The Learning Directory Classification System

Version 3: March 2006

Volume 1: Sections A-B and D-Z

The nationally approved subject classification system for Learning Information Databases

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PART A: INTRODUCTION
1. Development of the Learning Directory Classification System

0.1 The First version of the Learning Directory Classification System was produced in 1999 and was based on SUPERCLASS II, first published in 1993. The Learning Directory (LDCS) Classification System was developed in order to provide a more up-to-date subject classification system for all users of SUPERCLASS II, but in particular those providing information to the Learning Directory. Since the first production there has been:

- a minor revision in November 1999 (version 1.1)
- a more extensive revision in January 2001 (version 2)
- a minor revision in Spring 2002 (version 2.1) - electronic version only
- a simplification revision in September 2003 (version 2.2) – electronic version only

The development of the Learning Directory Classification System and these subsequent revisions have been the result of activity undertaken by a working group of subject classification users in consultation with subject experts as necessary.

0.2 The revision of 2005 has involved:

- a complete restructure of section C which now includes comprehensive help notes and examples – this is now kept in a separate volume.
- an overhaul of section FN in conjunction with CILT (the National Centre for Languages)
- revisions to other sections, including some additional notations and deletions/simplification of sections that are little used.

0.3 The index to the Schedule is now in two parts:

- that for the main volume refers to hierarchies A-B and D-Z
- that specifically for section C.

1.4 The Learning Directory Classification System will continue to be revised regularly as new subject areas arise. This continued work will ensure that the new classification system will remain up-to-date and continue to meet the needs of users.

1 Rationale for the development of the Learning Directory Classification System

Originally SUPERCLASS, the predecessor of the Learning Directory Classification System, was developed as a classification system within the TAP (Training Access Point) databases, but it was also used by other databases in order to bring the subject systems into close alignment for cross-database searching.

The Learning Directory Classification System, like the SUPERCLASS versions before it, enables users with little or no knowledge of either database searching or the subject of learning, to retrieve learning opportunities information comprehensively and accurately.
This is achieved through:

- devising terms to express a precise concept or particular branch of study, overcoming the problems of loose terminology (consider the many uses of the word 'management'); and
- organising these terms into a hierarchical structure, grouping like concepts into classes.

2 Structure of the System

2.1 Hierarchy

The Learning Directory Classification System uses a controlled terminology and brings together headings for related courses into hierarchies. A hierarchy is defined as an organisation with classes ranked one above another. The Learning Directory Classification System contains twenty-three hierarchies (main classes).

| business / management / office studies, A |
| sales marketing & retailing, B |
| information technology & information, C (in volume 2) |
| humanities (history / archaeology / religious studies / philosophy), D |
| politics / economics / law / social sciences, E |
| area studies / cultural studies / languages / literature, F |
| education / training / teaching, G |
| family care / personal development / personal care & appearance, H |
| arts & crafts, J |
| communication / media / publishing, K |
| performing arts, L |
| sports, games & recreation, M |
| catering / food / leisure services / tourism, N |
| health care / medicine / health & safety, P |
| environment protection / energy / cleansing / security, Q |
| sciences & mathematics, R |
| agriculture, horticulture & animal care, S |
| construction & property (built environment), T |
| services to industry & commerce, V |
| manufacturing / production work, W |
| engineering, X |
| oil / mining / plastics / chemicals, Y |
| logistics / distribution / transport / driving, Z |

2.2 Notation

The relationships within these hierarchies are strictly controlled and the relationship is expressed by a decimal notation. All the Learning Directory Classification System notations, except those for main classes, are composed of two letters, a decimal point and one or more numerical digits.

Each time it gains a digit in length, the Learning Directory Classification System notation indicates a single level of increasing specificity and a division of the superordinate (next higher) class into a possible ten subordinate (next lower) classes.

2.3 The Schedules
The schedules display all the terms available to be assigned to learning opportunities, with their class numbers, arranged in classified order. Indentation is used to help indicate the level of class.

Each term which describes a learning opportunity or group of courses is related to other terms, just as different kinds of courses can be grouped in relation to the area of knowledge at which they are directed.

The 23 schedules are used to select class numbers for both classification and retrieval.

