
  - Motor vehicles and their engines
  - Motor vehicle bodies
  - Trailers and semi-trailers
  - Caravans
  - Motor vehicle parts

- 36 Manufacture of other transport equipment
  - Shipbuilding and repairing
  - Railways and tramways vehicles
  - Motor cycles and parts
  - Pedal cycles and parts
  - Aerospace equipment manufacturing and repairing
  - Other vehicles
- 37 Instrument engineering
  - Measuring, checking and precision instruments and apparatus
  - Medical and surgical equipment and orthopaedic appliances
  - Spectacles and unmounted lenses
  - Optical precision instruments
  - Photographic and cinematographic equipment
  - Clocks, watches and other timing devices

DIVISION 4 : OTHER MANUFACTURING INDUSTRIES

- 40 Food processing not otherwise specified
- 41 Food, drink and tobacco manufacturing industries
  - Margarine and compound cooking fats
  - Processing organic oils and fats (other than crude animal fat production)
  - Slaughterhouses
  - Bacon curing and meat processing
  - Poultry slaughter and processing
  - Animal by-product processing
  - Preparation of milk and milk products
  - Processing of fruit and vegetables
  - Fish processing
  - Grain milling
  - Starch
  - Bread and flour confectionery
  - Biscuits and crispbread
- 42 Sugar and sugar by-products
  - Ice-cream
  - Cocoa, chocolate and sugar confectionery
  - Compound animal feeds
  - Pet foods and non-compound animal feeds
  - Miscellaneous foods
  - Spirit distilling and compounding
  - Wines, cider and perry
  - Brewing and malting
  - Soft drinks
  - Tobacco industry
- 43 Textile industry
  - Woollen and worsted industry
  - Spinning and doubling on the cotton system
  - Weaving of cotton, silk and man-made fibres
  - Throwing, texturing, etc of continuous filament yarn
  - Spinning and weaving of flax, hemp, and ramie
  - Jute and polypropylene yarns and fabrics
  - Hosiery and other weft knitted goods and fabrics
  - Warp knitted fabrics
  - Textile finishing
  - Pile carpets, carpeting and rugs
  - Other carpets, carpeting, rugs and matting
  - Lace
  - Rope, twine and net

- Narrow fabrics
- Other miscellaneous textiles
- 44 Manufacture of leather and leather goods
  - Leather (tanning and dressing) and fellmongery
  - Leather goods
- 45 Footwear and clothing industries
  - Footwear
  - Weatherproof outerwear
  - Men's and boys' tailored outerwear
  - Women's and girls' tailored outerwear
  - Work clothing and men's and boys' jeans
  - Men's and boys' shirts, underwear, and nightwear
  - Women's and girls' light outerwear, lingerie and infants wear
  - Hats, caps and millinery
  - Gloves
  - Other dress industries
  - Soft furnishings
  - Canvas goods, sacks and other made-up textiles
  - Household textiles
  - Fur goods
- 46 Timber and wooden furniture industries
  - Sawmilling, planing, etc. of wood
  - Manufacture of semi-finished wood products and further processing and treatment of wood
  - Builders' carpentry and joinery
  - Wooden containers
  - Other wooden articles (except furniture)
  - Brushes and brooms
  - Articles of cork and basketware, wickerwork and other plaiting materials
  - Wooden and upholstered furniture
  - Shop and office fitting
- 47 Manufacture of paper and paper products; printing and publishing
  - Pulp, paper and board
  - Wall coverings
  - Household and personal hygiene products of paper
  - Stationery
  - Packaging products of paper and pulp
  - Packaging products of board
  - Other paper and board products
  - Printing and publishing of newspapers
  - Printing and publishing of periodicals
  - Printing and publishing of books
  - Other printing and publishing
- 48 Processing of rubber and plastics
  - Rubber tyres and inner tubes
  - Other rubber products
  - Retreading and specialist repairing of rubber tyres
  - Plastic coated textile fabrics
  - Plastics semi-manufacturers
  - Plastics floorcoverings
  - Plastics building products
  - Plastics packaging products
  - Plastics products not elsewhere specified
- 49 Other manufacturing industries
  - Jewellery and coins
  - Musical instruments
  - Photographic and cinematographic processing laboratories
  - Toys and games
  - Sports goods

Miscellaneous stationers goods  
Other manufacture not elsewhere specified

DIVISION 5 CONSTRUCTION

- 50 Construction  
Painters and decorators, plasterers etc

DIVISION 6 DISTRIBUTION, HOTELS AND CATERING, REPAIRS

- 60 Distribution not otherwise specified  
61 Wholesale distribution (except dealing in scrap and waste materials)  
Wholesale distribution of motor vehicles and parts and accessories  
Other wholesale distribution (except scrap and waste)  
62 Dealing in scrap and waste materials  
63 Commission agents  
64 Retail distribution - see detailed list  
65 Retail distribution - see detailed list  
66 Hotels and catering  
Eating places supplying food for consumption on the premises  
Take-away food shops  
Public houses and bars  
Night clubs and licensed bars  
Canteens and messes  
Hotel trade  
Other tourist or short stay accommodation  
67 Repair of consumer goods and vehicles  
Repair and servicing of motor vehicles  
Repair of footwear and leather goods  
Repair of other consumer goods

DIVISION 7 TRANSPORT AND COMMUNICATION

- 71 Railways  
72 Other inland transport  
Scheduled road passenger transport and urban railways  
Other road passenger transport  
Road haulage  
Transport not elsewhere specified  
74 Sea transport  
75 Air transport  
76 Supporting services to transport  
Supporting services to inland transport  
Supporting services to sea transport  
Supporting services to air transport  
77 Miscellaneous transport services and storage services  
Travel agents  
Storage services  
Other transport services not elsewhere specified  
79 Postal services and telecommunications  
Postal services  
Telecommunication

DIVISION 8 BANKING, FINANCE, INSURANCE, BUSINESS SERVICES AND  
LEASING

- 81 Banking and finance
  - Banking and bill discounting
  - Other financial institutions
- 82 Insurance, except for compulsory social security
- 83 Business services
  - Activities auxiliary to banking and finance
  - Activities auxiliary to insurance
  - House and estate agents
  - Legal services
  - Accountants, auditors and tax experts
  - Professional and technical services not elsewhere specified
  - Advertising
  - Computer services
  - Business services not elsewhere specified
  - Central offices not allocable elsewhere
- 84 Renting of movables
  - Hiring out agricultural and horticultural equipment
  - Hiring out construction machinery and equipment
  - Hiring out office machinery and furniture
  - Hiring out consumer goods
  - Hiring out transport equipment
  - Hiring out other movables
- 85 Owning and dealing in real estate
- 89 Diplomatic representation

DIVISION 9: OTHER SERVICES

- 90 Inadequately described
- 91 Public administration, national defence and compulsory social security
  - National government service not elsewhere specified
  - Local government service not elsewhere specified
  - Justice
  - Police
  - Fire services
  - National defence
  - Social security
- 92 Sanitary services
  - Refuse disposal, street cleaning, fumigation etc
  - Sewage disposal
  - Cleaning services
- 93 Education
  - Higher education
  - School education - nursery, primary and secondary
  - Education not elsewhere specified and vocational training
  - Driving and flying schools
- 94 Research and development
- 95 Medical and other health services: veterinary services
  - Hospitals, nursing homes, etc
  - Other medical care institutions
  - Medical practices
  - Dental practices
  - Agency and private midwives, nurses, etc
  - Veterinary practices and animal hospitals
- 96 Other services provided to the general public
  - Social welfare, charitable and community services
  - Trade unions, business and professional associations
  - Religious organisations and similar associations
  - Tourist offices and other community services
- 97 Recreational services and other cultural services

- Film production, distribution and exhibition
- Radio and television services, theatres, etc
- Authors, music composers and other own account artists not elsewhere specified
- Libraries, museums, art galleries, etc
- Sport and other recreational services
- 98 Personal services
  - Laundries
  - Dry cleaning and allied services
  - Hairdressing and beaut parlours
  - Personal services not elsewhere specified
- 99 Domestic services (paid)

| SIC  | Activity | SIC  | NACE |
|------|----------|------|------|
| 1980 |          | 1968 |      |

| SIC  | Activity | SIC  | NACE |
|------|----------|------|------|
| 1980 |          | 1968 |      |

Cigarettes, retail dealing in  
Cigars, retail dealing in  
Cinema kiosk

Confectioner and newsagent  
Confectioner and tobacconist

Confectioner, tobacconist and newsagent

Confectionery, sugar, retail dealing in  
Off-licence (not public house)  
Smokers' requisites, retail dealing in  
Sugar confectionery, retail dealing in  
Sweets, retail dealing in  
Tobacco, retail dealing in  
Tobacconist and newsagent, retail  
Tobacconist, retail

Wine and spirits, retail dealing in

64 Food retailing  
Bread, retailing in  
Cooked meat shop  
Dairy (grocer's shop) retail  
Dairyman (not farmer) retail  
Délicatessen shop  
Eats, retail dealing in  
Fish stall  
Fish, retail dealing in  
Fishmonger (retail)  
Flour confectionery, retail dealing in  
Food (general), retail dealing in  
Fruit seller (street)  
Fruit stall keeper  
Fruit, retail dealing in  
Fruiterer, retail  
Game, retail dealing in  
Greengrocer, retail  
Grocer, retail  
  
Grocery stall, retail  
  
Health foods, retail dealing in  
Herb seller (food)  
Herbalist (food)  
Hypermarket (selling mainly foodstuffs)  
Ice cream van  
Ice cream, (take away) retailer  
Meat, retail dealing in  
Milk roundman (not farmer) retail  
Milkman (not farmer) retail  
Nuts (edible), retail dealing in  
Pastry, retail dealing in  
Pork butcher  
Potatoes, retail dealing in  
Poultry, retail dealing in  
Provisions, retail dealing in  
Shellfish, retail dealing in  
Soft drinks, retail dealing in  
Supermarket, retail (selling mainly foodstuffs)  
Superstore (selling mainly foodstuffs)  
Tea and coffee grocer, retail  
Tripe dealer, retail  
Vegetables, retail dealing in  
Vegetarian foods, retail dealing in  
Village general store (selling mainly foodstuffs)

64 Confectioners, tobacconists and newsagents and off-licences  
Beer, retail dealing in  
Chocolate and sweets, retail dealing in

64 Dispensing and other chemists  
Chemist, retail  
Cosmetics, retail dealing in  
Dispensing chemist  
Drug store  
Druggist, retail  
Drugs, retail dealing in  
Medical appliances, retail dealing in  
Medicines, retail dealing in  
Orthopaedic appliances, retail dealing in  
Perfume, retail dealing in  
Pharmaceutical chemist, retail  
Pharmacy, retail  
Surgical appliances, retail dealing in  
Toilet goods, retail dealing in

64 Retail distribution of clothing  
Bespoke tailor, retail  
Children's wear, retail dealing in  
Clothier and outfitter, retail  
Corsetiers, retail  
Draper, retail  
Dress material, retail dealing in  
Dressmaker, retail  
Fabrica, clothing, retail dealing in  
Furrier, retail  
Glover, retail  
Haberdasher, retail  
Hand knitting yarns, retail dealing in  
Hats, retail dealing in  
Hatter, retail  
Hosiery, retail dealing in  
Juvenile outfitter, retail  
Ladies' outfitter, retail  
Men's outfitter, retail  
Men's wear, retail dealing in  
Millinery, retail dealing in  
Misfit clothing, retail dealing in  
Outfitter, retail clothing  
Piece goods, retail dealing in  
Small-ware dealer, retail  
Tailor, retail  
Umbrellas, retail dealing in  
Womens' outfitter, retail  
Womens' wear, retail dealing in  
Woolen draper, retail

64 Retail distribution of footwear and leather goods  
Boots and shoes, retail dealing in  
Handbags, retail dealing in  
Leather goods, retail dealing in

| SIC  | Activity | SIC  | NACE |
|------|----------|------|------|
| 1980 |          | 1968 |      |

Saddlery, retail dealing in  
Shoes, retail dealing in  
Travel goods, retail dealing in  
Wallets, retail dealing in

64 Retail distribution of furnishing fabrics and household textiles  
Bed linen, retail dealing in  
Bedding, retail dealing in  
Carpet tiles, retail dealing in  
Carpets, retail dealing in  
Curtain material, retail dealing in  
Curtains (made up), retail dealing in  
Household textiles, retail dealing in  
Rugs, retail dealing in  
Soft furnishings, retail dealing in  
Table linen, retail dealing in

64 Retail distribution of household goods, hardware and ironmongery  
Art dealer (retail)  
Audio equipment, retail dealing in  
Beds, retail dealing in  
China, retail dealing in  
Coins, retail dealing in  
Copper goods, retail dealing in

Cups, retail dealing in  
Cutlery, retail dealing in  
Do-it-yourself materials, retail dealing in

Domestic electrical appliances, retail dealing in  
Earthenware, retail dealing in  
Electrical appliances, accessories and fittings, retail dealing in

Fancy goods: retail dealing in  
Fine art, retail dealing in  
Floor coverings (not carpets), retail dealing in

Floor tiles (not carpet), retail dealing in

Furniture, domestic, retail dealing in  
Gardening tools, retail dealing in  
Gas appliances, retail dealing in  
Gift shop

Glassware, retail dealing in  
Gramophone records, retail dealing in

Hardware, retail dealing in  
Hi-fi equipment, retail dealing in

House furnisher, retail  
Household stores

Ironmonger, retail  
Knitting machines, retail dealing in

Lampshades, retail dealing in  
Lighting, retail dealing in

Lino tiles, retail dealing in  
Medals, retail dealing in

Music shop, retail

Musical instruments, retail dealing in  
Numismatist, retail

Oriental goods, retail dealing in  
Packaging products for food (aluminium foil, plastic foil, bags etc.), retail dealing in

Paint and varnish, retail dealing in  
Philatelist, retail

Pianofortes, retail dealing in  
Picture framing

Pictures, retail dealing in  
Pottery, retail dealing in

Prints, retail dealing in

| SIC  | Activity | SIC  | NACE |
|------|----------|------|------|
| 1980 |          | 1968 |      |

Radio sets and equipment, retail dealing in

Record players, retail dealing in  
Records and tapes, retail dealing in

Religious goods, retail dealing in  
Sewing machines, retail dealing in

Sheet music, retail dealing in  
Stamp dealer, retail

Tape recorders, retail dealing in  
Television sets and equipment, retail dealing in

Tiles, wall or floor, ceramic, retail dealing in

Tools (not machine tools), retail dealing in

Video recorders, retail dealing in  
Wallpaper, retail dealing in

Works of art, retail dealing in

65 Retail distribution of motor vehicles and parts

Battery (car), retail dealing in  
Caravan, retail dealing in

Motor accessories, retail dealing in  
Motor cycle agent, retail

Motor vehicles, retail dealing in  
Tyre dealer (retail)

65 Filling stations (motor fuel and lubricants)

Filling station (motor fuel and lubricants)

