

Background information on JUVOS data provided to the ESRC data archive

General background

1 JUVOS (Joint Unemployment and Vacancies On-line System) is a database of all unemployed claimants. The database is updated on a daily basis using information supplied by the Employment Service local offices and, monthly, the system is used to produce the published claimant count statistics.

2 The source data for JUVOS comes from NUBS2 and JSAPS, the systems used by ES for the payment of unemployment-related benefits. Each ES local office has access to NUBS2 and JSAPS and updates these systems as their claimant profile changes, i.e. they add new claimants, make changes to claimant details and terminate claims when a claimant signs off. Every day, JUVOS receives two files of daily transactions from NUBS2 and JSAPS which record all of the changes that were made to the ES claimant database in the previous day. These transactions are then applied to the JUVOS database to ensure that it is kept up-to-date.

3 Each month, the ONS publish claimant count statistics from JUVOS. The figures relate to the second Thursday of the month (known as the statistical count date) and are released approximately five weeks later. Aggregated data for postcode sectors, electoral wards and jobcentre areas are produced each month. This data is further broken down into stocks, inflows and outflows. The basic definition of these is as follows:

Stock - the claim started before or on the statistical count date and was untermiated at the time of the count date,

Inflow - the claim started after the previous statistical count date but on or before the current count date,

Outflow - the claim terminated after the previous count date but on or before the current count date.

ESRC files

4 Each month the ONS deposit aggregated claimant unemployment data by sex for stocks, inflows and outflows with the ESRC data archive. This data is broken down into various categories as described below. Only those categories included within the 'wholly unemployed' group are included in the headline claimant unemployment figures published by the ONS. The categories provided are as follows:

- a) **Wholly unemployed claimants**, within which the following groups are identified
 - i) married women,
 - ii) claimants under 18 (prior to October 1988, a breakdown of school-leavers under 18, aged 18 and over 18 was provided. However, following the policy change to exclude under 18s from benefit with the exception of special hardship cases, a single count of claimants under 18 is provided)

- b) **Adult students on vacation,**

c) Temporary stopped claimants (for stock data only)

These are claimants who have been temporarily laid off from their employer and are entitled to claim benefit up until their return to work. Historically, these claimants break down into Thursday Temporary Stopped (TS) claimants (those laid off on the statistical count date) and Non-Thursday TS claimants (those in work on the count date but laid at other times in the month). However, only Thursday TS claimants are now counted.

5 Each quarter additional files showing the age and duration breakdown of wholly unemployed claimants are also provided.

16 July 1997

Extract from Minutes of Evidence provided by the Employment Department to the House of Commons Employment Committee, 6 June 1995, published in HC 411- II (HMSO)

Changes to the coverage of the monthly count of claimant unemployment

1 The monthly count of claimant unemployment provides figures quickly, frequently and down to a very detailed local level. However, because it is a by-product of the administrative system used for paying benefits its coverage depends upon the conditions affecting the eligibility and propensity of individuals to claim. This means that the coverage of the count can change when there are changes to the benefit system.

2 In order to allow users to make meaningful comparisons with the past these changes, and others made for statistical reasons, are taken into account in the consistent, seasonally adjusted series. This series is published by the Department alongside the unadjusted total and is used by the Secretary of State to assess claimant unemployment levels and trends in his monthly statement. It is maintained to be consistent with the current rules of entitlement for unemployment-related benefits and is revised and recast backwards each time there is a significant change that has led to a discontinuity in the coverage of the statistics, to make it once more consistent with current benefit rules.

3 National figures are revised back to 1971 and regional figures back to 1974. Discontinuities remain in the data for smaller areas, for example, parliamentary constituencies and travel-to-work areas and the data are qualified accordingly.

4 Employment Department statisticians have identified nine such discontinuities which are relevant to the coverage of the claimant count and where the numerical effect is significant enough to lead to a loss of comparability over time if not allowed for in the consistent seasonally adjusted series. Of the remaining twenty two listed by the Unemployment Unit, ten are discontinuities in principle but have a negligible effect, three are irrelevant because they are changes in administration which did not represent changes to the conditions affecting entitlement to unemployment-related benefits, nine are irrelevant for other reasons.

5 In coming to this view Employment Department statisticians distinguish three types of discontinuity to the claimant count.

Type (A) - involves a change in rules (entitlement to benefit etc) which affects the status of individuals in the monthly count, without changing their labour market status,

Type (B) - an administrative change that necessitates a change to the method of compiling the figures (for example, the move from a count of people registering at

Jobcentres to a count of people claiming unemployment related benefits necessitated by the introduction of voluntary registration in October 1982)

Type (C) - a purely statistical change (for example, delaying the compilation of the figures by a further two weeks from March 1986 to reduce previous over-recording)

6 Annex A gives the thirty one "changes" to the claimant count listed by the Unemployment Unit, and identifies which are discontinuities in principle (together with the type of discontinuity) and which are significant enough to have warranted a recasting of the claimant count to make it consistent with current benefit rules to enable comparisons over time

7 In considering the list at Annex A a distinction needs to be made between the "discontinuity" effect of a change and the "count" effect. The "discontinuity effect" is the number of people who, as a result of a change, cease to be included in the unemployment figures simply because they are no longer counted, rather than because of a change in their labour market status (or who, for similar reasons, become eligible to be included in the count). The "count effect" of a change relates to the number of people who leave (or join) the count for whatever reason as a result of that change. It includes any "real effect" the change might have in helping people to take up employment or training opportunities. Only the "discontinuity" effect of a change is allowed for in the consistent seasonally adjusted series.