Notes are included in the schedules, where appropriate, to:

- explain what is meant by a particular class

  **Example:** business control systems, AG.7  
  *note: methods for ensuring that work is proceeding in the way it was planned; reporting systems*

- refer indexers to a related class

  **Example:** driving, ZX.2  
  *see also: construction plant (mobile) operation, (TK.14)*

- indicate synonyms or non-preferred terms of the main term (these terms also appear in the index)

  **Example:** print materials technology, KH.512  
  *use for: ink technology*

3.4 The notes in the schedule for section C are more extensive because computing and IT topics are frequently more complicated and are not as well known to all users. To assist in the classification of learning opportunities in this section the following notes have been used:

- definition: explains in detail what is meant by a particular class.

- note: gives clear notes on when to use the class, often giving details of what should included, what should be excluded and using examples where relevant.

- use for: giving synonyms and non-preferred terms of the main term.

- see also: refers to other classes that may also be appropriate.

**Example:**

**computer systems, CB.2**

*definition: Understanding hardware and software components connected together for processing data for specific purposes.*

*use for: computer systems engineering; computer engineering; computer technology; computer design; computer systems design; applied computing*

*note: Computer systems covers understanding of the systems, not the use of software to manage them, so it excludes operation and management of computer systems.*

3 **How to classify using the Learning Directory Classification System**
3.1 Classification not Coding

The most important thing to remember about the process is that classification is NOT coding words but classifying information. The purpose of classification is to:

• bring together like concepts (i.e. courses about similar subjects)

• establish a suitable level of similarity so that not too many courses are classed in the same place

• put the information where the user is likely to find it

• ensure that users are not confused or wasting time by seeing courses that are not relevant.

This can best be compared to arranging articles for sale in a supermarket. The supermarket manager would not consider putting potato soup with the vegetables but class it with other soups. Similarly, a librarian arranging books on the shelves may choose to put all the romances together but would not put all the books with ‘love’ in the title together. The procedure, therefore, is to look at what the course being classified is about - remembering that this is frequently not clear from the title of the course.

This means:

• not classing every learning opportunity that has a particular word, e.g. ‘management’, in the title by the general class for management

• always asking ‘where would a person seeking this course look for it in the database?’

• taking time to read and understand the learning opportunity information.

3.2 Decide what the learning opportunity is about

This can be a difficult process but is essential if the course is to be recorded accurately and, most importantly, found by users. Information that is not accurately classified may as well not be on the database.

In some cases the subject of a course may be abundantly clear from the title e.g. GCSE Biology, while in others the title may give no indication at all, e.g. is Television about making, repairing or appearing on the television?

If the course is highly technical it may be necessary to go back to the original information provider (course tutor or lecturer?) to clarify.

3.3 Find the most specific Learning Directory Classification System class

Having decided what the opportunity is about, the next stage is to find the right class heading. In most cases, this will be found quickly and easily. It may be possible to go direct to the appropriate schedule or to find a term in the Index and then move to the schedule. In all cases, the actual notation must be assigned from the schedules. Checking in the schedules is necessary:

• to ensure that the most specific heading appropriate for the course is being used

• to check that there are not more appropriate headings that could be used
• in extreme cases, to be sure that the right subject area has been chosen.

Although much effort has been put into making the Learning Directory Classification System terminology unambiguous, many words and phrases look similar but have very different meanings. Words to be wary of include care, management, tools, engineering and design which are often used in a great range of contexts.

It is recommended never to classify at the very top level of the hierarchy. **Always classify using two alpha letters not one.**

3.4 Where possible, it is best to use only one Learning Directory Classification System notation per record. However, in some cases it may improve searching if more than one notation is used. Databases providing data to Learning Directory are able to provide up to three Learning Directory Classification System notations.

**Example:** NVQs in electrical installation include both general electrical installation and wiring and installation related to construction, therefore

use: electrical installation/wiring, XJ.3 and electrical installation (buildings/construction), TH.22

Those databases that are not able to use more than one Learning Directory Classification System notation will have to choose that which is most appropriate in the individual circumstances.

4 **The Index**

This is intended to be used like any other index - as a short cut to finding the right place in the schedules. It is not to be used for assigning class numbers.