Petrol filling station

65 Retail distribution of books, stationery and office supplies

Bookseller, retail  
Calculating machines, office, retail dealing in

Chart seller  
Furniture, office, retail dealing in

Map seller  
Newsvendor

Office equipment, retail dealing in  
Picture postcards, retail dealing in

Railway bookstall  
Second-hand bookseller, retail

Stationer, retail  
Typewriters, retail dealing in

65 Other specialised retail distribution (non-food)

Coal and coke, retailing

Coal order office, retail  
Cycle accessories dealer, retail

Cycle agent, retail  
Dispensing optician

Firewood, retail dealing in  
Fishing tackle, retail dealing in

Florist, retail  
Flowers, retail dealing in

Games apparatus, retail dealing in  
Garden centre, retail

Garden seeds and plants, retail dealing in

Handicrafts shop  
Jeweller, retail

Oil merchant, retail  
Optical goods, retail dealing in

Optician, dispensing  
Paraffin, retail dealing in

Perambulators, retail dealing in

| <u>SIC</u> | <u>Activity</u>   | <u>SIC</u> | <u>NACE</u> | <u>SIC</u> | <u>Activity</u> | <u>SIC</u> | <u>NACE</u> |
|------------|---|------------|-------------|------------|-----------------|------------|-------------|
| 1980       |   | 1968       |             | 1980       |                 | 1968       |             |
|            | Pet food, retail dealing in                             |            |             |            |                 |            |             |
|            | Pet shop  |            |             |            |                 |            |             |
|            | Photographic goods, retail dealing in                   |            |             |            |                 |            |             |
|            | Scientific goods, retail dealing in                     |            |             |            |                 |            |             |
|            | Second-hand clothing, retail dealing in                 |            |             |            |                 |            |             |
|            | Second-hand furniture, retail dealing in                |            |             |            |                 |            |             |
|            | Second-hand goods, general, retail dealing in           |            |             |            |                 |            |             |
|            | Silverware, retail dealing in                           |            |             |            |                 |            |             |
|            | Sports goods, retail dealing in                         |            |             |            |                 |            |             |
|            | Sports outfitter, retail                                |            |             |            |                 |            |             |
|            | Toys, retail dealing in                                 |            |             |            |                 |            |             |
|            | Watches and clocks, retail dealing in                   |            |             |            |                 |            |             |
| 65         | Mixed retail businesses                                 |            |             |            |                 |            |             |
|            | Credit trader (general) retail                          |            |             |            |                 |            |             |
|            | Department store  |            |             |            |                 |            |             |
|            | Mail order house (general) retail                       |            |             |            |                 |            |             |
|            | Mixed businesses retailing both food and non-food goods |            |             |            |                 |            |             |

MAIN SUBJECT CODE LIST - ALPHABETICAL

2843 ACCIDENT PREVENTION  
5321 ACCOUNTANCY  
5324 ACCOUNTING COST & WORKS  
5430 ACCOUNTING LAW  
5301 ACCOUNTS (SCHOOLS)  
5270 ACTUARIAL STUDIES  
2009 ADDITIONAL MATHS  
5121 ADMINISTRATION - BUSINESS  
5100 ADMINISTRATION - GENERAL  
5125 ADMINISTRATION - HOSPITAL  
5123 ADMINISTRATION - INDUSTRIAL  
6820 ADMINISTRATION - PRINTING  
5122 ADMINISTRATION - PUBLIC  
5124 ADMINISTRATION - SOCIAL  
5100 ADMINISTRATION - BUSINESS STUDIES  
5100 ADMINISTRATION - STUDIES  
1051 ADULT LITERACY - TRAINING OF TUTORS  
1050 ADULT LITERACY - TUITION  
2070 ADULT NUMERACY  
5130 ADVERTISING  
6460 AERO ENGINEERING  
6462 AERODYNAMICS  
6460 AERONAUTICAL ENGINEERING  
6463 AERONAUTICS  
6467 AEROSTRUCTURE  
1720 AFRICAN LANGUAGES  
1721 AFRICAN STUDIES  
2501 AGRICULTURAL SCIENCE (SCHOOLS)  
2526 AGRICULTURAL BIOCHEMISTRY  
2523 AGRICULTURAL BIOLOGY  
2524 AGRICULTURAL BOTANY  
2522 AGRICULTURAL CHEMISTRY  
2521 AGRICULTURAL ECONOMICS  
6440 AGRICULTURAL ENGINEERING  
2500 AGRICULTURAL SCIENCE  
5040 AGRICULTURAL SECRETARIES  
2525 AGRICULTURAL ZOOLOGY  
2500 AGRICULTURE  
2933 AIR POLLUTION  
5920 AIR TRANSPORT  
6464 AIRCRAFT ELECTRICAL POWER SYSTEMS  
6465 AIRCRAFT ELECTRONIC DEVICES  
7390 ALTERNATIVE ENERGY TECHNOLOGY  
6426 AMATEUR CAR REPAIR  
6390 AMATEUR RADIO REPAIRS  
6392 AMATEUR TAPE RECORDER REPAIRS  
6391 AMATEUR TV REPAIRS  
1760 AMERICAN STUDIES  
2230 ANATOMY

2202 ANATOMY PHYSIOLOGY & HEALTH  
 1502 ANCIENT GREEK (SCHOOLS)  
 3022 ANCIENT HISTORY  
 1500 ANCIENT LANGUAGES & LITERATURE  
 2801 ANCILLARY HEALTH SUBJECTS  
 4504 ANGLING  
 2751 ANIMAL GENETICS  
 2530 ANIMAL HUSBANDRY  
 2753 ANIMAL NURSING  
 2752 ANIMAL TECHNICIANS  
 2202 A P & H (SCHOOLS)  
 2440 APPLIED ASTRONOMY  
 2322 APPLIED BIOCHEMISTRY  
 2220 APPLIED BIOLOGY  
 2320 APPLIED CHEMISTRY  
 2020 APPLIED MATHEMATICS  
 6220 APPLIED MECHANICS  
 2222 APPLIED MICROBIOLOGY  
 2420 APPLIED PHYSICS  
 2561 AQUACULTURE  
 2651 ARBORICULTURE  
 3030 ARCHAEOLOGY  
 4504 ARCHERY  
 5620 ARCHITECTURE  
 5621 ARCHITECTURAL LANDSCAPE  
 6620 ARCHITECTURE NAVAL  
 2002 ARITHMETIC  
 7950 ARMAMENTS MANUFACTURE  
 5741 ARMED SERVICES APPRENTICE EXAMS  
 5740 ARMED SERVICE OFFICERS ENTRY EXAMS  
 4020 ART  
 4021 ART & DESIGN  
 4002 ART & DESIGN (SCHOOL)  
 4024 ART COMMERCIAL  
 4020 ART GENERAL  
 4022 ART HISTORY OF  
 4039 ART METALWORK  
 4000 ARTS SUBJECTS NOT ELSEWHERE CLASSIFIED  
 2160 ARTIFICIAL INTELLIGENCE  
 1730 ASIAN LANGUAGES  
 1731 ASIAN STUDIES  
 6470 ASTRONAUTICS  
 2440 ASTRONOMY APPLIED  
 2442 ASTRONOMY RADIO  
 2030 ASTRONOMY THEORETICAL  
 2441 ASTROPHYSICS  
 4504 ATHLETICS  
 7360 ATOMIC ENERGY  
 3622 AUDIO-VISUAL AIDS  
 6421 AUTOMOBILE ENGINEERING  
 6461 AVIONICS  
 2225 BACTERIOLOGY

4503 BADMINTON  
 7130 BAKERY  
 4234 BALLET  
 4232 BALLROOM DANCING  
 5322 BANKING  
 5541 BAR WORK  
 4321 BASKETRY  
 4630 BEAUTY THERAPY  
 2533 BEEKEEPING  
 4322 BEER AND WINE MAKING  
 2321 BIOCHEMISTRY  
 2526 BIOCHEMISTRY AGRICULTURAL  
 2271 BIOCHEMISTRY APPLIED  
 2721 BIOCHEMISTRY MEDICAL  
 2270 BIOLOGICAL CHEMISTRY  
 2200 BIOLOGICAL SCIENCES  
 2200 BIOLOGY  
 2201 BIOLOGY (SCHOOLS)  
 2523 BIOLOGY AGRICULTURAL  
 2220 BIOLOGY APPLIED  
 2224 BIOTECHNOLOGY  
 6120 BLACKSMITHING  
 6631 BOAT BUILDING  
 7925 BOILER HOUSE PRACTICE  
 6241 BOILERMAKING  
 6821 BOOK PRODUCTION  
 5027 BOOK-KEEPING  
 6860 BOOKBINDING  
 7020 BOOT AND SHOE MANUFACTURE  
 2240 BOTANY  
 2524 BOTANY AGRICULTURAL  
 1851 BRAILLE  
 7150 BREWING  
 6731 BRICKLAYING  
 7221 BRICKMAKING  
 4500 BRIDGE  
 5223 BUDGETING  
 6721 BUILDERS QUANTITIES  
 6700 BUILDING  
 6702 BUILDING DRAWING  
 6722 BUILDING ECONOMICS  
 6724 BUILDING FOREMANSHIP  
 6723 BUILDING INSPECTION  
 6730 BUILDING TECHNOLOGY  
 6700 BUILDING TRADES  
 5624 BUILDINGS CONSERVATION  
 5121 BUSINESS ADMINISTRATION  
 5070 BUSINESS MACHINE OPERATION  
 5100 BUSINESS STUDIES  
 6323 CABLE JOINTING  
 6426 CAR MAINTENANCE  
 6426 CAR REPAIR (AMATEUR)

2724 CARDIOGRAPHY  
3801 CAREERS EDUCATION  
3801 CAREERS GUIDANCE (SCHOOLS)  
6750 CARPENTRY & JOINERY  
6940 CARPET & UPHOLSTERY FABRIC MANUFACTURE  
3120 CARTOGRAPHY  
5550 CATERING  
5550 CATERING BASIC TRADES  
5551 CATERING INSTITUTIONAL  
5553 CATERING NAUTICAL  
1421 CELTIC LANGUAGES  
1422 CELTIC STUDIES  
1670 CENTRAL & EAST EUROPEAN LANGUAGES  
5126 CENTRAL GOVERNMENT  
4035 CERAMIC DESIGN  
7220 CERAMIC MANUFACTURE DESIGN  
7220 CERAMICS TECHNOLOGY AND MANUFACTURE  
7161 CHEESEMAKING  
6500 CHEMICAL ENGINEERING  
6520 CHEMICAL PLANT OPERATION  
6521 CHEMICAL TECHNICIANS  
6500 CHEMICAL TECHNOLOGY  
2300 CHEMISTRY  
2301 CHEMISTRY (SCHOOLS)  
2522 CHEMISTRY AGRICULTURAL  
2270 CHEMISTRY BIOLOGICAL  
2330 CHEMISTRY COLOUR  
2340 CHEMISTRY COSMETIC  
2323 CHEMISTRY PHYSIOLOGICAL  
2350 CHEMISTRY POLYMER  
2527 CHEMISTRY SOIL  
2300 CHEMISTRY TECHNICAL  
2360 CHEMISTRY TEXTILE  
2320 CHEMISTRY APPLIED  
2851 CHILD CARE & DEVELOPMENT  
2833 CHILD & OLD PEOPLE CARE  
2820 CHIROPODY  
7131 CHOCOLATE & SUGAR CONFECTIONERY  
4105 CHORAL SINGING (SCHOOLS)  
4451 CINE PHOTOGRAPHY  
4420 CINEMA & FILM STUDIO WORK  
5126 CIVICS  
5770 CIVIL DEFENCE  
6020 CIVIL ENGINEERING  
6530 CIVIL ENGINEERING GAS  
5126 CIVIL SERVICE ENTRANCE EXAMS  
3822 CLASSES FOR DEAF & DUMB  
3821 CLASSES FOR HANDICAPPED  
1504 CLASSICAL STUDIES  
2940 CLEANING SCIENCE  
7700 CLEANING SERVICES  
6726 CLERK OF WORKS

5028 CLERK-TYPISTS  
 7420 CLOCK MANUFACTURE  
 7000 CLOTHING & FOOTWEAR  
 7040 CLOTHING TRADES  
 5821 CO-OP RETAILING  
 7320 COAL MINING  
 7325 COAL PROCESSING  
 7324 COLLIERY ELECTRICIANS  
 7323 COLLIERY MECHANICS  
 2330 COLOUR CHEMISTRY  
 2280 COMBINED BIOLOGICAL SCIENCES  
 2380 COMB CHEMICAL SCIENCES  
 6040 COMBINED ENGINEERING  
 1900 COMBINED LANGUAGE COURSES  
 5120 COMMERCE  
 5050 COMMERCIAL & SECRETARIAL STUDIES  
 4024 COMMERCIAL ART  
 5150 COMMERCIAL COMPUTING  
 5824 COMMERCIAL TRAVELLING  
 5800 COMMODITY DISTRIBUTION  
 1423 COMMUNICATIONS (GAELIC)  
 3230 COMMUNIC. STUDIES  
 1060 COMMUNICATIONS  
 3501 COMMUNITY EDUCATION (SCHOOLS)  
 3502 COMMUNITY SERVICE (SCHOOLS)  
 3500 COMMUNITY STUDIES  
 5127 COMPANY SECRETARY PRACTICE  
 2150 COMPUTER ENGINEERING  
 2122 COMPUTER LANGUAGES  
 2140 COMPUTER OPERATION  
 2130 COMPUTER PROGRAMMING  
 2120 COMPUTER SCIENCE  
 2121 COMPUTER STUDIES (MATHEMATICAL BIAS)  
 2101 COMPUTER STUDIES (SCHOOLS)  
 2100 COMPUTING STUDIES  
 5150 COMPUTING, COMMERCIAL  
 7261 CONCRETE PRACTICE  
 7260 CONCRETE TECHNOLOGY  
 7122 CONFECTIONERY FLOUR  
 7131 CONFECTIONERY SUGAR  
 5624 CONSERVATION OF BUILDINGS  
 6700 CONSTRUCTION  
 6720 CONSTRUCTION MANAGEMENT  
 6430 CONSTRUCTION PLANT MAINTAINANCE  
 6700 CONSTRUCTION TRADES  
 5180 CONSUMER STUDIES  
 3401 CONTEMPORARY SOCIAL STUDIES (SCHOOLS)  
 6326 CONTROL ENGINEERING  
 1121 CONVERSATIONAL FRENCH  
 1221 CONVERSATIONAL GERMAN  
 1622 CONVERSATIONAL ITALIAN  
 1632 CONVERSATIONAL RUSSIAN