8 Further details of the principles involved in maintaining the consistent seasonally adjusted series can be found in the special feature "Monthly unemployment statistics: maintaining a consistent series", *Employment Gazette*, December 1990.

ANNEX ATHE THIRTY ONE "CHANGES" LISTED BY UNEMPLOYMENT UNIT (those in bold have been allowed for in the consistent seasonally adjusted series published by the Employment Department).

1. October 1979 - Weekly attendance for registration purposes was replaced by fortnightly attendance. The change was made for operational reasons, and also to simplify signing arrangements for the unemployed. The estimated effect was to add about 20,000 to both the registrant count and the later claimant count. Discontinuity Type (B). Taken into account in the seasonally adjusted consistent series

2. October 1979 - Compensating downward adjustment to the published seasonally adjusted totals (Estimated effect according to the Unemployment Unit = - 20,000)
It is wrong to count this as a second change because it was a direct consequence of the introduction of fortnightly attendance and is included in 1 above Not relevant.

3. February 1981 - First published estimate of register effect of government employment and training schemes (Estimated effect according to Unit = - 495,000 by January 1986)
This was not a change in the unemployment figures People on government training schemes have never been counted as unemployed under any government Not relevant

4. July - October 1981 - Downward adjustment to seasonally adjusted figures to compensate for the effects on the count of emergency procedures to deal with DHSS industrial action (Estimated effect according to Unit = - 20,000)
Temporary distortion, compensated for in the seasonally adjusted series As a result of the DHSS strike which affected the flow of information between benefit and employment offices, the headline total was inflated from July 1981 to October 1981 by some 20,000 a month This represented over-recording rather than any extra unemployment In calculating the seasonally adjusted series, 20,000 was removed to allow sensible interpretation of trends to be made It is unreasonable to count this adjustment as a downward effect since it was *only countering* a temporary upward distortion Not relevant (only administrative).

5. November 1981 - Introduction of the higher long-term rate of Supplementary Benefit for men aged 60 and over who had been on supplementary benefit for over one year. Older men, who mostly considered themselves to be retired, were no longer required to sign on as available for work in order to receive this benefit. The effect over the following 12 month period was to remove an estimated 37,000 men from both the registrant and claimant series. Discontinuity Type (A). Taken into account in the seasonally adjusted series.

6. July 1982 - Taxation of unemployment benefit
An administrative change The rules for payment of benefit remained unchanged Not relevant (only administrative).

7. October 1982 - Following the "Rayner Review" of Payments of Benefits to Unemployed People (Report published March 1981), registration at jobcentres became voluntary, removing the need for unemployed people to attend both a jobcentre and an unemployment benefit office in order to receive benefits. As a consequence the count of registrants at jobcentres could no longer provide a meaningful measure of unemployment because it would have underestimated the number looking for work. The basis of the monthly count was changed, therefore, from a clerical count of people registering for work at Jobcentres to a mainly computerised count of people claiming unemployment-related benefits at Unemployment Benefit Offices. This, at the time of the change, reduced the count by 190,000 as a result of three factors [improved accuracy (- 78,000), exclusion of registrants not claiming benefits (- 135,000), inclusion of the severely disabled (+ 23,000)]. Discontinuity Type (B). Taken into account in the seasonally adjusted series.

8 October 1982 - The monthly practice of publishing the number of unemployed people seeking part-time work (less than 30 hours a week) was discontinued. As a consequence of the introduction of the claimant count, the publication of separate figures for the numbers of non-claimants seeking part-time work had to be discontinued. This was not a discontinuity. People who fell into this category were never included in the unemployment total. Not relevant.

9. April 1983 - Men aged 60 and over, and not entitled to benefit, were no longer required to sign on in order to receive national insurance credits. The ultimate effect was to reduce the count by 108,000.

10. June 1983 - Men aged 60 and over entitled to the long-term rate of supplementary benefit were no longer required to sign on in order to receive it. The ultimate effect was to reduce the count by 54,000.

Discontinuities numbered 9. and 10. should be regarded as one. These 1983 Budget provisions enabled older men, who mostly considered themselves to be retired, to receive benefits without needing to attend an UBO. Discontinuity Type (A). Both changes taken into account in the seasonally adjusted series.

11 June 1983 - Figures from that date reflected the fact that since November 1980 school leavers were assumed to be in full-time education until the beginning of the following school term, and so were not entitled to claim benefit until September each year.

Discontinuity Type (A), but had no effect on the consistent seasonally adjusted claimant unemployment series because it already excluded school leavers. Not relevant.

12 October 1984 - Eligibility for the Community Programme was limited to the claimant unemployed (Estimated effect according to Unemployment Unit = - 29,000). This did not change eligibility to unemployment-related benefits. By taking up Community Programme places, unemployed people changed their labour market status and were no longer unemployed. Not relevant.

13. July 1985 - A reconciliation between the DHSS's and the Northern Ireland DED's records showed discrepancies in the figures for Northern Ireland. Corrective action resulted in the unadjusted figures being some 5,000 lower than would otherwise be the case. Discontinuity Type (C). Taken into account in the seasonally adjusted series.

14 July 1985 - Payment of unemployment benefit in arrears (Claimants receive their benefit 2 weeks in arrears, rather than 1 week in arrears and 1 week in advance, as previously) Purely an administrative change not affecting entitlement Not relevant (only administrative).