6 **Advice Resources Website**

The full Learning Directory Classification System Schedule and Indexes are available in a Word version on the Advice Resources website:

http://www.advice-resources.co.uk/learningproviders/standards/

Copies may be downloaded and printed as needed.
The Learning Directory Classification System: Outline

BUSINESS / MANAGEMENT / OFFICE STUDIES, A
   business / finance, AA.
   management (general), AB.
   public administration, AC.
   international business studies, AD.
   enterprises, AE.
   management skills (specific), AF.
   management planning & control systems, AG
   human resources management, AJ.
   financial management / accounting, AK.
   financial services, AL.
   call centres, AM.
   office skills / administration, AY.
   typewriting / shorthand / secretarial skills, AZ.

SALES, MARKETING & RETAILING, B
   marketing / PR, BA.
   export / import / European sales, BB.
   retailing / wholesaling / distributive trades, BC.
   retailing: specific types, BD.
   sales work, BE.
   e-commerce, BF.

INFORMATION TECHNOLOGY & INFORMATION, C (in Volume 2)
   information and communication technology (general), CA.
   computer science, CB.
   using software, CC.
   information work/information use, CD.
   libraries/librarianship, CE

HUMANITIES (HISTORY / ARCHAEOLOGY / RELIGIOUS STUDIES / PHILOSOPHY), D
   humanities / general studies, DA.
   history, DB.
   archaeology, DC.
   religion, DD.
   philosophy, DE.
   classics, DF.

POLITICS / ECONOMICS / LAW / SOCIAL SCIENCES, E
   government / politics, EA.
   economics, EB.
   law, EC.
   social sciences, ED.
   social studies, EE.

AREA STUDIES / CULTURAL STUDIES / LANGUAGES / LITERATURE, F
   culture / gender / folklore, FB.
   literature, FC.
   linguistic studies, FJ.
   area / diaspora studies, FM.
   languages, FN.
EDUCATION / TRAINING / TEACHING, G
education / training / learning (theory), GA.
teaching / training, GB.
teaching / training: specific subjects, GC.
education / school administration, GD.
careers / education guidance work, GF.

FAMILY CARE / PERSONAL DEVELOPMENT / PERSONAL CARE & APPEARANCE, H
personal & self development, HB.
career change / access, HC.
basic skills, HD.
personal finance / consumerism / rights, HE
parenting / carers, HF.
people with disabilities: skills / facilities, HG.
crisis / illness / self-help, HH.
personal health / fitness / appearance, HJ.
therapeutic personal care, HK.
hair / personal care services, HL.

ARTS & CRAFTS, J
art studies, JA.
art techniques / practical art, JB.
design (non-industrial), JC.
museum / gallery / conservation skills & studies, JD.
collecting / antiques, JE.
arts & crafts: leisure / combined, JF.
decorative crafts, JG.
decorative metal crafts / jewellery, JH.
fashion / textiles / clothing (craft), JK.
fabric crafts / soft furnishings, JL.
wood, cane & furniture crafts, JP.
glass / ceramics / stone crafts, JR.

COMMUNICATION / MEDIA / PUBLISHING, K
communication / media, KA.
communication skills, KB.
writing (authorship), KC.
journalism, KD.
print & publishing, KH.
moving image / photography / media production, KJ.

PERFORMING ARTS, L
performing arts (general), LA.
dance, LB.
théâtre & dramatic arts, LC.
variety, circus & modelling, LD.
théâtre production, LE.
music history / theory, LF.
music of specific kinds / cultures, LG.
music performance, LH.
music technology, LJ.
SPORTS, GAMES & RECREATION, M
sports studies / combined sports, MA.
air sports, MB.
water sports, MC.
athletics gymnastics & combat sports, MD.
wheeled sports, ME.
winter sports, MF.
ball & related games, MG.
country / animal sports, MH.
indoor games, MJ.

CATERING / FOOD / LEISURE SERVICES / TOURISM, N
hospitality / catering (general), NA.
food / drink services, NB.
catering operations, NC.
hospitality operations, ND.
baking / dairy / food & drink processing, NE.
cookery, NF.
home economics, NG.
food science / technology, NH.
tourism / travel, NK.
leisure / sports facilities work, NL.
country leisure facilities work, NM.
arts / culture / heritage administration, NN.