1321 CONVERSATIONAL SPANISH  
4705 COOKERY  
5552 COOKERY (HOTEL & CATERING TRADES)  
4705 COOKING (SCHOOLS)  
2854 COPING WITH SPECIAL NEEDS  
6031 CORROSION ENGINEERING  
2340 COSMETIC CHEMISTRY  
6560 COSMETICS TECHNOLOGY & MANUFACTURE  
5324 COST & WORKS ACCOUNTING  
6923 COTTON MANUFACTURE  
4233 COUNTRY DANCING  
5200 COURSES FOR MANAGERS AND EXECUTIVES  
4301 CRAFT DESIGN & TECHNOLOGY (SCHOOLS)  
4000 CREATIVE & AESTHETIC STUDIES  
5340 CURRENCY  
3422 CURRENT AFFAIRS  
2161 CYBERNETICS  
7160 DAIRY PRACTICE  
2531 DAIRYING  
4230 DANCE  
4232 DANCING BALLROOM  
4233 DANCING COUNTRY  
1655 DANISH  
2141 DATA PROCESSING  
3822 DEAF & DUMB CLASSES FOR  
2080 DECIMALISATION  
6760 DECORATING  
6640 DEEP SEA FISHING  
2731 DENTAL ASSISTANTS  
2733 DENTAL HYGIENE  
2731 DENTAL NURSES  
2732 DENTAL TECHNICIANS  
2730 DENTISTRY  
4035 DESIGN CERAMICS  
4033 DESIGN FASHION  
4034 DESIGN FURNITURE  
4030 DESIGN GENERAL  
4037 DESIGN INDUSTRIAL  
4038 DESIGN JEWELLERY  
4032 DESIGN TEXTILE  
6836 DESIGN TYPOGRAPHICAL  
4036 DESIGN, INTERIOR  
6544 DETERGENTS MANUFACTURE  
2821 DIETETICS  
3240 DISCUSSION GROUPS  
2742 DISPENSING ASSISTANTS  
2822 DISPENSING OPTICIANS  
2741 DISPENSING PHARMACY PRACTICE  
2742 DISPENSING TECHNICIANS  
5800 DISTRIBUTION COMMODITY  
5800 DISTRIBUTION GENERAL  
5820 DISTRIBUTION RETAIL

5828 DISTRIBUTION TEXTILE  
 4700 DOMESTIC SCIENCE  
 4200 DRAMA & ENTERTAINMENT  
 4702 DRESS AND DESIGN  
 7040 DRESS MANUFACTURE  
 4704 DRESSMAKING (DOMESTIC)  
 7720 DRY CLEANING WORK  
 1660 DUTCH  
 6926 DYEING OF TEXTILES  
 6927 DYEING, YARN  
 1670 EAST EUROPEAN LANGUAGES UNSPEC  
 3302 ECONOMIC HISTORY  
 3330 ECONOMIC ORGANISATION  
 3300 ECONOMIC SCIENCE  
 3320 ECONOMIC STATISTICS  
 3300 ECONOMICS  
 3301 ECONOMICS (SCHOOLS)  
 2521 ECONOMICS AGRICULTURAL  
 6722 ECONOMICS BUILDING  
 4700 ECONOMICS HOME  
 3340 ECONOMICS INDUSTRIAL  
 2521 ECONOMICS LAND  
 3600 EDUCATION  
 2041 ELASTICITY  
 6300 ELECTRICAL & ELECTRONIC ENGINEERING  
 6321 ELECTRICAL CIRCUIT DESIGN  
 6320 ELECTRICAL ENGINEERING  
 6322 ELECTRICAL FITTING  
 6322 ELECTRICAL INSTALLATION  
 6325 ELECTRICAL PLANT OPERATION  
 7324 ELECTRICIANS COLLIERY  
 6425 ELECTRICIANS MOTOR VEHICLE  
 6831 ELECTRO\STEREOTYPING  
 2370 ELECTROCHEMISTRY  
 6320 ELECTRONIC ENGINEERING  
 6351 ELECTRONIC SERVICING  
 6350 ELECTRONICS  
 4704 EMBROIDERY (DOMESTIC)  
 6960 EMBROIDERY & LACE MANUFACTURE  
 7300 ENERGY MANUFACTURE  
 7300 ENERGY TECHNOLOGY  
 6025 ENGINEERING PLANNING, ESTIMATION, & COSTING  
 6460 ENGINEERING AERO  
 6463 ENGINEERING AERONAUTICAL  
 6440 ENGINEERING AGRICULTURAL  
 6000 ENGINEERING & TECHNOLOGY  
 6500 ENGINEERING CHEMICAL  
 6020 ENGINEERING CIVIL  
 6040 ENGINEERING COMBINED  
 6326 ENGINEERING CONTROL  
 6031 ENGINEERING CORROSION  
 6002 ENGINEERING DRAWING (SCHOOLS)

6320 ENGINEERING ELECTRICAL  
 6350 ENGINEERING ELECTRONIC  
 7930 ENGINEERING FIRE  
 6530 ENGINEERING GAS  
 6000 ENGINEERING GENERAL  
 6037 ENGINEERING HEATING & VENTILATION  
 6324 ENGINEERING ILLUMINATING  
 6033 ENGINEERING INDUSTRIAL  
 7400 ENGINEERING INSTRUMENT  
 6600 ENGINEERING MARINE  
 6050 ENGINEERING MATERIALS HANDLING  
 6051 ENGINEERING MATERIALS REMOVAL  
 6200 ENGINEERING MECHANICAL  
 6034 ENGINEERING MILL  
 7200 ENGINEERING MINERAL  
 7320 ENGINEERING MINING  
 6421 ENGINEERING MOTOR VEHICLE  
 6021 ENGINEERING MUNICIPAL  
 7361 ENGINEERING NUCLEAR  
 7431 ENGINEERING OFFSHORE  
 6260 ENGINEERING PIPEWORK  
 7400 ENGINEERING PRECISION  
 6030 ENGINEERING PRODUCTION  
 6230 ENGINEERING REFRIGERATION  
 6035 ENGINEERING SANITARY  
 6003 ENGINEERING SCIENCE  
 6026 ENGINEERING STRUCTURAL  
 6900 ENGINEERING TEXTILE  
 6037 ENGINEERING THERMAL  
 6000 ENGINEERING TRADES  
 6022 ENGINEERING TRAFFIC  
 6036 ENGINEERING WATER  
 7341 ENGINEERING OFFSHORE  
 6000 ENGINEERING TECHNOLOGY & SCIENCE  
 1000 ENGLISH  
 1001 ENGLISH (SCHOOLS)  
 1040 ENGLISH FOR FOREIGN STUDENTS  
 1011 ENGLISH LANGUAGE  
 1012 ENGLISH LITERATURE  
 4200 ENTERTAINMENT  
 2932 ENVIRONMENTAL SCIENCES  
 2903 ENVIRONMENTAL STUDIES  
 2853 EQUIPMENT FOR NURSERY AND PLAYGROUP  
 6224 EQUIPMENT INSTALLATION  
 5226 ERGONOMICS  
 5140 ESTATE AGENCY  
 5230 ESTATE MANAGEMENT  
 4650 ETIQUETTE SOCIAL  
 1675 EUROPEAN LANGUAGES OTHER  
 1600 EUROPEAN LANGUAGES MODERN  
 1680 EUROPEAN STUDIES  
 5941 EXPORT PRACTICE

3807 EXTRA CURRIC ACTIVITIES  
6240 FABRICATION STEELWORK  
6441 FARM MACHINERY MAINTENANCE  
5231 FARM MANAGEMENT  
5041 FARM RECORDS & ACCOUNTS  
4702 FASHION & FABRIC (SCHOOLS)  
4033 FASHION DESIGN  
4504 FENCING  
6840 FILM ORIGINATION (PRINTING)  
4420 FILM STUDIES  
5323 FINANCIAL RECORD KEEPING  
5300 FINANCIAL STUDIES  
7930 FIRE ENGINEERING  
5730 FIRE SERVICE  
2803 FIRST AID  
2840 FIRST AID (NON-SCHOO)  
2803 FIRST AID (SCHOOLS)  
2560 FISH FARMING  
4504 FISHING (ANGLING)  
6640 FISHING (NAUTICAL)  
2801 FITNESS FOR LIFE  
6466 FLIGHT CONTROL  
6734 FLOOR TILING  
7122 FLOUR CONFECTIONERY  
7121 FLOUR MILLING  
4323 FLOWER DISPLAY & ARRANGEMENT  
4504 FLY TYING  
4703 FOOD & NUTRITION (SCHOOLS)  
7730 FOOD INSPECTION ANALYSIS AND HYGIENE  
7120 FOOD MANUFACTURE  
7100 FOOD TECHNOLOGY  
7100 FOOD TRADES NOT ELSEWHERE SPECIFIED  
4505 FOOTBALL  
7020 FOOTWEAR  
6724 FOREMANSHIP BUILDING  
7991 FOREMANSHIP INDUSTRIAL  
2650 FORESTRY  
2650 FORESTRY MANAGEMENT  
6121 FORGE WORKING  
6133 FOUNDRY PRACTICE  
6132 FOUNDRY TECHNOLOGY  
1100 FRENCH  
1920 FRENCH & GERMAN COMBINED  
1101 FRENCH (SCHOOLS)  
1120 FRENCH LITERATURE  
1122 FRENCH STUDIES  
1121 FRENCH CONVERSATION  
7300 FUEL EXTRACTION & PRODUCTION  
7300 FUEL TECHNOLOGY  
6190 FURNACE BRICKWORK  
7500 FURN & UPHOLST MANUFCTURE  
4034 FURNITURE DESIGN

1400 GAELIC  
1401 GAELIC (SCHOOLS)  
1403 GAELIC LEARNER (SCHOOLS)  
1402 GAELIC NATIVE (SCHOOLS)  
2534 GAMEKEEPING  
7041 GARMENT LAYOUT & CUTTING  
6743 GAS & PLUMBING SERVICING  
6742 GAS & WATER MAINS LAYING  
6530 GAS ENGINEERING  
6740 GAS FITTERS WORK  
6742 GAS MAINS LAYING  
7380 GAS MANUFACTURE UTILISATION  
6531 GAS PROCESS PLANT OPERATION  
2923 GEMMOLOGY  
8000 GENERAL SCE [OGr\HGr] COURSE  
6005 GEN TECHNICAL SUBJECTS (SCHOOLS)  
5800 GENERAL DISTRIBUTION  
6000 GENERAL ENGINEERING  
2900 GENERAL SCIENCE  
2901 GENERAL SCIENCES (SCHOOLS)  
3250 GENERAL STUDIES  
6000 GENERAL TECHNOLOGY  
2226 GENETICS  
2751 GENETICS ANIMAL  
3100 GEOGRAPHY  
3101 GEOGRAPHY (SCHOOLS)  
2921 GEOLOGY  
2902 GEOLOGY (SCHOOLS)  
7322 GEOLOGY MINING  
2924 GEOPHYSICS  
1200 GERMAN  
1920 GERMAN & FRENCH COMBINED  
1201 GERMAN (SCHOOLS)  
1220 GERMAN LITERATURE  
1222 GERMAN STUDIES  
1221 GERMAN, CONVERSATIONAL  
7240 GLASS MANUFACTURE  
6735 GLAZING & ALLIED TRADES  
6123 GOLDSMITHS WORK (INCLUDING DESIGN)  
4504 GOLF  
5126 GOVERNMENT  
5126 GOVERNMENT CENTRAL  
5126 GOVERNMENT LOCAL  
4031 GRAPHIC DESIGN  
1502 GREEK (ANCIENT)  
1665 GREEK (MODERN)  
1520 GREEK, NEW TESTAMENT  
2630 GREENKEEPING  
5830 GROCERY  
4103 GROUP INSTRUMENT TUITION (SCHOOLS)  
3800 GUIDANCE  
7951 GUIDED MISSILES

7621 GUILLOTINE OPERATION TECHNIQUES  
 4502 GYMNASTICS  
 4625 HAIR COLOURING  
 4622 HAIR CUTTING  
 4623 HAIR PERMING  
 4621 HAIRDRESSING TRADES  
 3821 HANDICAPPED CLASSES FOR  
 4320 HANDICRAFTS  
 4300 HANDICRAFTS & HOBBIES (NON VOCATIONAL)  
 2842 HEALTH AND SAFETY  
 2801 HEALTH STUDIES (SCHOOLS)  
 2837 HEALTH VISITORS  
 2800 HEALTH CARE SUBJECTS  
 6037 HEATING & VENTILATION ENGINEERING  
 1503 HEBREW  
 1503 HEBREW (SCHOOLS)  
 6774 HIGHWAYS & WORKS SUPERINTENDENTS  
 4506 HILLCRAFT  
 3000 HISTORY  
 3001 HISTORY (SCHOOLS)  
 4022 HISTORY OF ART  
 4120 HISTORY OF MUSIC  
 3022 HISTORY, ANCIENT  
 3302 HISTORY, ECONOMIC  
 3021 HISTORY, MEDIEVAL  
 3020 HISTORY, MODERN  
 4300 HOBBIES & HANDICRAFT (NON VOCATIONAL)  
 4700 HOME ECONOMICS  
 4700 HOME MANAGEMENT  
 2601 HORTICULTURAL SCIENCE (SCHOOLS)  
 2600 HORTICULTURAL & FORESTRY SCIENCES  
 6442 HORTICULTURAL MACHIN MAINT ANCE  
 2621 HORTICULTURAL MANAGEMENT  
 2620 HORTICULTURAL SCIENCES  
 2620 HORTICULTURE  
 7044 HOSIERY  
 5125 HOSPITAL ADMINISTRATION  
 5530 HOTEL ADMINISTRATION  
 5500 HOTEL AND CATERING  
 5540 HOTEL ASSISTANTS  
 5532 HOTEL BOOK-KEEPING  
 5520 HOTEL MANAGEMENT  
 5531 HOTEL RECEPTION  
 4700 HOUSEWORKING  
 5240 HOUSING MANAGEMENT  
 2203 HUMAN BIOLOGY  
 2203 HUMAN BIOLOGY (SCHOOLS)  
 3730 HUMANITIES  
 6221 HYDRAULICS  
 2040 HYDRODYNAMICS  
 2802 HYGIENE  
 2841 HYGIENE (NON-SCHOOL)

2802 HYGIENE (SCHOOLS)  
 7741 HYGIENE & CLEANING METHODS  
 6324 ILLUMINATING ENGINEERING  
 4050 ILLUSTRATION  
 5941 IMPORT & EXPORT PRACTICE  
 4502 INDIVIDUAL INDOOR SPORT (SCHOOLS)  
 4102 INDIVIDUAL INSTRUMENT TUITION (SCHOOLS)  
 4504 INDIVIDUAL OUTDOOR SPORTS (SCHOOLS)  
 5123 INDUSTRIAL ADMINISTRATION  
 4037 INDUSTRIAL DESIGN  
 3340 INDUSTRIAL ECONOMICS  
 6033 INDUSTRIAL ENGINEERING  
 7991 INDUSTRIAL FOREMANSHIP  
 7241 INDUSTRIAL GLASS DESIGN  
 5123 INDUSTRIAL ORGANISATION  
 7043 INDUSTRIAL PRESSING  
 6038 INDUSTRIAL RADIOGRAPHY  
 5129 INDUSTRIAL RELATIONS  
 7990 INDUSTRIAL SAFETY OFFICERS  
 7042 INDUSTRIAL SEWING  
 5123 INDUSTRIAL TRAINING  
 5029 INFORMATION PROCESSING  
 1821 INFORMATION SCIENCE  
 5551 INSTITUTIONAL CATERING  
 5533 INSTITUTIONAL HOUSEKEEPING  
 5522 INSTITUTIONAL MANAGEMENT  
 7400 INSTRUMENT ENGINEERING  
 6225 INSTRUMENT MEASUREMENTS & CONTROL  
 7400 INSTRUMENT TECHNOLOGY  
 9999 INSUFFICIENT INFORMATION  
 5330 INSURANCE  
 6004 INTEGRATED CRAFT (SCHOOLS)  
 4300 INTEGRATED CRAFTWORK  
 4036 INTERIOR DESIGN  
 3220 INTERNATIONAL RELATIONS  
 6130 IRON AND STEEL MANUFACTURE  
 1620 ITALIAN  
 1601 ITALIAN (SCHOOLS)  
 1621 ITALIAN LITERATURE  
 1623 ITALIAN STUDIES  
 1622 ITALIAN CONVERSATIONNAL  
 4235 JAZZ AND TAP DANCING  
 4038 JEWELLERY DESIGN  
 6125 JEWELLERY MANUFACTURE  
 6750 JOINERY  
 6632 JOINERY SHIP  
 1830 JOURNALISM  
 4504 JUDO  
 4503 KEEP FIT  
 5024 KEYBOARD SKILLS  
 7222 KILN BURNING  
 7045 KNITTED GOODS MANUFACTURE

