
Coding instructions and coding frames used for the
CODING UNDERTAKEN BY SCPR - referenced to the NCDS4
questionnaire by page number and question number;

GENERAL NOTES

The next stage in the coding will be for :-

- (1) OCCUPATION/INDUSTRY
- (2) COURSE SUBJECT AND LEVEL
- (3) TIME DURATIONS

With each box of questionnaires you will find print-out sheets. These will 'flag' for you whether these particular points need to be done - please tick print-out to denote coding done.

When returning work, leave coding sheets with print-out inside each box. Could you make sure that coding sheets and questionnaires are in same serial number order. If there are queries, still leave in serial number order, with 'TAB' on.

Could you then stick, below large label on outside of box, a YELLOW LABEL, to denote above coding has been done. If there are queries, write a large "Q" on the yellow label.

Clear boxes should be taken to room upstairs (TOP RIGHT). Any with QUERIES, LEAVE IN JEAN'S ROOM.

Relevant documents needed are :-

- 1) CLASSIFICATION OF OCCUPATIONS 1980
- 2) CLASSIFICATION OF OCCUPATIONS 1970
- 3) S.I.C. 1980
- 4) S.I.C. SUMMARY SHEET
- 5) TRANSLATION TABLE FOR OCCUPATION
- 6) COURSES CODE LIST (GREEN)
- 7) COURSE LEVELS (PROFESSIONAL COURSES)
- 8) CODING SHEETS
- 9) YELLOW LABELS

ADDITIONAL CODING SHEET INSTRUCTIONS

CARD 21

(columns)

- 1-7 - ENTER SERIAL NUMBER
- 13-15 - BATCH NO. TO BE ENTERED FROM QUESTIONNAIRE
- 16 - PRESENCE OF CARDS TO BE CODED LATER

OCCUPATION/INDUSTRY

<u>Page</u>	<u>Question</u>	
3	1	FIRST JOB
6	3	CURRENT JOB
12	3	LAST JOB
50	28	SPOUSE/PARTNER'S JOB

WHERE THE ABOVE APPLIES, IN ALL CASES, 1980 OCCUPATION, STATUS & INDUSTRY WILL BE CODED
On the Translation Table for Occupation, you will find some occupations have an asterisk
beside them. In these cases, 1970 S.E.G. (codes 01-17) will ALSO be coded plus
social class

Taking 'FIRST JOB' columns as an example :-

CODE 1980 OCCUPATION FIRST

21/21-25 - 1980 OCCUPATION

Use 1980 occupation book which will give you operational code number
Then go to translation table and code occupation number -
4 or 5 digit

21/26-27 - STATUS

01-11 on Translation Table

NOW CHECK IF ASTERISK ON TRANSLATION TABLE

21/17-18 - 1970 S.E.G.

01-17 CODES

21/19-20 - 1970 SOCIAL CLASS

col.19 - 1-5 Social Class No. (Roman numerals beside S.E.G. codes on
Appendix B.1, Pages 94-101 in 1970 SEG book)

8 No Social Class given

9 Not enough information

/Cont.....

Additional Coding Sheet Instructions/Cont.....

col.20 - 1 Non-manual
2 Manual
9 Not enough information

21/28-29 - INDUSTRY.

Use 1980 S.I.C. book to check Class Number.

There is also an S.I.C. summary sheet with relevant headings
and codes

N.B. Codes 38,86 and 90 have been added specifically for this
project and will not be found in the S.I.C. book.

N.B. Not answered is -1 (i.e. minus 1)

21/30-33 - Will be blank

COURSE SUBJECT/LEVEL

P19	Q29	1st Training Course
P20	Q34	2nd Training Course
P21	Q49	3rd Training Course
P23	Q1/2	Highest Qualification/Current Course
P26	Q4/5	1st Other Course
P26	Q4/5	2nd Other Course
P26	Q4/5	3rd Other Course
P31	Q10	PLANNED COURSE

When the above applies, subject will always be coded 3 digit entry from green course subject code list. In addition, where the relevant qualification code on the questionnaire is 24 or 25, then the level of qualification will also be coded. This can be found on the Professional Qualification Table. Codes to use are under the heading Qualification.

If unable to find on Table - 'TAB'.

NB. If print-out brings out a qualification code 01 or 02 from questionnaire - ignore message asking for LEVEL

P31 Q10 PLANNED COURSE HAS BEEN OMITTED FROM CODING SHEET

CODE SUBJECT ON CARD 23 COLS 73-75

CODE LEVEL ON CARD 23 COLS 76-77

These will only be shown on print-out if 5+ jobs.

P37 Total duration of period of OLF - will only be shown if 4+ periods of OLF.

Code 98 = 98+ months

If at any of the above locations duration is unknown, then codes 98 (Don't Know) or 99 (Not Answered) have been used on the questionnaire, or, in the case of courses which covers both F.T. and P.T. and the extra courses are P.T. Therefore, they do not show on diary, then use a minus code :-

- | | |
|----|---------------------------------|
| -1 | Less than 6 months |
| -2 | more than 6 months to 1 year |
| -3 | more than 1 year up to 2 years |
| -4 | more than 2 years up to 3 years |
| -5 | more than 3 years up to 4 years |
| -6 | more than 4 years up to 5 years |
| -7 | more than 5 years up to 6 years |
| -8 | more than 6 years |

N.B. These are total of months actually showing on questionnaire and diary.

NCDS IV 1981 ADDITIONAL CODING SHEET

(1-7) (8-10)

S/N

--	--	--	--	--	--	--

0	4	
---	---	--

PRESENCE OF CARDS

SCPR/P652
NOP/6666

CARD BATCH 21 only 22 23 22+23

2	1			
---	---	--	--	--

1	2	3	4
---	---	---	---

(11-16)

OCCUPATION/INDUSTRY

	1970 SEG	1970 SC	1980 OCCUPATION	STATUS	INDUSTRY	1980 SEG	1980 SC																
1st JOB (P3)	<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>		
Current/last (P6/12)	<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>		
Spouse's (P50)	<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>			<table border="1"><tr><td> </td><td> </td></tr></table>		

COURSE SUBJECT/LEVEL

	SUBJECT	LEVEL						
P19 Q29 1st training course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(68-72)
P20 Q39 2nd training course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(73-77) CARD 22
P21 Q49 3rd training course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(13-17)
P23 Q1/2 Highest qualification/current course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(18-22)
P26 Q4/5 1st other course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(23-27)
P26 Q4/5 2nd other course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(28-32)
P26 Q4/5 3rd other course	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td></tr></table>			(33-37)

TIME DURATIONS

P2	Total duration FT jobs	<table border="1"><tr><td> </td><td> </td></tr></table>			(38-39)
P2	Total duration FT jobs since marriage	<table border="1"><tr><td> </td><td> </td></tr></table>			(40-41)
P2	Total duration FT jobs since first child	<table border="1"><tr><td> </td><td> </td></tr></table>			(42-43)
P25 Q24	Total duration of courses	<table border="1"><tr><td> </td><td> </td></tr></table>			(44-45)
P32	Total duration of unemployment	<table border="1"><tr><td> </td><td> </td></tr></table>			(46-47)
P32	Duration of longest period of unemployment	<table border="1"><tr><td> </td><td> </td></tr></table>			(48-49)
P37	Total duration of period O.L.F.	<table border="1"><tr><td> </td><td> </td></tr></table>			(50-51)

OTHER ANSWERS

P24 Q11	Sources of grant	LIST	<input type="checkbox"/> <input type="checkbox"/>	(52-53)
P27 Q5	Sources of grant (unsuccessful course)	LIST	<input type="checkbox"/> <input type="checkbox"/>	(54-55)
P59 Q52	Accommodation agreements		<input type="checkbox"/> <input type="checkbox"/>	(56-57)
P62 Q76	Reasons for first moving away		<input type="checkbox"/> <input type="checkbox"/>	(58-59)
P82 Q38	Other religions (CHRISTIAN)		<input type="checkbox"/> <input type="checkbox"/>	(60-61)
P82 Q38	Other religions (NON CHRISTIAN)	LIST	<input type="checkbox"/> <input type="checkbox"/>	After code 08 at after code 14 at Q.38

OPEN QUESTIONS

P6 Q3J)	Skills/training	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(62-67)
P12 Q3J)					
P16 Q5	Trade of apprenticeship	<input type="checkbox"/> <input type="checkbox"/>			(68-69)
P17 Q12	Trade of apprenticeship	<input type="checkbox"/> <input type="checkbox"/>			(70-71)
P19 Q28	Why course not completed (TR1)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(72-77)
P20 Q38	Why course not completed (TR2)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(13-18)
P21 Q38 (TR2)		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(19-24)
P22 Q38		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(25-30)
P28 Q12	Why left course before end	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(31-36)
P31 Q7	Why did not go ahead with course	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(37-42)
P35 Q17	LIST	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(43-48)
P40 Q10	What prevented staying at school	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(49-54)
P40 Q10	What prevented starting work earlier	LIST	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(55-60)
P40 Q10	What prevented continuing education	LIST	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(61-66)
P52 Q55	Why no (more) children wanted	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(67-72)
P63 Q83	Why moved out of last accommodation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
P63 Q86	Why moved out of earlier accommodation	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
P80 Q24	Voluntary activity	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

CARD 23

PLANNED COURSE

P31 Q10	Planned course	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	(73-77)
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LIST VERBATIM WITH BATCH CODE AND SERIAL NUMBER

INSTRUCTIONS TO CODERS ON USE OF SUBJECT CODING FRAME

A The coding frame is set out in the following way:-

- (i) Major headings for each subject area are boxed.
These are listed in the following order:
 - P.1 Education, Medicine, Dentistry & Ancillary Health subjects, Engineering
 - P.2 Technology, Agriculture, Forestry and Veterinary Science
 - P.3 Science, Social Administrative and Business Subjects
 - P.4 Miscellaneous Professional and Vocational Subjects, Languages, Arts, other than Languages
 - P.5 Music, Drama & Visual Arts.
- (ii) Subjects are listed in alphabetical order under these major headings
- (iii) Within each major grouping there are some subjects which consist of a combination of subjects e.g. hairdressing/cosmetics/beauty and these are known as within-group combination. There are no within-group combinations under the Education heading.

In most instances coding for subjects will be easy - use the major headings to help you locate the given subject.

There will be a number of cases where a course will be for a qualification or qualifications which are not therefore single subject categories qualification. The subject coding frame is designed to cope with these cases, and the following explanation should help you to deal with them.

B Rules for coding combination of subjects

If a subject recorded on the questionnaire appears to encompass two or more subjects on the coding frame then it should be treated in one of three ways:

- (i) If it includes both a major and subsidiary activity e.g. "bricklaying (also did some pottery)", code for main subject only, in this case: 161
- (ii) If all subjects fall within one major heading e.g. "Biology & Chemistry", code as within-group combination (in this case 410)
- (iii) If subjects come from more than one major head, e.g. "Psychology & Biology", use the combination category relating to the subject with the lowest code number (that is, the combination category from the relevant main head which comes first in the list). In the example, Science (which includes Biology) precedes Social, Admin, Business (which includes Psychology), therefore, this combination is coded 411, combinations of Science with other subjects.

C Coding CSE's 'O' and 'A' levels (and City & Guilds or ONC's where there are several subjects)

- (i) If 'A's or ONC/ONDs, City & Guilds are entered on the questionnaire in combination with 'O's or CSEs (i.e. 'O's or CSEs are

taken as part of the same course): ignore 'O's/CSEs.

- (ii) Code 'A' levels to the subject code or appropriate combination category.
- (iii) - If the course is for 'O' levels and/or CSEs only:
 - If there is only one (e.g. Maths 'O' level) code to the appropriate subject code (380 in this case)
 - If there is more than one, always code as 708 - this category is to be used only for these cases.

D Professional Qualification

If the qualification is not an 'O' or 'A' level and it is hard to code, check the professional qualifications list, (even if the qualification code is not a 24). Bear in mind that the list is in strict alphabetical order, so that, for example, "institutions" come after "institutes". If it turns out that the course is for a professional qualification, even though it has not been coded as such, you should recode it to the appropriate level (see code-book).

EDUCATION

- 001 Education/Teacher Training
- 002 Teaching methods
- 003 Programmed learning
- 004 Audio-visual aids
- 005 Other education/teaching
- 006 Education combinations
- 007 Education combined with other groups

MEDICINE, DENTISTRY AND ANCILLARY HEALTH SUBJECTS

- 010 Pharmacy
- 011 Pharmacology
- 012 Medicine
- 013 Dentistry

(Ancillary Health Subjects)

- 014 Air Pollution
- 015 Cardiography
- 016 Chiropody
- 017 Cleaning Science
- 018 Dental Nurses and Assistants
- 019 Dental Technicians
- 020 Dietetics
- 021 Dispensing assistants
- 022 Dispensing opticians
- 023 Dispensing technicians
- 024 Food inspection, analysis and hygiene
- 025 Health visitors
- 026 Manicure and pedicure
- 027 Meat inspection
- 028 Medical certificate
- 029 Medical laboratory technicians
- 030 Nursing (medical)
- 031 Nursery nursing
- 032 Nutrition
- 033 Ophthalmic opticians
- 034 Physiological Measurements Tech.
- 035 Physiotherapy
- 036 Pre-nursing
- 037 Public health inspection
- 038 Sanitary inspection
- 039 Radiography
- 040 Smoke Control
- 041 Speech therapy
- 042 Surgical laboratory technicians
- 043 Other health subjects
- 044 Health and safety
- 045 Health combinations
- 046 Health combined with other groups
- 047 Occupational therapy

ENGINEERING

Aeronautical engineering

- 051 Aeronautics
- 052 Aerodynamics
- 053 Aerostructure
- 054 Aero engineering and space technology
- 055 Aircraft electrical power systems
- 056 Aircraft electronic devices
- 057 Astronautics
- 058 Flight Control
- 059 Guided Missiles

Agricultural engineering

- 061 Farm machinery maintenance
- 062 Horticultural machinery maintenance

Automobile engineering

- 065 Motor bodywork
- 066 Motor vehicle electricians
- 067 Motor vehicle engineering
- 068 Motor vehicle mechanics
- 069 Motor vehicle technicians
- 070 Motor vehicle painting
- 071 Motor vehicle repair and maintenance
- 072 Panel beating
- 073 Vehicle body building

Chemical engineering and technology

- 075 Chemical plant operation
- 076 Chemical technicians
- 077 Chemical technology
- 078 Gas engineering
- 079 Process plant operation

Civil engineering

- 081 Civil engineering (gas)
- 082 Municipal engineering
- 083 Traffic engineering
- 084 Land economics

Electrical engineering

- 086 Cable jointing
- 087 Electrical fitting
- 088 Electrical installation
- 089 Electronics
- 090 Electronic engineering
- 091 Electronic servicing
- 092 Illuminating engineering
- 093 Radar
- 094 Radio and television
- 095 Radio, television and tape recorders (amateur)
- 096 Radio, television and tape recorders servicing
- 097 Telecommunications

Marine engineering

Mechanical engineering

- 100 Fabrication of steelwork
- 101 Hydraulics
- 102 Mechanical engineering craft practice
- 103 Mechanical engineering technicians
- 104 Mechanical engineering inspection
- 105 Rail carriage building
- 106 Refrigeration engineering
- 107 Workshop technology and practice

Naval architecture and ship-building

- 109 Shipbuilding
- 110 Ship joinery
- 111 Ship plumbing
- 112 Yacht and boat building

Production engineering

- 114 Precision engineering
- 115 Ergonomics
- 116 Materials handling

General and other engineering

- 117 Audio-visual technicians
- 118 General engineering
- 119 Combined engineering
- 120 Control engineering
- 121 Blacksmithing
- 122 Boiler house practice
- 123 Boilermaking
- 124 Corrosion engineering
- 125 Engineering drawing
- 126 Engineering planning, estimating and costing
- 127 Engineering science
- 128 Fire engineering
- 129 Heating and ventilating engineering
- 130 Industrial engineering
- 131 Industrial radiography
- 132 Mill engineering and services
- 133 Instrument engineering and maintenance
- 134 Metal finishing and electro-chemistry
- 135 Metal plate work
- 136 Metrology
- 137 Miscellaneous engineering and metal trades
- 138 Nuclear engineering
- 139 Pipework engineering
- 140 Press tool making
- 141 Pressure vessel design
- 142 Scientific instrument manufacture (including optical instruments)
- 143 Sheet metal work
- 144 Textile engineering
- 145 Watch and clock manufacture
- 146 Welding

- 148 Engineering combinations
149 Engineering & technology combinations
150 Engineering in combination with other groups (except technology)

TECHNOLOGY

160 Building

- 161 Bricklaying
162 Building economics
163 Building foremanship
164 Building inspection
165 Building technology
166 Builders quantities
167 Carpentry and joinery
168 Clerks of works
169 Concrete practice
170 Concrete technology
171 Construction plant, maintenance and repair of
172 Furnace brickwork
173 Gas fitters work
174 Glazing and allied trades
175 Heating and ventilation (installation and fitting)
176 Highways and works superintendents
177 Industrial safety officers
178 Masonry
179 Mastic asphalt work
180 Painting and decorating
181 Plasterers work
182 Plumbing and sanitary engineering
183 Roadwork (road masons and paviers)
184 Roof slating and tiling
185 Shopfitting
186 Structural engineering
187 Wall and floor tiling (including terrazzo and mosaic work)

188 Clothing and footwear

- 189 Boot and shoe manufacture and repair
190 Dress manufacture
191 Embroidery and lace manufacture
192 Hosiery and knitted goods manufacture
193 Millinery (other than domestic)
194 Tailoring (other than domestic)

196 Food technology and manufacture

- 197 Bakery and flour confectionery
198 Braving
199 Chocolate and sugar confectionery
200 Flour milling
201 Milk pasteurisation, processing and distribution

202 Fuel and petroleum technology

- 203 Coal processing
204 Gas manufacture and utilisation
205 Petroleum and petroleum products

206 Metal technology

- 207 Metallurgy
208 Foundry technology
209 Foundry practice
210 Iron and steel manufacture
211 Metallurgical technicians
212 Non-ferrous metal manufacture
213 Patternmaking

214 Mining and quarrying

- 215 Colliery electricians
216 Colliery mechanics
217 Mineral engineering
218 Mining engineering
219 Mining deputies and managers

220 Mining geology

221 Offshore engineering and technology

222 Printing and book production

- 223 Printing
224 Book production
225 Book binding
226 Electro and stereotyping
227 Line composition
228 Lithographic printing
229 Monotype casters work
230 Monotype composition
231 Photo engraving
232 Photogravure
233 Photo-lithography
234 Printing administration
235 Printing ink technicians
236 Printing technicians
237 Printing warehouse practice
238 Publishers edition binding
239 Technical authorship and illustration
240 Typographical design
241 Typography

242 Surveying /Valuation

- 243 Mine surveying
244 Quantity surveying
245 Cartography

246 Textile technology and manufacture

- 247 Carpet and upholstery fabric manufacture
248 Cotton manufacture
249 Silk manufacture
250 Synthetic textile manufacture
251 Textile merchandising (where course has technological content)

- 252 Textile printing
253 Textiles, general
254 Woollen and worsted manufacture and weaving
255 Other textile manufacture

256 General and other technology and manufacture

(see also 282 and 283)

- 257 Acoustics
258 Brickmaking
259 Ceramics technology and manufacture
260 Cybernetics (industrial)
261 Furniture and upholstery manufacture
262 Leather technology
263 Leather and leather goods manufacture, dyeing and finishing
264 Kiln burning
265 Gemology
266 Goldsmiths and silversmiths work (excluding design)
267 Instrument technology
268 Jewellery manufacture
269 Musical instrument manufacture
270 Paint technology
271 Pottery manufacture
272 Paper science
273 Paper technology
274 Plastics technology
275 Polishing and Sanding
276 Rubber workshop practice
277 Rubber technology
278 Synthetic fibre manufacture
279 Timber technology
280 Tobacco processing
281 Woodcutting machinists work
282 Other manufacturing
283 Other technology

284 Technology combinations

- 285 Combinations of engineering and/or technology with other groups

AGRICULTURE, FORESTRY AND VETERINARY SCIENCE

300 Agricultural chemistry

301 Agriculture (see also 314-329)

- 302 Agricultural economics
303 Animal husbandry
304 Beekeeping
305 Dairying
306 Farm records and accounts
307 Farm organisation and management
308 Gardening
309 Greenkeeping
310 Horticulture
311 Poultry
312 Rural saddlery
313 Fish farming

314 Agricultural biology

315 Agricultural biochemistry
316 Agricultural botany
317 Agricultural science
318 Agricultural zoology
319 Animal genetics
320 Plant taxonomy
321 Soil chemistry
322 Soil science

323 Forestry

324 Arboriculture
325 Silviculture
326 Forestry management
327 Timber felling and sawmilling
328 Timber merchandising
329 Tree nursery work

330 Veterinary science

331 Animal nursing
332 Animal technicians
333 Agricultural combinations
334 Agricultural and other group combinations

SCIENCE

350 Biological Sciences

351 Applied biology
352 Applied micro biology
353 Biology
354 Bacteriology
355 Biological chemistry
356 Botany
357 Genetics
358 Microbiology
359 Microscopy
360 Physiology and anatomy
361 Pathology
362 Zoology

363 Biochemistry

364 Applied Biochemistry
365 Medical biochemistry
366 Physiological chemistry

367 Chemistry

368 Analytical chemistry
369 Applied chemistry
370 Cosmetic chemistry
371 Spectroscopy
372 Chemistry as applied to textile industry
373 Dyeing of textiles
374 Polymer chemistry
375 Colour chemistry
376 Technical chemistry

377 Geology

378 Geophysics
379 Mineralogy

380 Mathematics

381 Applied mathematics
382 Arithmetic
383 Computer studies (mathematical bias)
384 Decimalisation
385 Numerical analysis
386 Elasticity
387 Hydrodynamics
388 Probability theory
389 Statistics
390 Theoretical astronomy
391 Technological mathematics
392 Systems international units
393 Computer science

394 Physics

395 Applied physics
396 Applied astronomy
397 Mathematical physics
398 Nuclear physics
399 Astrophysics
400 Radio astronomy
401 Radiation protection

402 Environmental sciences

403 Oceanography
404 Meteorology

405 General and other sciences

406 Science laboratory technicians

407 Mathematics/physics
408 Mathematics/other sciences
409 Combinations of physical sciences other than maths/physics
350 Combinations of biological sciences
410 Combinations of sciences
411 Combinations of sciences with other subjects

SOCIAL, ADMINISTRATIVE AND BUSINESS SUBJECTS

420 Economics

421 Economic sciences and statistics
422 Economic history
423 Economic organisation
424 Industrial economics

425 Geography

426 Law

427 Legal executives

428 Social Sciences

429 Sociology
430 Humanities and social studies
431 Industrial relations
432 Social administration
433 Social work
434 Careers guidance
435 Youth and community service/Youth work
436 Youth employment and vocational guidance