HEALTH CARE / MEDICINE / HEALTH & SAFETY, P
health care management / health studies, PA.
medical sciences, PB.
complementary medicine, PC.
paramedical services / supplementary medicine, PD.
medical technology / pharmacology, PE.
dental services, PF.
ophthalmic services, PG.
nursing, PH.
semi-medical / physical / psycho / therapies, PJ.
psychology, PK.
health & safety, PL.
social / family / community work, PR.
crisis support / counselling / advice work, PS.
caring skills, PT.
first aid, PV.

ENVIRONMENT PROTECTION / ENERGY / CLEANSING / SECURITY, Q
environmental protection / conservation, QA.
energy economics / management / conservation, QB.
pollution / pollution control, QC.
environmental health / safety, QD.
cleansing, QE.
funerary services, QG.
security / police / armed forces, QH.
fire & rescue services, QJ.
SCHEDULE

SCIENCES & MATHEMATICS, R
science, RA.
mathematics, RB.
physics, RC.
chemistry, RD.
astronomy / space science, RE.
earth sciences, RF.
land & sea surveying / cartography, RG.
life sciences, RH.
materials science, RJ.
agricultural science, RK.
pathological science, RL.

AGRICULTURE, HORTICULTURE & ANIMAL CARE, S
agriculture / horticulture (general), SA.
crop protection / fertilisers / by-products, SC.
crop husbandry, SD.
gardening / floristry, SE.
amenity horticulture, SF.
forestry / timber production, SG.
animal husbandry, SH.
fish production / fisheries, SJ.
agricultural / horticultural engineering / farm machinery, SK.
agricultural / horticultural maintenance, SL.
rural / agricultural business organisation, SM.
veterinary services, SN.
pets / domestic animal care, SP.
land based studies, SQ.

CONSTRUCTION & PROPERTY (BUILT ENVIRONMENT), T
built environment (general), TA.
property: surveying / planning / development, TC.
building design / architecture, TD.
construction, TE.
construction management, TF.
building / construction operations, TG.
building services / maintenance, TH.
interior design / fitting / decoration, TJ.
construction site work, TK.
civil engineering, TL.
structural engineering, TM.

SERVICES TO INDUSTRY & COMMERCE, V
quality & reliability management, VD.
industrial control / monitoring, VE.
industrial design / research & development, VF.
engineering services, VG.
facilities management, VH.
contracting (business / industry), VJ.

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MANUFACTURING / PRODUCTION WORK, W
manufacturing (general), WA.
manufacturing / assembly, WB.
instrument making / repair, WC.
testing measuring & inspection, WD.
chemical products, WE.
glass / ceramics / concretes manufacture, WF.
polymer processing, WG.
textiles / fabrics (industrial), WH.
leather footwear & fur, WJ.
woodworking / furniture manufacture, WK.
paper manufacture, WL.
food / drink / tobacco (industrial), WM.

ENGINEERING, X
engineering / technology,XA.
metals working / finishing, XD.
welding / joining,XE.
tools / machining, XF.
mechanical engineering, XH.
electrical engineering, XJ.
power / energy engineering, XK.
electronic engineering, XL.
telecommunications, XM.
electrical / electronic servicing, XN.
aerospace / defence engineering, XP.
ship & boat building / marine / offshore engineering & maintenance, XQ.
road vehicle engineering, XR.
vehicle maintenance / repair / servicing, XS.
rail vehicle engineering, XT.

OIL / MINING / PLASTICS / CHEMICALS, Y
mining / quarrying / extraction, YA.
oil & gas operations, YB.
chemicals / materials engineering, YC.
metallurgy / metals productions, YD.
polymer technology, YE.