6960 LACE MANUFACTURE  
 6023 LAND & BUILDING SURVEYING  
 2521 LAND ECONOMICS  
 5621 LANDSCAPE ARCHITECTURE  
 1800 LANGUAGE BASED COURSES  
 1842 LANGUAGE DEVELOPMENT  
 4325 LAPIDARY  
 1501 LATIN  
 1501 LATIN (SCHOOLS)  
 7720 LAUNDRY & DRY CLEANING WORK  
 5400 LAW  
 5430 LAW ACCOUNTING  
 4102 LEARNING INSTRUMENT  
 7070 LEATHER GOODS MANUFACTURE  
 7071 LEATHER DYEING & FINSHING  
 7070 LEATHER TECHNOLOGY  
 5441 LEGAL ASSISTANTS  
 5440 LEGAL EXECUTIVES  
 4500 LEISURE  
 4051 LETTERING  
 3251 LIBERAL STUDIES  
 1820 LIBRARIANSHIP  
 1822 LIBRARY & INFORMATION SCIENCE COMBINED  
 5541 LICENSED HOUSE STAFF  
 6832 LINE COMPOSITION  
 1840 LINGUISTICS  
 1852 LIPREADING  
 6851 LITHOGRAPHIC PRINTING  
 5126 LOCAL GOVERNMENT  
 2024 LOGIC  
 6742 MAINS LAYING (GAS & WATER)  
 6426 MAINTENANCE CAR  
 4631 MAKE-UP TREATMENTS (BEAUTICIAN)  
 4632 MAKE-UP (THEATRICAL)  
 5200 MANAGEMENT  
 6720 MANAGEMENT CONSTRUCTION  
 5230 MANAGEMENT ESTATE  
 2650 MANAGEMENT FORESTRY  
 4700 MANAGEMENT HOME  
 5240 MANAGEMENT HOUSING  
 5522 MANAGEMENT INSTITUTIONAL  
 5222 MANAGEMENT OFFICE  
 5220 MANAGEMENT PERSONNEL  
 5221 MANAGEMENT PRODUCTION  
 5820 MANAGEMENT RETAIL  
 5225 MANAGEMENT SALES  
 5200 MANAGEMENT SCIENCE  
 5200 MANAGEMENT STUDIES  
 5221 MANAGEMENT WORKS  
 4632 MANICURE & PEDICURE  
 7020 MANUFACTURE BOOT  
 6940 MANUFACTURE CARPET

7220 MANUFACTURE CERAMICS  
7420 MANUFACTURE CLOCK  
6923 MANUFACTURE COTTON  
7040 MANUFACTURE DRESS  
7120 MANUFACTURE FOOD  
7500 MANUFACTURE FURNITURE  
7380 MANUFACTURE GAS  
7044 MANUFACTURE HOSIERY  
6130 MANUFACTURE IRON & STEEL  
6125 MANUFACTURE JEWELLERY  
7045 MANUFACTURE KNITTED GOODS  
6960 MANUFACTURE LACE  
7070 MANUFACTURE LEATHER GOODS  
7450 MANUFACTURE MUSICAL INSTRUMENTS  
6131 MANUFACTURE NON-FERROUS METAL  
7440 MANUFACTURE OPTICAL INSTRUMENTS  
7223 MANUFACTURE POTTERY  
7430 MANUFACTURE SCIENTIFIC INSTRUMENTS  
7020 MANUFACTURE SHOE  
6925 MANUFACTURE SILK  
6130 MANUFACTURE STEEL  
6930 MANUFACTURE SYNTHETIC FIBRE  
6930 MANUFACTURE SYNTHETIC TEXTILE  
6900 MANUFACTURE TEXTILE  
7250 MANUFACTURE UPHOLSTERY  
6940 MANUFACTURE UPHOLSTERY FABRIC  
7420 MANUFACTURE WATCH  
6924 MANUFACTURE WOOLLEN  
3130 MAPREADING  
6600 MARINE ENGINEERING  
5225 MARKETING AND SALES MANAGEMENT  
6732 MASONRY  
6771 MASTIC ASPHALT WORK  
5822 MATERIALS HANDLING  
2421 MATHEMATICAL PHYSICS  
2000 MATHEMATICS  
2001 MATHEMATICS (SCHOOLS)  
2020 MATHEMATICS APPLIED  
2421 MATHEMATICS COMBINED WITH PHYSICS  
2021 MATHEMATICS TECHNOLOGICAL  
2009 MATHEMATICS (ADDITIONAL)  
6200 MECHANICAL ENGINEERING  
6222 MECHANICAL ENGINEERING CRAFT PRACTICE  
6226 MECHANICAL ENGINEERING INSPECTION  
6222 MECHANICAL ENGINEERING TECHNICIANS  
6220 MECHANICS APPLIED  
7323 MECHANICS COLLIERY  
6421 MECHANICS MOTOR VEHICLE  
4400 MEDIA STUDIES  
4401 MEDIA STUDIES (SCHOOLS)  
2700 MEDICAL AND VETERINARIAL SCIENCES  
2721 MEDICAL BIOCHEMISTRY

2726 MEDICAL CERTIFICATE  
 2723 MEDICAL LABORATORY TECHNICIANS  
 5031 MEDICAL RECEPTION  
 5030 MEDICAL SECRETARIES  
 2720 MEDICINE  
 1030 MEDIEVAL ENGLISH  
 3021 MEDIEVAL HISTORY  
 5829 MERCHANTING, PAPER  
 6122 METAL CASTING  
 6141 METAL FINISHING  
 6100 METAL MANUFACTURE  
 6140 METAL PLATE WORK  
 6100 METAL TECHNOLOGY  
 6100 METAL TRADES  
 6151 METALLURGICAL TECHNICIANS  
 6150 METALLURGY  
 6101 METALWORK  
 6101 METALWORK (SCHOOLS)  
 2930 METEOROLOGY  
 2081 METRICATION  
 2050 METROLOGY  
 2221 MICROBIOLOGY  
 2223 MICROSCOPY  
 1740 MIDDLE EASTERN LANGUAGES  
 1741 MIDDLE EASTERN STUDIES  
 7160 MILK PROCESSING AND DISTRIBUTION  
 6034 MILL ENGINEERING AND SERVICES  
 4740 MILLINERY (DOMESTIC)  
 7046 MILLINERY (OTHER THAN DOMESTIC)  
 7121 MILLING FLOUR  
 7321 MINE SURVEYING  
 7200 MINERAL ENGINEERING  
 2922 MINERALOGY  
 7320 MINING  
 7200 MINING AND QUARRYING (OTHER THAN COAL)  
 7320 MINING COAL  
 7326 MINING DEPUTIES AND MANAGERS  
 7320 MINING ENGINEERING  
 7322 MINING GEOLOGY  
 7900 MISC ENGINEERING, MANUFACTURE & TECHNOL  
 4231 MODERN DANCE  
 1600 MODERN EUROPEAN LANGUAGES  
 1665 MODERN GREEK  
 3020 MODERN HISTORY  
 1700 MODERN LANGUAGES NEC  
 3201 MODERN STUDIES (SCHOOLS)  
 6833 MONOTYPE CASTERS WORK  
 6833 MONOTYPE COMPOSITION  
 3700 MORAL SCIENCES  
 6734 MOSAIC WORK  
 6422 MOTOR BODYWORK  
 6425 MOTOR VEHICLE ELECTRICIANS

6421 MOTOR VEHICLE ENGINEERING  
6420 MOTOR VEHICLE MANUFACTURE & REPAIR  
6421 MOTOR VEHICLE MECHANICS  
6424 MOTOR VEHICLE PAINTING  
6421 MOTOR VEHICLE REPAIR AND MAINTENANCE  
6421 MOTOR VEHICLE TECHNICIANS  
4327 MOTORING (NON VOCATIONAL)  
6021 MUNICIPAL ENGINEERING  
5350 MUNICIPAL TREASURERS AND ACCOUNTANTS  
4100 MUSIC  
4101 MUSIC (SCHOOLS)  
4121 MUSIC APPRECIATION  
4120 MUSIC HISTORY  
4130 MUSIC THERAPY  
4102 MUSICAL INSTRUMENT (PLAYING\LEARNING)  
7450 MUSICAL INSTRUMENT AND MANUFACTURE  
2920 NATURAL SCIENCES NEC  
5553 NAUTICAL CATERING  
6651 NAUTICAL RADIO TELEGRAPHY  
6650 NAUTICAL SCIENCE  
6650 NAUTICAL STUDIES  
6620 NAVAL ARCHITECTURE  
6652 NAVIGATION  
6601 NAVIGATION (SCHOOLS)  
4704 NEEDLEWORK (DOMESTIC)  
1520 NEW TESTAMENT GREEK  
6131 NON-FERROUS METAL MANUFACTURE  
1645 NORWEGIAN  
1604 NORWEGIAN (SCHOOLS)  
7361 NUCLEAR ENGINEERING  
2430 NUCLEAR PHYSICS  
2070 NUMERACY ADULT  
2022 NUMERICAL ANALYSIS  
2853 NURSERY AND PLAYGROUP EQUIPMENT NEEDS  
2852 NURSERY AND PLAYGROUP ORGANISATION  
2832 NURSERY NURSING  
2830 NURSING MEDICAL  
2821 NUTRITION  
2823 OCCUPATIONAL THERAPY  
2931 OCEANOGRAPHY  
5222 OFFICE MANAGEMENT  
5000 OFFICE PRACTICE  
5000 OFFICE STUDIES  
7341 OFFSHORE ENGINEERING  
7431 OFFSHORE ENGINEERING AND TECHNOLOGY  
7341 OFFSHORE PRODUCTION TECHNOLOGY  
7342 OFFSHORE SAFETY COURSES  
7340 OIL RELATED STUDIES  
1030 OLD ENGLISH  
5261 OPERATIONAL RESEARCH  
2822 OPHTHALMIC OPTICIANS  
7440 OPTICAL INSTRUMENTS MANUFACTURE

2822 OPTICIANS DISPENSING  
 2822 OPTICIANS OPHTHALMIC  
 5262 ORGANISATION AND METHODS  
 3330 ORGANISATION ECONOMIC  
 5221 ORGANISATION INDUSTRIAL  
 1750 ORIENTAL LANGUAGES  
 1751 ORIENTAL STUDIES  
 4506 ORIENTEERING  
 4328 ORIGAMI  
 5600 OTHER BUSINESS SERVICES  
 1900 OTHER COMBINED LANGUAGES COURSES  
 3802 OTHER GUIDANCE (SCHOOLS)  
 4506 OUTDOOR PURSUITS  
 4506 OUTWARD BOUND ACTIVITIES (SCHOOLS)  
 6543 PAINT TECHNOLOGY  
 6760 PAINTING  
 6760 PAINTING AND DECORATING  
 6424 PAINTING MOTOR VEHICLE  
 6423 PANEL BEATING  
 5929 PAPER MERCHANTING  
 7600 PAPER SCIENCE  
 7600 PAPER TECHNOLOGY  
 2722 PATHOLOGY  
 6142 PATTERN MAKING  
 6734 PAVIOURS  
 4501 PE (SCHOOLS)  
 4660 PERSONAL & SOCIAL DEVELOPMENT  
 4600 PERSONAL SERVICES  
 5220 PERSONNEL MANAGEMENT  
 7345 PETROLEUM  
 7346 PETROLEUM PROCESSING  
 7346 PETROLEUM PRODUCTS  
 7345 PETROLEUM TECHNOLOGY  
 2740 PHARMACOLOGY  
 2740 PHARMACY  
 3720 PHILOSOPHY  
 1841 PHONETICS  
 6854 PHOTO ENGRAVING  
 6851 PHOTO-LITHOGRAPHY  
 4450 PHOTOGRAPHY  
 4451 PHOTOGRAPHY - CINE  
 6852 PHOTOGRAVURE  
 6834 PHOTOTYPESETTING  
 2480 PHYSICAL SCIENCES COMBINATIONS  
 4500 PHYSICAL TRAINING PHYSICAL EDUCATION  
 2400 PHYSICS  
 2401 PHYSICS (SCHOOLS)  
 2420 PHYSICS APPLIED  
 2421 PHYSICS COMBINED WITH MATHEMATICS  
 2421 PHYSICS MATHEMATICAL  
 2430 PHYSICS NUCLEAR  
 2323 PHYSIOLOGICAL CHEMISTRY

2725    PHYSIOLOGICAL MEASUREMENTS TECHNIQUES  
2231    PHYSIOLOGY  
2202    PHYSIOLOGY OF ANATOMY  
2824    PHYSIOTHERAPY  
6260    PIPEWORK ENGINEERING  
2622    PLANT TOXONOMY  
6733    PLASTERERS WORK  
6550    PLASTICS MANUFACTURE  
6550    PLASTICS TECHNOLOGY  
6841    PLATEMAKING (PRINTING)  
4103    PLAY IN GROUP BAND  
6740    PLUMBING  
6743    PLUMBING & GAS SERVICING  
6633    PLUMBING SHIP  
5720    POLICE  
3421    POLITICAL SCIENCE & POLITICS  
2350    POLYMER CHEMISTRY  
6540    POLYMER MANUFACTURE & TECHNOLOGY  
1603    PORTUGUESE (SCHOOLS)  
1640    PORTUGUESE  
3550    POSITIONS OF RESPONSIBILITY  
7223    POTTERY  
2532    POULTRY  
2850    PRACTICAL CARING SKILLS  
2831    PRE-NURSING  
7400    PRECISION ENGINEERING  
5550    PRELIMINARY TRADE COOKERY  
3823    PREPARATION FOR RETIREMENT  
6250    PRESS TOOL MAKING  
6800    PRINTING  
6820    PRINTING ADMINISTRATION  
6541    PRINTING INK TECHNICIANS  
6851    PRINTING LITHOGRAPHIC  
6850    PRINTING TECHNICIANS  
6850    PRINTING TECHNOLOGY  
6800    PRINTING TRADES  
6870    PRINTING WAREHOUSE PRACTICE  
3806    PRIVATE STUDY  
2023    PROBABILITY THEORY  
6531    PROCESS PLANT OPERATION  
6531    PROCESS PLANT OPERATION, GAS  
7325    PROCESSING COAL  
6821    PRODUCTION BOOK  
6030    PRODUCTION ENGINEERING  
5221    PRODUCTION MANAGEMENT  
3621    PROGRAMMED LEARNING  
2856    PROVISION OF CARE  
3430    PSYCHOLOGY  
5122    PUBLIC ADMINISTRATION  
2827    PUBLIC HEALTH INSPECTION  
2801    PUBLIC HEALTH SUBJECTS  
5700    PUBLIC SERVICE & DEFENCE