15. March 1986 - The compilation and publication of the unemployment figures was delayed by a further two weeks in order to correct for the previous over-recording of an estimated average of 50,000 records relating to people who had already ceased to be unemployed before the count date. Discontinuity Type (C). Taken into account in the seasonally adjusted series

16. July 1986 - Introduction of new unemployment rate, expressing the claimant unemployed as a percentage of the working population, consisting of employees, the self-employed, the unemployed and H M Forces No effect on the unemployment total The change provided additional information Rates on the former basis continued to be made available Not relevant.

17 October 1986 - Abolition of the half and three-quarters rates of Unemployment Benefit for people with insufficient National Insurance contributions to qualify for the full rate (Estimated effect according to Unit = - 30,000) Discontinuity Type (A) Most of those losing benefit would continue signing on in order to be eligible for Supplementary Benefit or National Insurance credits Effect overstated by Unemployment Unit Not significant.

18 October 1986 - Extension of the disqualification period for Unemployment Benefit (from six weeks to 13 weeks) for leaving a job voluntarily or because of dismissal through misconduct (Estimated effect according to Unit = - 9,000) Discontinuity Type (A) For similar reasons as in 17 above, will have had a negligible effect on the unemployment count Effect overstated by Unemployment Unit Not significant.

19 1986 - Introduction of the Restart programme in June 1986, and the new "availability for work" tests for new claimants (Estimated effect according to Unit = - 200,000 to - 300,000) Purely an administrative change which left the rules for payment of benefit unchanged Claimants available for work would not have been affected by the availability criteria Not relevant (only administrative).

20 April 1988 - Extension of the disqualification period for Unemployment Benefit (from 13 weeks to 26 weeks) for leaving a job voluntarily or because of dismissal through misconduct (Estimated effect according to Unit = - 12,000) Discontinuity Type (A) For similar reasons to 17 above, negligible effect Effect overstated by Unemployment Unit Not significant.

21 April 1988 - Change in the definition of part-time working (from less than 30 hours a week to less than 24 hours) for the purposes of assessing part-timers' entitlement to Income Support

Discontinuity Type (A) Change affected only those claimants formerly working for between 24 to 30 hours per week, within the rules, and receiving Income Support Effect overstated by Unemployment Unit **Not significant.**

22 July 1988 - Introduction of new unemployment rate, expressing the claimant unemployed as a percentage of the workforce including people on work-related government training schemes

No effect on the unemployment total The inclusion in the workforce of people on government training schemes is consistent with ILO guidelines Unemployment rates based on the pre-July 1986 narrow basis continued to be published **Not relevant.**

23. September 1988 - As a result of Section 4 of the 1988 Social Security Act, 16 and 17 year olds were no longer entitled to unemployment-related benefits. This change coincided with the guaranteed offer of a YTS place for all 16 and 17 year olds which removed the need for these young people to sign on as unemployed to receive benefits. The estimated effect was to remove 90,000 under-18 year olds from the headline total, and 40,000 from the then consistent, seasonally adjusted series. For ease of interpretation, the coverage of the consistent series was, thereafter, restricted to claimants aged 18 and over. Discontinuity Types (A) and (C). Taken into account in the seasonally adjusted series.

24 October 1988 - Section 6 of the 1988 Act amended the contribution conditions for short-term benefits To be entitled to UB a person must have paid sufficient NI contributions in the last 2 financial years rather than in any 2 years as previously (Estimated effect according to Unit = - 38,000)

Discontinuity Type (A) Only a small proportion of those previously entitled to UB, but not entitled to IS, affected Effect overstated by Unemployment Unit **Not significant.**

25 October 1988 - Section 7 of the 1988 Act lowered the age limit for the abatement of UB to occupational pensioners from 60 to 55 (Estimated effect according to Unit = - 30,000)

Discontinuity Type (A) Only those claimants aged 55 to 60, eligible for UB but not IS, would be affected Effect overstated by Unemployment Unit **Not significant.**

26. July 1989 - The conditions of the Redundant Mineworkers Payment Scheme were changed to enable men covered by the scheme, most of whom considered themselves to have retired, to no longer need to sign on as unemployed and available for work. It is estimated that the count was lowered by 15,500 as a result of this change. Discontinuity Type (A). Taken into account in the seasonally adjusted series.

27 October 1989 - Sections 7 and 13 of the 1989 Social Security Act make it a condition that to receive benefit as unemployed, claimants must be able to prove they are actively seeking work

All claimants who were looking for work (i.e. economically active) were unaffected by the introduction of these rules However because it led to some people leaving the count, it did constitute, at least in principle, a discontinuity Type (A) Effect overstated by Unemployment Unit **Not significant.**

28 October 1989 - The 1989 Social Security Act introduced the idea of a permitted period after which the level of remuneration will not be good cause for claimants to refuse an employment opportunity (Estimated effect according to Unit = - 50,000)

The vast majority of people who leave the count because of this measure will do so to go into employment. Any other effects are a discontinuity Type (A) but will be small as disallowed claimants can claim reduced rate IS. Effect overstated by Unemployment Unit. Not significant.

29 October 1989 - The 1989 Act tightened the conditions for requalifying for UB so that a person must work for 13 weeks within a 26 week period to requalify for UB (Estimated effect according to Unemployment Unit = - 350)

In principle a discontinuity Type (A) but effect was negligible as vast majority of people affected would qualify for other unemployment-related benefits. Effect overstated by Unemployment Unit. Not significant.

30 December 1989 - The "full extent normal" rule amended to introduce a weekly earnings limit of £43 above which UB will not be payable. A full extent normal disregard rule of £12 per week was also introduced to allow people to claim whilst earning less than £12 per week (Estimated effect according to Unit = - 30,000)

The effect of these two changes, in opposite directions, is negligible as the vast majority of people affected can claim other unemployment-related benefits. In principle, a discontinuity Type (A). Effect overstated by Unemployment Unit. Not significant.