437 Psychology

438 Social anthropology

439 Other economics, law or social sciences
440 Combinations of economics law and social sciences

441 Accountancy, banking and insurance

442 Accountancy
443 Book-keeping
444 Law accounting
445 Cost and works accounting
446 Actuarial studies
447 Banking and currency
448 Insurance
449 Municipal treasurers and accountants
450 Stock exchange practice
451 Taxation

452 Government and public administration

453 Civil defence
454 Central government
455 Fire service
456 Hospital/health administration
457 International relations
458 Local government
459 Police
460 Political science

461 Management and management science

462 Administration, general
463 Business administration
464 Company secretarial practice
465 Computer systems analysis
466 Cybernetics (management)
467 Industrial administration
468 Industrial foremanship
469 Industrial organisation
470 Industrial training
471 Information science
472 Organisation and methods

473 Management, construction
474 Management, estate
475 Management, housing
476 Management, office
477 Management, personnel
478 Management, production
479 Management, works
480 Management, sales
481 Marketing and sales management
482 Operational research

- 483 Quality control
- 484 Time and motion study
- 485 Work study
- 486 Other administrative and management studies
- 488 Supervisory studies

489 Secretarial/clerical studies

- 490 Agricultural secretaries
- 491 Clerical
- 492 Personal Assistant
- 493 Shorthand/Typing
- 494 Typing
- 495 Medical secretaries
- 514 Other social administrative and business subjects
- 496 Advertising
- 497 Business studies
- 498 Commerce (including combined commerce and secretarial)
- 499 Business machine operation
- 500 Commercial travelling
- 517 Computing
- 501 Computer languages
- 502 Computer operation
- 503 Computer programming (general and commercial bias)
- 504 Data processing
- 465 Systems analyst
- 505 Estate agency
- 506 Export practice
- 507 Office studies
- 508 Purchasing
- 509 Salesmanship
- 510 Sales representatives
- 511 Shipbroking
- 512 Switchboard operation
- 513 Travel/travel agency
- 515 Combination of social, admin, business
- 516 Combinations with other groups

MISCELLANEOUS PROFESSIONAL AND VOCATIONAL SUBJECTS

519 Architecture

- 520 Landscape architecture
- 521 Land use
- 522 Town and country planning
- 523 Conservation (of buildings)
- 524 Rural and regional resources planning
- 525 Catering and institutional management
- 526 Catering, basic trades
- 527 Cookery for hotel and catering trades
- 528 Hotel and catering
- 529 Hotel book-keeping and reception

- 530 Institutional management and housekeeping
- 531 Licensed house staff
- 532 Preliminary trade cookery
- 533 Waiters and hotel assistants
- 534 Institutional catering and housekeeping

535 Home economics

- 536 Domestic science/dress and design
- 537 Domestic science/food and nutrition
- 538 Domestic studies
- 539 Cookery
- 540 Dressmaking (domestic)
- 541 Home management
- 542 Houseworking
- 543 Millinery (domestic)
- 544 Needlework and embroidery (domestic)
- 545 Tailoring (domestic)
- 546 Upholstery and soft furnishings
- 547 Weaving

548 Nautical studies

- 549 Fishing
- 550 Nautical catering
- 551 Nautical science
- 552 Radio-telegraphy (nautical)
- 553 Seamanship and navigation
- 554 Transport
- 555 Air transport
- 556 Rail transport
- 557 Road transport
- 558 Shipping

559 Wholesale and retail trades

- 560 Retailing
- 561 Flower display and arrangement/Florist
- 562 General and undefined distribution
- 563 Grocery
- 564 Paper merchandising
- 565 Retail distribution
- 566 Retail management and storekeeping
- 567 Stationery
- 568 Textile distribution

569 Other professional and vocational subjects

- 570 Hairdressing/cosmetics/beauty
- 571 Laundry and dry cleaning work
- 572 Journalism
- 573 Librarianship
- 574 Trichology
- 575 Photography

576 General and Liberal studies

- 578 Civics
- 579 Current affairs
- 580 Modern studies
- 581 Misc. professional and vocational n.e.c.
- 582 Combinations of professional and vocational
- 583 Combinations with other groups

LANGUAGES

- 600 English language and literature
- 601 English for foreign students
- 602 Gaelic and other Celtic languages
- 603 French
- 604 German
- 605 French/German
- 606 Spanish
- 607 Danish
- 608 Dutch
- 609 Italian
- 610 Norwegian
- 611 Portuguese
- 612 Swedish
- 613 Other single Western European languages
- 614 Russian
- 615 Other Central and Eastern European languages
- 616 Classical studies
- 617 Oriental, Asian and African languages
- 618 Other languages
- 619 Modern languages
- 620 Combined language courses (see also 605)
- 621 Languages with other groups

ARTS OTHER THAN LANGUAGES

- 650 Archaeology
- 651 History
- 652 Philosophy
- 653 Moral sciences
- 654 Logic
- 655 Theology
- 656 Arts general (where not elsewhere specified)
- 657 Combinations of arts with other groups

MUSIC, DRAMA AND
VISUAL ARTS

- 669 Art and design
- 670 Art
- 671 Design
- 672 Art metalwork and
jewellery design
- 673 Antiques
- 674 Ceramics (design)
- 675 Fashion design
- 676 Furniture design
- 677 Graphic design
(including commercial
art and illustration)
- 678 Handicrafts
- 679 History of art
- 680 Industrial design
- 681 Industrial glass design
- 682 Interior design
- 683 Lettering
- 684 Painting
- 685 Sculpture
- 686 Stained glass
- 687 Textile design
- 688 Window dressing and
display
- 689 Woodcarving
- 699 Drama and entertainment and music
- 700 Drama
- 701 Speech
- 702 Cinema and film studio
work
- 703 Music
- 704 Music, drama, visual arts,
n.e.c.
- 705 Music, drama, visual arts
combinations
- 706 Subject given, but can't be
classified anywhere else
- (707 No subject given, or
illegible)
- 708 More than one CSS and/or 'O'
level being studied for

Approved Post-Basic Clinical Nursing Courses
England, Wales and Northern Ireland

Joint Board of Clinical Nursing Studies

List of courses leading to the award of the Certificate of the Joint Board
of Clinical Nursing Studies.

Course No. Course title

100	General Intensive Care Nursing for SRN and RSCN
115	General Intensive Care Nursing for SEN(G)
124	Coronary Care Nursing for SRN
130	Coronary Care Nursing for SEN(G)
134	Renal and Urological Nursing for SRN
136	Renal Nursing for SRN
140	Renal and Urological Nursing for SEN(G)
143	Renal Nursing for SEN(G)
148	Neuromedical and Neurosurgical Nursing for SRN
153	Neuromedical and Neurosurgical Nursing for SEN(G)
162	Cardio-Thoracic Nursing for SEN(G)
176	Operating Department Nursing for SRN and RSCN
182	Anaesthetic Nursing for SRN
188	Operating Department Nursing for SEN(G)
198	Accident and Emergency Nursing for SRN
210	Accident and Emergency Nursing for SEN(G)
216	Stoma Care Nursing for SRN
237	Oncological Nursing for SRN
243	Oncological Nursing for SEN(G)
249	Cardio-Thoracic Nursing for State Registered Nurses
254	Cardiac Nursing for SRN
264	Burns and Plastic Surgery Nursing for SRN
268	Burns and Plastic Surgery Nursing for SEN(G)
275	Nursing of Venereal and other Sexually Transmitted Diseases for SRN and SEN(G)
284	Care of the Dying Patient and his Family for SRN, SCM and SEN
297	Care of the Elderly and Geriatric Nursing for SRN and SEN(G)
338	Ear, Nose and Throat Nursing for SRN
344	Ear, Nose and Throat Nursing for SEN(G)
371	Nursing Patients with Spinal Cord Lesions for SRN
397	Dermatological Nursing for SEN(G)
400	Special and Intensive Nursing Care of the Newborn for SCM SRN RSCN
402	Special and Intensive Nursing Care of the Newborn for SCM SRN RSCN and SEN(G)
426	Paediatric Nursing for SEN
501	Infectious Diseases Nursing for State Registered Nurses
600	Child and Adolescent Psychiatric Nursing for Registered Nurses
620	Alcohol Dependency Nursing for Registered Nurses
650	Adult Behavioural Psychotherapy - Short Term Therapy - for RSCN

cont'd.....

Approved Post-Basic Clinical Nursing Courses

List of courses leading to the award of the Certificate of the Joint Board
of Clinical Nursing Studies.

Course No. Course title

655	Adult Behavioural Psychotherapy - Rehabilitation Residential Settings for RMN
700	Behavioural Modification in Mental Handicap for Registered Nurses
800	Community Psychiatric Nursing for RMN and RNMS
805	Nursing Care of the Mentally Handicapped in the Community
810	Nursing Care of the Mentally Ill in the Community for RMN
820	Advanced Psychiatric Nursing for RMN and RNMS

Courses leading to the award of a Statement of Competence or a statement of
Attendance of the Joint Board of Clinical Studies

900	Family Planning Nursing for SCM and Registered Nurses
910	Short Course on the Principles of Infection Control for SRN
920	Short Course on the Principles of Intensive Care for SRN and RSCN
925	Short Course on the Principles of Operating Department Nursing for SRN, RSCN and SEN(G)
930	Short Course in the care of the Dying Patient and His Family for SCM and Registered or Enrolled Nurses
940	Short Course in the Care of the Elderly and the Principles of Geriatric Nursing for Registered and Enrolled Nurses
950	Short Course in Psychiatric Aspects of General Nursing for SCM SRN and SEN(G)
960	Short Course on the Principles of Psychiatric Nursing within Secure Environments for RMN RNMS
965	Foundation Course in Child Development for Registered and Enrolled Nurses
980	Short Course on the Principles of Stoma Care SCM and Registered and Enrolled Nurses
985	Short Course on the Principles of Psychosexual Counselling for SCM Registered and Enrolled
989	Short Course on the Principles of Community Psychiatric Nursing for SEN(M) or SEN(MS)

Professional Qualifications: Level and Subject

PROFESSIONAL QUALIFICATIONS	Qualification	Subject	Short Title
Academy of Music and Dramatic Art Licentiate: Drama	24	700	LIC ACAD MUS/D ART DRAMA
Amateur Swimming Association - Advanced Swimming Studies	28	581	ASA ADV SWIMMING STUDS
Ambulance Services Institute, Licentiate:ship	24	581	AMBULANCE SERV INST LI
Association of Certified Accountants Certified Dip in Finance and Accountancy	24	442	ACA DIP FINANCE & ACCS
" " " " Foundation (New)	28	442	ACA FOUNDATION COURSE IN
" " " " Professional Exam: (New)	28	442	ACA PROFESSIONAL EXAM NW
Association of Dispensing Opticians, Dip Contact Lens Fitting	32	022	DISP OPTICNS DIP CON LEN
" " " " Fellowship (Prelim)	24	022	DISP OPTICNS FELLOW PREL
" " " " (Final)	28	022	DISP OPTICNS FELLOW FINL
Association of International Accountants: Foundation	28	442	AIA FOUNDATION
" " " " Professional	28	442	AIA PROFESSIONAL
Association of Medical Secretaries Cert: Medical Receptionist	24	495	ASS MEDICAL SECS CERT
" " " " Diploma	24	495	ASS MEDICAL SECS DIP
Association of Mining, Elect and Mech Engineers: Endorsement to Honours Certificate (Electrical)	28	085	AMEME END HON CERT ELECT
" " " " " " " " " " Endorsement to Honours Certificate (Mechanical)	28	099	AMEME END HON CERT MECH
" " " " " " " " " " Honours Certificate (Electrical)	28	085	AMEME HON CERT ELECTRICAL
" " " " " " " " " " Honours Certificate (Mechanical)	28	099	AMEME HON CERT MECHANICAL
" " " " " " " " " " Supplementary Certificate	28	147	AMEME SUPP CERT
Association of Occupational Therapists Diploma	28	047	ASSN OCCU THERAPISTS DIP
Association of Supervisory & Executive Engineers: Diploma in Engineering Management	28	478	ASEE DIP ENGINEERING MGT
Association of Technicians in Finance and Accountancy: Stage II	24	442	ATFA STAGE II
British Beekeepers Association, Cert in Beekeeping	24	304	BBA CERT BEEKEEPING
British Boot and Shoe Institution: Graduate	24	189	BOOT/SHOE INST GRADUATE
British Computer Society, Part I	24	504	BRITISH COMPUTER SOC PT1
" " " " Corp Membership, Part I: Computer Studies	28	504	CHBCS 1 COMPUTER STUDIES
" " " " " " " " " " Part II:	28	504	CHBCS 2 COMPUTER STUDIES
British Dietetic Assn Dietetic Diploma	28	020	BDA DIETETIC DIPLOMA
British Display Society, General Display Cert, Grade 1/II	24	562	DISPLAY SOC GEN CERT 1/2
" " " " National Diploma Advanced Level in Display	24	562	DISPLAY SOC ADV DIP DISP
" " " " National Diploma Advanced Level in Point of Sale	24	562	DISPLAY SOC ADV DIP SALE

PROFESSIONAL QUALIFICATIONS (contd)	Qualification	Subject	Short Title
British Horological Institute: Preliminary.....	24	581	HOROLOGICAL PRELIM
" " : Intermediate.....	24	581	HOROLOGICAL INTER
" " : Final.....	28	581	HOROLOGICAL FINAL
British Horse Society: Assistant Instructors Certificate.....	24	005	HORSE SOC ASS INSTR CERT
British Institute of Interior Design Licentiate.....	24	692	BI INTERIOR DESIGN LICEN
" " Technician.....	24	692	BI INTERIOR DESIGN TECNI
British Occupational Hygiene Society: Preliminary Certificate in Occupational Hygiene.....	24	043	BHIS PRE CERT OCC HYGIEN
British Optical Association Dispensing Diploma Part I.....	24	022	OPTICAL ASSN DISPND DIP 1
" " " " Part II.....	26	022	OPTICAL ASSN DISPND DIP 2
British Overseas Trade Board: Foundation Course in Overseas Trade.....	24	506	BOTH FND CRS OSEAS TRADE
British Printing Industries Federation: Certificate in Printing Administration Stages I and II.....	24	234	BPIF CERT PRINT ADMIN
" " " " : Endorsements Advanced Costing.....	24	234	BPIF END ADV COSTING
" " " " : " Advanced Estimating.....	24	234	BPIF END ADV ESTIMATING
British Productivity and Inventory Control Society: Part II.....	28	283	BR PROD/INV CONTRL SOC 2
British Psychological Society: Dip in Clinical Psychology.....	32	437	BPS DIP CLIN PSYCHOLOGY
" " : Qualifying Course.....	28	437	BPS QUALIFYING COURSE
British Society Scientific Glassblowers: Membership.....	24	283	GLASSBLOWERS MEMBERSHIP
British Stationery and Office Equipment Federation: Intermediate.....	24	567	STATY & OFF EQUIP INTER
Building Societies Institute: Associateship.....	28	514	BUILDING SOC INST ASSOC
" " : Foundation Course.....	28	514	BUILDING SOC INST FOUND
Central Council for Education and Training of Health Visitors Certificate.....	28	025	CET HEALTH VISITORS CERT
" " " " Field Work Instructors.....	28	025	CET HEALTH VIST CERT FWI
Central Council for Education and Training in Social Work:			
Certificate of Qualification in Social Work.....			CCETSW CERT SOCIAL WK
" " " " Phase III.....	28	433	CCETSW CERT SOCIAL WK 3
" " " " Phase II.....	28	433	CCETSW CERT SOCIAL WK 2
" " " " Phase I.....	28	433	CCETSW CERT SOCIAL WK 1
" " " " Certificate of Attendance.....	24	433	CCETSW CERT ATT SOC WK
Certificate in the Residential Care of Children and Young People.....	24	433	CCETSW CERT CARE CH&YP
Certificate in Residential Social Work.....	24	433	CCETSW CERT RES SOC WK
Certificate in Social Service.....	24	433	CCETSW CERT SOCIAL SERV
Course for Matrons and Experienced Deputies in Day and Residential Nurseries.....	24	433	CCETSW CRSE DAY/RES NURS
Diploma in Applied Social Studies.....	28	433	CCETSW DIP APP SOCIAL ST
Diploma for Teachers of the Mentally Handicapped.....	28	005	CCETSW DIP TCHRS OF M/H
Post-Qualifying Course in Children and Families.....	28	433	CCETSW PQ CRSE CHILD/FAM

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Central Council for Education and Training in Social Work (contd)			
Post-Qualifying Course for Social Workers Working with Handicapped (Visual Handicap).....	28	433	CCETSW IQ CRSE SOC WKERS
Preliminary Residential Child Care Cert.....	24	433	CCETSW CERT RES CH CARE
Central Midwives Board: Advanced Diploma.....	28	030	CENT MIDWIVES BD ADV DIP
" : Midwife Teachers Diploma.....	28	030	CENT MIDWIVES BD TEA DIP
Chartered Institute of Building Services: Associate (Heating and Ventilating).....	28	175	CIBS ASSOCIATE
" : Associate Membership.....	28	160	CIBS ASSOC MEMBERSHIP
Chartered Institute of Public Finance and Accountancy Accounting Technicians Course Stage II.....	28	442	CIPFA ACC TECHNS STAGE 2
" (Final).....	28	442	CIPFA FINAL
" Foundation Course.....	28	442	CIPFA FOUNDATION COURSE
" Graduate Conversion Course.....	28	442	CIPFA GRAD CONVERSN CRS
" Professional Examination.....	28	442	CIPFA PROF EXAM
Chartered Institute of Transport: Membership Inter.....	24	554	CHRTD INST TRANS MEM INT
" : Membership Final.....	28	554	CHRTD INST TRANS MEM FIN
Chartered Insurance Institute Introductory Exam.....	24	448	CHARTD INSUR INST INTRO
" Qualifying Exam for Associateship.....	28	448	CHARTD INSUR INST ASSOC
" Fellowship.....	28	448	CHARTD INSUR INST FELLOW
Chartered Society of Physiotherapy Membership.....	28	035	SOC PHYSIOTHERAPY MEM
" Teaching Dip in Physiotherapy.....	32	005	SOC PHYSIOTHERAPY T DIP
Civil Aviation Authority: Aeronautical Engineering Certificate.....	24	050	CAA AERONAUTIC ENG CERT
" : ARME Licence.....	24	555	CAA ARME LICENCE
" : Pilots and Navigators Licences - Air Transport.....	28	555	CAA PIL/NAV LIC AIR TRPT
" : Private Pilot's Licence.....	24	555	CAA PRIV PILOT LICENCE
Clothing Institute Examination (Part 1): Clothing Technology.....	28	188	CLOTH INST PT1 CLOTH TEC
" (Part 2):.....	28	188	CLOTH INST PT2 CLOTH TEC
College of Artcrafts: Licentiate'ship, Diploma.....	28	005	
College of Radiographers Higher Diploma.....	28	039	COL RADIOGRAPHERS H DIP
" Part I.....	28	039	COL RADIOGRAPHERS PART 1
" Part II.....	28	039	COL RADIOGRAPHERS PART 2
Communication, Advertising and Marketing Education Foundation:			
Certificate in Communication Studies.....	28	496	CAMEF CERT COMMUNICATION
Diploma in Advertising and Marketing.....	32	496	CAMEF DIP ADVERTISING
Diploma in Public Relations.....	32	496	CAMEF DIP PUBLIC RELATNS

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PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Incorporated Guild of Hairdressers, Wigmakers and Perfumers: Certificate: Hairdressing.....	24	570	IG OF HM&P HAIRDRESSING
Incorporated Society of Valuers and Auctioneers: Intermediate.....	24	514	SOC VALUERS/AUCTS INTER
" " " " " : Final Part I.....	28	514	SOC VALUERS/AUCTS FIN 1
" " " " " : Final Part II.....	28	514	SOC VALUERS/AUCTS FIN 2
Industrial Ceramics, Certificate.....	24	259	INDUSTRIAL CERAMICS CERT
Industrial Conciliation and Arbitration Services: Diploma in Industrial Relations.....	24	431	ICAS DIP INDUST RELATION
Institute of Accounting Staff Qualifying Exams Part I.....	24	442	ACC STAFF QUALYG EXAM I
" " " " " Part II.....	24	442	ACC STAFF QUALYG EXAM II
Institute of Acoustics: Corporate Membership.....	28	257	INST ACOUSTICS CORP MEMB
" " " " " : Diploma in Acoustics and Noise Control.....	28	257	INST AC DIP ACOUST/NOISE
Institute of Actuaries: (Final).....	28	446	INST ACTUARIES FINAL
" " " " " : (Intermediate).....	28	446	INST ACTUARIES INTER
Institute of Administrative Accounting and Data Processing: Part I.....	24	504	INST ADMN ACC DAT PROC I
Institute of Administrative Management, Cert in Admin Management.....	24	462	IAM CERT ADMIN MGT
" " " " " (O & M).....	24	462	IAM CERT ADMIN MGT O&M
" " " " " Dip " " " " " (O & M).....	28	462	IAM DIP ADMIN MGT
" " " " " " " " " (O & M).....	28	462	IAM DIP ADMIN MGT O&M
" " " " " Endorsement in Recreational Management.....	28	486	IAM END RECREAT MANGMENT
Institute of Ambulance Officers, Associateship.....	24	043	INST AMBULANCE OFF ASSC
" " " " " Graduateship.....	24	043	INST AMBULANCE OFF GRAD
Institute of Animal Technicians, Associateship.....	28	332	INST ANIMAL TECHS ASSOC
" " " " " Fellowship.....	28	332	INST ANIMAL TECHS FELL.
" " " " " (Intermediate) Animal Technology.....	28	332	INST ANIMAL TECHS INTER
Institute of Automobile Assessors.....	24	448	INST OF AUTO ASSESSORS
Institute of Bankers Conversion Course.....	24	447	IOB CONVERSION COURSE
" " " " " Stage 1.....	24	447	IOB STAGE 1
" " " " " Stage 2 (AIB).....	28	447	IOB STAGE 2
" " " " " Stage 3 (Financial Studies Diploma).....	32	447	IOB STAGE 3
" " " " " Associate.....	28	447	
Institute of Baths Management: Intermediate Membership.....	24	486	INST BATHS MANGMENT INTER
" " " " " : Final Diploma.....	24	486	INST BATHS MANGMENT FINAL
Institute of Biology Associateship.....	32	353	INST BIOLOGY ASSOCIATESP
" " " " " Membership: Applied Biology Parts I and II.....	28	353	MIB APPLIED BIOLOGY 1/2
" " " " " Parts I and II.....	28	353	INST BIOLOGY PTS 1/2

PROFESSIONAL QUALIFICATIONS (contd)	Qualification	Subject	Short Title
Institute of British Surgical Technicians: Certificate Prosthetist: 28	042	18ST CERT PROSTHETIST	
" " " " : Surgical Laboratory Techniques	042	18ST SURGICAL LAB TECHNIQ	
Institute of Building Associate Exam Part I (New) 28	473	10B ASSOCIATE PT 1 NEW	
" " " " Part II (New) 28	473	10B ASSOCIATE PT 2 NEW	
" " " " Certificate in Site Management Studies 24	473	10B CERT SITE MGMT	
" " " " Diploma in Site Management Studies 24	473	10B DIP SITE MGMT STUD	
" " " " Final Part I 28	473	10B FINAL PART 1	
" " " " " II 32	473	10B FINAL PART 2	
" " " " " III 32	473	10B FINAL PART 3	
" " " " Licentiate Exam Group I 24	473	10B LICENTIATE GP 1	
" " " " " II 28	473	10B LICENTIATE GP 2	
Institute of Building Control Officers: Membership (Parts I, II and III) 28	486	18CO MEMBERSHIP PTS 1-3	
Institute of Ceramics: Graduate 28	259	18ST CERAMICS GRAD	
" " " " : Licentiate 24	259	18ST CERAMICS LIC	
Institute of Chartered Accountants: Certificate in Management Information 28	442	1CA CERT MGMT INFOR	
" " " " : Foundation (New) 24	442	1CA FOUNDATION COURSE NEW	
" " " " : Professional Exam (New) 28	442	1CA PROFESSIONAL EXAM NEW	
Institute of Chartered Auctioneers and Estate Agents: Estate Agency (Inter) 24	505	1CAEA ESTATE AGENCY INT	
" " " " " (Final) 28	505	1CAEA ESTATE AGENCY FIN	
Institute of Chartered Secretaries and Administrators Certificate Parts I-IV 28	462	18ST SECS/ADMIN CERT 1-4	
Institute of Chartered Shipbrokers: Associate - Shipping 24	448	1CS ASSOCIATE SHIPPING	
" " " " : Associateship 24	448	18ST SHIPBROKERS ASSOC	
" " " " : Fellowship Part I 24	448	18ST SHIPBROKERS FEL 1	
" " " " : Fellowship Part II 28	448	18ST SHIPBROKERS FEL 2	
Institute of Clerk of Works of Gt Britain Final (Part I) 24	168	18ST CLERK OF WORKS FINAL 1	
" " " " " (Part II) 28	168	18ST CLERK OF WORKS FINAL 2	
" " " " " Intermediate 24	168	18ST CLERK OF WORKS INTER	
Institute of Commercial and Tech Representatives Graduateship: Salesmanship 24	509	1CTR GRAD SALESMANSHIP	
Institute of Corrosion Technology Assoc Member 28	124	18ST CORR TECH ASSC MEMB	
Institute of Cost and Management Accountants Affiliate Membership Stage II 28	445	1CHA AFF MEMB STAGE II	
" " " " " Foundation Course 28	445	1CHA FOUNDATION COURSE	
" " " " " Professional Examination 28	445	1CHA PROFESSIONAL	
Institute of Data Processing Part I 24	504	18ST DATA PROCESSING 1	
" " " " " Part II 24	504	18ST DATA PROCESSING 2	
" " " " " Part III 28	504	18ST DATA PROCESSING 3	
" " " " " Part IV 28	504	18ST DATA PROCESSING 4	

* Course advanced from year 2 onwards. If respondent completed course use 28. If it is clear he passed part of course but not all, use 24. subsequent years.