6861 PUBLISHERS EDITION BINDING  
 5128 PURCHASING  
 6039 QUALITY CONTROL  
 6024 QUANTITY SURVEYING  
 7270 QUARRYING  
 6354 RADAR  
 6354 RADAR ENGINEERING  
 7362 RADIATION PROTECTION  
 6353 RADIO  
 6390 RADIO (AMATEUR)  
 2442 RADIO ASTRONOMY  
 6353 RADIO ENGINEERING  
 6390 RADIO REPAIRS (AMATEUR)  
 6351 RADIO SERVICING  
 4440 RADIO STUDIES  
 6651 RADIO TELEGRAPHY (NAUTICAL)  
 2825 RADIOGRAPHY  
 6038 RADIOGRAPHY INDUSTRIAL  
 6242 RAIL CARRIAGE BUILDING  
 5950 RAIL TRANSPORT  
 1860 RAPID READING  
 5025 RECEPTION  
 4522 RECREATION DEVELOPMENT  
 6230 REFRIGERATION ENGINEERING  
 5280 REGIONAL RESOURCES PLANNING  
 3252 RELATED STUDIES  
 3901 RELIGIOUS EDUCATION SCHOOLS  
 3803 REMEDIAL EDUCATION (SCHOOLS)  
 5521 RESTAURANT MANAGEMENT  
 5820 RETAIL DISTRIBUTION  
 5820 RETAIL MANAGEMENT  
 5820 RETAIL TRADES  
 5821 RETAILING CO-OP  
 3900 RE, RELIGIOUS STUDIES  
 4504 RIDING  
 6770 ROAD DESIGN & CONSTRUCTION  
 6773 ROAD MAINTENANCE  
 6772 ROAD MARKING  
 6770 ROAD MASONS  
 5930 ROAD TRANSPORT  
 6773 ROADWORK  
 4506 ROCK CLIMBING  
 4332 ROD MAKING  
 2855 ROLE OF MOVEMENT IN DEVELOPMENT  
 6734 ROOF SLATING  
 6734 ROOF, WALL & FLOOR TILING  
 6545 RUBBER MANUFACTURE  
 6545 RUBBER TECHNOLOGY  
 6545 RUBBER WORKSHOP PRACTICE  
 4329 RUG MAKING  
 5623 RURAL PLANNING  
 7072 RURAL SADDLERY

3504 RURAL STUDIES  
1630 RUSSIAN  
1602 RUSSIAN (SCHOOLS)  
1631 RUSSIAN LITERATURE  
1633 RUSSIAN STUDIES  
1632 RUSSIAN, CONVERSATIONAL  
6736 SACFFOLDING  
2842 SAFETY HEALTH AND  
4505 SAILING  
5225 SALES MANAGEMENT  
5824 SALES REPRESENTATIVES  
5824 SALESMANSHIP  
6035 SANITARY ENGINEERING  
7740 SANITARY INSPECTION  
7490 SAW DOCTORING  
7531 SAWMILLING  
3804 SCHOOL TRAFFIC EDUCATION PROJECT  
2500 SCIENCE AGRICULTURAL  
2200 SCIENCE BIOLOGICAL  
2940 SCIENCE CLEANING  
4700 SCIENCE DOMESTIC  
3300 SCIENCE ECONOMIC  
6003 SCIENCE ENGINEERING  
2932 SCIENCE ENVIRONMENTAL  
2900 SCIENCE GENERAL  
5260 SCIENCE INFORMATION  
2960 SCIENCE LABORATORY TECHNICIANS  
5200 SCIENCE MANAGEMENT  
3700 SCIENCE MORAL  
6650 SCIENCE NAUTICAL  
7600 SCIENCE PAPER  
3421 SCIENCE POLITICAL  
3400 SCIENCE SOCIAL  
2527 SCIENCE SOIL  
2750 SCIENCE VETERINARY  
1821 SCIENCE, INFORMATION  
6000 SCIENCE,ENGINEERING AND TECHNOLOGY  
7430 SCIENTIFIC INSTRUMENT MANUFACTURE  
5420 SCOTS LAW  
1420 SCOTTISH STUDIES  
4060 SCULPTURE  
6602 SEAMANSHIP AND NAUTICAL KNOWLEDGE  
5227 SECRETARIAL PRACTICE COMPANY  
5020 SECRETARIAL STUDIES  
5020 SECRETARIAL STUDIES & COMMERCE  
5001 SECRETARIAL STUDIES SCHOOLS  
5040 SECRETARIES AGRICULTURAL  
5030 SECRETARIES MEDICAL  
6743 SERVICING, GAS & PLUMBING  
4704 SEWING (SCHOOLS)  
6140 SHEET METAL WORK  
6632 SHIP JOINERY

6633 SHIP PLUMBING  
 5331 SHIPBROKING  
 6630 SHIPBUILDING  
 5940 SHIPPING  
 7021 SHOE AND BOOT REPAIR  
 7021 SHOE MANUFACTURE AND REPAIR  
 7540 SHOP AND OFFICE FITTING  
 5161 SHOP STEWARD TUC  
 7540 SHOPFITTING  
 5021 SHORTHAND  
 5002 SHORTHAND (SCHOOLS)  
 1850 SIGN LANGUAGE  
 6761 SIGN WRITING  
 6925 SILK MANUFACTURE  
 6124 SILVERSMITHS WORK (EXCLUDING DESIGN)  
 4106 SINGING  
 4504 SKIING  
 7920 SMOKE INSPECTION  
 3402 SOCIAL & VOCATIONAL SKILLS (SCHOOLS)  
 5124 SOCIAL ADMIN AND BUSINESS STUDIES  
 5124 SOCIAL ADMINISTRATION  
 3431 SOCIAL ANTHROPOLOGY  
 3402 SOCIAL EDUCATION LIFE & SOCIAL SKILLS  
 4650 SOCIAL ETIQUETTE  
 3400 SOCIAL SCIENCES  
 3401 SOCIAL STUDIES  
 3440 SOCIAL WORK  
 3420 SOCIOLOGY  
 4704 SOFT FURNISHINGS (DOMESTIC)  
 2527 SOIL CHEMISTRY  
 2527 SOIL SCIENCE  
 4104 SOLO SINGING (SCHOOLS)  
 1323 SOUTH AMERICAN STUDIES  
 6471 SPACE TECHNOLOGY  
 1301 SPANISH  
 1301 SPANISH (SCHOOLS)  
 1320 SPANISH LITERATURE  
 1322 SPANISH STUDIES  
 1321 SPANISH, CONVERSATIONAL  
 2371 SPECTROSCOPY  
 4201 SPEECH  
 4201 SPEECH & DRAMA (SCHOOLS)  
 2826 SPEECH THERAPY  
 6921 SPINNING, YARN  
 4500 SPORTS  
 7460 SPORTS EQUIPMENT MANUFACTURE  
 4520 SPORT & LEISURE MANAGEMENT  
 7242 STAINED GLASS  
 7242 STAINED GLASS MANUFACTURE  
 5831 STATIONERY  
 2003 STATISTICS  
 2003 STATISTICS (SCHOOLS)

3320 STATISTICS ECONOMIC  
6130 STEEL MANUFACTURE  
6240 STEELWORK FABRICATION OF  
3804 STEP (SCHOOLS)  
6831 STEREOTYPING  
5332 STOCK EXCHANGE PRACTICE  
5823 STOREKEEPING  
6026 STRUCTURAL ENGINEERING  
7131 SUGAR CONFECTIONERY  
5170 SUPERVISORY STUDIES  
2723 SURGICAL LABORATORY TECHNICIANS  
6023 SURVEYING  
7321 SURVEYING MINE  
6024 SURVEYING QUANTITY  
6023 SURVEYING, LAND & BUILDING  
1650 SWEDISH  
1605 SWEDISH (SCHOOLS)  
4507 SWIMMING  
5026 SWITCHBOARD OPERATION  
2652 SYLVICULTURE  
6930 SYNTHETIC FIBRE MANUFACTURE  
6930 SYNTHETIC TEXTILE MANUFACTURE  
2004 SYS MATHEMATICS PAPER I  
2005 SYS MATHEMATICS PAPER II  
2006 SYS MATHEMATICS PAPER III  
2007 SYS MATHEMATICS PAPER IV  
2008 SYS MATHEMATICS PAPER V  
2123 SYSTEMS ANALYSIS (COMPUTER)  
5263 SYSTEMS ANALYSIS (NOT COMPUTING)  
4704 TAILORING (DOMESTIC)  
7047 TAILORING (OTHER THAN DOMESTIC)  
6392 TAPE RECORDER REPAIR AMATEUR  
6392 TAPE RECORDERS AMATEUR  
6351 TAPE RECORDERS SERVICING  
6392 TAPE RECORDING  
4330 TAPESTRY  
5360 TAXATION  
3620 TEACHING METHODS  
3623 TEACHING PRACTICE  
4505 TEAM GAMES  
4503 TEAM INDOOR SPORT (SCHOOLS)  
4505 TEAM OUTDOOR SPORT (SCHOOLS)  
7960 TECHNICAL AUTHORSHIP AND ILLUSTRATION  
2300 TECHNICAL CHEMISTRY  
6001 TECHNICAL DRAWING (SCHOOLS)  
2752 TECHNICIANS ANIMAL  
6521 TECHNICIANS CHEMICAL  
2732 TECHNICIANS DENTAL  
2742 TECHNICIANS DISPENSING  
6222 TECHNICIANS MECHANICAL ENGINEERING  
2723 TECHNICIANS MEDICAL LABORATORY  
6151 TECHNICIANS METALLURGICAL

6421 TECHNICIANS MOTOR VEHICLE  
 6850 TECHNICIANS PRINTING  
 6541 TECHNICIANS PRINTING INK  
 2960 TECHNICIANS SCIENCE LABORATORY  
 2723 TECHNICIANS SURGICAL LABORATORY  
 2021 TECHNOLOGICAL MATHEMATICS  
 6730 TECHNOLOGY BUILDING  
 7220 TECHNOLOGY CERAMICS  
 6500 TECHNOLOGY CHEMICAL  
 6000 TECHNOLOGY COMBINED WITH ENGINEERING  
 7260 TECHNOLOGY CONCRETE  
 7100 TECHNOLOGY FOOD  
 6132 TECHNOLOGY FOUNDRY  
 7300 TECHNOLOGY FUEL  
 6000 TECHNOLOGY GENERAL  
 7400 TECHNOLOGY INSTRUMENT  
 7070 TECHNOLOGY LEATHER  
 6100 TECHNOLOGY METAL  
 7431 TECHNOLOGY OFFSHORE  
 6543 TECHNOLOGY PAINT  
 7600 TECHNOLOGY PAPER  
 7345 TECHNOLOGY PETROLEUM  
 6550 TECHNOLOGY PLASTIC  
 6545 TECHNOLOGY RUBBER  
 6471 TECHNOLOGY SPACE  
 6900 TECHNOLOGY TEXTILE  
 2655 TECHNOLOGY TIMBER  
 6222 TECHNOLOGY WORKSHOP  
 7341 TECHNOLOGY, OFFSHORE  
 6352 TELECOMMUNICATIONS  
 6352 TELECOMMUNICATIONS ENGINEERING  
 6351 TELEVISION  
 6391 TELEVISION AMATEUR  
 6391 TELEVISION REPAIRS (AMATEUR)  
 6351 TELEVISION SERVICING  
 4430 TELEVISION STUDIES  
 6734 TERRAZO WORK  
 2360 TEXTILE CHEMISTRY  
 4032 TEXTILE DESIGN  
 5828 TEXTILE DISTRIBUTION  
 6900 TEXTILE ENGINEERING  
 6900 TEXTILE GENERAL  
 6900 TEXTILE MANUFACTURE  
 5827 TEXTILE MERCHANTING  
 6922 TEXTILE PRINTING  
 6900 TEXTILE TECHNOLOGY  
 6920 TEXTILE WEAVING  
 6926 TEXTILES DYEING OF  
 4240 THEATRE MANAGEMENT  
 4241 THEATRE TECHNICIANS  
 3920 THEOLOGY  
 2030 THEORETICAL ASTRONOMY

2823 THERAPY OCCUPATIONAL  
 4130 THERAPY, MUSIC  
 6734 TILING  
 6734 TILING (ROOF,WALL & FLOOR)  
 2653 TIMBER FELLING  
 2656 TIMBER MERCHANTING  
 2655 TIMBER TECHNOLOGY  
 5224 TIME AND MOTION STUDY  
 7170 TOBACCO PROCESSING  
 5622 TOWN AND COUNTRY PLANNING  
 5160 TRADE UNION STUDIES  
 6023 TRAFFIC ENGINEERING  
 5900 TRANSPORT  
 5920 TRANSPORT AIR  
 6400 TRANSPORT ENGINEERING & MANUFACTURE  
 5950 TRANSPORT RAIL  
 5830 TRANSPORT ROAD  
 5060 TRAVEL AGENCY  
 5060 TRAVEL AND TOURISM  
 5824 TRAVELLING, COMMERCIAL  
 2657 TREE NURSERY WORK  
 4624 TRICHOLOGY  
 6731 TROWEL SKILLS  
 5161 TUC SHOP STEWARD  
 6830 TYPESETTING  
 5022 TYPING  
 5020 TYPING & SECRETARIAL STUDIES  
 5003 TYPING (SCHOOLS)  
 6835 TYPOGRAPHICAL DESIGN  
 6800 TYPOGRAPHY  
 4704 UPHOLSTERY & SOFT FURNISHINGS (DOMESTIC)  
 6940 UPHOLSTERY FABRIC MANUFACTURE  
 7520 UPHOLSTERY MANUFACTURE  
 6422 VEHICLE BODY BUILDING  
 4506 VENTURE CLUBS  
 2750 VETERINARY SCIENCE  
 4402 VIDEO PRODUCTION [SCHOOLS]  
 4452 VIDEO PRODUCTION [NON-SCHOOLS]  
 3800 VOCATIONAL GUIDANCE  
 5542 WAITERS  
 6734 WALL TILING  
 7420 WATCH MANUFACTURE  
 6742 WATER MAINS LAYING.  
 4507 WATER SPORTS  
 4331 WEAVING  
 6920 WEAVING, TEXTILE  
 6223 WELDING  
 1600 WESTERN EUROPEAN LANGUAGES NEC  
 5825 WHOLESAL  
 5825 WHOLESAL DISTRIBUTION  
 2950 WILDLIFE STUDIES  
 4070 WINDOW DRESSING AND DISPLAY

4323 WINE AND BEER MAKING  
3225 WOMENS STUDIES  
4061 WOODCARVING  
7532 WOODCUTTING MACHINISTS WORK  
6701 WOODWORK (SCHOOLS)  
6751 WOODWORK (TRADES)  
6924 WOOLLEN MANUFACTURE  
6930 WOOLLEN WEAVING  
5023 WORD PROCESSING  
3805 WORK EXPERIENCE  
5224 WORK STUDY  
6751 WORKING IN WOOD  
5221 WORKS MANAGEMENT  
6222 WORKSHOP TECHNOLOGY AND PRACTICE  
6631 YACHT BUILDING  
6927 YARN DYEING  
6921 YARN SPINNING  
4502 YOGA  
3520 YOUTH AND COMMUNITY SERVICE  
3521 YOUTH EMPLOYMENT  
2250 ZOOLOGY  
2525 ZOOLOGY AGRICULTURAL