31. February 1994 - the system for administering benefits in Northern Ireland was fully integrated into the computerised National Unemployment System (NUBS) used throughout the rest of the United Kingdom. This caused a downward revision of around 1,500.

Discontinuity Type (C). This change was made on statistical grounds to remove over-recording which existed in the previous Northern Ireland system caused by processing delays and the duplication of claimant records. The system in Northern Ireland is now the same as the one which has been operating throughout the rest of the UK since 1986. Taken into account in the seasonally adjusted consistent series.

JUVOS COHORT DOCUMENTATION FOR ESRC DATA ARCHIVE

A. *Bibliographic Information*

1. Title of data set

The JUVOS Cohort: A Longitudinal Database of the Claimant Unemployed

2. Name of persons and organisation responsible for the data set and documentation:

Andrew Machin (Office for National Statistics)

Nettie Roberts (Office for National Statistics)

3. Sponsoring agency

Office for National Statistics

4. Data collection agency

Employment Service

5. Date of data

October 1982 – July 1999

B. *Describing the Project*

(See also Employment Gazette article referred to in section E)

6. Aims of the project

The aim of the project was to extract a sample of data on the claimant unemployed, to enable longitudinal analysis to be carried out on the data.

7. What was measured

Information relating the claims for unemployment related benefits are collected. This includes the start date and end date of a claim, the sex and date of birth of the claimant and other characteristic information (see section D).

8. Where, over what area, when and over what period were the data collected?

Information on claims across Great Britain is available from 1982. Data for the UK is only available from October 1993. The data set is updated on a monthly basis.

9. Background the administration system

Each Employment Service local office is lined to the Jobseekers Allowance Payment System (JSAPS) national computer system. Details of each claimant who registers a claim for Jobseekers Allowance related benefits are entered into the JSAPS system.

C. *Application of Methodology*

10. How is the data collected?

On a daily basis, information on new claims, claim terminations and claim amendments is transferred from JSAPS to the JUVOS system which is maintained by the Office for National Statistics. JUVOS is the system that produces the published claimant count statistics and it is situated in Runcorn. Part of the monthly processing of the claimant count data is to extract a 5% sample of claims based on the claimant's National Insurance Number. This data set is known as the JUVOS cohort.

11. What instructions are issued to the data collectors?

The 'raw data' collectors are the Employment Service staff who receive instructions from their Head Office as to how to operate JSAPS, how to build new claim details and how to change claim details if necessary. The staff responsible for transferring daily files from JSAPS (at Lytham St Annes) to JUVOS (at Runcorn) work within a Service Level Agreement which details the processes and checks they must go through. The staff working on JUVOS are also operating within a Service Level Agreement.

12. What quality controls were applied?

Many checks are performed at each stage of data collection and data processing. These include validation, reasonableness and audit checks.

13. What is done to correct data found to be in error?

Errors such as incorrect claim details (e.g. Invalid postcodes, incorrect start-of-claim dates, etc.) are generally corrected by manually inputting the correct details onto the JUVOS mainframe overwriting the incorrect details.

14. How are the data represented in machine-readable form?

The JUVOS cohort data file is an SPSS portable file, originally formed from a fixed format ASCII file.

D. Description of the JUVOS Cohort Data File

15. Record Types

There is only one record type which is a claim. Each record contains claim details such as the National Insurance Number of the claimant, the sex of the claimant and the start and end-date of the claim.

16. Variables

Local Office Code

Variable Name: UBO
Type: Numeric
Size: 5
Range: 1000 to 11999.
Missing Values: None

NB The first two digits of the local office code approximately indicate the Standard Statistical Region. (i.e. 1=South East, 2=East Anglia, 3=South West, 4=West Midlands, 5=East Midlands, 6=Yorkshire and Humberside, 7=North West, 8=North, 9=Wales, 10=Scotland, 11=North Ireland)

Sex

Variable Name: SEX
Type: String
Size: 1
Range: M = Male, F=Female
Missing Values: None

Marital Status

Variable Name: MARRIED
Type: Numeric
Size: 1
Range: 1 = Not known, 2 = Single, 3 = Married, 4 = Widowed, 5 = divorced, 6 = Separated, 7 = cohabiting
Missing Values: None

Reason for leaving the claimant count

Variable name: LEAVMKR
Type: String
Size: 1
Range: 'A'=ceased claiming, 'B'=found work, 'C'=gone abroad, 'D'=claimed another benefit, 'E'=full-time education, 'G'=deceased, 'H'=failed to attend, 'I'=approved training, 'J'=retired, 'K'=automatic credits, 'L'=sickness benefit claimed (until Nov 1997), 'L'=new claim review (after Nov 1998), 'M'=transfer to government training scheme, 'N'=jobseeker works on average 16 hours or more, 'P'=Jobseeker claims back-to-work bonus, 'Q'=claimed Incapacity Benefit, 'R'=claimed income support, 'S'=defective claim, 'T'=in prison, 'V'=attending court

Missing values: 'F' = unknown reason, 'H' is also an unknown destination as the claimant has failed to sign on at their jobcentre,
'*' = the claim is still 'live'.

NB This item has only been available since August 1996. For more information on this data see the Labour Market Trends article referred to in section E.

Sought Occupation

Variable Name: SOCSGHT
Type: Numerical
Size: 3
Range: 0 - 999 Standard Occupational Code 1990 (SOC 1990)
Missing Values: '0' and '099' - Both indicate an 'unknown' value, but '099' is no longer a valid code.