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PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Institute of Linguists Intermediate Diploma in Arabic	24	618	INST LING INTER ARABIC
" " " " Chinese	24	617	INST LING INTER CHINESE
" " " " Danish	24	607	INST LING INTER DANISH
" " " " Dutch	24	608	INST LING INTER DUTCH
" " " " Esperanto	24	618	INST LING INTER ESPRANTO
" " " " French and German Studies	24	605	INST LING INTER FR/GER
" " " " French Language and Studies	24	603	INST LING INTER FRENCH
" " " " German Language and Studies	24	604	INST LING INTER GERMAN
" " " " Hebrew	24	618	INST LING INTER HEBREW
" " " " Italian	24	609	INST LING INTER ITALIAN
" " " " Japanese	24	617	INST LING INTER JAPANESE
" " " " Modern Greek	24	613	INST LING INTER MOD GREEK
" " " " Polish	24	613	INST LING INTER POLISH
" " " " Portuguese	24	611	INST LING INTER PORTUGUESE
" " " " Russian	24	614	INST LING INTER RUSSIAN
" " " " Scottish Gaelic	24	602	INST LING INTER GAELIC
" " " " Spanish	24	606	INST LING INTER SPANISH
" " " " Swedish	24	612	INST LING INTER SWEDISH
" " " " Translators	24	620	INST LING INTER TRANSLT
" " " " Urdu	24	617	INST LING INTER URDU
" " " " Welsh	24	602	INST LING INTER WELSH
" " " Preliminary Exam in French	24	603	INST LING PRELIM FRENCH
" " " " German	24	604	INST LING PRELIM GERMAN
" " " " Italian	24	609	INST LING PRELIM ITALIAN
" " " " Russian	24	614	INST LING PRELIM RUSSIAN
" " " " Spanish	24	606	INST LING PRELIM SPANISH
Institute of Management, Certificate in Office Supervision	24	476	10M CERT OFF SUPERVISION
Institute of Marketing: Diploma	28	509	INST MARKETING DIPLOMA
" " " : Qualifying Certificate	28	509	INST MARKETING QUAL CERT
Institute of Materials Handling: Certificate	24	283	INST MATERIALS HAND CERT
Institute of Mathematics: Graduate	28	380	INST MATHS GRADUATE
" " " : Licentiate	24	380	LIC INST MATHEMATICS
Institute of Mathematics and its Applications: Diploma in Polymaths	24	381	INST MATHS DIP POLYMATHS
Institute of Meat: Affiliateship	24	196	MEAT INST AFFILIATESHIP
" " " : Associateship	24	196	MEAT INST ASSOCIATESHIP
" " " : Membership	28	196	MEAT INST MEMBERSHIP
Institute of Medical Laboratory Sciences Certificate in Management	32	029	INST MED LAB SCI CERT MH
" " " Fellowship	28	029	FELLOWSHIP IMLS
" " " Special Exam for Fellowship	28	029	INST MED LAB SCI EX FELL
Institute of Metal Finishing: Graduateship	32	134	INST METAL FIN GRAD
" " " : Licentiate	28	134	INST METAL FIN LICENTIAT

PROFESSIONAL QUALIFICATIONS (contd)	Qualification	Subject	Short Title
Institute of Motor Industry: Final	28	514	INST MOTOR INDUSTRY FIN
" " " : Intermediate	24	514	INST MOTOR INDUSTRY INT
" " " : Motor Agents Association Diploma	24	514	INST MOTOR IND MAA DIP
Institute of Municipal Building Management Associate	28	486	INST MUN BLD MANG ASSOC
Institute of Packaging: Membership	24	283	INST PACKAGING MEMBERSHIP
Institute of Parks and Recreation Administration: Diploma		486	INST PARK/REC ADMIN DIP
Institute of Personnel Management: Associateship	28	477	INST PERS MANGT ASSOC
" " " : Basic Certificate	24	477	INST PERS MANGT BAS CERT
" " " : Foundation Course in Personnel Practices (Student Membership/Affiliateship)	24	477	INST PERS MANGT FOUND CS
" " " : Membership Exam	28	477	INST PERS MANGT MEMB
Institute of Physics: Graduateship	28	314	INST PHYSICS GRAD
" " " : Applied Physics	28	315	IP GRAD APPLIED PHYSICS
Institute of Practitioners in Work Study and O&M: Graduate Part I	24	485	IPWS/O&M GRADUATE PART 1
" " " : " " " : II	28	485	IPWS/O&M GRADUATE PART 2
" " " : " " " : III	28	485	IPWS/O&M GRADUATE PART 3
" " " : Management Services Certificate (New)	24	485	IPWS/O&M MANG SERV CERT
" " " : Management Services Diploma (New)	28	485	IPWS/O&M MANG SERV DIP
Institute of Printing: Part III	28	223	INST PRINTING PART III
Institute of Production Control: Certificate in Production Planning and Supervision	24	486	IPC CERT PROD PLAN/SUPER
" " " : Diploma in Production Control	28	486	IPC DIP PRODUCTN CONTROL
Institute of Public Relations: Certificate	24	496	INST PUBLIC RELATNS CERT
Institute of Purchasing and Supply: Advanced Certificate in Storekeeping	24	508	IPS ADV CERT STOREKEEPING
" " " : Certificate of Storekeeping	24	508	IPS CERT STOREKEEPING
" " " : Final Part III	28	508	INST PURCH/SUPPLY FINAL3
" " " : Intermediate Part I	24	508	INST PURCH/SUPPLY INTER1
" " " : Intermediate Part II	28	508	INST PURCH/SUPPLY INTER2
Institute of Quality Assurance: Membership	28	448	INST QUALITY ASSUR MEMB
Institute of Quantity Surveyors: 1st Exam (Probationer)	28	244	INST QUANT SURVEYS 1 EX
" " " : 2nd Exam (Graduate)	28	244	INST QUANT SURVEYS 2 EX
" " " : 3rd Exam (Associate)	28	244	INST QUANT SURVEYS 3 EX
Institute of Quarrying: Assoc Membership	28	214	INST QUARRYING ASSC MEMB
Institute of Refrigeration Cert in Refrigeration Engineering	24	106	INST REFRIG CERT REF ENG

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Institute of Sales Engineers: Diploma in Sales Engineering	24	509	ISE DIP SALES ENGINEERING
" " " " Management	24	480	ISE DIP SALES MANAGEMENT
Institute of Science Technology Diploma	28	405	INST SCIENCE TECHLOGY DIP
Institute of Sheet Metal Engineers: Associate	28	143	ASS INST SHEET METAL ENG
Institute of Solid Waste Management: Testamur Certificate	28	283	INS SOLID WAST TEST CERT
Institute of Statisticians: Preliminary Exam	24	389	INST STATISTS PRELIM
" " " " : Stages I and II	24	389	INST STATISTS STAGES 1/2
" " " " : Stage III	28	389	INST STATISTS STAGE 3
Institute of Structural Engineers: Associate Membership	28	186	INST STRUCT ENG ASS MEMB
" " " " : Membership Part III	32	186	INST STRUCT ENG MEMB PT3
" " " " : Technicians Certificate		186	INST STRUCT ENG TEC CERT
Institute of Supervisory Management: Certificate in Supervisory Management	24	486	ISM CERT SUPERVISORY MAN
" " " " : Diploma in Supervisory Studies	24	486	ISM DIP SUPERVISORY STUD
Institute of Taxation (Associateship) Final	28	451	INST TAXATION ASS FINAL
" " " " : Intermediate	24	451	INST TAXATION ASS INTER
" " " " (Fellowship)	28	451	INST TAXATION FELLOW
Institute of Trade Mark Agents: Member	24	514	ITMA MEMBER
Institute of Trading Standards: Diploma in Consumer Affairs	28	514	INS TRAD STN DIP CON AFF
Institute of Traffic Administration, Associateship: Transport	28	486	INST TRAFFIC ADMIN ASSOC
" " " " : Graduateship: Transport	24	486	INST TRAFFIC ADMIN GRAD
Institute of Travel Agents: Final		513	INST TRAVEL AGENTS FINAL
" " " " : Intermediate		513	INST TRAVEL AGENTS INTER
" " " " : Primary		513	INST TRAVEL AGENTS PRIM
Institute of Trichology: Final	24	574	TRICHOLOGY INST FINAL
" " " " : Intermediate	24	574	TRICHOLOGY INST INTER
" " " " : Preliminary	24	574	TRICHOLOGY INST PRELIM
Institute of Water Pollution Control: Diploma	28	283	IWPC DIPLOMA
Institute of Welfare Officers Certificate	24	433	INST WELFARE OFFCRS CERT
" " " " : Diploma	24	433	INST WELFARE OFFCRS DIP
Institute of Wood Science: Associateship (Advanced Timber Technology)	28	279	IWS ASS ADV TIMBER TECHNY
" " " " : Certificate in Timber Technology	24	279	IWS CERT TIMBER TECHGY
" " " " : Higher Certificate in Timber Technology	24	279	IWS HCERT TIMBER TECHGY
Institution of Civil Engineers: Civil Engineering Law and Arbitration	28	426	ICE CIVIL ENG LAW/ARBITH
Institution of Gas Engineers: Part II	28	078	INST GAS ENGINEERS PT 2
Institution of Highway Engineers Diploma: Traffic Engineering	28	147	IHE DIP TRAFFIC ENGINEING

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Institution of Home Help Organisers Certificate	24	433	INST HOME HELP ORGN CERT
Institution of Industrial Safety Officers: Associate Membership	24	117	IND SAFETY OFF ASSOC MEM
" " " " : Membership	28	117	IND MEMBERSHIP
Institution of Metallurgists: Associateship	28	207	INST METALLURG ASSOCIATE
" " " " : Graduateship Part I	28	207	INST METALLURG GRAD PT 1
" " " " : " " " " Part II	28	207	INST METALLURG GRAD PT 2
Institution of Mining Engineers (Part III)	28	215	INST MINING ENGINEERS 3
Institution of Municipal Engineers: Building Control Officers, Ordinary Certificate	24	456	IME CERT BUILDG CONT OFF
" " " " : Diploma in Transportation	32	554	IME DIP TRANSPORTATION
" " " " : Part III: Management and Public Administration	32	452	IME PT3 MANGMT/PUB ADMIN
Institution of Public Health Engineers: Part III	24	447	IPHE PT3 PUB HLTH ENG PART 3
Institution of Training Officers: Diploma in Training Management	24	486	ITO DIP INDUSTRIAL TRAIN
Institution of Works Managers: Advanced Diploma Industrial Management (New)	32	479	IWM ADV DIP INDUST MANGT
" " " " : Certificate	28	479	IWM CERT
" " " " : Certificate in Industrial Management	28	479	IWM CERT INDUST MANGMT
" " " " : " " " " Relations	28	431	IWM CERT INDUST RELATION
" " " " : Diploma	28	479	IWM DIP
" " " " : " " " " in Industrial Management	28	479	IWM DIP INDUST MANAGMNT
International Association of Bookkeepers: Final	24	443	INT ASSOC B/KEEPERS FIN
International Health and Beauty Council: Certificate in Manicure and Pedicure	24	026	IHBC CERT MANICURE/PEDICURE
" " " " : Diploma in Health and Beauty Therapy	24	570	IHBC HLTH BEAUT THER DIP
" " " " : International Beauty Therapist's Diploma	24	570	IHBC INT BEAUT THER DIP
Joint Advisory Committee Scheme for Printing Production Workers	24	223	JAC SCHEME PRINTING PW
Joint Board Clinical Nursing Studies: National Certificate	28	030	JB CLIN NURSING NAT CERT
Joint Board Library Assn and School Library Assn: Teacher/Librarian Cert	24	573	JBLA TCHR LIBRARIAN CERT
Law Society: Common Professional Entry Exam	28	426	LAW SOC COMMON PROF EXAM
" " : Final (New)	28	426	LAW SOC FINAL NEW
" " : Part I (Qualifying)	28	426	LAW SOC I QUALIFYING
" " : (Solicitors) Part II	28	426	LAW SOC SOLICITORS II
Library Association: Final Part II	28	573	LIBRARY ASSOC FINAL PT 2
" " : Intermediate Part I	28	573	LIBRARY ASSOC INTER PT 1
" " : Post Graduate	32	573	LIBRARY ASSOC POST GRAD

PROFESSIONAL QUALIFICATIONS (contd)

PROFESSIONAL QUALIFICATIONS (cont'd)	Qualification	Subject	Short Title
Licensed Trade Training and Education Committee: Licensed Trade Catering Diploma.....	24	531	LTTEC LICENSED T CAT DIP
" " " " " : Licensed Trade Diploma.....	24	531	LTTEC LICENSED TRADE DIP
Local Government Training Board: Certificate in Municipal Administration.....	24	452	LGTB CERT MUNICIPAL ADMIN
" " " " " : Certificated Gardener Examination.....	24	308	LGTB CERT GARDENER EXAM
" " " " " : Diploma in Careers Guidance.....	32	436	LGTB DIP CAREERS GUIDANCE
" " " " " : Diploma in Municipal Administration (New).....	32	452	LGTB DIP MUNICIPAL ADMIN
" " " " " : Diploma in Trading Standards.....	28	514	LGTB DIP TRADING STDS
London Academy of Music and Dramatic Art: Certificate/Grades/Medals - Public Speaking and Drama.....	24	700	LAMDA CERTS/GR/HED PS&D
" " " " " " : Associate Teachers' Diploma in Speech and Drama.....	24	700	LAMDA ASS TCH DIP SP/DRM
London Chamber of Commerce (LCC) Certificate: Intensive Secretarial.....	24	489	LCC CERT INTENSIVE SEC
" " " " " : Private Secretaries.....	24	489	LCC CERT PRIVATE SECRETS
" " " " " Diploma : Personal Assistants.....	24	489	LCC DIP PERSONAL ASSISTS
" " " " " : Private Secretaries.....	24	489	LCC DIP PRIVATE SECRETS
London School of Music Exams.....	24	703	SCHOOL MUSIC EXAMS
Management Accounting Services: Joint Diploma Part I.....	28	442	JT DIP MGT ACC SERV PT I
Market Research Society: Diploma in Market Research.....	28	514	MRS DIP MARKET RESEARCH
Maternal and Child Welfare Association: Certificate in Child Care.....	24	031	MCWA CERT CHILD CARE
Mathematical Association: Diploma in Mathematical Education.....	28	007	MATH ASC DIP MATHCL EDUC
Medical Records Officer Association: Fellow.....	24	043	FEL MED RECORDS OFF ASS
Merchant Navy Training Board: Certificate in Marine Electronics (I and II).....	28	089	MER NAV TB CERT MAR ELEC
Methods Time Measurement Association.....	24	484	METHODS TIME MEAS ASS EX
Mining Qualification Board: Colliery Managers First Class Certificate of Competency.....	28	219	MQB COLL MAN 1 CL CERT
" " " : Deputies' Certificate.....	28	219	MQB CERT DEPUTIES/SHOTFR
" " " : Mining Surveyors Certificate.....	28	243	MQB MINING SURVEYING
" " " : Shotfirers' Certificate.....	28	214	MQB CERT DEPUTIES/SHOTFR
Ministry of Posts and Telecommunications: Maritime Radio Communications General Certificate.....	24	552	MPT MARIT RADIO COM CERT
" " " " " : Telephony Certificate: General Radio.....	24	514	MPT GENERAL RADIO CERT
" " " " " : Telephony Certificate: Restricted Radio.....	24	514	MPT RESTRICT RADIO CERT
National Association of Goldsmiths, Retail Jewellers' Diploma.....	24	560	GOLDSMITHS RET JEWEL DIP
National Association of Groundsmen Certificate: Turf Culture.....	24	309	NAG TURF CULTURE CERT

PROFESSIONAL QUALIFICATIONS (contd)	Qualification	Subject	Short Title
National Association of Industrial Therapy Managers: Certificate in Industrial Therapy.	24	047	ASS IND THERP MAN CERT
National Association of Paper Merchants Education Course Stage I.	24	273	NAT ASS PAPER MERCHTS 1
" " " " " " Stage II.	24	273	NAT ASS PAPER MERCHTS 2
" " " " " " Stage III.	24	273	NAT ASS PAPER MERCHTS 3
National Association of Retail Furnishers, Diploma Part I.	24	560	RETAIL FURNISHERS DIP PI
National Certificate in District Nursing.	28	030	
National Coal Board Certificate: Mine Entrants.	24	214	NCH CERT MINE ENTRANTS
National Computer Council: Certificate.	28	504	
National Computing Centre: Basic Certificate in Systems Analysis.	24	464	NCC BAS CERT SYSTEMS AJL
" " " " : Certificate in Systems Analysis.	24	464	NCC CERT SYSTEMS ANALYS
National Council for Home Economics Education: Certificate Basic Cookery.	24	539	NCHEE COOKERY CERT BASIC
" " " " " " : Demonstrators.	24	007	NCHEE CERT DEMONSTRATORS
" " " " " " : Home Economics.	24	535	NCHEE CERT HOME ECONOMIC
" " " " " " : Home Management.	24	541	NCHEE CERT HOME MANGMENT
" " " " " " : Home Management & Family Care.	24	541	NCHEE CERT HOME MH/FAM C
" " " " " " : Housecraft and Science.	24	411	NCHEE CERT HOUSECRAFT/SCI
" " " " " " : Housekeeping and Catering.	24	534	NCHEE HOUSEKEEPING/CATER
" " " " " " : Institutional Cookery.	24	539	NCHEE INST COOKERY CERT
" " " " " " : Diploma Home Economics.	28	535	NCHEE DIPLOMA
" " " " " " : Professional Certificate for Cooks.	24	539	NCHEE COOKS PROF CERT
National Council for Training of Journalists Certificate.	24	572	NAT CNCL TRNG JOURN CERT
" " " " " " : Pre-entry Course.	28	572	NAT CNCL TRNG JOURN CKSE
National Exam Board in Supervisory Studies: Cert in Supervisory Studies.	24	488	NESSS CERT SUPERV STDIES
" " " " " " : Diploma in Supervisory Studies.	28	488	NESSS DIP SUPERVISORY
" " " " " " : Introductory Course in Supervisory Studies.	24	488	NESSS INT CRS SUPERV STD
National Federation of Builders and Plumbers Merchants, Diploma.	24	559	NF BUILD/PLUMB MERCHI DIP
National Institute of Hardware Administrative Examination.	24	559	NAT INST HARDWARE ADM EX
" " " " " " : Commodity Examination.	24	559	NAT INST HARDWARE COM EX
" " " " " " : Induction Examination.	24	554	NAT INST HARDWARE IND EX
National Joint Councils: Welding for Plumbers.	24	182	NJC WELDING PLUMBERS
National Nursery Nurses Examination Board Certificate.	24	031	NURSERY NURSES EB CERT
National Study Group: Certificate in Classroom Management Training for Approved Driving Instructors.	28	105	NSG CERT MGT-DRIV INSTRC
Pension Management Institute: Associateship.	28	486	ASSOC PENSION MANG INST
" " " " " " : Certificate in Pharmacy Management.	28	010	PHARMACEUT SOC OUAL CRSE