SCHOOL SUBJECT

ABBREVIATION

check open before coding

English  
Jocan

578 110

|       |    |         |    |
|-------|----|---------|----|
| 5301  | AC |         |    |
| 2009  | AD | ARTS    |    |
| 2501  | AE | SCIENCE |    |
| 2202  | AF | ARTS    |    |
| 1502  | AG |         |    |
| 2202  | AH |         |    |
| 4002  | AI |         |    |
| 2201  | AJ |         |    |
| 6702  | AK | ARTS    |    |
| 5101  | AL | ARTS    |    |
| 3301  | AM | ARTS    |    |
| 2301  | AN |         |    |
| 4103  | AO | ARTS    |    |
| 1504  | AP | ARTS    |    |
| 3502  | AQ | ARTS    |    |
| 3501  | AR | ARTS    |    |
| 2101  | AS | ARTS    |    |
| 3101  | AT | SCIENCE | 75 |
| 4705  | AU |         |    |
| 4301  | AV | ARTS    |    |
| 3302  | AW | ARTS    |    |
| 3301  | AX |         |    |
| 6002  | AY | SCIENCE |    |
| 6003  | AZ | SCIENCE |    |
| 11001 | BA |         |    |
| 1011  | BB | ARTS    |    |
| 1012  | BC | ARTS    |    |
| 3503  | BD | ARTS    |    |
| 4702  | BE | ARTS    |    |
| 2303  | BF |         |    |
| 4703  | BG | ARTS    |    |
| 1101  | BH |         |    |
| 1401  | BI |         |    |
| 1403  | BJ |         |    |
| 1402  | BK |         |    |
| 6005  | BL | SCIENCE |    |
| 2901  | BM | ARTS    |    |
| 3101  | BN |         |    |
| 2902  | BO |         |    |
| 1201  | BP |         |    |
| 4103  | BQ | ARTS    |    |
| 2101  | BR | ARTS    |    |
| 1503  | BS |         |    |
| 3001  | BT |         |    |
| 4701  | BV | ARTS    |    |
| 2601  | BW | SCIENCE |    |

O GRADE EXAM SUBJECTS

The following is a list of subjects which are available at Ordinary Grade, as published by SEB

|      |                                     |
|------|-------------------------------------|
| 5301 | ACCOUNTING                          |
| 2501 | AGRICULTURAL SCIENCE                |
| 2202 | ANATOMY PHYSIOLOGY & HEALTH         |
| 2002 | ARITHMETIC                          |
| 4002 | ART & DESIGN                        |
| 2201 | BIOLOGY                             |
| 2301 | CHEMISTRY                           |
| 1504 | CLASSICAL STUDIES                   |
| 2101 | COMPUTING                           |
| 4301 | CRAFT & DESIGN                      |
| 3302 | ECONOMIC HISTORY                    |
| 3301 | ECONOMICS                           |
| 6002 | ENGINEERING                         |
| 1001 | ENGLISH                             |
| 4702 | FABRIC & FASHION                    |
| 4703 | FOOD & NUTRITION                    |
| 1101 | FRENCH (TRADITIONAL & ALTERNATIVE)  |
| 1402 | GAELIC (NATIVE SPEAKERS)            |
| 1403 | GAELIC (LEARNERS)                   |
| 3101 | GEOGRAPHY                           |
| 2902 | GEOLOGY                             |
| 1201 | GERMAN (TRADITIONAL & ALTERNATIVE)  |
| 1502 | GREEK                               |
| 1503 | HEBREW                              |
| 3001 | HISTORY (TRADITIONAL & ALTERNATIVE) |
| 2601 | HORTICULTURAL SCIENCE               |
| 1601 | ITALIAN (TRADITIONAL & ALTERNATIVE) |
| 1501 | LATIN                               |
| 2001 | MATHEMATICS                         |
| 6101 | METALWORK                           |
| 3201 | MODERN STUDIES                      |
| 4101 | MUSIC (TRADITIONAL & ALTERNATIVE)   |
| 6601 | NAVIGATION                          |
| 1604 | NORWEGIAN                           |
| 2401 | PHYSICS                             |
| 1603 | PORTUGUESE                          |
| 3901 | RELIGIOUS STUDIES                   |
| 1602 | RUSSIAN (TRADITIONAL & ALTERNATIVE) |
| 6602 | SEAMANSHIP & NAUTICAL KNOWLEDGE     |
| 5001 | SECRETARIAL STUDIES                 |
| 1301 | SPANISH (TRADITIONAL & ALTERNATIVE) |
| 2003 | STATISTICS                          |
| 1605 | SWEDISH                             |
| 6001 | TECHNICAL DRAWING                   |
| 6701 | WOODWORK                            |

HIGHER GRADE EXAM SUBJECTS

The following is a list of subjects which are available at Higher Grade, as published by SEB

|      |                                     |
|------|-------------------------------------|
| 5301 | ACCOUNTING                          |
| 2501 | AGRICULTURAL SCIENCE                |
| 2202 | ANATOMY PHYSIOLOGY & HEALTH         |
| 4002 | ART & DESIGN                        |
| 2201 | BIOLOGY                             |
| 2301 | CHEMISTRY                           |
| 4301 | CRAFT & DESIGN                      |
| 3302 | ECONOMIC HISTORY                    |
| 3301 | ECONOMICS                           |
| 6002 | ENGINEERING                         |
| 1001 | ENGLISH                             |
| 4702 | FABRIC & FASHION                    |
| 4703 | FOOD & NUTRITION                    |
| 1101 | FRENCH                              |
| 1402 | GAELIC (NATIVE SPEAKERS)            |
| 1403 | GAELIC (LEARNERS)                   |
| 3101 | GEOGRAPHY                           |
| 2902 | GEOLOGY                             |
| 1201 | GERMAN                              |
| 1502 | GREEK                               |
| 1502 | GREEK (optional Paper III)          |
| 1503 | HEBREW                              |
| 3001 | HISTORY (TRADITIONAL & ALTERNATIVE) |
| 2601 | HORTICULTURAL SCIENCE               |
| 1601 | ITALIAN                             |
| 1501 | LATIN                               |
| 1501 | LATIN (optional Paper III)          |
| 2001 | MATHEMATICS (revised & unrevised)   |
| 6101 | METALWORK                           |
| 3201 | MODERN STUDIES                      |
| 4101 | MUSIC PRACTICAL HARMONY             |
| 4101 | MUSIC                               |
| 6601 | NAVIGATION                          |
| 1604 | NORWEGIAN                           |
| 2401 | PHYSICS                             |
| 1603 | PORTUGUESE                          |
| 3901 | RELIGIOUS STUDIES                   |
| 1602 | RUSSIAN                             |
| 5001 | SECRETARIAL STUDIES                 |
| 1301 | SPANISH                             |
| 1605 | SWEDISH                             |
| 6001 | TECHNICAL DRAWING                   |
| 6701 | WOODWORK                            |

CERTIFICATE OF SIXTH YEAR STUDIES SUBJECTS

The following is a list of subjects which are available at CSYS Level, as published by SEB

|      |  |
|------|--|
| 4002 | ART & DESIGN (enquiry)                 |
| 4002 | ART & DESIGN (research & appreciation) |
| 2201 | BIOLOGY                                |
| 2301 | CHEMISTRY                              |
| 3301 | ECONOMICS                              |
| 6002 | ENGINEERING                            |
| 1001 | ENGLISH                                |
| 1101 | FRENCH                                 |
| 1402 | GAELIC                                 |
| 3101 | GEOGRAPHY                              |
| 1201 | GERMAN                                 |
| 1502 | GREEK                                  |
| 3001 | HISTORY                                |
| 1601 | ITALIAN                                |
| 1501 | LATIN                                  |
| 3201 | MODERN STUDIES                         |
| 2401 | PHYSICS                                |
| 1602 | RUSSIAN                                |
| 5001 | SECRETARIAL STUDIES                    |
| 1301 | SPANISH                                |
| 2001 | MATHS unspec paper                     |
| 2004 | SYS MATHS PAPER I                      |
| 2005 | SYS MATHS PAPER II                     |
| 2006 | SYS MATHS PAPER III                    |
| 2007 | SYS MATHS PAPER IV                     |
| 2008 | SYS MATHS PAPER V                      |

## EXAM RESULTS

1 = GRADE 1, GRADE A, & DISTINCTION

2 = GRADE 2, GRADE B, & MERIT

3 = GRADE 3, GRADE C

4 = GRADE 4, GRADE D

5 = GRADE 5, GRADE E

6 = PASS

7 = NOT SAT

8 = FAIL

9 = NO AWARD

## QUALIFICATIONS CODE LIST

### ADVANCED

- 01 Postgraduate degree
- 02 Postgraduate diploma or certificate
- 03 Degree (except teaching degrees such as B.ED. or BA.ED Stirling )

### COLLEGES OF EDUCATION

- 04 B.ED or BA.ED Stirling
- 05 Diplomas in education, inc. primary education diploma, technical education diploma, diploma in speech & drama. education diploma, diploma in speech & drama teaching etc.
- 06 Certificates in Education (eg Youth & Community certificates, and social work certificates - from Colleges of Education)

### CENTRAL INSTITUTIONS

- 07 Associateship of a central institution
- 08 SCOTVEC Higher Diploma, HND, SHND or equivalent (inc diplomas validated by SCOTEC & SCOTBEC)
- 09 SCOTVEC Higher Certificate, HNC, SHNC or equivalent (inc certificates validated by SCOTEC & SCOTBEC)
- 10 Other recognised advanced qualification
- 11 Advanced study, not leading to a recognised qualification
- 12 Diploma (advanced) not specified elsewhere
- 13 Certificate (advanced) not specified elsewhere

### NON-ADVANCED

- 15 SCOTVEC Diploma, ONC, SND or equiv. (inc SCOTEC & SCOTBEC Diplomas)
- 16 SCOTVEC NATIONAL CERTIFICATE MODULES  
16+ Modules, ONC, Action Plan
- 17 City & Guilds (CGLI) Foundation Courses
- 18 City & Guilds other certificates (use this if not clear)
- 19 Non-Advanced course not leading to a recognised qualification (including Pre-Nursing)

OTHERS

- 20 RGN, SRN or any registered nursing training
- 21 SEN, EN or any enrolled or unspecified nursing training
- 22 Other medical training (eg Chiropody)
- 23 Nursery Nursing
- 24 Training qualification - other than above -  
gained through on-the-job training,  
eg specific armed forces qualification, Police qual. etc
- 25 Diploma, level not known - not from a Coll. of Ed. or CI
- 26 Certificate, level not known
- 27 Other qualification, level not known
- 28 TOPS
- 29 YTS
- 30 Community Industry
- 31 Link Course
- 32 CSE (Certificate of Secondary Education)
- 33 CEE (Certificate of Extended Education)
- 34 Standard Grade - Foundation
- 35 Standard Grade - General
- 36 Standard Grade - Credit
- 37 Standard Grade - not specified
- 38 PILOT Standard Grade
- 39 SHORT Standard Grade
- 40 O Grade
- 41 Higher
- 42 CSYS (Certificate of Sixth Year Studies)
- 43 O Level
- 44 GCSE (General Certificate of Secondary Education)
- 45 A Level
- 46 A/O Level
- 47 Oxbridge Entrance Exam
- 48 RSA
- 49 Pitmans
- 50 Bursary Exam/Scholarship
- 51 A/S or S Level
- 52 "None"
- 53 "don't know"
- 54 Only subjects given
  
- 99 Blank (missing, no answer)

POST-SCHOOL INSTITUTIONS 1989

UNIVERSITIES

001 Aberdeen  
002 Dundee  
003 Edinburgh  
004 Glasgow  
005 Heriot-Watt  
006 St. Andrew's  
007 Stirling  
008 Strathclyde  
009 Oxford/Cambridge  
010 Other UK Universities  
011 Universities outwith UK  
012 University not specified - Glasgow/Strathclyde  
013 University not specified - Edinburgh/Heriot-Watt

COLLEGES OF EDUCATION

803 Craigie, Ayr  
808 Jordanhill, Glasgow  
811 Moray House/Dunfermline, Edinburgh  
812 Northern College, Aberdeen/Dundee  
813 St. Andrew's, Glasgow  
  
820 Any other College of Education

CENTRAL INSTITUTIONS

110 Glasgow School of Art  
111 Edinburgh College of Art  
112 Duncan of Jordanstone College of Art, Dundee  
113 Royal Scottish Academy of Music & Drama (RSAMD)  
114 Queen's College, Glasgow  
115 Queen Margaret College, Edinburgh  
116 West of Scotland College of Agriculture, Ayr  
118 North of Scotland College of Agriculture, Aberdeen  
119 Dundee College of Technology  
120 Paisley College of Technology  
121 Robert Gordon's Institute of Technology, Aberdeen  
123 Scottish College of Textiles, Galashiels

- 212 Napier Polytechnic (formerly Napier College), Edinburgh
- 710 Glasgow College of Technology
- 711 Edinburgh School of Agriculture
  
- 124 Other UK Polytechnics

#### FURTHER EDUCATION COLLEGES

- 210 Aberdeen College of Commerce
- 213 Central College of Commerce, Glasgow
- 220 Aberdeen Technical College
- 221 Angus Technical College, Arbroath
- 222 Ayr Technical College
- 224 Cumbernauld Technical College
- 225 Banff & Buchan College of FE, Fraserburgh
- 227 Clackmannan College of FE, Alloa
- 228 Clydebank Technical College
- 229 Coatbridge Technical College
- 230 Dumfries & Galloway College of Technology
- 232 West Lothian College of FE, Bathgate
- 233 Glasgow College of Food Technology
- 234 Elmwood Agricultural & Technical College, Cupar
- 235 Falkirk College of Technology
- 236 Glenrothes & Buckhaven Technical College
- 239 Inverness Technical College
- 240 Kilmarnock Technical College
- 241 Kirkcaldy Technical College
- 242 Lauder Technical College, Dunfermline
- 243 Motherwell Technical College
- 245 Thurso Technical College
- 250 Bell College of Technology, Hamilton
- 252 Anniesland College, Glasgow
- 281 Clinterty Agricultural College, Kinellar
- 284 Oatridge Agricultural College, Broxburn
- 290 Springburn College of Engineering, Glasgow
- 291 Stow College, Glasgow
- 300 Glasgow College of Building & Printing
- 320 Glasgow College of Nautical Studies
- 409 Moray College of Education, Elgin
- 461 Newbattle Abbey College, Dalkeith
- 512 Stevenson College of FE, Edinburgh
- 513 Telford College of FE, Edinburgh
- 519 Kirkwall Further Education Centre
- 520 Cambuslang College
- 524 Perth College of FE
- 611 Barony Agricultural College, Dumfries
- 613 Barmulloch College, Glasgow
- 614 Cardonald College, Glasgow
- 616 Langside College, Glasgow
- 620 James Watt College, Greenock

- 621 Reid Kerr College, Paisley
- 622 Duncraig Castle College, Plockton
- 623 Lews Castle College, Stornoway
- 650 Borders College of FE (all sites)
- 651 Shetland College of FE
- 652 Jewel & Esk Valley College (both sites)
- 653 Dundee College of FE
  