NB Occupational data is only available for claims since January 1995.

Usual/previous Occupation

Variable Name: SOCUS
Type: Numerical
Size: 3
Range: 0 - 999 SOC 1990
Missing Values: '0' and '099' - Both indicate an 'unknown' value, but '099' is no longer a valid code.

NB Occupational data is only available for claims since January 1995. Those claims having a '0' for this variable have either had no previous employment or have an unknown occupation. To distinguish between these two circumstances use the sought occupation variable - this will also be '0' if the occupation is unknown.

Date-Of-Birth

Variable Name: DOB
Type: Date
Size: DD/MMM/YYYY
Range:
Missing Values: None

Start of Unemployment Date

Variable Name: SUE
Type: Date
Size: DD/MMM/YYYY
Range: 1 October 1982 to current statistical count date
N.B. Includes claims which started before but ended after 1 October 1982.
Missing Values: None

End of Unemployment Date

Variable Name: ETD
Type: Date
Size: DD/MMM/YYYY
Range: 1 October 1982 to current statistical count date
Missing Values: Claims that are still live on the current statistical count date are given a system missing value.

Personal Identifier

Variable Name: ESRCID
Type: String
Size: 8
Range: 1-10,000,000
Missing Values: None

NB This is a unique personal identifier which replaces the National Insurance Number in order to preserve confidentiality.

Postcode District

Variable Name: PCDIST
Type: String
Size: 8
Range: Any within UK
Missing Values: A small percentage of claims will have a missing postcode (coded as a space).

NB As well as missing postcode districts, some claims will have invalid postcode districts, although these numbers are small (approximately 2% of claims have missing or invalid postcodes).

E. Bibliography

1. 'The JUVOS Cohort: A longitudinal database of the claimant unemployed' by Helen Ward and Derek Bird
September 1995 Employment Gazette
2. 'Monthly Unemployment Statistics: Maintaining a consistent series'
December 1990 Employment Gazette
3. 'Occupational characteristics of the claimant unemployed' by Kate Sweeney
April 1996 Labour Market Trends
4. 'Destination of leavers from claimant unemployment' by Kate Sweeney
October 1996 Labour market Trends

Additional points to note

1. The fact that unterminated claims have a missing value for the ETD variable can complicate SPSS analyses where dates are used. Therefore, to simplify analyses, the frequent practice within the ONS is to assign these claims an end date equal to the day after the file was last updated. This current cohort file was last updated on 7 July 1999.
2. Analyses spanning the period prior to October 1993 should be restricted to Great Britain by selecting out the Northern Ireland claims (using the SELECT IF UBO<11000 command). Also for consistency over time, only claimants who started their claim aged 18 or above should be included in analyses.

(ons)

Standard Occupational Classification 2000 (SOC2000) Summary of Structure

The Standard Occupational Classification consists of the following major groups:

- 1 Managers and Senior Officials
- 2 Professional Occupations
- 3 Associate Professional and Technical Occupations
- 4 Administrative and Secretarial Occupations
- 5 Skilled Trades Occupations
- 6 Personal Service Occupations
- 7 Sales and Customer Service Occupations
- 8 Process, Plant and Machine Operatives
- 9 Elementary Occupations

The sub-major, minor group and unit group structure of these major groups is defined as follows:

Standard Occupational Classification 2000 (SOC2000)

Summary of Structure

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
1				MANAGERS AND SENIOR OFFICIALS
	11			<i>CORPORATE MANAGERS</i>
		111		Corporate Managers And Senior Officials
			1111	Senior officials in national government
			1112	Directors and chief executives of major organisations
			1113	Senior officials in local government
			1114	Senior officials of special interest organisations
		112		Production Managers
			1121	Production, works and maintenance managers
			1122	Managers in construction
			1123	Managers in mining and energy
		113		Functional Managers
			1131	Financial managers and chartered secretaries
			1132	Marketing and sales managers
			1133	Purchasing managers
			1134	Advertising and public relations managers
			1135	Personnel, training and industrial relations managers
			1136	Information and communication technology managers
			1137	Research and development managers
		114		Quality And Customer Care Managers
			1141	Quality assurance managers
			1142	Customer care managers
		115		Financial Institution And Office Managers
			1151	Financial institution managers
			1152	Office managers
		116		Managers In Distribution, Storage And Retailing
			1161	Transport and distribution managers
			1162	Storage and warehouse managers
			1163	Retail and wholesale managers