LOGISTICS / DISTRIBUTION / TRANSPORT / DRIVING, Z
logistics, ZM.
purchasing, procurement & sourcing, ZN.
distribution, ZP.
transport services, ZQ.
aviation, ZR.
marine transport, ZS.
rail transport, ZT.
road transport ZV.
driving / road safety, ZX.
BUSINESS / MANAGEMENT / OFFICE STUDIES, A

BUSINESS / FINANCE, AA.

business world, AA.1
  international trade (overview), AA.12
business studies, AA.3
  use for: business administration
  use for: commerce
  use for: business management
  MBA, AA.31
  [note: MBA is a qualification that is concerned with business studies; where the MBA is in a subject such as retail
  management, it is appropriate to double code]

business & finance, AA.4
  [see also: finance / accounting for non-financial managers (AK.11)]

MANAGEMENT (GENERAL), AB.

management studies / science, AB.1
  [see also: organisational behaviour (PK.8321)]
administrative management, AB.2
  [note: this is not office administration for which use the appropriate class in AY.]
  chartered secretaries, AB.21
  use for: company secretaries
  [note: professional qualification combining elements of law, accountancy and management: nothing to do with
  shorthand / typing for which see appropriate class in AZ.]
  management services, AB.22
  [note: performance of management tasks on a contract or consultancy or inter-departmental basis]

company directorship, AB.3
business consultancy practice, AB.4
business counselling, AB.5
  [note: provision of advice to the business: for support / counselling for individuals in a business context see counselling
  (business) (AF.47)]
entrepreneurship, AB.6
industrial management, AB.7
non profit organisations: management, AB.8
  [see also: marketing for non profit organisations (BA.12)]
  charities: management, AB.84
  church / religious bodies: management, AB.85
  voluntary organisations: management, AB.88
  [see also: voluntary work (PR.31)]

PUBLIC ADMINISTRATION, AC.

use for: civil service
use for: local government administration
use for: national government administration

INTERNATIONAL BUSINESS STUDIES, AD.

Europe: business studies, AD.2
  use for: Europe: financial studies
  [note: include Russia and Turkey in Europe]
Europe: business studies: specific countries, AD.3
Middle East: business studies, AD.4
Africa: business studies, AD.5
Americas: business studies, AD.6
Asia: business studies, AD.7
  [note: include Russia and Turkey in Europe: use (AD.2)]
Australasia / Austronesia: business studies, AD.8
international business briefings, AD.9
ENTERPRISES, AE.
use for: organisations (general)
cooperatives, AE.2
self employment, AE.3
  freelance working, AE.31
business start-up, AE.4
  business plans: new businesses, AE.41
  business proposals preparation, AE.42
small business management, AE.5
  small business operations, AE.52
  small business personnel, AE.53
  small business finance, AE.54
  small business marketing, AE.55
joint ventures, AE.6
business mergers / acquisitions, AE.7
  business transfer, AE.71
business development, AE.8

MANAGEMENT SKILLS (SPECIFIC), AF.
management ethics, AF.1
use for: business ethics
[see also: ethics (DE.4)]
personal development (business), AF.2
  self management (business), AF.21
  self appraisal (business), AF.23
  self motivation (business), AF.24
  stress management (business), AF.25
  [see also: stress control (personal) (HB.32)]
  time management (business), AF.26
business communication skills, AF.3
use for: business correspondence
[see also: COMMUNICATION SKILLS (KB.)]
[see also: business correspondence (clerical work) (AY.6)]
  letter writing (business), AF.32
  presentation skills (business), AF.34
    oral presentation skills (business), AF.341
    visual presentation skills (business), AF.342
  report writing (business), AF.35
    technical report writing (business), AF.351
  telephone techniques (business), AF.36
business interpersonal skills, AF.4
use for: management style
use for: facilitating skills
[see also: interpersonal skills (self development) (HB.7)]
  assertiveness (business), AF.41
  conflict management (business), AF.42
  use for: mediation skills (business)
  interviewing (business), AF.43
  [note: conducting an interview: for preparing to be interviewed see job interviews (HC.63)]
  negotiating skills (business), AF.44
  racism awareness (business), AF.45
  sexism awareness (business), AF.46
  counselling (business), AF.47
  [note: provision of support / counselling to individuals in a work situation: for providing advice to the business see
  business counselling (AB.5)]
teamworking, AF.48
use for: teamwork
  disability awareness (business), AF.49
team building skills, AF.5
  delegating, AF.51
  motivating, AF.52
  leadership, AF.53
  influencing skills, AF.54
  team briefing, AF.55
meetings / conferences / events, AF.6
  use for: video conferencing
    committee work, AF.61
    conference programme organisation, AF.62
    meetings organisation, AF.63
    minute taking, AF.64
    events management, AF.65
    [note: if the event is specific, such as a sporting event, a specific notation may also be appropriate]
decision making skills, AF.7
  brainstorming / creative thinking (business), AF.71
  prioritising, AF.72
  problem solving, AF.73
supervisory skills, AF.8
  use for: office supervision