- 431 Any other Technical etc College in Scotland nes
- 125 Other FE Colleges, rest of UK
- 126 Colleges (not Universities) outwith UK
  
- 432 Any other FE or DR Centre in Scotland
- 433 Any school or school annexe in Scotland

#### NURSING & ANCILLIARY MEDICAL

- 440 Royal College of Nursing
- 442 any Hospital (Nursing, Radiography,  
Physiotherapy etc training)
- 443 Edinburgh School of Speech Therapy
- 444 Jordanhill College of Speech Therapy
- 445 Any other Speech Therapy College
- 446 Occupational Therapy College, Edinburgh
- 447 Glasgow School of Occupational Therapy
- 449 Chiropody School
- 450 Any other Nursing College (not hospital)
- 451 Radiography Schools (not hospitals)
- 452 Other Occupational Therapy Colleges/Schools

#### OTHER

- 462 Armed Forces Apprentice Schools
- 463 Armed Forces Academies or Colleges
- 464 Accountancy Colleges
- 465 Secretarial Schools
- 466 Business Schools
- 467 Riding Schools
- 471 Theological Colleges
- 472 RC Seminaries
- 481 ITB Training Centres (eg CITB)
- 482 Skillcentres
- 483 Employers Training Centres (eg SITMS)
- 484 Government Training Centres
- 485 other Training Centres (eg LAGTA, ITEC, MICS)
- 486 Sight & Sound, Keyscot, Keyboard, Scotwest

900 Correspondance Schools  
901 Any other training colleges  
910 YTS Course - inst not named  
911 UVP Course - inst not named  
912 TOPS Course - inst not named  
  
999 Blank - not definable as above

REASONS FOR RECOMMENDING/NOT RECOMMENDING TVEI

1-7 SUBJECTS - POSITIVES

1. New technology\computing\electronics
2. Cooking
3. Industrial side
4. Chance to do different subjects\wide choice
5. Setting up own business\business skills
6. Subjects specialised\ go into more depth
7. Subjects - specific reference

8-9 EQUIPMENT - POSITIVES

8. New technology
9. Better facilities\equipment

10-15 LEARNING STYLES - POSITIVES

10. Less formal
11. Teachers\given individual help
12. Freedom\responsibilities\decisions left to you\use initiative
13. Doing projects\projects interesting
14. Different way of learning\different from school\  
more interesting than school
15. The way they treat you\like adults

16-20 ARRANGEMENTS - POSITIVES

16. Smaller groups
17. Meet new people\mix with other schools
18. Going out on trips
19. Team work\working in groups
20. Going to college

21 WORK EXPERIENCE - POSITIVES

21. Work experience useful\simulated work experience

22-36 BLANKETS - POSITIVES

22. Interesting,worthwhile,enjoyable
23. Good training
24. Helps to understand the importance of a job\insight into work
25. Keeps you up-to-date with the outside world
26. Gives more adult understanding\life after school\  
work different from school
27. Good for non-academic people
28. Useful for jobs
29. Good practical experience\hands-on experience

## 22-36 BLANKETS - POSITIVES continued

- 30. Helps you decide what to do in the future
- 31. Helps get into Further Education
- 32. Experience of Further Education
- 33. Helps you find a job\scheme (including with W.E employer)
- 34. Getting extra qualifications\chance to get extra qualifications\  
chance to do things you'll never do again
- 35. Learn a lot
- 36. Gain confidence,self-esteem\problem solving

## 40-43 SUBJECTS - NEGATIVES

- 40. Some subjects not worthwhile
- 41. Subjects not practical
- 43. Not enough choice in subjects

## 44-47 LEARNING STYLES - NEGATIVES

- 44. The way they treat you
- 45. Work too simple\childish
- 46. Repeated things already taught
- 47. Teachers not trained\don't know what they're doing\  
things not properly explained

## 48-57 ARRANGEMENTS - NEGATIVES

- 48. Badly run, lack of organisation
- 49. Promises broken\misled
- 50. Advise going for other qualifications\time taken away from other  
subjects\stops you going for other qualifications or subjects
- 51. No notification of results
- 52. Modules\certificate courses not well thought out
- 53. Courses not long enough\ran out of time
- 54. Mixed ability classes
- 55. Held back by less able pupils
- 56. Not enough choice on work experience
- 57. No careers guidance

## 58-62 BLANKETS - NEGATIVES

- 58. Boring\not interesting\not worthwhile
- 59. Didn't learn anything\didn't learn much
- 60. Looked upon as a "skive"
- 61. Not relevant to life after school
- 62. Employers don't recognise TVEI qualifications\modules  
don't rate quals highly

## 94-99 OTHERS - NEGATIVES

- 94. Answer obscure
- 95. "No comment"
- 96. Up to individual to choose
- 97. Depends on courses offered
- 98. Don't know\not sure
- 99. Blank\not answered

HOW DID TVEI HELP OR NOT HELP - COURSES & SCHEMES

HELPED (COURSES) 1 - 19

1. Experience of computers
2. Experience of electronics
3. Experience of new technology
4. Previous experience of subjects (general)
5. Work experience
6. Helped decide what to do after school
7. Helped in choice of course
8. Insight into what college\course would be like
9. Familiarity with college (knew way around etc)
10. Previous experience of Scotvec courses
11. Working as part of a team\group work
12. Improved communication skills
13. Similar teaching methods
14. Course work familiar
15. Advanced further & faster than other students
16. Learning\study skills
17. Helped to understand working to schedules
18. Practical work
19. Gained confidence\PSD\problem solving

DIDN'T HELP (COURSES) 30 - 35

30. Not at all\didn't help\none
31. TVEI courses not relevant to present one
32. Work done on TVEI was repeated at college
33. Not enough variety of courses offered
34. TVEI not advanced enough
35. Did TVEI too long ago for it to help

## HELPED (SCHEMES) 40 - 54

40. Experience of computers
41. Experience of electronics
42. Use of new technology
43. Previous experience of training (general)
44. Work experience\insight into what it's like at work
45. Awareness of outside world
46. Prepared for life after school
47. Experience of going to college
48. Helped in choice of job\scheme
49. Improved study\learning skills
50. Practical skills
51. Working with others\team work
52. Learned to communicate better\dealing with people
53. Gained confidence\PSD\problem solving\responsibility
54. YTS log-books similar to those on TVEI\form-filling

## DIDN'T HELP (SCHEMES) 60 - 65

60. Not at all\didn't help\none
61. TVEI subjects not relevant to scheme
62. Not enough practical work on TVEI
63. Not a wide enough choice of course offered on TVEI
64. Lack of proper equipment on TVEI
65. Didn't help to decide on future job

## BLANKETS 95 - 99

95. Don't know
96. Don't remember
97. Helped (not specified)
98. Answer obscure
99. Blank,not answered

KIND OF JOB LOOKED FOR IF UNEMPLOYED

1. Working with young people
2. Outdoor work
3. Office work
4. A responsible job
5. Horticulture
6. Hairdressing/Beauty therapy
7. Photography/video
8. Warehouse work
9. Shop work
10. Painting & Decorating
11. Joinery
12. Electronics
13. Armed forces
14. Domestic services
15. Teaching
16. Catering
7. Waitressing

99. Blank, not answered

TOWNSTAY & REGION

|     | TOWN                                   | REGION          |    |
|-----|--|-----------------|----|
| 200 | Place specified but not on coding list |                 |    |
| 201 | Aberdeen                               | Grampian        | 02 |
| 202 | Airdrie                                | Lanark          | 12 |
| 263 | Alexandria                             | Dunbarton       | 10 |
| 203 | Alloa                                  | Central         | 07 |
| 264 | Alness                                 | Highland        | 01 |
| 265 | Annan                                  | Dumfries & Gall | 14 |
| 204 | Arbroath                               | Tayside         | 03 |
| 205 | Ardrossan                              | Ayr             | 09 |
| 206 | Ayr                                    | Ayr             | 09 |
| 207 | Barrhead                               | Renfrew         | 13 |
| 266 | Bathgate                               | Lothian         | 05 |
| 267 | Bearsden                               | Dunbarton       | 10 |
| 268 | Bellshill                              | Lanark          | 12 |
| 208 | Berwick-on-Tweed                       | England         | 20 |
| 209 | Bishopbriggs                           | Dunbarton       | 10 |
| 269 | Blairgowrie                            | Tayside         | 03 |
| 270 | Blantyre                               | Lanark          | 12 |
| 210 | Bo'ness                                | Central         | 07 |
| 271 | Bonnyrigg                              | Lothian         | 05 |
| 272 | Brechin                                | Tayside         | 03 |
| 273 | Broxburn                               | Lothian         | 05 |
| 274 | Buckhaven                              | Fife            | 04 |

|     |               |                  |    |
|-----|---------------|------------------|----|
| 275 | Buckie        | Grampian         | 02 |
| 276 | Carluke       | Lanark           | 12 |
| 277 | Chryston      | Dunbarton        | 10 |
| 278 | Clydebank     | Dunbarton        | 10 |
| 211 | Coatbridge    | Lanark           | 12 |
| 212 | Cowdenbeath   | Fife             | 04 |
| 213 | Cumbernauld   | Dunbarton        | 10 |
| 214 | Cumnock       | Ayr              | 09 |
| 215 | Cupar         | Fife             | 04 |
| 279 | Dalkeith      | Lothian          | 05 |
| 280 | Denny         | Central          | 07 |
| 216 | Dumbarton     | Dunbarton        | 10 |
| 217 | Dumfries      | Dumfries & Gall. | 14 |
| 218 | Dundee        | Tayside          | 03 |
| 219 | Dunfermline   | Fife             | 04 |
| 281 | Dunoon        | Argyll & Bute    | 08 |
| 262 | East Kilbride | Lanark           | 12 |
| 220 | Edinburgh     | Lothian          | 05 |
| 221 | Elgin         | Grampian         | 02 |
| 222 | Falkirk       | Central          | 07 |
| 223 | Forfar        | Tayside          | 03 |
| 282 | Forres        | Grampian         | 02 |
| 283 | Fort William  | Highland         | 01 |
| 224 | Fraserburgh   | Grampian         | 02 |
| 225 | Galashiels    | Borders          | 06 |
| 284 | Giffnock      | Renfrew          | 13 |

|     |               |                  |    |
|-----|---------------|------------------|----|
| 285 | Girvan        | Ayr              | 09 |
| 226 | Glasgow       | Glasgow          | 11 |
| 227 | Glenrothes    | Fife             | 04 |
| 228 | Gourock       | Renfrew          | 13 |
| 229 | Grangemouth   | Central          | 07 |
| 230 | Greenock      | Renfrew          | 13 |
| 286 | Haddington    | Lothian          | 05 |
| 231 | Hamilton      | Lanark           | 12 |
| 232 | Hawick        | Borders          | 06 |
| 233 | Helensburgh   | Dunbarton        | 10 |
| 234 | Inverness     | Highland         | 01 |
| 288 | Inverurie     | Grampian         | 02 |
| 261 | Irvine        | Ayr              | 09 |
| 235 | Johnstone     | Renfrew          | 13 |
| 236 | Kilmarnock    | Ayr              | 09 |
| 237 | Kilsyth       | Dunbarton        | 10 |
| 289 | Kilwinning    | Ayr              | 09 |
| 238 | Kirkcaldy     | Fife             | 04 |
| 239 | Kirkintilloch | Dunbarton        | 10 |
| 290 | Kirkwall      | Orkney Islands   | 15 |
| 240 | Lanark        | Lanark           | 12 |
| 291 | Largs         | Ayr              | 09 |
| 292 | Larkhall      | Lanark           | 12 |
| 293 | Lerwick       | Shetland Islands | 16 |
| 294 | Leven         | Fife             | 04 |
| 295 | Linlithgow    | Lothian          | 05 |

|     |               |               |    |     |
|-----|---------------|---------------|----|-----|
| 241 | Livingston    | Lothian       | 05 | 233 |
| 296 | Lochgelly     | Fife          | 04 | 233 |
| 297 | Lossiemouth   | Grampian      | 02 |     |
| 298 | Mayfield      | Lothian       | 05 |     |
| 242 | Methil        | Fife          | 04 |     |
| 299 | Milngavie     | Dunbarton     | 10 |     |
| 243 | Montrose      | Tayside       | 03 |     |
| 244 | Motherwell    | Lanark        | 12 |     |
| 245 | Musselburgh   | Lothian       | 05 | 233 |
| 300 | Nairn         | Highland      | 01 | 233 |
| 301 | Newton Mearns | Renfrew       | 13 |     |
| 302 | Oban          | Argyll & Bute | 08 |     |
| 246 | Paisley       | Renfrew       | 13 |     |
| 303 | Peebles       | Borders       | 06 |     |
| 247 | Penicuik      | Lothian       | 05 |     |
| 248 | Perth         | Tayside       | 03 | 233 |
| 249 | Peterhead     | Grampian      | 02 | 233 |
| 250 | Port Glasgow  | Renfrew       | 13 | 233 |
| 251 | Prestwick     | Ayr           | 09 | 233 |
| 304 | Renfrew       | Renfrew       | 13 | 233 |
| 252 | Rutherglen    | Lanark        | 12 | 233 |
| 253 | Saltcoats     | Ayr           | 09 | 233 |
| 305 | Selkirk       | Borders       | 06 | 233 |
| 306 | Shotts        | Lanark        | 12 | 233 |
| 254 | St Andrews    | Fife          | 04 | 233 |
| 255 | Stevenston    | Ayr           | 09 | 233 |

|     |            |                  |    |
|-----|------------|------------------|----|
| 307 | Stewarton  | Ayr              | 09 |
| 256 | Stirling   | Central          | 07 |
| 308 | Stonehaven | Grampian         | 02 |
| 309 | Stornoway  | Western Isles    | 17 |
| 257 | Stranraer  | Dumfries & Gall. | 14 |
| 310 | Strathaven | Lanark           | 12 |
| 311 | Thurso     | Highland         | 01 |
| 312 | Tranent    | Lothian          | 05 |
| 258 | Troon      | Ayr              | 09 |
| 313 | Uddingston | Lanark           | 12 |
| 259 | Whitburn   | Lothian          | 05 |
| 315 | Wick       | Highland         | 01 |
| 260 | Wishaw     | Lanark           | 12 |

## REGION

|    |                         |
|----|-------------------------|
| 01 | Highland                |
| 02 | Grampian                |
| 03 | Tayside                 |
| 04 | Fife                    |
| 05 | Lothian                 |
| 06 | Borders                 |
| 07 | Central                 |
| 08 | Argyll & Bute           |
| 09 | Ayr                     |
| 10 | Dumbarton               |
| 11 | Glasgow                 |
| 12 | Lanark                  |
| 13 | Renfrew                 |
| 14 | Dumfries & Galloway     |
| 15 | Orkney Islands          |
| 16 | Shetland Islands        |
| 17 | Western Isles           |
| 20 | England                 |
| 21 | Wales                   |
| 22 | Northern Ireland        |
| 23 | Abroad                  |
| 30 | Cannot Determine Region |

**SCOTTISH YOUNG PEOPLE'S SURVEY 1989 (AUTUMN)**

**TECHNICAL REPORT**

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## Introduction

The Centre for Educational Sociology (CES), University of Edinburgh, carries out both the Scottish Young People's Survey and the Scottish School Leavers' Survey. These are both postal surveys. The Scottish Education Department provides the sampling frames for both surveys as well as a large part of the funding. Other bodies funding the surveys are the Industry Department for Scotland, the Training Agency and the Department of Employment. CES also receives funding as a Designated Research Centre of the Economic and Social Research Council (ESRC).