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Plastics and Rubber Institute: Associateship Plastics	32	274	PLASTIC/RUBBER INST ASS
" " " " : Rubber Technology	32	277	PLASTIC/RUBBER INST ASS
" " " " : Graduateship Plastics	28	279	PLASTIC/RUBBER INST GRAD
" " " " : Rubber Technology	28	277	PLASTIC/RUBBER INST GRAD
" " " " : Licentiate Plastics	24	274	PLASTIC/RUBBER INST LIC
" " " " : Rubber Technology	24	277	PLASTIC/RUBBER INST LIC
" " " " : Technicianship Plastics	24	274	PLASTIC/RUBBER INST TECH
" " " " : Rubber Technology	24	277	PLASTIC/RUBBER INST TECH
Port Auxiliary Service Mates & Masters Certificate: Navigation	24	553	PAS MATES/MASTS CERT NAV
Port of London Authority: Watchkeeping Certificate	24	553	PLA WATCHKEEPING CERT
Radio, TV and Electronics Examinations Board: Certificate of Competency	24	094	RAD/TV/ELTC EB CERT COMP
Rating and Valuation Association: Final	28	458	RATING/VALUATH ASS FINAL
" " " " : Intermediate	24	458	RATING/VALUATH ASS INTER
Regional Management Centre Diploma in Education Management	28	486	REG MGT C DIP EDUCN MGT
Road Transport Industry Training Board: Course for Light & Heavy Vehicle Mechanics (Stages 2 and 3)	28	668	RTITB LKS HV MECHANICS
Royal Academy of Music: Advanced Course	28	703	RAM ADV COURSE
" " " " : Licentiate	24	703	LIC ROYAL ACADEMY MUSIC
" " " " : Licentiate (Drama)	24	703	LIC R ACADEMY MUSIC DRAMA
" " " " : Professional Certificate	28	703	RAM PROF CERT
Royal College of Music: Associate	24	703	ASSOC R COL MUSIC
" " " " : Certificate of Advanced Study	22	703	RCM CERT ADV STUDY
" " " " : Postgraduate Certificate of Advanced Study	32	703	RCM PG CERT ADV STUDY
Royal College of Nursing Certificate: Administration (Hospital)	28	456	RCN CERT HOSPITAL ADMIN
" " " " : Clinical Teachers	28	507	RCN CERT CLINICAL TCHRS
" " " " : Clinical Teachers (Psychiatric Field)	28	507	RCN CERT CLINICAL TCHRS
" " " " : Community Health Nurse Teacher	28	507	RCN CERT COMM HLTH NURSE
" " " " : International Course for Teachers of Nursing	28	507	RCN CERT INT LKS TCH NUR
" " " " : Occupational Health Nursing Admin	28	620	RCN CERT OCC HEALTH ADM
" " " " : (Advanced)	28	630	RCN CERT OCC HLTH NR ADV
" " " " : (Basic)	28	630	RCN CERT OCC HLTH NR BAS
" " " " : Tutor	28	630	RCN CERT OCC HLTH TUTOR
" " " " : Diploma in Nursing, Ward Management and Teaching	28	630	RCN DIP IN NURSING
Royal College of Psychiatrists: Diploma in Behavioural Science for Psychiatrists in Training	32	457	RCP SC PSYCHTS TRG
Royal College of Veterinary Surgeons Animal Nursing Auxiliaries Scheme: Animal Nursing	24	331	RCVS AUX SCH ANIMAL NURS
Royal Forestry Society of England and Wales: Woodman's Cert (Forestry)	24	323	RFSEW WOODMANS CERT
Royal Horticultural Society General Examination	24	310	R HORT SOC GEN EXAM

PROFESSIONAL QUALIFICATIONS (contd)	Qualification	Subject	Short Title
Royal Institute of British Architects: Cert in Building Surveying	28	242	RIBA CERT BUILD SURVEYNG
" " " " : Parts I and II	28	519	RIBA ARCHITECTS PTS 1/2
" " " " : Part III	32	519	RIBA ARCHITECTS PT 3
Royal Institute of Chemistry Certificate in Polymer Technology	28	374	RIC CERT POLYMER TECHLG
" " " " GraduateShip	28	367	GRAD ROYAL INS CHEMISTRY
" " " " Parts I and II: Applied Chemistry	28	369	RIC GRAD APP CHEM PT 1/2
" " " " Licentiate in Polymer Technology		374	RIC LIC POLYMER TECHLG
Royal Institute of Public Health and Hygiene Certificate in Food Handlers	24	024	RIPHIN CERT FOOD HANDLERS
" " " " " " " " General Hygiene	24	037	RIPHIN CERT GEN HYGIENE
" " " " " " " " Mortuary Hygiene & Technology	24	037	RIPHIN CERT MORT HY/TECHY
" " " " " " " " Mothercraft and Child Welfare	24	037	RIPHIN CERT MCRFT/CHI WEL
" " " " " " " " Parentcraft	24	037	RIPHIN CERT PARENTCRAFT
" " " " " " " " Diploma in Bakery Hygiene	24	024	RIPHIN DIP BAKERY HYGIENE
" " " " " " " " Food Hygiene	24	024	RIPHIN DIP FOOD HYGIENE
Royal Institution of Chartered Surveyors: Building Surveying Part I	28	242	RICS BUILD SURVEY PART 1
" " " " " " " " Part II	28	242	RICS BUILD SURVEY PART 2
" " " " " " " " Final	28	242	RICS BUILD SURVEY FINAL
" " " " " " " " General (Valuation, EA&P) Part I	28	242	RICS GEN VAL EA&P PART 1
" " " " " " " " (" ") Part II	28	242	RICS GEN VAL EA&P PART 2
" " " " " " " " (" ") Final	28	242	RICS GEN VAL EA&P FINAL
" " " " " " " " Land Agency & Agriculture Final	28	242	RICS LAND AGCY/AGRI FIN
" " " " " " " " " " " " Part I	28	242	RICS LAND AGCY/AGRI PT 1
" " " " " " " " " " " " Part II	28	242	RICS LAND AGCY/AGRI PT 2
" " " " " " " " Land Surveying Final	28	242	RICS LAND SURVEY FINAL
" " " " " " " " " " " " Pts 1/II (Combined)	28	242	RICS LAND SURVEY PT 1&2
" " " " " " " " Minerals Final	28	242	RICS MINERALS FINAL
" " " " " " " " " " " " Parts 1/II (Combined)	28	242	RICS MINERALS PARTS 1&2
" " " " " " " " Quantity Surveying Final	28	244	RICS QUANT SURVEYNG FINAL
" " " " " " " " " " " " Part I	28	244	RICS QUANT SURVEYNG PT 1
" " " " " " " " " " " " Part II	28	244	RICS QUANT SURVEYNG PT 2
Royal Microscopical Society: Technicians Certificate	28	406	MICROSCOPIC SOC TEC CERT
Royal Photographic Society: Associate	24	575	ASSOC PHOTOGRAPHIC SOC
Royal Schools of Music: Associate Board Grade Exams	24	703	RS MUSIC GRADE EXAMS
" " " " " : Graduate Diploma (GRSM)	28	703	RSM GRADUATE DIPLOMA
Royal Society of Arts Certificate: Teaching English as a Second or Foreign Language	24	601	RSA CERT ENG FORGN LANG
" " " " " : Teaching Literacy Skills to Adults	24	002	RSA CERT LT SKILLS-ADS
" " " " " : Teaching Modern Languages to Adults	24	002	RSA CERT TCH MLANG ADULT
" " " " " Diploma: Computer Appreciation for Management	24	517	RSA DIP COMP APPRECIATN
" " " " " : Personal Assistants	24	492	RSA DIP PERSONAL ASSISTS
" " " " " : Road Transport	24	557	RSA DIP ROAD TRANSPORT
" " " " " First Award in Systems Analysis	24	764	RSA SYSTEMS ANALYSIS I
" " " " " Intensive Secretarial	24	489	RSA INTENSIVE SEC
" " " " " Teachers' Certificate: Shorthand and Typing	24	002	RSA TEACH CERT

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Royal Society of Health: Certificate: Food Hygiene.....	28	024	RSH CERT FOOD HYGIENE
" " " " : " : Meat Inspection.....	28	027	RSH CERT MEAT INSPECT
" " " " : " : Nutrition.....	28	537	RSH CERT NUTRITION
" " " " : " : Parentcraft and Home Management.....	28	541	RSH CERT PCRF/HOME MANG
" " " " : " : Poultry Meat Inspection.....	28	027	RSH CERT POULTRY INSP
" " " " : Diploma: Air Pollution Control.....	28	014	RSH DIP AIR POLLTN CONT
" " " " : " : Dental Health Education.....	28	005	RSH DIP DENTAL HTH EDUC
" " " " : " : Food Inspectors.....	28	024	RSH DIP FOOD INSPECTION
" " " " : " : Nutrition.....	28	537	RSH DIP NUTRITION
Royal Society for the Prevention of Accidents: Certificate in Health and Safety Management.....	24	044	RUSPA CERT SFTY/LOS PREV
Royal Town Planning Institute: Final Examination.....	28	522	RTPI FIN.L EXAM
" " " " : First Professional Examination.....	28	522	RTPI FIRST PROF EXAM
Royal Yachting Association: Competent Crew Certificate.....	24	553	RYA COMPETENT CREW CERT
" " " " : National Coastal Certificate.....	24	553	RYA NAT COASTAL CERT
" " " " : National Dayboat Certificate.....	24	553	RYA NAT DAYBOAT CERT
" " " " : Yachtmaster (Motor Certificate).....	24	553	RYA YACHTMASTER MOT CERT
" " " " /Department of Trade: Yachtmaster (Ocean Cert).....	24	553	RYA/DT YCHTMSTR OCN CERT
" " " " / " " " (Off-Shore Certificate).....	24	553	RYA/DT YCHTMSTR OSHR CERT
St Andrew's Hospital Certificate for Occupational Therapy.....	28	047	HOSP CERT OCCUP THERAPY
Savings Bank Institute: Associatehip Part I.....	24	447	SAVINGS BANK INST ASS 1
" " " " : " Part II.....	24	447	SAVINGS BANK INST ASS 2
" " " " : " Part III.....	24	447	SAVINGS BANK INST ASS 3
Shipping Federation Ltd (Parts I, II and Higher Certificate) Nautical Catering.....	24	550	SHIPPING FED I/2/HCERT
Society of Apothecaries: Pharmacy Technicians Certificate.....	24	010	SOC APOTH PHARM TEC CERT
Society of Audiology Technicians: Membership Part I.....	24	043	SOC AUD TECH MEMSHIP PTI
Society of Cardiological Technicians: Certificate.....	24	015	SOC CARDIO TECH CERT
Society of Chiropodists (Membership).....	28	016	SOC CHIROPODISTS MEMBER
Society of Company and Commercial Accountants: Final.....	24	442	SOC COMP/COM ACCTS FINAL
" " " " : Intermediate.....	24	442	SOC COMP/COM ACCTS INTER
Society of Cosmetic Chemists Diploma: Cosmetic Chemistry.....	28	570	SOC CC DIP COSMETIC CHEM
Society of Dyers and Colourists Associatehip (Final).....	28	570	SOC DYERS/COL ASSOC FIN
Society of Floristry: Diploma.....	24	570	SOC FLORISTRY DIPLOMA
" " " " : Intermediate Exam.....	24	570	SOC FLORISTRY INTER EXAM

Society of Health and Beauty Therapists:	Certificate Beauty Consultants.....	24
" " " " " " :	" Epilation.....	24
" " " " " " :	" Make-up and Manicure.....	24
" " " " " " :	" Manicure and Pedicure.....	24
" " " " " " :	Diploma Beauty Specialists.....	24
" " " " " " :	" Electrology.....	24
" " " " " " :	" Remedial Camouflage.....	24
Society of Industrial Artists & Designers:	Diploma Membership	
" " " " " " :	" Ceramics.....	24
" " " " " " :	" Commercial.....	
" " " " " " :	" Design.....	24
" " " " " " :	" Design related... to Architecture	24
" " " " " " :	" Display.....	24
" " " " " " :	" Dress.....	24
" " " " " " :	" Environmental and Restoration Sculpture	24
" " " " " " :	" Exhibition.....	24
" " " " " " :	" Design.....	24
" " " " " " :	" Fashion Design.....	24
" " " " " " :	" Fine Art in Architecture	24
" " " " " " :	" Furniture.....	24
" " " " " " :	" Graphic Design (Inc Comm Art & Illustration)	24
" " " " " " :	" Industrial Design.....	24
" " " " " " :	" Interior Design.....	24
" " " " " " :	" Other Subjects.....	24
" " " " " " :	" Publicity Design.....	24
" " " " " " :	" Textile Design.....	24
" " " " " " :	" Theatre Design.....	24
" " " " " " :	" Wild Life Illustration.....	24
Stock Exchange Exams		24

Qualification	Subject	Short Title
24	570	SHHT CERT BEAUTY CONSULT
24	570	SHHT CERT EPILATION
24	570	SHHT CERT MAKE-UP/MANICR
24	570	SHHT CERT MANICURE/PEDIC
24	570	SHHT DIP BEAUTY SPECIALT
24	570	SHHT DIP ELECTROLOGY
24	570	SHHT DIP REMED CAMOUFLAG
24	674	DIP MEM SIAD CERAMICS
24	671	DIP MEM SIAD COMMERC DES
24	671	DIP MEM SIAD DES-ARCHIT
24	675	DIP MEM SIAD DISPLAY
24	675	DIP MEM SIAD DRESS TEX D
24	685	DIP MEM SIAD REST SCULPT
24	688	DIP MEM SIAD EXHIBIT DES
24	675	DIP MEM SIAD FASHION DES
24	670	DIP MEM SIAD FINE ART AR
24	676	DIP MEM SIAD FURNITURE
24	671	DIP MEM SIAD GRAPHIC DES
24	680	DIP MEM SIAD INDUSTRI DES
24	682	DIP MEM SIAD INTERIOR DS
24	680	DIP MEM SIAD OTHER SUBJS
24	688	DIP MEM SIAD PUBLIC DES
24	687	DIP MEM SIAD DRESS TEX D
24	671	DIP MEM SIAD THEATRE DES
24	684	DIP MEM SIAD WLD LIFE ILL
24	450	STOCK EXCHANGE EXAMS

PROFESSIONAL QUALIFICATIONS (contd)

	Qualification	Subject	Short Title
Textile Institute Associateship Group 1 Design +	28	687	TI ASSOC GP1 DESIGN
" " " " 2 "	28	687	TI ASSOC GP1 DESIGN
" " " " 3 "	28	687	TI ASSOC GP2 DESIGN
" " " " I Technology +	28	687	TI ASSOC GP3 DESIGN
" " " " II "	28	246	TI ASSOC GP1 TECHN
" " " " III "	28	246	TI ASSOC GP1 TECHN
" " " " II "	28	246	TI ASSOC GP2 TECHN
" " " " III "	28	246	TI ASSOC GP3 TECHN
" " Certificate in Analysis and Testing of Textile Materials	24	246	TI CERT ANL/TEST TEX MAT
Trinity College of Music: Associate Diploma (A Mus TCL)	24	703	TOM ASSOCIATE DIPLOMA
" " " " Graduate Diploma (GTCL)	24	703	TOM GRADUATE DIPLOMA
" " " " Licentiate Diploma (LTCL) (teachers - 3 yr)	28	703	TOM LICENTIATE DIP TEACH
" " " " " (LTCL) (performers - 4 yr)	24	703	TOM LICENTIATE DIP PERF
United Kingdom Commercial Travellers Association Diploma in Marketing	24	509	UKCTA DIP MARKETING
" " " " Salesmanship	24	509	UKCTA DIP SALESMANSHIP
Welding Institute Certificate	38	146	WELDING INST CERT
" " Membership	28	146	WELDING INST MEMBERSHIP
" " Senior Technician	28	146	WELDING INST SENIOR TECH
" " Technician	24	146	WELDING INST TECHNICIAN
Wines and Spirits Education Trust: Certificate	24	514	WSET CERT
" " " " Diploma	24	514	WSET DIP
" " " " Higher Certificate	24	514	WSET HIGHER CERT
Worshipful Company of Farriers, Apprenticeship Course: Farriery	24	330	COMP FARRIERS APPRT CRSE
Worshipful Company of Spectacle Makers, Dispensing Certificate, Part 1	24	022	SPECT MAKER DISPN CERT 1

Nursing Qualifications

NNEB Nursery Nursing	25
Advanced Diploma in Midwifery/Clinical Teachers Course	28
BTTA	25
Cadet Nursing	25
Committee for Clinical Nursing Studies:Certificate	28
Committee for Clinical Nursing Studies:Statement of Competence	28
Diploma in Nursing University of London	28
Diploma in Othopaedic Nursing (DON)	28
District Nurse Tutors/Teachers Certificate	28
Enrolled Nurse (EN)	25
Health Visitors Certificate	28
Health Visitor Tutor Certificate	28
Health Visitor Fieldwork Teaching Certificate	28
Midwife Teachers Diploma	28
Joint Board Clinical Nursing Studies: Certificate	28
Joint Board Clinical Nursing: Statement of Competence	25
NDN District Nursing Certificate	28
NDN (E Cert. (District Nursing))	25
Occupational Health Nursing Certificate Part I	25
Occupational Health Nursing Certificate Part II	28
Ophthalmic Nursing Diploma ONBD/OND	28
Ophthalmic Proficiency Certificate	25
Orthopaedic Nursing Certificate ONC	28
Orthopaedic Nursing Diploma DON	28
Registered General Nurse RGN (Scotland)	25
Registered Mental Nurse RMN	25
Registered Mental Subnormal Nurse RNMS	25
Registered Mental Subnormal Nurse RNMD	25
Sick Children Nurse RSCN	25
Fever Nurse RFN	25
Registered Nurse Tutor	28
Registered Clinical Nurse Tutor	28
Registered Nurse Teacher	28
SEN	25
SEN (M)	25
SEN (MS)	25
SRN	25
Statement of Competence or Attendance of Joint Board of Clinical Nursing Studies	25

NCDS IV 1981 ADDITIONAL CODING - PART 2

SUMMARY OF CODING OPERATIONS

<u>OTHER ANSWERS</u>			<u>Operation</u>	<u>Page</u>	<u>Columns</u>
P24 Q11	Sources of Grant	List	-	-	
P27 Q5	Sources of Grant	List	-	-	
P59 Q52	Accommodation agreement	Code	1	2256-57	
P62 Q76	Reasons for first moving away	Code	3	2258-59	
P82 Q38	Other religions (Christian)	Code	6	2260-61	
P82 Q38	Other religions (non-Christian)	List	-	-	

OPEN QUESTIONS

P6 Q3J)	Skills/training	Code	8	2262-67	
P12 Q3J)					
P16 Q5	Apprenticeship	Code	10	2268-69	
P17 Q12	Apprenticeship	Code	10	2270-71	
P19 Q28	Why course not completed (TR1)	Code	14	2272-77	
P20 Q38	Why course not completed (TR2)	Code	14	2213-18	
P21 Q48	Why course not completed (TR3)	List	-	-	
P23 Q88	Why course not FT	List	-	-	
P28 Q12	Why course not completed (ED)	Code	14	2319-24	
P31 Q7	Why did not go ahead with course	Code	14	2325-30	
P35 Q17	Why refused job	List	-	-	
P40 Q10	What prevented staying at school	Code	17	2331-36	
P40 Q10	What prevented starting work earlier	List	-	-	
P40 Q10	What prevented continuing education	List	-	-	
P52 Q55	Why no (more) children	Code	19	2349-54	
P63 Q83	Why moved out of last accommodation	Code	22	2355-60	
P63 Q86	Why moved out of earlier accommodation	Code	22	2361-66	
P80 Q24	Voluntary activity	Code	27	2367-72	

GENERAL INSTRUCTION

Where code is marked * the answer is to be listed with serial number. A separate listing sheet should be used for each such code. If more than one code has been assigned to the answer, all the codes assigned should be stated in brackets on the listing.

Coding frame

Page 59 Q.52 (asked of private rented only): Is the agreement for ...

READ OUT...

PLEASE CODE ONE ONLY

CODES 01,02 & 08 GIVEN AS PRECODES

Columns 2256-57

01 a holiday let

e.g. the people who own the house are abroad,
when they come back in March we'll have to find
somewhere else.

02 A non-exclusive occupation or sharing licence

e.g. there's four of us sharing the flat -
we share the living rooms but we each have our
own agreement with the landlord; its college
accommodation in Halls;

None of us knew each other before we came although
we share - I got my place through the landlord.

03 Accommodation tied to own or spouse/partner's employment

e.g. receptionist living in hotel; we live in a
police house; the cottage goes with my job on the farm;
I live in a Nurses' Home.

04 Army/Navy/Air Force Service quarters

e.g. we've got a place in airmen's quarters;
I live in the Sergeant's Mess.

05 Short-let: Specified under 2yrs duration

e.g. I'm just living here for 6 months; we have the house
on a year's lease only.

06 Short-let: Specified for 2 to 5 yrs duration

e.g. I shall be living here for the next 3 years;
we took this place on for 5 years only.

07 Short let - Unspecified period

e.g. it's just a temporary place - I hope to move soon;
I took the flat on for just a short time.

08 have agreement but don't know type

09 Shorthold

(Code only if the term 'shorthold' is given as a response,
otherwise code as short-let described above).

- 10 Long-let: Specified for more than 5 years duration
e.g. we got a lease on the house for the next 10 years.
- 11 Long-let: Unspecified period
e.g. really the place is ours till we want to leave.
- *12 Other arrangement not given above
- 13 Irrelevant answers
e.g. can't have pets; not allowed to use as business premises; I'm staying with friends for the time being
- 14 Don't know if there is an agreement or not
- 99 Not answered

Coding frame

Columns 2258-59

Page 62 Q76 (filtered from Q71 & Q72): Showcard 0: Which one of these reasons best summarises why you first moved away from your parents grandparents/relatives?

PLEASE CODE ONE ONLY

CODES 01-07 GIVEN AS PRECODES

- 01 To get married/live as married
(Exclude those who had lived together with spouse/partner in parents'/relatives' home . Code these as 02)
eg. we moved in together after we got married; came back from honeymoon and took on this flat; I left home to go and live with my boyfriend.
- 02 To set up home on own
eg. saved up and bought my own place; moved into a flat to share with friends; to set up home with my husband, we were living with my parents.
- 03 To under-take an educational or training course
eg. started college in another town
- 04 To take up a job or look for work (including spouse/partner's work)
eg. I couldn't get a local job so I moved to find work; I was offered a job in London so I had to move; got a job in a hotel and was given a room.
- 05 Wanted to leave because of friction at home
eg. my parents were always arguing and then dad started on me so I moved out; I was unhappy - just didn't get on with my brother so I left.
- 06 Was asked to leave because of friction at home
eg. my mum threw me out after we had an argument; my stepfather wanted me to go because we didn't get on and it was upsetting mum
- 07 No longer allowed to stay there
eg. I reached 18 and my foster parents could no longer afford to let me stay as I'd left care.