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
		117		Protective Service Officers
			1171	Officers in armed forces
			1172	Police officers (inspectors and above)
			1173	Senior officers in fire, ambulance, prison and related services
			1174	Security managers
		118		Health And Social Services Managers
			1181	Hospital and health service managers
			1182	Pharmacy managers
			1183	Healthcare practice managers
			1184	Social services managers
			1185	Residential and day care managers
12				MANAGERS AND PROPRIETORS IN AGRICULTURE AND SERVICES
		121		Managers In Farming Horticulture, Forestry And Fishing
			1211	Farm managers
			1212	Natural environment and conservation managers
			1219	Managers in animal husbandry, forestry and fishing n.e.c.
		122		Managers And Proprietors In Hospitality And Leisure Services
			1221	Hotel and accommodation managers
			1222	Conference and exhibition managers
			1223	Restaurant and catering managers
			1224	Publicans and managers of licensed premises
			1225	Leisure and sports managers
			1226	Travel agency managers
		123		Managers And Proprietors In Other Service Industries
			1231	Property, housing and land managers
			1232	Garage managers and proprietors
			1233	Hairdressing and beauty salon managers and proprietors
			1234	Shopkeepers and wholesale/retail dealers
			1235	Recycling and refuse disposal managers
			1239	Managers and proprietors in other services n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
2				PROFESSIONAL OCCUPATIONS
	21			SCIENCE AND TECHNOLOGY PROFESSIONALS
		211		Science Professionals
			2111	Chemists
			2112	Biological scientists and biochemists
			2113	Physicists, geologists and meteorologists
		212		Engineering Professionals
			2121	Civil engineers
			2122	Mechanical engineers
			2123	Electrical engineers
			2124	Electronics engineers
			2125	Chemical engineers
			2126	Design and development engineers
			2127	Production and process engineers
			2128	Planning and quality control engineers
			2129	Engineering professionals n.e.c.
		213		Information And Communication Technology Professionals
			2131	IT strategy and planning professionals
			2132	Software professionals
	22			HEALTH PROFESSIONALS
		221		Health Professionals
			2211	Medical practitioners
			2212	Psychologists
			2213	Pharmacists/pharmacologists
			2214	Ophthalmic opticians
			2215	Dental practitioners
			2216	Veterinarians
	23			TEACHING AND RESEARCH PROFESSIONALS
		231		Teaching Professionals
			2311	Higher education teaching professionals
			2312	Further education teaching professionals
			2313	Education officers, school inspectors
			2314	Secondary education teaching professionals
			2315	Primary and nursery education teaching professionals
			2316	Special needs education teaching professionals
			2317	Registrars and senior administrators of educational establishments
			2319	Teaching professionals n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
		232		Research Professionals
			2321	Scientific researchers
			2322	Social science researchers
			2329	Researchers n.e.c.
24				<i>BUSINESS AND PUBLIC SERVICE PROFESSIONALS</i>
		241		Legal Professionals
			2411	Solicitors and lawyers, judges and coroners
			2419	Legal professionals n.e.c.
		242		Business And Statistical Professionals
			2421	Chartered and certified accountants
			2422	Management accountants
			2423	Management consultants, actuaries, economists and statisticians
		243		Architects, Town Planners, Surveyors
			2431	Architects
			2432	Town planners
			2433	Quantity surveyors
			2434	Chartered surveyors (not quantity surveyors)
		244		Public Service Professionals
			2441	Public service administrative professionals
			2442	Social workers
			2443	Probation officers
			2444	Clergy
		245		Librarians And Related Professionals
			2451	Librarians
			2452	Archivists and curators

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
3				ASSOCIATE PROFESSIONAL AND TECHNICAL OCCUPATIONS
	31			SCIENCE AND TECHNOLOGY ASSOCIATE PROFESSIONALS
		311		Science And Engineering Technicians
			3111	Laboratory technicians
			3112	Electrical/electronics technicians
			3113	Engineering technicians
			3114	Building and civil engineering technicians
			3115	Quality assurance technicians
			3119	Science and engineering technicians n.e.c.
		312		Draughtspersons And Building Inspectors
			3121	Architectural technologists and town planning technicians
			3122	Draughtspersons
			3123	Building inspectors
		313		IT Service Delivery Occupations
			3131	IT operations technicians
			3132	IT user support technicians
	32			HEALTH AND SOCIAL WELFARE ASSOCIATE PROFESSIONALS
		321		Health Associate Professionals
			3211	Nurses
			3212	Midwives
			3213	Paramedics
			3214	Medical radiographers
			3215	Chiropodists
			3216	Dispensing opticians
			3217	Pharmaceutical dispensers
			3218	Medical and dental technicians
		322		Therapists
			3221	Physiotherapists
			3222	Occupational therapists
			3223	Speech and language therapists
			3229	Therapists n.e.c.
		323		Social Welfare Associate Professionals
			3231	Youth and community workers
			3232	Housing and welfare officers

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
	33			<i>PROTECTIVE SERVICE OCCUPATIONS</i>
		331		Protective Service Occupations
			3311	NCOs and other ranks
			3312	Police officers (sergeant and below)
			3313	Fire service officers (leading fire officer and below)
			3314	Prison service officers (below principal officer)
			3319	Protective service associate professionals n.e.c.
	34			<i>CULTURE, MEDIA AND SPORTS OCCUPATIONS</i>
		341		Artistic And Literary Occupations
			3411	Artists
			3412	Authors, writers
			3413	Actors, entertainers
			3414	Dancers and choreographers
			3415	Musicians
			3416	Arts officers, producers and directors
		342		Design Associate Professionals
			3421	Graphic designers
			3422	Product, clothing and related designers
		343		Media Associate Professionals
			3431	Journalists, newspaper and periodical editors
			3432	Broadcasting associate professionals
			3433	Public relations officers
			3434	Photographers and audiovisual equipment operators
		344		Sports And Fitness Occupations
			3441	Sports players
			3442	Sports coaches, instructors and officials
			3443	Fitness instructors
			3449	Sports and fitness occupations n.e.c.
	35			<i>BUSINESS AND PUBLIC SERVICE ASSOCIATE PROFESSIONALS</i>
		351		Transport Associate Professionals
			3511	Air traffic controllers
			3512	Aircraft pilots and flight engineers
			3513	Ship and hovercraft officers
			3514	Train drivers