The Scottish School Leavers' Survey is a cross-sectional survey of school leavers. It takes place in the spring at two-yearly intervals, and has been conducted since 1977 in its present form, though a study of qualified school leavers started back in 1962. The Scottish Young People's Survey (SYPS), a cohort series, began in 1984. A sample of students in their fourth year at secondary school in Scotland is picked up every two years and receives questionnaires the following spring as a part of the Spring Survey. The first cohort was first surveyed in the spring of 1985, the second cohort in spring 1987 and the third in spring 1989. Each cohort is then surveyed after an interval of 2.5 years, though there was an intermediate sweep of the first cohort after one year.

The following diagram illustrates the cohort series. The survey to which this report refers is marked with an asterisk (\*).

### *Scottish Young People's Survey* *Date of Survey*

|                              | 1985 | 1986 | 1987 | 1988 | 1989 |
|------------------------------|------|------|------|------|------|
| <b>Average age of cohort</b> |      |      |      |      |      |
| 16.75                        | 1    |      | 2    |      | 3    |
| 17.75                        |      | 1    |      |      |      |
| 19.25                        |      |      | 1    |      | 2*   |

## The Main Survey

This report describes the Autumn 1989 Survey, the second sweep of the second SYPS cohort. This second cohort was first surveyed in spring 1987. A ten per cent sample of those in their fourth year at school during 1985/86 was selected by birthdate. In all, five questionnaire types were administered in the Spring 1987 Survey and each type had two versions, randomly administered, containing some variations in questions. (For further details of the Spring 1987 Survey, see Bundell, Lamb & Tomes 1987).

The Autumn 1989 Survey contains three main questionnaire types, targeted according to the respondents' known status at the time of the last sweep. Thus, S questionnaires were sent to all those who were still at school at the time of the first sweep; G questionnaires to all those who had left school at the time of the first sweep; and N questionnaires to those who did not respond to the previous sweep.

### **The TVEI Survey**

There is, in addition to the main cohort, also a Training and Vocational Education Initiative (TVEI) cohort study. All TVEI students in schools which take part in TVEI, but who were not part of the main school leaver sample, were surveyed in spring 1987. Those who had taken TVEI were surveyed again in autumn 1989. The TVEI Survey forms part of an evaluation project run jointly by CES and the Department of Education of the University of Edinburgh. There were two TVEI questionnaire types in the Autumn 1989 sweep, again targeted according to the respondents' known status. The TS type was sent to all those who were still at school at the time of the last survey, and the TG type was sent to all those who had already left school.

In addition, a small number (n=72) of respondents to the main survey are also part of the TVEI Survey. These were administered S and G type questionnaires, and are included in the 'TVEI Survey' sections of tables 4,5 and 6.

### **Sample size**

The original target sample of 8684 for the age cohort was reduced to 8682 because two cases were found to be deceased or ineligible over the first sweep. There were 57 cases who refused to participate in the previous sweep, these cases are included in the target sample as they were legitimate sample members, but they were not contacted by the survey operation in the second sweep.

### **Attrition reduction prior to survey**

An attrition reduction exercise was carried out prior to the second sweep in an attempt to re-incorporate sample members for whom there was no valid contact address obtained in the previous sweep. This amounted to 569 cases, 6.5% of the target sample.

It was hoped that a Department of Social Security (DSS) attrition reduction exercise, similar to that carried out in the third sweep of the 1983-1984 cohort (referred to as DHSS1 in the Technical Report of that survey) could be carried out. Unfortunately, the DSS was unable to undertake this exercise before the date of despatch. It was therefore decided that a contact sheet would be sent to an 'intermediary' address if one existed (i.e. a name and address, given on the back of the questionnaire from the previous sweep, of someone who would always know where to get in touch with the respondent). Any updated addresses obtained from this exercise were incorporated into the main despatch. The results of this exercise are shown in Table 1.

**Table 1**  
*Attrition reduction prior to second sweep  
(number and percentage of target sample)*

|                      | Number      | %             |
|----------------------|-------------|---------------|
| Not in exercise      | 8451        | 97.34         |
| No reply             | 151         | 1.74          |
| Definite address     | 22          | 0.25          |
| Forwarding address   | 44          | 0.51          |
| Intermediary address | 4           | 0.05          |
| Can't help           | 8           | 0.09          |
| Undelivered          | 2           | 0.02          |
| <b>Total</b>         | <b>8682</b> | <b>100.00</b> |

### Conduct of survey and response

The survey was despatched on 17 October 1989. Table 2 shows, by questionnaire type, the timing of postcard reminders and re-administrations (where the questionnaire is sent out again along with a covering letter).

**Table 2**  
*Dates of despatches*

| Despatch Date | S     | G     | TS    | TG    | N     |
|---------------|-------|-------|-------|-------|-------|
| 17 Oct 89     | I.D   | I.D   | I.D   | I.D   | I.D   |
| 01 Nov 89     | P.C1  | P.C1  | P.C1  | P.C1  | P.C1  |
| 14 Nov 89     | -     | -     | -     | -     | Re-ad |
| 15 Nov 89     | P.C2  | P.C2  | P.C2  | P.C2  | -     |
| 28 Nov 89     | Re-ad | Re-ad | Re-ad | Re-ad | P.C2  |

Key: I.D = Initial Despatch  
P.C1 = First reminder postcard  
P.C2 = Second reminder postcard  
Re-ad = Re-administration

### Updating addresses

Questionnaires returned unopened when the case was apparently not at the address given were registered as 'undelivered'. For these cases, along with those cases for whom there was no valid contact address from the previous sweep, the following exercise was carried out.

National Insurance records were used to attempt to trace the person's current address. The DSS was given details of name, last known address and date of birth together with a sealed envelope containing a personalised letter with a return slip on the bottom. This should have been returned with the person's new address filled in. There were 972 letters sent to the DSS on 13th November 1989.

The DSS did not directly supply the SYPS with the person's address at any time. If the DSS was able to identify the person from its records and had a new address, 'forwarded the envelope'. If the return slip was filled in with a new address and returned to the SYPS, that address could be used for despatch.

For the cases where the DSS could not help, a similar contacting exercise to the one prior to the survey was carried out. If there was an intermediary address, a letter with a return slip attached was sent to that address. This return slip, again, was to be returned with the person's new address if known. The results of the DSS exercise combined with the contact exercise are shown in Table 3. (For further details and discussion of attrition reduction methods and results see Dodds, Furlong & Croxford 1989.)

*Table 3*  
*Attrition reduction during second sweep*

|                             | Number      | % of Total    | % of number<br>in exercise |
|-----------------------------|-------------|---------------|----------------------------|
| Not in exercise             | 7710        | 88.80         |                            |
| No new address from DSS     | 327         | 3.77          | 33.64                      |
| New address but no response | 336         | 3.87          | 34.57                      |
| Return slips returned       | 102         | 1.17          | 10.49                      |
| Achieved questionnaire      | 207         | 2.38          | 21.30                      |
| <b>Total</b>                | <b>8682</b> | <b>100.00</b> | <b>100.00</b>              |

To summarise, 972 letters were sent to the DSS and 645 were forwarded by it. 146 of the 327 'no new address' had an intermediary address where a letter was also sent. The final result of these attrition reduction exercises was the return of 207 questionnaires.

### **Response rates**

The overall response by questionnaire type at the close of the survey (18th May 1990) is shown in Table 4. The different categories of non-response are illustrated in Table 5. The response rate may also be described as a percentage of those cases actually (to the best of our knowledge) receiving the questionnaire, the contacted sample, i.e. positive responses as a percentage of the target minus deceased and undelivered cases.

This is shown in Table 6. Response rates can also be expressed minus non-respondents

to the previous sweep, i.e. minus N type questionnaires. The target, minus N's, is reduced to 7166 and the average response rate for S and G questionnaires is 88.7%.

**Table 4**  
*Response by questionnaire type*  
*(number and percentage of target sample)*

|                    | Positive replies |               |
|--------------------|------------------|---------------|
|                    | n                | %             |
| <b>Main Survey</b> |                  |               |
| S                  | 2430             | 54.64         |
| G                  | 1676             | 37.69         |
| N                  | 341              | 7.67          |
| <b>Total</b>       | <b>4447</b>      | <b>100.00</b> |
| <b>TVEI Survey</b> |                  |               |
| TS type            | 259              | 47.79         |
| TG type            | 283              | 52.21         |
| <b>Total</b>       | <b>542</b>       | <b>100.00</b> |

**Table 5**  
*Categories of response by questionnaire type*

| Main Survey        | S           |             | G           |             | N           |             | Total        |              |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
|                    | n           | %           | n           | %           | n           | %           | n            | %            |
| positive replies   | 2430        | 30.9        | 1676        | 21.3        | 341         | 4.3         | 4447         | 56.5         |
| no reply from case | 648         | 8.2         | 1120        | 14.2        | 764         | 9.7         | 2532         | 32.2         |
| non-contacts       | 165         | 2.1         | 320         | 4.1         | 411         | 5.2         | 896          | 11.4         |
| <b>Total</b>       | <b>3243</b> | <b>41.2</b> | <b>3116</b> | <b>39.6</b> | <b>1516</b> | <b>19.3</b> | <b>7875</b>  | <b>100.0</b> |
| TVEI Survey        |             | TS          |             | TG          |             | Total       |              |              |
|                    |             | n           | %           | n           | %           | n           | %            |              |
| positive replies   |             | 259         | 29.5        | 283         | 32.2        | 542         | 61.7         |              |
| no reply from case |             | 90          | 10.2        | 147         | 16.7        | 237         | 26.96        |              |
| non-contacts       |             | 28          | 3.2         | 72          | 8.2         | 100         | 11.4         |              |
| <b>Total</b>       |             | <b>377</b>  | <b>42.9</b> | <b>502</b>  | <b>57.1</b> | <b>879</b>  | <b>100.0</b> |              |

*Table 6*  
*Response from contacted sample*

| Main Survey                      | S    | G    | N    |
|----------------------------------|------|------|------|
| number in contacted sample       | 3078 | 2796 | 1105 |
| positive reply as % of contacted | 78.9 | 59.9 | 30.9 |
| TVEI Survey                      |      |      |      |
|                                  | TS   | TG   |      |
| number in contacted sample       | 349  | 430  |      |
| positive reply as % of contacted | 74.2 | 65.8 |      |

Note that in the above tables (4,5 and 6) 'TS' and 'TG' include the small number of S and G type questionnaires included in the TVEI survey

### **Weighting**

Over the two sweeps of the SYPS Cohort the overall response rate varied according to the qualification levels of sample members, with a higher response from the better qualified young people, most of whom were still in full-time education. Because of differential response rates we have put a lot of effort into reducing the sample bias that can result from selective non-response through a wide variety of attrition reduction measures

The weighting procedure was carried out only for cases which had responded to both sweeps of the survey. The weights were a function of three attributes of a case felt to have the largest influence upon response to the survey, namely: sex of the case, level of attainment; time of leaving school. Further details on the rationale for this method of weighting may be found in Furlong & Raffe (1989) and Raffe (1987).

The three variables defining such attributes in the database were, respectively, SEX, WGHTOT4Z and WGHTLFTZ. In more detail -

**SEX** 'The sex of the case'  
value (1) Male  
(2) Female

**WGHTOT4Z** 'Level of exam attainment at end of fourth year'  
value (1) No awards  
(2) some O/S Grades 4-5 awards only  
(3) 1-2 O/S Grades 1-3  
(4) 3-4 O/S Grades 1-3  
(5) 5-6 O/S Grades 1-3  
(6) 7 or more O/S Grades 1-3

**WGHTLFTZ** 'Time case left school'  
value (1) Left at or before Christmas 1986  
(2) Left after Christmas 1986

Within the database a special record was set up with 24 cells of a table holding the population figures defined by the combinations of the three variables above. A 25th cell held the sum of all the preceding cells, the total population, in a variable called CTOTPOP.

The cases in the database were then processed and assigned to 1 of 24 possible categories according to their values for the variables SEX, WGHTOT4Z and WGHTLFTZ. A count was made of the total number of cases in each category and a grand total, called CHRNO, was made by summing the numbers in all of the categories.

The special record holding the population figures was then processed as follows:

1.  $CHRRATE = CHRNO / CTOTPOP$   
(The sample to population ratio, CHRRATE, is calculated by dividing the total number in cohort by total number in the population.)
2.  $WEIGHT(s,l,a) = ALLPOP(s,l,a) / CPOP(s,l,a) * CHRRATE$

where

**WEIGHT** = A weighting factor for this combination of s,l,a.  
**ALLPOP** = The population figure having this combination of s,l,a.  
**CPOP** = The number in the cohort with this combination of s,l,a.  
s = sex (Male or Female)  
l = school leaving time (before/at Christmas 1986 OR after)  
a = attainment level (1 - 6 categories)

This produced 24 different weighting factors. Each case was then processed again and a weighting factor was assigned to it according to its values of SEX, WGHTOT4Z, WGHTLFTZ. This value was stored in the variable WGHT89AZ for each case where it could be calculated. Table 7 shows the population figures supplied by the Scottish Education Department.

*Table 7*  
*Qualifications of pupils in S4 in*  
*1985/86 by sex and school leaving time*

|                     | Males                  |                 |              | Females                |                 |              |
|---------------------|------------------------|-----------------|--------------|------------------------|-----------------|--------------|
|                     | Xmas86<br>or<br>before | after<br>Xmas86 | Total        | Xmas86<br>or<br>before | after<br>Xmas86 | Total        |
| No presentations    | 4466                   | 1441            | 5907         | 3319                   | 1273            | 4592         |
| Some presentations  | 4850                   | 181             | 5031         | 3652                   | 232             | 3884         |
| Some O/S Grades 4-5 | 4196                   | 720             | 4916         | 3651                   | 928             | 4579         |
| 1 O/S Grade 1-3     | 3731                   | 1248            | 4979         | 2871                   | 1438            | 4309         |
| 2 O/S Grades 1-3    | 2182                   | 1436            | 3618         | 1800                   | 1536            | 3336         |
| 3 O/S Grades 1-3    | 1436                   | 1420            | 2856         | 1405                   | 1765            | 3170         |
| 4 O/S Grades 1-3    | 916                    | 1591            | 2507         | 933                    | 1927            | 2860         |
| 5 O/S Grades 1-3    | 642                    | 1695            | 2337         | 683                    | 1990            | 2673         |
| 6 O/S Grades 1-3    | 477                    | 2086            | 2563         | 454                    | 2371            | 2825         |
| 7 O/S Grades 1-3    | 335                    | 3139            | 3474         | 219                    | 3563            | 3782         |
| 8 O/S Grades 1-3    | 155                    | 2913            | 3068         | 119                    | 3651            | 3770         |
| 9 O/S Grades 1-3    | 8                      | 387             | 395          | 15                     | 542             | 557          |
| 10 O/S Grades 1-3   | 2                      | 34              | 36           | 1                      | 50              | 51           |
| <b>Total</b>        | <b>23396</b>           | <b>18291</b>    | <b>41687</b> | <b>21266</b>           | <b>40388</b>    | <b>82075</b> |

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