ACCOMMODATION REASONS

- 08 Too small
eg. didn't like sharing a bedroom; when my gran came to stay the house was too cramped.
- 09 In poor repair
eg. place was damp and in disrepair.
- 10 Wanted better accommodation
- 11 Returned to live with parents
(Applies only to individuals not living with natural parents at 16)
eg. I was living with an aunt and then at 17 I went back to live with my mum and stepfather.
- 12 Returned to live with grandparents/relatives
(Applies only to individuals not living with grandparents/relatives at 16)
eg. I went back to my gran's.
- 13 Moved to live in a different area
eg. went back to live in the area where I had lived as a child.
- 14 Other accommodation reasons

JOB REASONS

(including reasons connected with spouse/partner's work)

- 15 Moved to be nearer to work
eg. it was more convenient to move nearer to the office
- 16 Other job reasons
(Not covered by code 04 - to take up a job or look for work - or code 15 - to move to be nearer to work)

PERSONAL REASONS

- 17 Wanted to be independent/have a change
eg. wanted my freedom; wanted experience of living away
from parents.
- 18 Wanted to travel
eg. to see the world; went abroad to Germany.
- 19 Other Personal Reasons

OTHER REASONS

- 20 Placed in Care of Local Authority/Agency
- 21 Placed in Prison/Borstal/Remand
- 22 Irrelevant answer
- 99 No reason/Not answered

P82 Q38

RELIGIOUS DENOMINATIONS	(C)	CODING FRAME	Cols.2260-61
03	Roman Catholic	Roman Catholic Church in England Ukrainian Roman Catholic Church Liberal Catholic Church Old Roman Catholic Church	
04	Episcopal	Church of England Free Church of England Moravian Church in Great Britain and Irel:	
05	URC/Congregational	United Reformed Church Congregational Federation Evangelical Fellowship of Congregational Churches.	
06	Baptist	Baptist Union of Great Britain and N. Ire Strict Baptist Churches Old Baptist Union FIEC Affiliated Baptist Churches Other Baptist Churches	
07	Methodist	Methodist Conference Wesleyan Reform Union Independent Methodist Churches Free Methodist Church	
15.	Independent	FIEC affiliated and associated churches Union of Evangelical Churches Christian Brethren Darby Brethren Plymouth Brethren Independent fellowships and House Church Independent Evangelical	
16	African/West Indian	New Testament Church of God Church of God of Prophecy Church of Cherubim and Seraphim Seventh Day Adventist Churches Pilgrim Wesleyan Holiness Church Other African and West Indican Churches	
17	Pentecostal/Holiness	Assemblies of God Elim Pentecostal Church Apostolic Church Church of the Nazarene Emmanuel Holiness Church	
18	Salvation Army		
19	Religious Society of Friends/Quaker		
20	Other Protestant Churches	Lutheran Council of Great Britain Evangelical Lutheran churches Churches of Christ Countess of Huntingdon's Connexion Churches for Overseas Nationals	

- | | | |
|-----|---------------------------------|--|
| 21 | Orthodox | Greek Orthodox Archdiocese of Thyateira and
Great Britain
Russian Orthodox Church
Russian Orthodox Church in Exile
Armenian Orthodox Church
Serbian Orthodox Church
Ukrainian Orthodox Church
Other Orthodox churches |
| 22 | Church in Wales | |
| 23 | Church of Scotland/Presbyterian | |
| 24 | Mormon | |
| 25 | Jehovah's Witness | |
| 26 | Spiritualist | |
| *27 | Other | |
| 99 | Not answered | |

Coding Frame : Skills, training or qualifications needed for
for the job p 6 / p 12 Q 31

Cols 2262-67

You can code up to three attributes. Code ALL formal qualifications reported. If instead of, or in addition to these, items referring to training or personal characteristics are reported, code these as appropriate.

- 01 No qualifications
e.g. "no skills or training required"

FORMAL QUALIFICATIONS

- 02 One or more CSE's
- 03 1-4 'O' levels ('O' grades) any subject
- 04 5 or more 'O' levels ('O' grades)
- 04 One or more 'A' levels ('H' grades)
- 06 City & Guilds Certificate
- 07 ONC, OND, TEC, BEC
- 08 HNC, HND, Higher TEC, Higher BEC
- 09 Any recognised professional qualifications
(including Nursing qualifications)
- 10 Degree or Higher degree

TRAINING AND WORK EXPERIENCE

- 20 Apprenticeship (time served) including hairdressing
- 21 Typing ability, secretarial skills and qualifications
- 22 Driving licence, including HGV, PSV
- 23 On the job training
e.g. "had to learn to use"
- 24 General knowledge of the field/previous experience
- 25 Other training and certificated skills
e.g. Police training, first aid, supervisor training
- 26 Aptitude test on entry

PERSONAL CHARACTERISTICS

- 30 Intellectual attributes
e.g. good brain, had to be good with figures
- 31 Physical attributes
e.g. had to have a head for heights; be fit
- 32 Caring
e.g. "got to have a caring attitude", "must like kids", etc.
- 33 Personality
e.g. "outgoing personality", "got to be able to sell", "must get on with others".
- 34 Responsibility
e.g. got to be able to manage, administrate. supervise, organise, etc.
- 35 Other personal characteristics
e.g. age qualification.

- 40 Irrelevant or unspecific answer
- 99 Not answered

P16Q5 Cols - 2268-69

P17Q12 Cols - 2270-71

APPRENTICESHIPS -

CODE FRAME

NOTES

PROFESSIONAL & MANAGERIAL

01 Accountancy

*02 Other

To be individually listed

EDUCATION, WELFARE, HEALTH

03 Nursing

04 Dentistry

05 Animal Health

*06 Other education, welfare health

to be listed

LITERARY, ARTISTIC, SPORTS

07 Art and Industrial Design

08 Sound, Film, Photography, Theatre

09 Sports

PROFESSIONAL SCIENCE, ENGINEERING, ETC

10 Draughtsmen

*11 Other Professional in Science and Engineering
(e.g. laboratory technicians)

to be listed

CLERICAL AND SALES

12 Clerical and Related

13 Selling and Distribution

include tracer

Includes mo
part distribution

SECURITY & PERSONAL SERVICES

14 Cooks and Bakers

15 Hairdressing

*16 Other Security and Personal Services

To be listed

FARMING, FISHING & RELATED

- 11 -

- 17 Farming
(not agricultural engineering)
- 18 Horticulture/Gardening
- 19 Forestry/Tree Felling
- 20 Fishing
- *21 Other Farming Fishing, etc.

Notes

To be listed.

MATERIALS PROCESSING EXCLUDING METAL

- 22 Textiles & Fabric including hides
- 23 Butcher
- *24 Other Food, Drink, Tobacco Processing
- *25 Other materials processing (Paper making, chemicals)

To be listed

To be listed

**MAKING & REPAIRING EXCLUDING METAL
AND ELECTRICAL**

- 26 Compositing and Typesetting
- *27 Other printing
- 28 Bookbinding and Papermaking
- *29 Tailoring, Dressmaking, Leatherwork
- 30 Carpentry/Joinery
- 31 Cabinet makers and woodfitting
- 32 Other woodworking
- *33 Other making and repairing

to be listed

to be listed

This includes pattern m

to be listed

METAL AND ELECTRICAL

- 34 General Engineering (no further information)
- 35 General Mechanical Engineering
(no further information)
- 36 Mechanical Engineering Technician
- 37 Maintenance Engineering (no further information)
- 38 Machining
- 39 Tool makers

This includes setters,
operators, grinding, pre
operating.

- 40 Precision Instrument making
- 41 Production Fitters
- 42 Aircraft installation/Fitting
- 43 Marine installation/fitting
- 44 Motor Mechanic
- 45 Electrical fitters (including electronic and production electricians)
- 46 Electrical Technician
- 47 Electrician (electrical installation)
- 48 Telephone/Telecomms Engineer
- 49 T.V. Engineer
- 50 Plumbing, Heating and Ventilating Engineer
- 51 Sheet metal work/plating
- 52 Steel erecting
- 53 Welding
- *54 Other Engineering (specific trades mentioned)

PAINTING, ASSEMBLING AND RELATED

- 55 Painting and Decorating
- *56 Other painting and assembling

CONSTRUCTION AND MINING

- 57 Bricklaying
- 58 Plastering
- 59 Roofing
- 60 Glazing
- *61 Other Construction
- 62 Coal mining
- *63 Other mining

Notes

including turner, fitter
machine fitter, fitter/weld
aircraft engineering

marine engineering

include coachbuilding &
vehicle fitting

This code applies to an
electrician working in
manufacturing industry
otherwise 47

includes pipe
fitting unless also weldi

include pipefitting /weld

To be listed

to be listed

to be listed

to be listed

Notes

TRANSPORT

- 64 Sea Transport
- 65 Rail Transport
- 66 Road Transport
- 67 Civil Engineering - Earth Moving
- *68 Other transport operating
(stevedores)
- *69 Other Apprenticeships
- 99 Not answered

To be listed

To be listed

CODING FRAME

Assign up to 3 codes

P.28, Q.12: Why left education: (2319-24)

P.19, Q.28: p.20, Q.38: Why left training
(2272-77) (2313-18)

FINANCIAL REASONS

- 01 Unable to get grant
- 02 Grant or allowance insufficient to live
on
- 03 Couldn't afford course books or materials
or fees
- 04 Other financial problems
e.g. the wages weren't good

PERSONAL REASONS

- 05 Change in "marital" status
e.g. Got married; e.g. moved in with some-
one to live with boyfriend; got divorced;
split up.
- 06 Got pregnant (wife/partner got pregnant)
e.g. my wife was pregnant at the time
- 07 Childcare difficulties
e.g. unable to find babysitter; couldn't
cope with course and children
- 08 Illness or accident
e.g. I got glandular fever
- 09 Social reasons
e.g. found the atmosphere very bitchy
- 10 Travel reasons
- 11 Housing reasons
- 12 Homesickness
- 13 Other Personal or family reasons
e.g. my parents got divorced; my husband
wouldn't let me

JOB RELATED REASONS

- 14 Got a job instead
e.g. I got a job with British Airways

P.31, Q.7: Why planned course not
started (2325-30)

(The frame for this question is the
except where shown)

e.g. I've been offered a job

cont'd ... Coding frame
Job related reasons

- 15 Got sacked/made redundant
e.g. I got the sack
- 16 Left job/changed job
e.g. because I left job; had a disagreement with manager and left firm
- 17 Employer wouldn't allow time off
e.g. boss needed me; management decided the course was taking too much time from my own job. I wasn't getting my own work done
- 18 Other job-related reasons

COURSE-RELATED AND ACADEMIC REASONS

- 19 Failed exams
e.g. results weren't good enough in mock exams; failed first year exams.
- 20 Asked to leave (but code also 19 if appropriate)
- 21 Changed aspirations or study plans
e.g. decided I didn't want to be an accountant any more; decided the job was not for me (implication is that respondent might study something else)
- 22 Course not sufficiently vocational
e.g. no connection with the job I was doing; it seemed irrelevant to building techniques
- 23 Course discontinued or not available
e.g. it was a two year course and there weren't enough people for the course to last the full two years
- 24 Course too hard or advanced (also code 19 and/ 20 if appropriate)
e.g. I was baffled by it; the maths on the course were getting too difficult for me
- 25 Went on same course at a different institution
e.g. preference for another college, it was a similar course
- 19 Lacked qualifications
e.g. didn't have enough 'A' levels
- 23 Course not operative/no place on course

cont'd... Coding frame

Course-related and academic reasons

- 26 Course transferred to a different institution
- *27 Other aspects of the course n.e.c.
- 28 Lacked motivation to study
e.g. didn't think it was worth spending
another two years in order to obtain
a degree; lack of time to study (other
than that specifically attributed to
family - code as 06 or 07 as appropriate)
- 29 Irrelevant or unspecific answer
e.g. became bored; didn't like it.
- 99 Not answered

NOTE:

Please remember that up to three codes are available for each reply. So that
e.g. "I was offered a job with British Airways, and the course was in Ealing
which was too far away" is coded 14 and 10, e.g. "Because of change of job
and career" is coded 21 and 16.

P40 Q10

Why Left School Cols 2331-36

Code up to 3 responses per respondent.

School-based or educational reasons

- 01 Personal assessment of lack of ability
e.g. not capable; not good enough; I didn't think I had the ability to do 'O' levels at the time.
- 02 Assessment of lack of ability or qualifications by school or educational agency
e.g. careers officer told me my languages were not good enough; I didn't have enough 'O' levels for them to keep me on.
- 03 Desired course not available at school
e.g. because I couldn't take the subjects I wanted to; no sixth form
- 04 Disagreement with staff at the school
e.g. didn't get on with teachers; had a row with the Headmaster
- 05 Lack of information about staying on
e.g. no advice from school; you weren't encouraged or told what was there; I didn't know much about staying on.
- 06 Further Education
Desire to go to Further Education, or actually went to Further Education
- 07 School merged

Family reasons

- 08 Family finances
e.g. family needed cash; couldn't afford me to stay on (N.B. specific mention of family needing money - if only (or in addition) personal finances mentioned code 14)
- 09 Family commitments
e.g. had to look after younger brother; mother ill and had to run the household
- 10 Family discouraged or prevented me from staying on
e.g. parents wouldn't allow me
- 11 Family Moved
e.g. family moved to Oxford area and no-one in London wanted the responsibility of looking after me

CONT'D

Personal Reasons

- 12 Bored or uninterested by school
e.g. I didn't really like school at the time; because I hated school
- 13 Desire for independence
e.g. wanted to grow up and be independent; wanted to work
- 14 Personal need for money
e.g. just wanted to get out and earn money
- 15 Pregnancy
- 16 Marriage/Co-habitation
- 17 Truanted
- 18 Mental or Physical Health
- 19 Family or Personal problems n.e.c.
e.g. Father died; parents got divorced

Other Reasons

- 20 Had a job to go to, was offered a job
e.g. I had the chance of a job so I took it.
- 21 Influenced by friends
e.g. all my friends were leaving; I got in with the wrong crowd.
- *22 Other
- 23 Irrelevant or unspecific answer
- 99 No Reason/Not Answered

CODING FRAME

Reasons for not wanting (more) children: Page 52, Q.55. Cols 2349-54.

Code up to three responses per respondent: first three reasons given take priority.

PERSONAL REASONS

01 Dislike of or uninterested in children

e.g. I don't desire any - I have two horses and I spend most of my time with them; Just don't want them, never have done - not interested, I suppose.

02 Self-perceived unsuitability

e.g. Basically because I'm too selfish; I don't think I'd be a very good mother because I prefer animals; I have not a lot of patience with children.

REASONS CONNECTED WITH PARTNER OR EXISTING CHILDREN

03 Family completed

(do not use if 04 or 11 would be more appropriate)

e.g. I think two is enough; I've got a boy and a girl and don't feel I need any more; Family now complete (three children).

04 Reasons connected with partner or spouse

e.g. My husband doesn't like children - they drive him mad; I don't think my wife could cope; My partner doesn't want to have children.

05 Reasons connected with existing children

(Excluding difficulties with a previous pregnancy or childbirth, which should be coded 14) e.g. He's hyperactive and I couldn't cope with another one; He's such a handful that we don't really want another one; Because this one has been so difficult.

LIMITATION ON OTHER ACTIVITIES

06 General restriction of activities

e.g. I want to enjoy myself - when they are young you are housebound and I want to have more time to myself now; There's the restriction they place upon you; there's so much I've got to see and do before I become involved with children; I don't see why I should tie myself down when I have two near together; I travel about too much; I want to enjoy my life now; Because they tie you down too much.

07 Too much responsibility

e.g. It's a big responsibility; Too much responsibility bringing up children; I don't think I could cope with the responsibility.

08 Want to work or pursue career or continue education

e.g. Because it would interfere with my career which I love; I just feel that now she is growing up I would like to be able to go out and get a job; I'd like to go to work; I feel at the moment that I want a career and I don't think its fair to have a career and bring up children.

LIMITED PERSONAL OR MATERIAL RESOURCES

09 Financial reasons (excluding general coping coded 11)

e.g. We can't afford to keep them. Costs in general - food, clothing is so expensive; we can't afford any more, not if we wan't to give them everything they need..., Two is enough expense-wise; Husband's job is not all that secure - don't want to take on too much; We can't afford it.

10 Other material limitations

e.g. We want to buy this house and if we have any more the council won't let us; we don't have the room; problems of overcrowding.

11 Personal resources limited (excluding reasons connected with spouse or partner coded 03 or 04).

e.g. Two is enough to cope with - they're a handful; Could not cope with any more; Can give more to one child - everything - not just money but time and attention.

HEALTH-RELATED REASONS OR PHYSICAL FEARS

12 Fear or dislike of physical aspects of pregnancy or childbirth (excluding fears based on previous experience, coded at 14)

e.g. I don't like the thought of physically having them...; They ruin your figure; I'm frightened of childbirth.

13 Fear of having a handicapped child

e.g. Both have rather nasty defects (? physical) and would hate to have one with both defects; Fear of child being born with excema; Fear of passing on inheritable condition.

14 Difficulty with previous pregnancies or births

e.g. Had a bad time and it put me off - forceps delivery; I was very ill - as was my daughter - last time and I think the risk is too great; I don't want another long stay in hospital - had to stay three months this time; The strain would be too much as my periods of pregnancy involved me being constantly in the care of a doctor.

STATE OF THE WORLD

15 Possibility of nuclear war

e.g. I feel we won't live in a stable enough world - they have a good home life, its just the outside world with the bombs; it is not viable - I think there will be a neutron bomb, anyway.

16 The economic future (exclude personal finances coded at 09)

e.g. I don't think there is any point bringing children into the world as it is now - well, the job situation as it stands at the moment; Well, I can't really see the point of bringing them into the world because of all the unemployment, etc - who'd look after them when we were unable to work.

17 The state of the world in general (exclude responses which refer to nuclear war or the state of the economy specifically).

e.g. I don't think its worth bringing children into the world - there's nothing for them to look forward to; Not much future to bring a child into the world now; It's pointless bringing them into this unsettled world; I can't see any future for our children on this miserable planet at this stage.

*18 OTHER REASONS

e.g. Don't want to get married; My future is not as I want at the moment - my status; I would like a boy, but you can go on for years trying; There's enough of us in the family now to carry on the good name.

19 CONDITIONAL RESPONSES

e.g. It would depend on who I marry; Maybe as I get older I'll mellow; I've only wanted one always - might change my mind later, I can't say.

20. DON'T KNOW

e.g. Don't really know; Can't say.

21. IRRELEVANT RESPONSES

e.g. Its best to get to know your husband first; I like children in general. (Note: response does not give a reason for not wanting children).

22. REFUSED TO GIVE REASON

e.g. Refused to answer because husband was in the room; Did not wish to give details.

99 NOT ANSWERED/BLANK

Coding Frame

Page 63 Q83 (filtered as from Q78) Thinking now of your present address why did you leave your last place to move to it? (Cols 2355-60)

Page 63 Q86 (filtered from Q83): Why did you move out of that accommodation? (Cols 2361-66)

Code up to three responses per respondent: first three reasons given take priority

FAMILY/PERSONAL REASONS

- 01 To get married/live as married
(Exclude those who had lived together with spouse/partner in parents'/relatives'/in laws' home. Code these as 03)
eg. we moved in together after we got married; left to live with my girlfriend; to set up home with my wife to be.
- 02 To set up home on own (Applies only to single people)
eg. got my own place and moved out; moved into a flat to share with friends.
- 03 Moved to set up home with spouse/partner and/or children
eg. we were staying with my parents and then found a flat for ourselves.
- 04 Break up of relationship with spouse/partner
eg. we separated and both found somewhere else to live, I finished with my boyfriend and left because the flat belonged to him
- 05 Wanted to leave because of friction at home
eg. got tired of the arguments at home so I left.
- 06 Was asked to leave because of friction at home
eg. my father threw me out and I had to look for somewhere else.

(Q83/86 cont)

- 07 Unhappy with living arrangement
eg. didn't get on with the others in the flat.
- 08 Wanted to travel/moved abroad
eg. was going abroad and had to give up the flat

JOB REASONS

(Include changes affecting spouse'/partner's employment)

- 09 To take up a job or look for work
eg. when I got a new job had to move; got a job in a hotel and was given a room.
- 10 Moved to be nearer to Work
eg. it was more convenient to move nearer to the office.
- 12 Had to leave tied accommodation
eg. end of contract of last job which had living accommodation; flat went with the job and when my husband was made redundant we had to leave; left Forces and came back to England.
- 13 Other Job Reasons

EDUCATION/TRANING REASONS

- 14 To undertake an educational or training course
- 15 Left college end of term/finished course/completed training
eg. university accommodation - had to move out at end of term; finished full-time education and left area.
- 16 Other Education reasons

(Q83/86 cont)

ACCOMMODATION REASONS

- 17 Too expensive
eg. this place is a cheaper place to live in; rent was too high;
sold it because we couldn't afford the cost of remodernisation.
- 18 Too large
- 19 Too small
eg. only had one bedroom flat before and we wanted more room;
wasn't big enough.
- 20 In poor repair
eg. conditions were squalid; it was an old house - damp,
no heating and with an outside toilet; accommodation was unfit.
- 21 Too many stairs/high rise
eg. it was too high, it was on the third floor and I couldn't get
up and down with the children; it was a top floor flat and I just
didn't like living there.
- 22 Wanted better accommodation
eg. better facilities; last place was just terrible , this flat
is much better.
- 23 Wanted a garden
- 24 Bought a place
(Include caravan/mobile home)
eg. we bought a house of our own; were living in rented accommodation
then bought our own house; preferred to buy.
- 25 Offered a council place/Housing Association/New Town Corporation
property.
eg. on council list 2½ years and then we got this place; we were
squatting and then the council gave us this; given a flat by the
Housing Association.

CONT'D

(Q83/86 cont)

- 26 Property condemned/demolished
- 27 Asked by landlord to move - informal agreement
(exclude those given formal notice to quit. Code these as 28)
eg. the landlord wanted to decorate so he stopped letting the premises; the landlord said he was selling so we were moved out.
- 28 Asked by landlord to move - formal agreement
(Include only if respondent has been given formal notice to quit)
eg. we were given our notice.
- 29 Lease expired
eg. it was the end of the year's lease and we left; the lease ran out and we didn't want to renew.
- 30 Didn't get on with landlord
eg. because the landlord was driving me batty; just didn't get on with the landlady.
- 31 Didn't get on with neighbours
eg. neighbours were too noisy and used bad language; caretaker was unpleasant to us.
- 32 Other accommodation reasons
- 33 Returned to live with parents/in laws
eg. came back to live at home with my mum whilst my husband was working abroad.
- 34 Be nearer relatives/friends
- 35 Wanted to live in better area
eg. didn't like the estate; this is a much better area as it is closer to the shops and schools.

(Q83/86 con 'd)

- 36 Move to live in a different area
eg. went back to live in the area where I had lived as a child.
- 37 Other environmental reasons
- 38 Irrelevant answer
- 39 Unspecific answer
- 40 Other Answers
- 99 No reasons/not answered.