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
		352		Legal Associate Professionals
			3520	Legal associate professionals
		353		Business And Finance Associate Professionals
			3531	Estimators, valuers and assessors
			3532	Brokers
			3533	Insurance underwriters
			3534	Finance and investment analysts/advisers
			3535	Taxation experts
			3536	Importers, exporters
			3537	Financial and accounting technicians
			3539	Business and related associate professionals n.e.c.
		354		Sales And Related Associate Professionals
			3541	Buyers and purchasing officers
			3542	Sales representatives
			3543	Marketing associate professionals
			3544	Estate agents, auctioneers
		355		Conservation Associate Professionals
			3551	Conservation and environmental protection officers
			3552	Countryside and park rangers
		356		Public Service And Other Associate Professionals
			3561	Public service associate professionals
			3562	Personnel and industrial relations officers
			3563	Vocational and industrial trainers and instructors
			3564	Careers advisers and vocational guidance specialists
			3565	Inspectors of factories, utilities and trading standards
			3566	Statutory examiners
			3567	Occupational hygienists and safety officers (health and safety)
			3568	Environmental health officers

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
4				ADMINISTRATIVE AND SECRETARIAL OCCUPATIONS
	41			ADMINISTRATIVE OCCUPATIONS
		411		Administrative Occupations: Government And Related Organisations
			4111	Civil Service executive officers
			4112	Civil Service administrative officers and assistants
			4113	Local government clerical officers and assistants
			4114	Officers of non-governmental organisations
		412		Administrative Occupations: Finance
			4121	Credit controllers
			4122	Accounts and wages clerks, book-keepers, other financial clerks
			4123	Counter clerks
		413		Administrative Occupations: Records
			4131	Filing and other records assistants/clerks
			4132	Pensions and insurance clerks
			4133	Stock control clerks
			4134	Transport and distribution clerks
			4135	Library assistants/clerks
			4136	Database assistants/clerks
			4137	Market research interviewers
		414		Administrative Occupations: Communications
			4141	Telephonists
			4142	Communication operators
		415		Administrative Occupations: General
			4150	General office assistants/clerks
	42			SECRETARIAL AND RELATED OCCUPATIONS
		421		Secretarial And Related Occupations
			4211	Medical secretaries
			4212	Legal secretaries
			4213	School secretaries
			4214	Company secretaries
			4215	Personal assistants and other secretaries
			4216	Receptionists
			4217	Typists

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
5				SKILLED TRADES OCCUPATIONS
	51			SKILLED AGRICULTURAL TRADES
		511		Agricultural Trades
			5111	Farmers
			5112	Horticultural trades
			5113	Gardeners and groundsman/groundswomen
			5119	Agricultural and fishing trades n.e.c.
	52			SKILLED METAL AND ELECTRICAL TRADES
		521		Metal Forming, Welding And Related Trades
			5211	Smiths and forge workers
			5212	Moulders, core makers, die casters
			5213	Sheet metal workers
			5214	Metal plate workers, shipwrights, riveters
			5215	Welding trades
			5216	Pipe fitters
		522		Metal Machining, Fitting And Instrument Making Trades
			5221	Metal machining setters and setteroperators
			5222	Tool makers, tool fitters and markersout
			5223	Metal working production and maintenance fitters
			5224	Precision instrument makers and repairers
		523		Vehicle Trades
			5231	Motor mechanics, auto engineers
			5232	Vehicle body builders andrepairers
			5233	Auto electricians
			5234	Vehicle spray painters
		524		Electrical Trades
			5241	Electricians, electrical fitters
			5242	Telecommunications engineers
			5243	Lines repairers and cable jointers
			5244	TV, video and audio engineers
			5245	Computer engineers, installation and maintenance
			5249	Electrical/electronics engineers n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
	53			<i>SKILLED CONSTRUCTION AND BUILDING TRADES</i>
		531		Construction Trades
			5311	Steel erectors
			5312	Bricklayers, masons
			5313	Roofers, roof tilers and slaters
			5314	Plumbers, heating and ventilating engineers
			5315	Carpenters and joiners
			5316	Glaziers, window fabricators and fitters
			5319	Construction trades n.e.c.
		532		Building Trades
			5321	Plasterers
			5322	Floorers and wall tilers
			5323	Painters and decorators
	54			<i>TEXTILES, PRINTING AND OTHER SKILLED TRADES</i>
		541		Textiles And Garments Trades
			5411	Weavers and knitters
			5412	Upholsterers
			5413	Leather and related trades
			5414	Tailors and dressmakers
			5419	Textiles, garments and related trades n.e.c.
		542		Printing Trades
			5421	Originators, compositors and print preparers
			5422	Printers
			5423	Bookbinders and print finishers
			5424	Screen printers
		543		Food Preparation Trades
			5431	Butchers, meat cutters
			5432	Bakers, flour confectioners
			5433	Fishmongers, poultry dressers
			5434	Chefs, cooks
		549		Skilled Trades n. e. c.
			5491	Glass and ceramics makers, decorators and finishers
			5492	Furniture makers, other craft woodworkers
			5493	Pattern makers (moulds)
			5494	Musical instrument makers and tuners
			5495	Goldsmiths, silversmiths, precious stone workers
			5496	Floral arrangers, florists
			5499	Hand craft occupations n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
6				PERSONAL SERVICE OCCUPATIONS
	61			CARING PERSONAL SERVICE OCCUPATIONS
		611		Healthcare And Related Personal Services
			6111	Nursing auxiliaries and assistants
			6112	Ambulance staff (excluding paramedics)
			6113	Dental nurses
			6114	Houseparents and residential wardens
			6115	Care assistants and home carers
		612		Childcare And Related Personal Services
			6121	Nursery nurses
			6122	Childminders and related occupations
			6123	Playgroup leaders/assistants
			6124	Educational assistants
		613		Animal Care Services
			6131	Veterinary nurses and assistants
			6139	Animal care occupations n.e.c.
	62			LEISURE AND OTHER PERSONAL SERVICE OCCUPATIONS
		621		Leisure And Travel Service Occupations
			6211	Sports and leisure assistants
			6212	Travel agents
			6213	Travel and tour guides
			6214	Air travel assistants
			6215	Rail travel assistants
			6219	Leisure and travel service occupations n.e.c.
		622		Hairdressers And Related Occupations
			6221	Hairdressers, barbers
			6222	Beauticians and related occupations
		623		Housekeeping Occupations
			6231	Housekeepers and related occupations
			6232	Caretakers
		629		Personal Services Occupations n. e. c.
			6291	Undertakers and mortuary assistants
			6292	Pest control officers