P80 Q24

VOLUNTARY ACTIVITIES CODING FRAME

Cols 2367-72

Assign up to 3 codes (see note at bottom of next page)

FUND RAISING ACTIVITIES

- 1 **RAISING MONEY BY RAFFLES/WHIST DRIVES/JUMBLE SALES/BINGO/FETES/BARBECUES/ENTERTAINING ETC**
- including: Running, organising, helping at such events. Making things to sell at Fetes/Sales of work; selling raffle tickets; helping on stalls; carol singing (with collecting boxes); charity football; fancy dress carnival.
- excluding: Just buying raffle tickets; attending as a 'paying guest'.
- 2 **SPONSORED ACTIVITIES**
- NB Include any sort of sponsored activity.
eg Sports such as sponsored walk/run/swimming. Also include sponsored fancy dress bike ride; sponsored 'knit in'; sponsored wheelbarrow push.
- 3 **DOOR TO DOOR COLLECTING/COLLECTING ON THE STREET**
- including: distributing and collecting boxes in shops/buses collecting sponsorship money eg. for minibus - but not actually taking part in a 'sponsored activity'.
- excluding: Carol singing with collecting boxes - code 1.
- 4 **COLLECTING FOODSTUFFS/LABELS/STAMPS/NEWSPAPERS/JUMBLE**
- including: collecting these items from other people. If it is clear that the informant is not collecting from others;
eg just saving up his own newspapers to give to someone else, Code J4. Accept if it is not clear eg collect milk bottle tops for Guide Dog for blind.
- 5 **RAISING MONEY/FUND RAISING - NO FURTHER DETAILS**
- NB Give priority to any of codes 1 - 4 over this code.
- eg Raising money for a good cause; raising money for senior citizens; raising money (nec).

COMMITTEE WORK

- 6 **TREASURER/FINANCIAL WORK** (apart from fund raising)
- NB This code takes priority over code 7 in cases where the informant serves on a committee as treasurer.
- eg Treasurer of Town Band; responsible for Church weekly offering scheme; work on finance committee - keep accounts, decide on expenditure.
- 7 **SERVING ON A COMMITTEE** (apart from Treasurer)
- including: Chairman; secretary; committee member; trustee 'Leading' women's groups; kept records and wrote minutes; carrying out work of committee members without actually serving on a committee eg. typing letters; school manager/governor; JP; organise appeals - writing to people for help; sit on Supplementary Benefits Appeal Tribunal

8 **POLITICAL AND SOCIAL ACTION**

e.g. Trade Union secretary, canvassing for Soc Democrats, organising marches for CND, helping of the Earth.
(if respondent serves on a committee, code as as well if respondent organises events)

TEACHING/ADVISING

- 9 **SUNDAY SCHOOL TEACHER/BIBLE CLASS LEADER/MINISTERIAL DUTIES**
- eg help organise Sunday school; lay reader/preacher; read lessons;
NB Give priority to 9 over 10 if the informant 'teaches' at these classes.
including: going to people in their homes about the bible/religion etc.
- 10 **TEACHING/ASSIST WITH TEACHING**
- including: giving extra lessons/coaching in 'academic' subjects.
eg reading, writing, maths, adult literacy. Assisting in the classroom, eg helping with needlework, reading numbers. Also include 'Teaching' at Tufty Club (Road Safety), help at school efficiency cycle test.
exclude: coaching sport - Code 12.
- 11 **GIVING ADVICE**
- eg Advice on legal problems; advice to sick; working at Citizen's Advice Bureau.
- 12 **TEACHING/ASSISTING WITH SPORTING ACTIVITIES**
- eg Assisted with swimming lessons. Organising and running extra curricular activities - hockey, gymnastics, canoeing, skiing, basket ball, volley ball, cross country running. Helped at school with swimming lessons - go with teacher to supervise children.

HOLIDAYS/ENTERTAINMENT

- 13 **ARRANGE OR HELP AT PARTIES/OUTINGS/HOLIDAYS AND OTHER ENTERTAINMENT**
- eg Organise holidays for Youth Clubs in the Midlands; running old people's party; running discos and fashion shows, helped with Xmas dinner and lunch for OAPs.
- 14 **ENTERTAIN BY GIVING TALKS/MUSICAL OR DRAMATIC PERFORMANCES**
- including: playing church organ; giving talks to W.I. and Towns Women's Guild; making theatrical costumes; "doing" the lighting
excluding: singing/performing to raise money - Code 1.

PRACTICAL/DIRECT HELP TO INDIVIDUALS/GROUPS

WORK WITH YOUNG PEOPLE

15 WORK ON CARS

eg repair peoples cars free of charge.

16 MEALS ON WHEELS

eg help to deliver meals for WVS

17 PLAYGROUPS/PRE-SCHOOL GROUPS

including: Baby sitting; supervise children at playgroup and read them stories; making xmas costumes and preparing playgroup party.

18 DRIVING

eg Transporting the sick or handicapped in my car to visit people or to go in hospital; escort young people in car to table tennis matches; Hospital Car Service; lifts to Church.

NB Only include in this code if the 'beneficiary' is given a lift. Just escorting ie. accompanying - see code 22.

19 PLUMBING/DECORATING/BUILDING/ELECTRICAL JOBS

eg Electric wiring in the house; fitted and repaired a tap for an old lady.

20 VISITING SICK/DISABLED IN HOSPITAL

eg Visit lady of 92 years in hospital. Visiting 'special groups' eg alcoholics. (ex) prisoners (and their families).

21 NURSING/FIRST AID/CHIROPODY

eg Attend theatre on first aid duty; Red Cross - voluntary nursing in hospital; Chiropody for old people.

22 HELPING INDIVIDUALS n.e.c.

including: Doing odd jobs, shopping, gardening, housework; cooking; escorting neighbours to do shopping/go to hospital (driving not mentioned). Visit neighbour/elderly person/sick visiting (nec).

excluding: Jobs covered by Code 19. Visiting sick/disabled - in hospital - code 20. Clubs/groups - see code 23.

23 'HELPING'/DOING ODD JOBS - FOR GROUPS/CLUBS ETC.

NB This is similar to code 22 in the sort of activities to include but where the beneficiary is not a neighbour/elderly individual.

eg Cooking for VI; knitting baby clothes to be distributed at Doc.'s; cleaning the church; sweeping out football pavilion; washing up at club; cut grass round the swings; go round with trolley at hospital; serving in shop/selling books for WVS/ Baby clinic; made curtains for school; distribute magazine/adverts for Church; help at old people's home.

24 Scouts, guides, cubs, brownies etc.

25 ATC, CCF, other military

26 Youth sport clubs/groups

(use code 12 for non-youth sports)

27 Youth groups for special interest or hobby

(not sport - see 26)

28 Youth clubs or groups connected with church

(but code Sunday school, Bible classes see 9)

29 Youth clubs, general or unspecified

30 Other work connected with youth

(but if only committee work see code 7)

31 CONSERVATION/ENVIRONMENT IMPROVEMENT

eg Planted 200 trees round the local garage - improving the environment (landscaping); conservation work - chopping down trees; planting and clearing land; improving the environment - assisting in maintenance and running of steam railway.

*32 OTHER ANSWERS

33 DOES VOLUNTARY WORK BUT NO INDICATION WHAT IT IS

34 NOT VOLUNTARY WORK

e.g. Blood Donor, taking part in identity parade, Fostering children, contributing to a cause or attending a fund raising event as a paying guest, Jury Service.

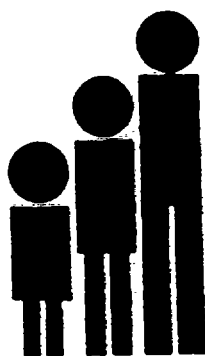
Notes

Repeating the activity code:

eg Fundraising for both Cancer Research and the local primary school is an acceptable repeat of the activity code as both the organisations and beneficiaries are different.

Running/organising: Try to code in what way or who the informant is running/organising eg. runs charity shop - sells any jumble brought in - code 1; run football team - code 12; started Day Centre for Elderly - on Management Committee - code 7; but if no detail is given eg. run an elderly people's group - code 23.

Coding frames used for the
CODING UNDERTAKEN BY NCB:referenced to the NCDS4
questionnaire by page number and question number



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NCDS4 - OPEN ENDED QUESTIONS TO BE CODED BY NCB

<u>Q'AIRE</u>	<u>QUESTIONS</u>	<u>ESTIMATED NO.OF CODINGS</u>
P3, Q1(j)	JOB SKILLS OF THOSE STILL IN FIRST JOB	1000
*P21, Q48	3RD TRAINING COURSE - WHY NOT COMPLETED	21
*P23, Q8(b)	HIGHEST/CURRENT QUALIFICATION - WHY COURSE NOT FULL-TIME	125
P29, Q8	LITERACY/PROBLEMS	359
P29, Q11	NUMERACY PROBLEMS	184
P30, Q13	WHAT LITERACY/NUMERACY PROBLEM PREVENTS	343
P30, Q14	OTHER CLASSES/COURSES - SUBJECTS	1129
P35, Q17	WHY REFUSED JOB	91
P40, Q10	WHAT PREVENTED RESPONDENT STARTING WORK EARLIER	209
P40, Q10	WHAT PREVENTED RESPONDENT CONTINUING EDUCATION	196
P46, Q2	ILLNESS OR DISABILITY OF CHILD	162
P69, Q3	ILLNESS OR DISABILITY OF RESPONDENT	566
P73, Q35(a)	OTHER MEDICAL CONDITIONS: 1 840 2 42 3 3 4 -	885
P74, Q38	TYPE OF ACCIDENTAL INJURY 1 5492 2 2610 3 1373 4 753 5 426 6 269 7 167 8 129	11219

cont'd

<u>Q'AIRE</u>	<u>QUESTIONS</u>	<u>ESTIMATED NO. OF CODING</u>
P74, Q40	PERMANENT DISABILITY RESULTING FROM ACCIDENT	349
P75, Q43	REASON FOR HOSPITAL ADMISSION: 1 2965 2 941 3 318 4 142 5 76 6 43 7 30	4515
P76, Q46	PSYCHIATRIC PROBLEM	463
P76, Q49	ANY OTHER MEDICAL CONDITION	889
		<hr/> 21820 <hr/>

OPEN CODED DATA

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Page No.

NATIONAL CHILDREN'S BUREAU

NATIONAL CHILD DEVELOPMENT STUDY STAGE IV

C1

(1)	(8)	(1)
	4	2

Page 3, Q.1 j. Skills/training : first job	(13)	13	15	17
Page 21, Q.48. Why third training course not completed ..	(19)	19	21	23
Page 23, Q.8(a). Why HQ course not full-time	(25)	25	26	27
Page 29, Q.8. Literacy problem	(28)	28	29	30
Page 29, Q.8. Numeracy problem	(31)	31	32	
Page 30, Q.11/13. Things literacy/numeracy problem prevent	(33)	33		
Page 30, Q.14g. Other course subjects	(34)	34	36	38
Page 35, Q.17. What prevented continuing education ..	(40)	40	42	44
Page 40, Q.10. What prevented continuing work earlier ..	(46)	46	48	50
Page 40, Q.16. What prevented continuing education	(52)	52	53	54
Page 46, Q.2. Illness or disability of child	(55)	55		
Page 69, Q.2. Illness or disability	(58)	58	61	
Page 73, Q.35. Other conditions supervised	(64)	64		
Page 73, Q.35. Other conditions supervised	(67)	67		

• Page 74, Q.38.	Type of accident No.1	(13)	13	
• Page 74, Q.38	" " " No.2	(15)	15	
• Page 74, Q.38.	" " " No.3	(17)	17	
• Page 74, Q.38.	" " " No.4	(19)	19	
• Page 74, Q.38.	" " " No.5	(21)	21	
• Page 74, Q.38.	" " " No.6	(23)	23	
• Page 74, Q.38.	" " " No.7	(25)	25	
• Page 74, Q.38.	" " " No.8	(27)	27	

Page 74, Q.40.	Disability from accident 1	(29)	29			32		
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• Page 75, Q.33.	Reason for hospital admission No.1	(35)	35		
• Page 75, Q.33.	" " " No.2	(38)	38		
• Page 75, Q.33.	" " " No.3	(41)	41		
• Page 75, Q.33.	" " " No.4	(44)	44		
• Page 75, Q.33.	" " " No.5	(47)	47		
• Page 75, Q.33.	" " " No.6	(50)	50		
• Page 75, Q.33.	" " " No.7	(53)	53		
• Page 75, Q.33.	" " " No.8	(56)	56		
• Page 75, Q.33.	" " " No.9	(58)	58		

Coding frame for:

P3, Q1(j) Skills, training or qualifications needed for the job for those still in their first job (Frame already used to code P6, Q3(j) and P12, Q3(j)).

You can code up to three attributes. Code ALL formal qualifications reported. If instead of, or in addition to these, items referring to training or personal characteristics are reported, code these as appropriate.

- 01 No qualifications
e.g. "no skills or training required"

FORMAL QUALIFICATIONS

- 02 One or more CSE's
03 1-4 'O' levels ('O' grades) any subject
04 5 or more 'O' levels ('O' grades)
04 One or more 'A' levels ('H' grades)
06 City & Guilds Certificate
07 ONC, OND, TEC, BEC
08 HNC, HND, Higher TEC, Higher BEC
09 Any recognised professional qualifications
(including Nursing qualifications)
10 Degree or Higher degree

TRAINING AND WORK EXPERIENCE

- 20 Apprenticeship (time served) including hairdressing
21 Typing ability, secretarial skills and qualifications
22 Driving licence, including HGV, PSV
23 On the job training
e.g. "had to learn to use"
24 General knowledge of the field/previous experience
25 Other training and certificated skills
e.g. Police training, first aid, supervisor training
26 Aptitude test on entry

PERSONAL CHARACTERISTICS

- 30 Intellectual attributes
e.g. good brain, had to be good with figures

- 31 Physical attributes
e.g. had to have a head for heights; be fit
- 32 Caring
e.g. "got to have a caring attitude", "must like kids", etc.
- 33 Personality
e.g. "outgoing personality", "got to be able to sell", "must get on with others".
- 34 Responsibility
e.g. got to be able to manage, administrate, supervise, organise, etc.
- 35 Other personal characteristics

OTHER

- 40 Irrelevant or unspecific answer
- 98 Not answered

split up.

- 06 Got pregnant (wife/partner got pregnant)
e.g. my wife was pregnant at the time
- 07 Childcare difficulties
e.g. unable to find babysitter; couldn't
cope with course and children
- 08 Illness or accident
e.g. I got glandular fever
- 09 Social reasons
e.g. found the atmosphere very bitchy
- 10 Travel reasons
- 11 Housing reasons
- 12 Homesickness
- 13 Other Personal or family reasons
e.g. my parents got divorced; my husband
wouldn't let me

JOB RELATED REASONS

- 14 Got a job instead
e.g. I got a job with British Airways

e.g. I've been offered a job

cont'd ... Coding frame
Job related reasons

- 15 Got sacked/made redundant
e.g. I got the sack
- 16 Left job/changed job
e.g. because I left job; had a disagreement with manager and left firm
- 17 Employer wouldn't allow time off
e.g. boss needed me; management decided the course was taking too much time from my own job. I wasn't getting my own work done
- 18 Other job-related reasons

COURSE-RELATED AND ACADEMIC REASONS

- 19 Failed exams
e.g. results weren't good enough in mock exams; failed first year exams.
 - 20 Asked to leave (but code also 19 if appropriate)
 - 21 Changed aspirations or study plans
e.g. decided I didn't want to be an accountant any more; decided the job was not for me (implication is that respondent might study something else)
 - 22 Course not sufficiently vocational
e.g. no connection with the job I was doing; it seemed irrelevant to building techniques
 - 23 Course discontinued or not available
e.g. it was a two year course and there weren't enough people for the course to last the full two years
 - 24 Course too hard or advanced (also code 19 and/ 20 if appropriate)
e.g. I was baffled by it; the maths on the course were getting too difficult for me
 - 25 Went on same course at a different institution
e.g. preference for another college, it was a similar course
- 19 Lacked qualifications
e.g. didn't have enough 'A' levels
 - 23 Course not operative/no on course

cont'd... Coding frame

Course-related and academic reasons

- 26 Course transferred to a different institution
- *27 Other aspects of the course n.e.c.
- 28 Lacked motivation to study
e.g. didn't think it was worth spending
another two years in order to obtain
a degree; lack of time to study (other
than that specifically attributed to
family - code as 06 or 07 as appropriate)
- 29 Irrelevant or unspecific answer
e.g. became bored; didn't like it.
- 99 Not answered

NOTE:

Please remember that up to three codes are available for each reply. So that
e.g. "I was offered a job with British Airways, and the course was in Ealing
which was too far away" is coded 14 and 10, e.g. "Because of change of job
and 'career" is coded 21 and 16.

p23,q8(b) WHY (H.Q.) COURSE NOT FULL-TIMEN. of responses

01	<u>Couldn't get a grant</u>	17
02	<u>Financial reasons</u>	32
03	<u>Commitment to work</u> <u>Needed to/wanted to work.</u>	21
04	<u>Employer wouldn't release me to do full-time course</u>	28
05	<u>Needed to stay on unemployment register or SB register</u>	4
06	<u>The nature of the course</u>	22
07	<u>Childcare responsibilities</u>	3
08	<u>Other</u>	3
09	<u>Not answered/no reason</u>	0

Total answers	130
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CODING FRAME AND OPEN CODED ANSWERS TO LITERACY AND NUMERACY QUESTIONS
(Q29, Q8; P29, Q11; P30, Q13)

The proposed coding frames below are based on a minimum of 100 responses requiring coding. Amongst these questionnaires there were no responses which required multi-coding. In the event that responses are found for which two or more codes apply, these will be dealt with either by coding as 'other' or by extending the codes to include combinations where needed. Given that no such need arose in more than 100 responses, it is most unlikely that this will lead to any problems in coding the remaining questionnaires that might affect the use of the coded variables.

1. Respondents who said that problems with reading, writing or spelling caused difficulties in everyday life were asked 'What things in particular cause difficulties?'.

Overwhelmingly, respondents gave answers which described aspects of their lives which were affected by their lack of skill rather than the specific tasks which they found difficult. The exception to this was the large number of responses in which problems with forms and/or letters were mentioned. This information is worthy of coding because of the many situations in which the ability to deal with these things are at a premium, for example, in applying for jobs or benefit

A number of responses indicated very limited literacy skills indeed (typically 'I can't read or write'), this information too, will be coded, to identify what can only be described as a very disadvantaged group of people.

The proposed coding is as follows:

a. Context in which difficulties occur

- 1 = at work
- 2 = applying for/looking for/interviews for jobs
- 3 = at home - children
- 4 = at home - household management, shopping etc.
- 5 = other context
- 6 = no particular context mentioned.

b. Problems with letters or forms

- 1 = letters and forms cause problems
- 2 = letters cause problems
- 3 = forms cause problems
- 4 = neither mentioned.

c. severely limited literacy skills

- 1 = answer indicates severe problems
- 2 = other.

2. Respondents who said that problems with number work cause difficulties in everyday life were asked 'What things in particular cause difficulties?'

As with the responses described above, the context in which problems were experienced featured largely in the responses to this question. In addition, respondents often gave a particular mathematical activity as being difficult or impossible. The proposed coding is as follows:

a. Context in which difficulties occur

- 1 = at work
- 2 = getting jobs
- 3 = shopping/household management/bills
- 4 = doing/getting on courses
- 5 = other
- 6 = no context mentioned.

b. Activity found difficult

- 1 = 'anything to do with numbers at all'
- 2 = adding/subtracting/'reckoning up'
- 3 = multiplication/division
- 4 = fractions/percentages
- 5 = converting to/understanding metric measurements
- 6 = no particular activity mentioned
- 7 = other.

3. Respondents who said that they were prevented from doing something they would like to do by lack of literacy or numeracy skills were asked 'What in particular are you prevented from doing?'

The vast majority of answers were related to work, training or education. The proposed coding is as follows:

- 1 = access to desired/better/any jobs
- 2 = access to training courses for jobs
- 3 = promotion prospects
- 4 = finding jobs in papers/writing off for jobs
- 5 = doing things with (own) children
- 6 = access to classes/courses (not specifically for jobs)
- 7 = other
- 8 = irrelevant/inappropriate answer.

01

EDUCATION

Education/Teacher Training

Teaching methods
Programmed learning
Audio-visual aids
Other education/teaching
Education combinations
Education combined with other groups

02

**MEDICINE, DENTISTRY AND
ANCILLARY HEALTH SUBJECTS**

Pharmacy

Pharmacology

Medicine

Dentistry

(Ancillary Health Subjects)

Air Pollution
Cardiography
Chiropody
Cleaning Science
Dental Nurses and Assistants
Dental Technicians
Dietetics
Dispensing assistants
Dispensing opticians
Dispensing technicians
Food inspection, analysis and hygiene
Health visitors
Manicure and pedicure
Meat inspection
Medical certificate technicians
Medical laboratory technicians
Nursing (medical)
Nursery nursing
Nutrition
Ophthalmic opticians
Physiological Measurements Tech.
Physiotherapy
Pre-nursing
Public health inspection
Sanitary inspection
Radiography
Smoke Control
Speech therapy
Surgical laboratory technicians
Other health subjects
Health and safety
Health combinations
Health combined with other groups
Occupational therapy

ENGINEERING

03 Aeronautical engineering

Aeronautics
Aerodynamics
Aerostructure
Aero engineering and space technology
Aircraft electrical power systems
Aircraft electronic devices
Astronautics
Flight Control
Guided Missiles

04 Agricultural engineering

Farm machinery maintenance
Horticultural machinery maintenance

05 Automobile engineering

Motor bodywork
Motor vehicle electricians
Motor vehicle engineering
Motor vehicle mechanics
Motor vehicle technicians
Motor vehicle painting
Motor vehicle repair and maintenance
Panel beating
Vehicle body building

06 Chemical engineering and technology

Chemical plant operation
Chemical technicians
Chemical technology
Gas engineering
Process plant operation

07 Civil engineering

Civil engineering (gas)
Municipal engineering
Traffic engineering
Land economics

08 Electrical engineering

Cable jointing
Electrical fitting
Electrical installation
Electronics
Electronic engineering
Electronic servicing
Illuminating engineering
Radar
Radio and television
Radio, television and tape recorders (amateur)
Radio, television and tape recorders servicing
Telecommunications

09 Marine engineering

10 Mechanical engineering

Fabrication of steelwork
Hydraulics
Mechanical engineering or practice
Mechanical engineering technicians
Mechanical engineering inspection
Rail carriage building
Refrigeration engineering
Workshop technology and p

11 Naval architecture and ship building

Shipbuilding
Ship joinery
Ship plumbing
Yacht and boat building

12 Production engineering

Precision engineering
Ergonomics
Materials handling

13 General and other engineering

Audio-visual technicians
General engineering
Combined engineering
Control engineering
Blacksmithing
Boiler house practice
Boilermaking
Corrosion engineering
Engineering drawing
Engineering planning, cost and costing
Engineering science
Fire engineering
Heating and ventilating engineering
Industrial engineering
Industrial radiography
Mill engineering and or
Instrument engineering and maintenance
Metal finishing and electrochemistry
Metal plate work
Metrology
Miscellaneous engineering metal trades
Nuclear engineering
Pipework engineering
Press tool making
Pressure vessel design
Scientific instrument and (including optical inst
Sheet metal work
Textile engineering
Watch and clock manufacture
Welding

* This is a collapsed version of the main subject coding frame with some minor additions.

Engineering combinations
Engineering & technology
combinations
Engineering in combination
with other groups (except
technology)

TECHNOLOGY

14 Building

Bricklaying
Building economics
Building foremanship
Building inspection
Building technology
Builders quantities
Carpentry and joinery
Clerks of works
Concrete practice
Concrete technology
Construction plant,
maintenance and repair
of
Furnace brickwork
Gas fitters work
Glazing and allied trades
Heating and ventilation
(installation and fitting)
Highways and works
superintendents
Industrial safety officers
Masonry
Mastic asphalt work
Painting and decorating
Plasterers work
Plumbing and sanitary
engineering
Roadwork (road masons
and paviors)
Roof slating and tiling
Shopfitting
Structural engineering
Wall and floor tiling
(including terrazzo and
mosaic work)

15 Clothing and footwear

Boot and shoe manufacture
and repair
Dress manufacture
Embroidery and lace
manufacture
Hosiery and knitted goods
manufacture
Millinery (other than
domestic)
Tailoring (other than
domestic)

**16 Food technology and
manufacture**

Bakery and flour
confectionery
Brewing
Chocolate and sugar
confectionery
Flour milling
Milk pasteurisation,
processing and
distribution

**17 Fuel and petroleum
technology**

Coal processing
Gas manufacture and
utilisation
Petroleum and petroleum
products

18 Metal technology

Metallurgy
Foundry technology
Foundry practice
Iron and steel manufacture
Metallurgical technicians
Non-ferrous metal
manufacture
Patternmaking

19 Mining and quarrying

Colliery electricians
Colliery mechanics
Mineral engineering
Mining engineering
Mining deputies and
managers

Mining geology

**20 Offshore engineering and
technology**

**21 Printing and book
production**

Printing
Book production
Book binding
Electro and stereotyping
Line composition
Lithographic printing
Monotype casters work
Monotype composition
Photo engraving
Photogravure
Photo-lithography
Printing administration
Printing ink technicians
Printing technicians
Printing warehouse practice
Publishers edition binding
Technical authorship and
illustration
Typographical design
Typography

22 Surveying /Valuation

Mine surveying
Quantity surveying
Cartography

**23 Textile technology and
manufacture**

Carpet and upholstery fabric
manufacture
Cotton manufacture
Silk manufacture
Synthetic textile
manufacture
Textile merchenting (where
course has technological
content)

Textile printing
Textiles, general
Woolen and worsted
manufacture and weaving
Other textile manufacture

**24 General and other technology
and manufacture**

Acoustics
Brickmaking
Ceramics technology and
manufacture
Cybernetics (industrial)
Furniture and upholstery
manufacture
Leather technology
Leather and leather goods
manufacture, dyeing and
finishing
Kiln burning
Gemology
Goldsmiths and silversmiths
work (excluding design)
Instrument technology
Jewellery manufacture
Musical instrument manufactu
Paint technology
Pottery manufacture
Paper science
Paper technology
Plastics technology
Polishing and Sanding
Rubber workshop practice
Rubber technology
Synthetic fibre manufacture
Timber technology
Tobacco processing
Woodcutting machinists work
Other manufacturing
Other technology

Technology combinations
Combinations of engineering
and/or technology with
other groups

**AGRICULTURE, FORESTRY AND
AND VETERINARY SCIENCE**

25 Agricultural chemistry

26 Agriculture

Agricultural economics
Animal husbandry
Beekeeping
Dairying
Farm records and accounts
Farm organisation and
management
Gardening
Greenkeeping
Horticulture
Poultry
Rural saddlery
Fish farming

27 Agricultural biology

Agricultural biochemistry
Agricultural botany
Agricultural science
Agricultural zoology
Animal genetics
Plant taxonomy
Soil chemistry
Soil science

28 Forestry

Arboriculture
Sylviculture
Forestry management
Timber felling and
sawmilling
Timber merchandising
Tree nursery work

29 Veterinary science

Animal nursing
Animal technicians

30 { Agricultural combinations Agricultural and other group combinations

SCIENCE

31 Biological Sciences

Applied biology
Applied micro biology
Biology
Bacteriology
Biological chemistry
Botany
Genetics
Microbiology
Microscopy
Physiology and anatomy
Pathology
Zoology

32 Biochemistry

Applied Biochemistry
Medical biochemistry
Physiological chemistry

33 Chemistry

Analytical chemistry
Applied chemistry
Cosmetic chemistry

Spectroscopy
Chemistry as applied to
textile industry
Dyeing of textiles
Polymer chemistry
Colour chemistry
Technical chemistry

34 Geology

Geophysics
Mineralogy

35 Mathematics

Applied mathematics
Arithmetic
Computer studies
(mathematical bias)
Decisionisation
Numerical analysis
Elasticity
Hydrodynamics
Probability theory
Statistics
Theoretical astronomy
Technological mathematics
Systems international
units
Computer science

36 Physics

Applied physics
Applied astronomy
Mathematical physics
Nuclear physics
Astrophysics
Radio astronomy
Radiation protection

37 Environmental sciences

Oceanography
Meteorology

38 General and other sciences

Science laboratory
technicians

Mathematics/physics
Mathematics/other sciences
Combinations of physical
sciences other than math/
physics
Combinations of biological
sciences
Combinations of sciences
with other subjects

SOCIAL, ADMINISTRATIVE AND BUSINESS SUBJECTS

39 Economics

Economic sciences and
statistics
Economic history
Economic organisation
Industrial economics

40 Geography

41 { Law

Legal executives

42 Industrial Relations/ Trades Union Studies

43 Youth Work/Youth Service

44 Political Studies, Civics, Current Affairs

45 Other Social Sciences

Sociology
Humanities and social studies
Social administration
Social work
Career guidance
Youth employment and vocational
guidance
Psychology
Social anthropology

46 { Other economics, law or social sciences Combinations of economics law and social sciences

47 Accountancy, banking and insurance

Accountancy
Book-keeping
Law accounting
Cost and works accounting
Actuarial studies
Banking and currency
Insurance
Municipal treasurers and
accountants
Stock exchange practice
Taxation

48 Government and public administration

Civil defence
Central government
Fire service
Hospital/health administration
International relations
Local government
Police
Political science

49 Management and management science

Administration, general
Business administration
Company secretarial practice
Computer systems analysis
Cybernetics (management)
Industrial administration
Industrial foremanship
Industrial organisation
Industrial training
Information science
Organisation and methods

Management, construction
Management, estate
Management, housing
Management, office
Management, personnel
Management, production
Management, works
Marketing and sales
management
Operational research

Quality control
Time and motion study
Work study
Other administrative and management studies
Supervisory studies

Institutional management and housekeeping
Licensed house staff
Preliminary trade cookery
Waiters and hotel assistants
Institutional catering and housekeeping

Modern studies
Misc. professional and vocational "e.o.c."
Combinations of professional and vocational
Combinations with other groups

50' Secretarial/clerical studies

Agricultural secretaries
Clerical
Personal Assistant
Shorthand/Typing
Typing
Medical secretaries

51 Other social administrative and business subjects

Advertising
Business studies
Commerce (including combined commerce and secretarial)
Business machine operation
Commercial travelling
Computing
Computer languages
Computer operation
Computer programming (general and commercial bias)
Data processing
Systems analyst
Estate agency
Export practice
Office studies
Purchasing
Salesmanship
Sales representatives
Shipbroking
Switchboard operation
Travel/travel agency

Combination of social, admin, business
Combinations with other groups

MISCELLANEOUS PROFESSIONAL AND VOCATIONAL SUBJECTS

52 Architecture

Landscape architecture
Land use
Town and country planning
Conservation (of buildings)
Rural and regional resources planning

53 Catering and institutional management

Catering, basic trades
Cookery for hotel and catering trades
Hotel and catering
Hotel book-keeping and reception

54 Home economics

Domestic science/dress and design
Domestic science/food and nutrition
Domestic studies
Cookery
Dressmaking (domestic)
Home management
Housework
Millinery (domestic)
Needlework and embroidery (domestic)
Tailoring (domestic)
Upholstery and soft furnishings
Weaving

55 Nautical studies

Fishing
Nautical catering
Nautical science
Radio-telegraphy (nautical)
Seamanship and navigation

56 Transport

Air transport
Rail transport
Road transport
Shipping

57 Wholesale and retail trades

Retailing
Flower display and arrangement/florist
General and undefined distribution
Grocery
Paper merchanting
Retail distribution
Retail management and storekeeping
Stationery
Textile distribution

58 Other professional and vocational subjects

Hairdressing/cosmetics/beauty
Laundry and dry cleaning work
Journalism
Librarianship
Trichology
Photography

LANGUAGES

60 English language and literature
61 English for foreign students
62 OTHER LANGUAGES
Celtic and other Celtic languages

French

German

French/German

Spanish

Danish

Dutch

Italian

Norwegian

Portuguese

Swedish

Other single Western European languages

Russian

Other Central and Eastern European languages

Classical studies

Oriental, Asian and African languages

Other languages

Modern languages

Combined language courses
Languages with other groups

(63)

ARTS OTHER THAN LANGUAGES

Archaeology

History

Philosophy
Moral sciences
Logic

Theology

Arts general (where not elsewhere specified)
Combinations of arts with other groups

MUSIC, DRAMA AND
VISUAL ARTS

64 Art and design

Art
Design
Art metalwork and
Jewellery design
Antiques
Ceramics (design)
Fashion design
Furniture design
Graphic design
(including commercial
art and illustration)
Handicrafts
History of art
Industrial design
Industrial glass design
Interior design
Lettering
Painting
Sculpture
Stained glass
Textile design
Window dressing and
display
Woodcarving

65 Drama and entertainment and music

Drama
Speech
Cinema and film studio
work

66 Music

67 { Music, drama, visual arts,
n.e.c.
Music, drama, visual arts
combinations

68 Subject given, but can't be
classified anywhere else

99 No subject given, or
illegible)

Proposed Coding Frame for: P35, Q17.

Why didn't take up job that had been offered

(92 answers in all)

Pay.	- too low	01
	- too low in relation to dole	02
	- too uncertain	03
Hours	- too long	04
	- inconvenient in relation to household/childcare	05
	- weekend work	06
	- night/evening work	07
	- too few	08
	- too uncertain	09
Type of work		
	- lacked interest	10
	- conditions of service/legality	11
	- work conditions	12
	- future career/dead end/not use qualifications	13
	- disliked fellow workers/employer	14
Location of job		
	- journey to work	15
	- not want to move	16
	- having difficulties in moving	17
security of job		
	- temporary/short term	18
	- uncertain term	19
	- permanent (wanted short-term)	20
Potential errors		
	- couldn't take <u>any</u> job at time - medical	21
	- care of relatives	22
	- not eligible/not offered job - medical	23
	- qualifications	24
	- alternative job offer	25
	- had job at time	26
Other	(2)	27

p40,q10 WHAT PREVENTED LEAVING SCHOOL AND STARTING WORK EARLIER?JOB PROSPECTS AND FURTHER STUDY

- 01 Couldn't get a job
eg. The unemployment situation, the recession.
- 02 Couldn't get an apprenticeship
- 03 Needed further qualifications for a (better) job or career
- 04 Needed qualifications to go to)
Wanted to go to } College or University
- 05 Wanted or needed further qualifications (for unspecified reasons)
- 06 Wanted to do further (school-based) study (unspecified)
- 07 Had to wait for a College, University or Apprenticeship place

PERSONAL CHARACTERISTICS

- 08 Lack of knowledge/inexperience
- 09 Liked school
- 10 Unsure what to do
- 11 Other personal characteristics

ADVICE OR PRESSURE

- 12 Advice or pressure from school or teachers
- 13 Advice or pressure from parents or family
- 14 Advice or pressure from friends
- 15 Advice or pressure (unspecified)
eg. it was expected of me.

OTHER

- 16 Other
eg. I thought I'd be better off.
- 99 Not answered/No reason

p40,q10 WHY DIDN'T LEAVE SCHOOL AND CONTINUE EDUCATION ELSEWHERE?

- 01 Alternative education facilities not available, inaccessible
include: alt education facilities too distant or difficult to get to;
: preferred course not available at alternative education facility
: needed qualifications to go to alternative education facility
- 02 Advice/Pressure from school or teachers
- 03 Advice/Pressure from parents or family
- 04 It was conventional to stay on
- 05 Lack of knowledge
including: never thought of it, never considered it.
- 06 Inadequate advice
- 07 Lack of confidence
- 08 Other
- 09 Not answered/no reason/irrelevant answer.

CODING GUIDE BASED ON I.C.D.

I.C.D. (1977) Coding for:-

- I. Longstanding illness, disability, infirmity of child (N5068) (q.1, p.46)
- II. Longstanding illness, disability, infirmity of respondent (N5740) (q.2, p.69)
- III. Disability from accident (N5853) (q.40, p.74)
- IV. Hospital admissions (N5855) (q.43, p.75)
- V. Other supervised medical conditions (N5813) (q.35, p.73)
- VI. Other medical conditions (N5873) (q.48, p.76)

These will be coded according to the International Classification of Diseases: (I.C.D.) which is produced by the World Health Organization. The ninth revision of the Classification will be used.

The I.C.D. is extensively used in health studies. Although originally formulated last century to categorise causes of death, its scope has successively been broadened for use in studies of general morbidity. The General Household Survey, for example, uses the most detailed version of I.C.D. to code all conditions ranging from longstanding illness, disability or handicap to reasons for consulting a G.P. An internationally accepted standard with such a wide range of application seemed the obvious choice for a longitudinal study such as NCDS. As a scheme that covers all age groups it will be suitable for use in any projected follow up of the survey members. Furthermore, it not only allows the identification of conditions currently of interest but also introduces some element of foresight in coding conditions which may become of relevance to the future health of the 23 year olds.

The I.C.D. is primarily a coding frame based on 3 digits from 1 to 999. Most of these categories can be further subdivided but it was felt that it is neither desirable nor practicable to use such subdivisions for NCDS 4. Non-specificity of condition is taken into account in the scheme by assigning special codes according to location or in some cases circumstances. Use of the 3 digit codes enables us to identify individuals with selected conditions. It also provides flexibility in the choice and range of regroupings to be used in the analysis. These can be produced at the processing stage without a further coding operation from the questionnaire being necessary. Perusal of a sample of questionnaires indicated that the information collected in NCDS 4 is suitable for coding according to the 3 digit I.C.D. It should be noted that many of the available categories will be unused. This is to be expected with such a comprehensive coding frame and does not affect the arguments for using it.

The WHO has produced an alphabetical index for assigning conditions to I.C.I. It includes alternative expressions, some of them non-medical, for conditions where they exist. To make the coding task easier we have produced a much shorter index containing some of the more commonly reported conditions and some of the non medical expressions that do not appear in the WHO. This index is intended for the coding of handicapping conditions, hospital admissions, conditions requiring medical supervision and other medical conditions. A preliminary version of the index, which is likely to be subject to some additions/amendments, is attached. Respondents were asked about up to seven hospital admissions and up to 4 conditions requiring regular medical supervision. The questions on longstanding illness, disability or handicap were open-ended, as were the questions about permanent disability resulting from accidents and about other medical conditions.

Notes on the I.C.D. Codes

1. Each code has either 3 or 4 digits. Usually the fourth digit - when there is one - indicates a further classification within the main category. For example, codes (N) 880 - (N) 887 cover laceration of open wounds of upper limb, and to each of these categories a fourth digit is added as follows:-

- .0 Without mention of complication
- .1 Complicated
- .2 With tendon involvement
- .9 Late effect

This frame is based on the first three digits.

2. (i) The abbreviation N.O.S. = Not otherwise specified
(ii) The abbreviation N.E.C. = Not elsewhere classifiable.

A composite list of commonly reported conditions, terms not in the Index, and conditions which present some difficulty in coding has been drawn up. It should be noted that this list is always used in conjunction with the I.C.D. as coding from the list alone could lead to error.

3. Alphabetical codes are not used. These are substituted here for 3 digit codes not used by I.C.D. - see back page of coding guide.

The I.C.D. is grouped into 17 broad subcategories. They are listed here, along with their 3 digit codes and examples of conditions that are likely to be reported in NCDS.

1. Infections and Parasitic Diseases (001-139), Tuberculosis (11), Shingles (53), Herpes Simplex (54), Glandular Fever (75).
2. Neoplasms (140-239)
This group is subdivided according to malignancy and site.
Hodgkins Disease (201), Leukaemia (208).
3. Endocrine, Nutritional and Metabolic Diseases and Immunity Disorders (240-27
Obesity (278), Diabetes (250).

4. Diseases of the blood and bloodforming organs (280-289), Anaemia (285)
5. Mental Disorders (290-319), Alcoholism (303), Depression (311).
6. Diseases of the Nervous System and Sense Organs (330-389) -
Nervous System (320-359), Epilepsy (345), Migraine (346), Eye (360-379),
Detached retina (361), Blindness (369), Ear and Mastoid Process (380-389),
Ear infection (382), Deafness (389).
7. Diseases of the Circulatory System (390-459), Heart Disease (429),
Haemorrhoids (455)
8. Diseases of the Respiratory System (460-519), Tonsillitis (463),
Hay Fever (477), Bronchitis (490), Asthma (493)
9. Diseases of the Digestive System (520-579), Duodenal Ulcer (532),
Appendicitis (541), Cirrosis of Liver (571).
10. Diseases of the Genitourinary System (580-629), Renal failure (586),
Cystitis (595), Disorder of menstruation (625/6)
11. Complications of Pregnancy, Childbirth and the Puerperium (630-676),
Spontaneous abortion (634), Induced Abortion (635), Ectopic pregnancy (633)
12. Diseases of the Skin and Subcutaneous Tissue (680-709),
Eczema (692), Psoriasis (696), Acne (706).
13. Diseases of the Musculoskeletal System and Connective Tissue (710-739),
Rheumatoid arthritis (714), Slipped disc (722).
14. Congenital Anomalies (740-759)
15. Certain conditions originating in the Perinatal Period (760-779)
16. Symptoms, signs and ill-defined conditions (780-799)
17. Injury and Poisoning (800-999).

I.C.D: DISEASE CODING* - Notes for Coders on use of ICD Vols I and II

Diseases are coded from the "International Classification of Diseases" (World Health Organisation). Where a condition can be identified, any symptoms of that same condition are ignored; for example aching limbs are not coded for a person who has flu. Where a condition cannot be identified, symptoms are coded. This frame uses the 3 digit codes only.

Coders are instructed to read through the Introduction in the I.C.D. before starting to code diseases.

The index is used in the following way:

First, the condition is looked up in the alphabetical index in Volume II. The number given after the description is then checked in Volume I to ensure that the category is sensible when it is applied to the specific condition described in the schedule. Also, a check may be made against the sex of the informant where this may have some bearing on the codes used (e.g. in the case of infertility sex is taken into account).

In most cases the description given in the schedule will be in everyday language rather than medical terms, and Volume II of the index does include non-medical terms. The amount of detail given by informants varies, and sometimes the recorded answer includes both a disability and also the cause of the disability. Where this occurs the cause only is coded, but if the disability resulting from the cause developed at a later stage and there is a late effect code to cover the disease, this code is used. In some cases there is a completely separate 3 digit code for late effect; for example late effect of Polio. A rough guide to indicate at which point the late effect code should be applied is to count as late effect anything which developed from a cause a year or more after the original illness or disability was experienced. There are exceptions to this however; for example, a fracture which will not heal is coded as late effect of fracture irrespective of when the fracture occurred. If the cause is not given, the disability is coded.

In the case of surgery or operations, the condition or complaint leading to surgery is coded unless it is not specified in which case the code 898 is used.

CODING GUIDE BASED ON I.C.D.