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
7				SALES AND CUSTOMER SERVICE OCCUPATIONS
	71			SALES OCCUPATIONS
		711		Sales Assistants And Retail Cashiers
			7111	Sales and retail assistants
			7112	Retail cashiers and checkout operators
			7113	Telephone salespersons
		712		Sales Related Occupations
			7121	Collector salespersons and credit agents
			7122	Debt, rent and other cash collectors
			7123	Roundsmen/women and van salespersons
			7124	Market and street traders and assistants
			7125	Merchandisers and window dressers
			7129	Sales related occupations n.e.c.
	72			CUSTOMER SERVICE OCCUPATIONS
		721		Customer Service Occupations
			7211	Call centre agents/operators
			7212	Customer care occupations

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
8				PROCESS, PLANT AND MACHINE OPERATIVES
	81			<i>PROCESS, PLANT AND MACHINE OPERATIVES</i>
		811		Process Operatives
			8111	Food, drink and tobacco process operatives
			8112	Glass and ceramics process operatives
			8113	Textile process operatives
			8114	Chemical and related process operatives
			8115	Rubber process operatives
			8116	Plastics process operatives
			8117	Metal making and treating process operatives
			8118	Electroplaters
			8119	Process operatives n.e.c.
		812		Plant And Machine Operatives
			8121	Paper and wood machine operatives
			8122	Coal mine operatives
			8123	Quarry workers and related operatives
			8124	Energy plant operatives
			8125	Metal working machine operatives
			8126	Water and sewerage plant operatives
			8129	Plant and machine operatives n.e.c.
		813		Assemblers And Routine Operatives
			8131	Assemblers (electrical products)
			8132	Assemblers (vehicles and metal goods)
			8133	Routine inspectors and testers
			8134	Weighers, graders, sorters
			8135	Tyre, exhaust and windscreen fitters
			8136	Clothing cutters
			8137	Sewing machinists
			8138	Routine laboratory testers
			8139	Assemblers and routine operatives n.e.c.
		814		Construction Operatives
			8141	Scaffolders, staggers, riggers
			8142	Road construction operatives
			8143	Rail construction and maintenance operatives
			8149	Construction operatives n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
	82			<i>TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES</i>
		821		Transport Drivers And Operatives
			8211	Heavy goods vehicle drivers
			8212	Van drivers
			8213	Bus and coach drivers
			8214	Taxi, cab drivers and chauffeurs
			8215	Driving instructors
			8216	Rail transport operatives
			8217	Seafarers (merchant navy); barge, lighter and boat operatives
			8218	Air transport operatives
			8219	Transport operatives n.e.c.
		822		Mobile Machine Drivers And Operatives
			8221	Crane drivers
			8222	Fork-lift truck drivers
			8223	Agricultural machinery drivers
			8229	Mobile machine drivers and operatives n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
9				ELEMENTARY OCCUPATIONS
	91			<i>ELEMENTARY TRADES, PLANT AND STORAGE RELATED OCCUPATIONS</i>
		911		Elementary Agricultural Occupations
		9111		Farm workers
		9112		Forestry workers
		9119		Fishing and agriculture related occupations n.e.c.
		912		Elementary Construction Occupations
		9121		Labourers in building and woodworking trades
		9129		Labourers in other construction trades n.e.c.
		913		Elementary Process Plant Occupations
		9131		Labourers in foundries
		9132		Industrial cleaning process occupations
		9133		Printing machine minders and assistants
		9134		Packers, bottlers, canners, fillers
		9139		Labourers in process and plant operations n.e.c.
		914		Elementary Goods Storage Occupations
		9141		Stevedores, dockers and slingers
		9149		Other goods handling and storage occupations n.e.c.
	92			<i>ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS</i>
		921		Elementary Administration Occupations
		9211		Postal workers, mail sorters, messengers, couriers
		9219		Elementary office occupations n.e.c.
		922		Elementary Personal Services Occupations
		9221		Hospital porters
		9222		Hotel porters
		9223		Kitchen and catering assistants
		9224		Waiters, Waitresses
		9225		Bar staff
		9226		Leisure and theme park attendants
		9229		Elementary personal services occupations n.e.c.

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Title
		923		Elementary Cleaning Occupations
			9231	Window cleaners
			9232	Road sweepers
			9233	Cleaners, domestics
			9234	Launderers, dry cleaners, pressers
			9235	Refuse and salvage occupations
			9239	Elementary cleaning occupations n.e.c.
		924		Elementary Security Occupations
			9241	Security guards and related occupations
			9242	Traffic wardens
			9243	School crossing patrol attendants
			9244	School mid-day assistants
			9245	Car park attendants
			9249	Elementary security occupations n.e.c.
		925		Elementary Sales Occupations
			9251	Shelf fillers
			9259	Elementary sales occupations n.e.c.