I.C.D. (1977) Coding for.-

- I. Longstanding illness, disability, infirmity of child (N5068) (q.1, p.46)
- II. Longstanding illness, disability, infirmity of respondent (N5740) (q.2, p.69)
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- VI. Other medical conditions (N5873) (q.48, p.76)

*(Nos. = not otherwise specified)

<u>Condition</u>	<u>Code</u>	<u>Condition</u>	<u>Code</u>
Abdominal tenderness	789	Appendix - grumbling/chronic	542
Abortion nos*	637	Appendicitis	541
Abortion threatened	640	Appendicitis with perforation/ peritoneal abscess	540
Abortion spontaneous	634	Appendix removal/operation/ appendectomy nos	541
Abrasion	521	Arthritis nos	716
Abscess anus/rectum	566	Asthma	493
cornea	370	Astigmatism	367
face	682	Athletes foot	110
back	682		
groin	682	Back sprain	847
nos	682	Bad chest nos	490
septic	682	Bartholin cyst/gland	616
Acquired deformity of foot/limb	736	Bell's palsy	351
Acquired deformity of toe	735	Benign neoplasm/lump/growth/cyst nos	229
Afterbirth retained	666	Bladder exploration	898
Agoraphobia (fear of going out)	300	Blepharitis (inflamed eyelid)	373
Aggression	301	Blindness	369
Alcoholism	303	Blind colour	368
Allergic rhinitis(hay fever)	477	Blindness due to injury	950
Amputation of limb - surgical	997	Bleeding - scanty/frequent mens- uration	626
Anaemia nos	285	Blocked ears	380
Anaemia due to iron deficiency	280	Blocked fallopian tubes	628
Aneurysm (abdominal/ruptured)	441	Blood pressure - high	401
Anorexia	783	Blood vomiting	578
Anorexia hysterical	300	Blood disorder nos	289
Anorexia nervosa	307	Bole spur	726
Anxiety state	300		

450

Breast lump nos	611	Cold (common)	460
Broken bone (see ICD pages 473 to 482)		Cold with influenza	487
Bronchitis - acute	466	Cold sore (herpes simplex)	054
chronic	491	Colic	789
unspecified	490	Colour blindness	368
Bronchopneumonia	485	Collitis - ulcerative	556
Burn (see ICD pages 512 to 515)		Collitis	555 to 558
Burn due to sun	692	Colles fracture	813
		Collapse of lung	518
Callosities	700	Coma	780
Cancer - malignant neoplasm nos	199	Conjunctivitis	372
Candida/candidiasis (thrush) in vagina	616	Constipation	564
Carpal tunnel syndrome (nerve entrapment in wrist)	354	Concussion	850
Cartilage - old tear, lower limb	717	*Contraceptive complications/management	649
Cartilage - current tear, knee	836	Contracture/shortening of tendon:	
Cerebral palsy (spastic)	343	Achilles	728
Cesarean section	654	finger	736
Cervicitis	616	Corneal scars	371
Chest deformity - acquired	738	Corns	700
- congenital	754	Celiac/Coeliac disease	579
Chickenpox	052	*Cosmetic surgery	699
Chipped bone (see fractures ICD pages 473-482)		Cough	786
Choking	933	Cramp - abdominal	789
Chromosome abnormality	758	Cramp, muscle - extremities	729
Circumcision (routine)	699	Crohn's Disease	555
Cirrhosis	571	Cross eye	378
Cleft palate and lip	749	Crushing injury (see ICD pages 509 to 510)	510
Clicky hip/dislocated hip:		Curvature of spine (not congenital)	737
recurrent	718	Cut (see ICD pages 492 to 499)	
congenital (from birth)	754	Cyst: Breast	610
Congenital deformities of feet	754	Bartholin	616
Congenital deformities of limb	754-756	Eyelid	373
Congenital musculoskeletal deformities (see ICD PAGES 417-437)		Thyroid	246
Congenital hydrocephalus	742	Ovarian	620
Congenital anomaly of eye/eyelid	743	Cystitis	595
ear, face, neck	744		
heart	745 or 746	Deafness/deaf mute	389
hiatus hernia	750	Dermatitis (external cause)	692
curvature of spine	754	Deformity - acquired of toe	735
		Deformity - acquired of limb	736
		Depression nos	311
		Detached/detachment retina	361
		Discharge from ear nos	451 388

Discharge from vagina nos	623	Gallstones	574
Disc slipped (out of place not due to trauma =839)	722	Ganglion (tendon)	727
D and C (Diagnostic Curettage)	898	Gastric ulcer	531
Dislocated hip	835	Gingival (gum) disease	523
" " congenital	754	Glandular fever	075
" " recurrent	718	Glands swollen, enlarged nos	785
Dizziness nos	780		
Downs syndrome (mongolism)	758	Hair lip	749
Dysmenorrhea	625	Haemophyllia	286
		Haemorrhoids	455
Earache	388	Haemorrhoids - complicating pregnancy or puerperium	671
Eardrum perforation	384	Hay fever (allergic)	477
Ear infection: middle	382	Hay fever with asthma	493
external	380	Headache nos	784
inner	386	Headache emotional	307 -
Ear - wax in	380	Head injury	854
Eczema	692	Heart - murmur	785
Encephalitis	323	Heart - hole in	746
Enteritis	009	Heart condition (see ICD pages 263 to 271) Nos: 428	
Entrapment (of nerves) syndromes:			
upper limb	354	Hernia	553
lower limb	355	Hernia - inguinal	550
Epilepsy	345	Hernia - strangulated/with obstruction	552
Eyelid inflamed	373	Herpes zoster	053
Examination/investigation/screening for suspected condition - RULED OUT	499	Herpes simplex	054
Fatigue	780	Hepatitis	573
Face pain /facial neuralgia	351	High blood pressure (hypertension)	796
Feeding problems - infants	783	High blood pressure in pregnancy	642
Fibrocystic disease - breast	610	Hodgkins Disease	201
Fibrosis - cystic	277		
Finger: trigger - acquired	727	Impetigo	684
congenital	756	Inflamed eyelids	373
Flat foot - acquired	734	Iron deficiency anaemia	280
congenital	754	Infertility - male	606
Flu	487	female	628
Follow-up for contraceptive management	649	Ingrowing nail	703
Fractures -(see ICD pages 473 to 482)		Inguinal hernia	550
		Influenza	487
		Injury to spinal cord	952

Injury to nerves of upper limb	955	Monoplegia (paralysis of one limb)	
lower limb	956	look up ICD codes 343, 344, 437 or 767	
spine	953	Multiple sclerosis	340
*Investigations for suspected		Mumps	072
conditions nos 898, ruled out	499	Myopia (short sight)	367
*I.U.D. (intrauterine contracep-			
tive device - coil) check/		Nasal polyps	471
insertion/removal	649	Nerves trapped: upper limb	354
		lower limb	355
Jaundice (yellow)	782	Neoplasms - benign	229
Jaundice of fetus/newborn	774	malignant	199
		uncertain behaviour	238
Kidney (renal) failure nos	586	nos	239
infection	590	Nerve injury - upper limb	955
disease nos	593	lower limb	956
		spine	953
Labour early, threatened,		Nerves	300
premature	644	Nervous breakdown	300
Lactation disorder	676	Neurotic disorder	300
*Laparoscopy nos	898	Neurotic depression	300
Laryngitis - acute	464	Neuritis (with slipped disc)	722
chronic	476	Neuralgia	729
Leukaemia nos	208		
Low vision	369	*Operation - cosmetic	699
Loose body in joint	718	*Operation - following injury/corrective/	
Loose body in knee	717	restorative nos	898
Lump in breast nos	611	Osteomyelitis	730
Lung - collapse	518	Overdose	977
		Overweight	278
Malignant neoplasm nos	199		
Measles	055	Paraplegia (paralysis of both lower	
Mental subnormality/retardation/		limbs)	341
handicap	319	" " - Congenital	342
Meningitis	322	Perforated ear drum	364
Menstrual disorder	626	Periodontal disease	523
Menstruation painful	625	Period pains	625
Menstrual migraine	625	*Pelvic inflammatory disease	614
Migraine	346	Piles	455
Miscarriage (spontaneous		Placenta adherent	667
abortion)	634	Plastic surgery - cosmetic	699
Miscarriage threatened	640		
Mongol	758		

Plastic surgery following injury/ corrective/restorative nos	898	Stomach ulcer	531
Pneumonia (acute)	486	Sterility: male	606
Psoriasis	696	female	628
Pruritis	698	*Sterilization - admission for	498
Pulmonary stenosis	746	Sunburn	692
Pyrexia	780	Swelling of musculoskeletal soft tissue nos	729
Pyelitis	590	*Surgery - cosmetic	699
		*Surgery - corrective/restorative nos	898
Quinsy	475	*Suspected condition - ruled out after observation/investigation	499
Rash - allergy (contact der- matitis)	692	Tendonitis	726
Rash nos	782	Tennis elbow	726
Renal failure nos	586	Tension headache	307
Renal dialysis	497	Tension - nervous	799
Respiratory infection	519	Tension - premenstrual	625
Rheumatism nos	729	Thrush (vaginal)	616
Rhinitis - allergic (hay fever)	477	Thyrotoxicosis	242
		Tiredness	780
Sciatica (with slipped disc)	722	Toes joined together/webbed	755
Schizophrenia	295	Tonsillitis	463
Septicaemia (blood poisoning)	038	Tonsillectomy/removal of tonsils	463
Septic arm	682	Tooth extraction	898
finger	681	Tooth impacted	520
foot, leg	682	Trapped nerve in wrist	354
mouth	528	Trigger finger - acquired	727
nail, finger or toe	681	- congenital	756
throat	034		
Short/contracted tendon - Achilles	728	Ulcer duodenum, duodenal (eroded) (peptic)	532
finger	736	Ulcer gastric, stomach (eroded) (peptic)	531
Short sight	367	Ulcer acute, with hemorrhage, with perforation	531
Sinusitis (chronic)	473	Ulcerative colitis	556
acute	461	Urinary infection	599
allergic	477	Ureteritis	593
with influenza	487		
sinuses drained/operation nos	473	Vaginal discharge	623
Slipped disc (not due to injury)	722		
Spina bifida	741		
Spastic	343		
Squint	378		

Webbed fingers	755
Webbed toes	755
Weight loss	783
Weight gain	783
*Wisdom tooth extraction	898

*Inadequate response	899
Not applicable - blank	

CODERS PLEASE NOTE

Where subsidiary information is available that does not appear in this index, the WHO index must be consulted.

*Non - ICD nos -	899	Inadequate
(due to ICD use of	898	Operation/surgery/investigation nos
letters - not suitable		- corrective/restorative
for computers)	699	Operation - cosmetic
	649	Contraceptive management
	499	Suspected condition ruled out after observation/ investigation
	498	Sterilisation
	497	Renal dialysis.

Coding frame for accidents. Based on ICD (1977)*

Coding frame includes:

Codes:

Fractures (ICD codes 800-829).....	1-7
Dislocations (ICD codes 830-839).....	8-12
Sprains and strains (ICD codes 840-848).....	13-17
Head injury (ICD codes 850-854).....	18-20
Internal injuries (ICD codes 860-869).....	21-23
Open wounds (ICD codes 870-879).....	24-34
Superficial injuries (ICD codes 910-919).....	35-41
Contusions (bruises, haematoma) (ICD codes 920-924).....	42-48
Crushing injuries (ICD codes 925-929).....	49-54
Foreign bodies (ICD codes 930-939).....	55-60
Burns (ICD codes 940-949).....	61-68
Injuries to nerves (ICD codes 950-957).....	69-75
Complications of trauma (ICD code 958).....	76
Other, unspecified (ICD code 959 + 304).....	77
Poisoning (ICD codes 960-989).....	78-82
Other external causes (radiation, weather etc) (ICD codes 990-995).....	83
Inadequate.....	99

*Excluded are a small number of categories, such as injuries to blood vessels (ICD codes 900-904) and late effects of injuries, poisonings etc (ICD codes 905-909). It is doubtful whether information recorded in questionnaires would be sufficiently detailed to allow these items to be coded.

Index for accident coding frame

	<u>Codes</u>
Abrasion.....	35-41
Avulsion.	13-17, 24-34
Amputation.....	31-34
Animal bite.....	24-34
Asphyxia.....	57
Allergy (to food).....	81
Allergy/adverse reactions (to drugs).....	83
Back injury unspecified.....	77
Bites (animal, human).....	24-34
Black eye.....	43
Blast injury.....	21-23
Brain injury.....	18-20
Break/broken bone.....	1-7
Bruising.....	21-23, 19
Burns.....	61-68, 35-41
Bleeding (see note on exclusions at codes 24-34).....	18-20, 24-76
Blister.....	35-41
Chemical burns.....	61-68
Chipped bones (treat as for fractures).....	1-7
Choking.....	57
Concussion.....	18
Contusions.	42-48
Crushing.....	21-23, 49-54
Cut.....	24-34
Dislocation.....	8-12
Drowning.....	57
Drugs.....	77, 78, 83
Foreign bodies.....	55-60, 35-41, 24
Food (allergy, poisoning).....	81
Fractures.....	1-7
Friction burns.....	35-41
Fumes etc (poisoning by).....	80
Gases etc (poisoning by).....	80
Haematoma.....	21-23, 42-48
Haemorrhage.....	76, 19
Human bite.....	24-34
Insect bite.....	35-41, 79
Internal injuries (chest, abdomen, pelvis).....	21-23
Jarring.....	21-23
Laceration.....	21-23, 24-34
Lightening burns.....	61-68

Codes

Medicines.....	77,78,83
Nerve injury.....	69-75
Non-medicinal chemicals/substances (poisoning by)....	79
Open wounds.....	24-30
Overdose (of drugs).....	77,78
Poisoning.....	78-83
Pulled.....	13-17
Puncture.....	21-23,24-30
Radiation burns.....	61-68
Renal failure (following crushing).....	76
Rupture.....	13-17
Scalds.....	61-68
Severe crushing (internal injury).....	21-23
Shock.....	76
Sprain.....	13-17
Strain.....	13-17
Snap.....	13-17
Splinter (non-penetrating)	35-41
Suicide attempt (drugs;open wound).....	78,24-30
Superficial injury.....	35-41
Tear.....	13-17,21-23
Trauma/Traumatic.....	21-23,31-34,76
Whiplash injury.....	16

The International Classification of Diseases (1977 edition). W.H.O.

A classification of diseases is a system of categories to which disease entities are assigned according to a set of established criteria. The International Classification of Diseases (ICD) is a statistical classificatory disease coding system devised by the World Health Organisation (WHO) to serve a variety of purposes - vital statistics offices (OPCS), sickness surveys (including the General Household Survey), medical services etc. It was devised to provide a common basis of classification for general statistical use. It is periodically reviewed and amended by the WHO at the International Conference for the Revision of the International Classification of Diseases. The ICD is a widely used system and its use facilitates comparisons of data from different sources - independent surveys, vital statistics and the General Household Survey (OPCS) etc.

Fractures (broken bones) (ICD codes 800-829)

Fractures of skull and face bones (eg. nose, jaw, cheek, eye, palate).....	1
Fractures of neck, spine, trunk (eg. vertebral column, coccyx, ribs, breastbone, sternum, chest, larynx, trachea, windpipe).....	2
Fractures of upper limb (eg. shoulder, arm, collar bone, shoulder blade).....	3
Fractures of wrist, hand, fingers, thumb.....	4
Fractures of hip and lower limb (eg. leg, foot, toes, pelvis, knee cap, shinbone ankle).....	5
Multiple fractures.....	6
Fractures unspecified.....	7

Dislocations (bones out of place) (ICD codes 830-839)

Dislocation of jaw.....	8
Dislocation of upper limb (eg. shoulder, elbow).....	9
Dislocation of wrist, finger, thumb.....	10
Dislocation of hip and lower limb (eg. knees, ankle, foot, toes).....	11
Other, multiple and unspecified dislocations.....	12

Sprains and strains (ICD codes 840-848)

Includes: Avulsion/tear/snap (without open wound, otherwise see codes 24-34)	of: joint surrounds
pulled	ligaments
rupture	muscles
sprain	tendons
strain	

EXCLUDES LACERATIONS OF TENDONS IN OPEN WOUNDS (ICD CODES 870-897) CODE 24-30

Sprains and strains of upper limb (eg. shoulder, arm).....	13
Sprains and strains of wrist, hand, fingers, thumb.....	14
Sprains and strains of hip and lower limb (eg. thigh, knee, leg, ankle, foot, toes).....	15
Sprains and strains of back and neck, includes whiplash injury	16
Other and unspecified sprains and strains.....	17

Head injury (without skull fracture) (ICD codes 850-854)

EXCLUDES: NERVE INJURY (ICD CODES 950-957) code 69-75; OPEN WOUND OF
HEAD WITHOUT INTRACRANIAL (BRAIN) INJURY (ICD CODES 870-879) CODE 25;
SKULL FRACTURE ALONE (ICD CODES 800) CODE 1.

Concussion.....	18
Cerebral (brain) laceration, bruising, haemorrhage, bleeding, following injury.....	19
Unspecified head/brain injury/other.....	20

Internal injury of chest, abdomen and pelvis (ICD codes 860-869)

Includes: blast injuries of internal organs

- bruise
- jarring
- crushing
- haematoma
- laceration
- puncture
- tear
- traumatic (due to injury) rupture

Internal injury to chest, heart, lung and other organs in chest area.....	21
Internal injury to stomach, intestines, rectum, other areas in gastro-intestinal tract, liver, spleen, kidney, pelvic organs, other abdominal organs.....	22
Other, multiple and unspecified internal injuries.....	23

Open wound (ICD codes 870-8)

Includes: animal bite

avulsion/tear

cut/laceration

puncture wound

traumatic (due to injury) amputation

human bite

Excludes: burn (ICD codes 940-949) code 61-68, 35-41

crushing (ICD codes 925-929) code 49-54

puncture of internal organs (ICD codes 869-869) code 21-23

superficial injury (ICD codes 910-919) code 35-41

WOUNDS INCIDENTAL TO:

dislocations (ICD codes 830-839) code 8-12

fractures (ICD codes 800-829) code 1-7

internal injury (ICD codes 860-869) codes 21-23

intracranial injury (brain) (ICD codes 850-854) code 18-

Open wound of eye.....	24
Open wound of ear, head neck (eg. ear, scalp, nose, cheek, jaw, lip, gum, tongue, broken tooth, neck, undefined and multiple face, throat, windpipe).....	25
Open wound of trunk (eg. chest WALL, back, buttock, genital organs, other, unspecified, multiple).....	26
Open wound of upper limb (shoulder, arm).....	27
Open wound of wrist, hand, fingers, thumb.....	28
Open wound of hip and lower limb (eg. thigh, knee, leg, foot).....	29
Multiple and unspecified open wounds.....	30
Amputation (due to injury) of arm (at or above elbow).....	31
Amputation of hand/fingers.....	32
Amputation of lower limb (Leg, foot).....	33
Amputation of toes.....	34

Superficial injuries (ICD codes 910-919)

Includes: abrasions

friction burn

blister

insect bite (non-venomous)

superficial foreign body (eg. splinter) without major open wound

otherwise code 24-34

Superficial injury of face, scalp, neck (eg. cheek, ear, gum, lip, nose, throat)....	35
Superficial injury of eye (includes eyelids, eyesocket, eyeball, cornea).....	36
Superficial injury of trunk (eg. abdominal wall, back, chest wall, breast, genital organs).....	37
Superficial injury of upper limb (shoulder, arm).....	38
Superficial injury of wrist, hand, fingers, thumb.....	39
Superficial injury of hip and lower limb.....	40
Other, multiple and unspecified.....	41

Contusion (bruise, haematoma) without fracture or open wound (ICD codes 920-924)

Contusion of face, neck, scalp (eg. cheek, ear, gum, lip, nose, throat, jaw).....	42
Contusion of eye and eye socket (eg. black eye, eyelids, eyeball).....	43
Contusion of trunk (eg. breast, chest, abdominal wall, side, groin, back, buttock, genital organs).....	44
Contusion of upper limb (eg. shoulder, arm).....	45
Contusion of wrist, hand, fingers, thumb.....	46
Contusion of hip and lower limb (eg. thigh, knee, leg, ankle, foot, toes(nails))....	47
Other, multiple and unspecified.....	48

Crushing injuries (ICD codes 925-929)

EXCLUDES: INTRACRANIAL (BRAIN) INJURY, CONCUSSION (ICD CODES 850-854) code 18-20;

INTERNAL ORGANS: SEVERE CRUSHING DUE TO INTERNAL INJURY (ICD CODES 860-869) Code 21-23.

Crushing of face, neck, scalp (not brain).....	49
Crushing of trunk (not internal organs or chest) (eg. back, buttock, breast, external genital organs).....	50
Crushing of upper limb (eg. shoulder, arm).....	51
Crushing of wrist, hand, fingers, thumb.....	52
Crushing of hip and lower limb.....	53
Multiple and unspecified.....	54

Foreign bodies (NOT PENETRATING WOUNDS IN EYE; THIS IS CODED 24) (ICD CODES 930-939)

Foreign body ON eye (not penetrating into eye).....	55
Foreign body IN ear, nose.....	56
Foreign body in throat, windpipe, lung (eg. asphyxia, choking; inhalation of liquid) .	57
Foreign body in mouth, digestive system (eg. stomach, intestine).....	58
Foreign body in rectum, anus, genitourinary tract (eg. bladder, vagina, penis) not intrauterine contraceptive device IUCD)	59
Other and unspecified.....	60

Burns (ICD codes 940-949)

Includes burns from: electrical heating appliance, electricity, flame, hot object, lightening, radiation, chemical burns, scalds.

Excludes friction burns ICD codes 910-919) code 35-41; sunburn coded by ICD with skin
CONSULT RESEARCHER as this code not allowed for here, so to be coded as other(77)

Burns confined to eye, eyelid, adjacent area.....	61
Burns confined to face, head, neck (eg. EYE WITH OTHER PARTS OF FACE; ear, head, lip, nose, scalp, temple)	62
Burns confined to trunk (abdominal wall, back, breast, chest, genital organs).....	63
Burns confined to upper limb (arm, shoulder).....	64
Burns confined to wrist, hand, fingers, thumb (nails).....	65
Burns confined to hip and lower limb (eg. leg, thigh, foot, toe(nails)).....	66
Multiple burns.....	67
Unspecified burns.....	68

Injury to nerves and spinal cord (ICD codes 950-957)

Injury to optic, cranial (eye, head) nerves.....	69
Injury to spinal cord nerves (without bony injury).....	70
Injury to trunk nerves (eg. abdominal wall, back, breast, chest, genital organs)....	71
Injury to upper limb nerves (eg. shoulder, arm).....	72
Injury to nerves of wrist, hand, fingers, thumb.....	73
Injury to hip and lower limb nerves (eg leg, foot).....	74
Other, multiple and unspecified.....	75

Early complications of trauma (ICD CODE 958).....76

(Eg. haemorrhage, bleeding, shock, renal failure following crushing)

Injury:other and unspecified (ICD CODE 959 +304).....77

(Eg. back injury, unspecified;drug dependence & non-dependent
abuse of drugs - ICD code 304)

Effects of poisons (ICD CODES 960-989)*

Poisoning by drugs (includes overdose, dosage errors NOT ALLERGY/ADVERSE
REACTIONS (ICD CODE 995; code 83): NOT DRUG DEPENDENCE OR NON-DEPENDENT
ABUSE OF DRUGS (ICD CODE 304 code 77).....78

Poisoning by non-medicinal chemicals and substances.....79
(includes venom, bee stings)

Poisoning by gases, vapours, fumes.....80

Poisoning by food (berries, shellfish, mushrooms, plants etc. Eg allergies,
(rashes), gastroenteritis, toxic effects of food contaminants (mercury
etc)).....81

Unspecified poisoning.....82

Other and unspecified effects of external causes (eg. radiation sickness, weather
(sunstroke). shock from lightening,allergy/adverse reactions to
drugs)NOT BURNS (ICD CODES 940-949. Code 61-68).....83

Inadequate reply to whole question.....99

*Researcher to code these. Coders should consult researcher when these
codes arise and about any ambiguities or difficulties.

Four types of injuries to be allowed for X 2 columns each. Up to 8 accidents.

Psychiatric Disorders (ICD numbers 290-319)

Psychoses (not alcoholic or drug, coded 7-8)	
Schizophrenia	1
ICD no. 295	
Manic depression	2
ICD no. 296	
Other psychoses	3
(e.g. paranoid states - with delusions) (not alcohol or drug psychoses coded 7 Or 8)	
ICD nos. 290, 293, 294, 297 - 299)	
Neurotic disorders	4
(e.g. anxiety states, panic attacks, nerves, nervous breakdown, phobic states, obsessive-compulsive disorders, hypochondrias, agoraphobia, unspecified neuroses)	
ICD no. 300	
Personality disorders	5
(e.g. paranoid personality (without delusions; not paranoid schizophrenia); aggression; emotional instability; obsessional personality (not obsessive-compulsive disorder coded 4); dependent personality; inadequate personality; sociopathic personality; psychopathic personality)	
ICD no. 301	
Sexual deviations and disorders	6
(e.g. transvestism - dressing up in clothes of opposite sex)	
ICD no. 302	
Alcohol dependence ; alcoholism; alcoholic psychoses	7
ICD no. 303	
Drug dependence: non-dependent abuse of drugs; drug psychoses	8
(not overdose, coded 13)	
ICD nos. 304	
Anorexia nervosa	9
ICD no. 307.1	
Depression.	10
(eg. stress (not manic depression coded 2 or post natal depression coded 11)	
ICD nos. 300.9, 309.0, 311.1	
Post-natal depression	11
ICD not listed	
Mental retardation	12
ICD 317-319	
Overdose	13
ICD no. 305	
Other	14
(e.g. tics; insomnia/sleep disorders; physiological malfunctioning arising from mental factors)	
ICD nos. 306-310; 312-316	
Inadequate reply	15
DNA	blank

* If respondent mentions depression in conjunction with sleep disorders only depression is coded as sleep disorders are symptoms associated with depression.