MANAGEMENT PLANNING & CONTROL SYSTEMS, AG.
  [note: systems and techniques used to plan, implement and monitor business policies: concerned with things that can be quantified or at least recorded and systematised]
  [see also: quality & reliability management (VD.)]
management planning, AG.1
  use for: business planning
  use for: corporate planning
  use for: crisis management
  use for: performance management of organisation
  use for: business process re-engineering
  use for: chaos theory (business)
    policy / strategic planning, AG.11
    use for: strategic planning
    management by objectives, AG.12
    management of change & innovation, AG.13
    use for: downsizing
    management audit, AG.14
business modelling / analysis, AG.2
  use for: management analysis techniques
  use for: business analysis
  use for: modelling: business analysis
  use for: pert
    critical path analysis, AG.21
    use for: Gantt charts
    decision systems / theory, AG.22
    network analysis, AG.23
    quantitative business analysis, AG.24
    risk analysis, AG.26
    value analysis, AG.27
business forecasting, AG.3
  use for: forecasting
  use for: failure mode effects analysis (FMEA)
business mathematics / statistics, AG.4
  business mathematics, AG.41
  business statistics, AG.42
project management (business / industry), AG.6
  [see also: project management software (CC.637)]
    project management methodologies, AG.61
    [note: an integrated set of techniques and tools for managing projects]
Dynamic Systems Development Methodology (DSDM), AG.611  
[note: provides a framework of controls and best practice for Rapid Application Development]

PRINCE2, AG.612  
[note: a leading open methodology for project management, including but not exclusively IT projects]

Structured Systems Analysis and Design Method (SSADM), AG.613  
[note: a systems approach to the analysis and design of information systems]

business control systems, AG.7

- use for: control systems (business)
  [note: methods for ensuring that work is proceeding in the way it was planned: includes reporting systems]
  - management control techniques, AG.71

risk management, AG.8

- use for: loss control (business)
  - disaster mitigation, AG.82
  - emergency planning (business), AG.83

HUMAN RESOURCES MANAGEMENT, AJ.

- use for: manpower services
- use for: human resources planning

personnel administration, AJ.2

- conditions of employment, AJ.22
  - equal opportunities, AJ.221
    [see also: Equal Opportunities Legislation (EC.773)]
  - use for: harassment at work
  - use for: bullying at work
- contracts of employment, AJ.222

- disciplinary procedures, AJ.23

- employment termination procedures, AJ.24
  - dismissal procedures, AJ.241
  - outplacement procedures, AJ.242
  - redundancy procedures, AJ.243

- payroll (personnel administration), AJ.25
  - use for: wages (personnel administration)
    [note: for management of payroll not accounting for which see (AK.85)]
  - staff welfare services, AJ.26

industrial relations, AJ.3

- trade union representatives, AJ.31

recruitment / selection, AJ.4

- job analysis description & advertising, AJ.41
- job applicant assessment, AJ.42
- selection interviewing, AJ.43

  [note: specific to the process of selecting staff: for general business interviews see interviewing (business), (AF.43):
   for job interview preparation see job interviews (HC.63)]

staff performance / development, AJ.5

- use for: Investors in People
- use for: management development
- use for: performance management (staff)
- use for: human resource development
- job evaluation, AJ.51
- performance appraisal, AJ.52
  [use for: staff assessment]
- training administration (inhouse), AJ.53
- work enrichment, AJ.54
- absenteeism, AJ.55

work study, AJ.7

- use for: work measurement
  - organisation & methods, AJ.71
  - time & motion study, AJ.72

remote work, AJ.8

- use for: teleworking
FINANCIAL MANAGEMENT / ACCOUNTING, AK.

[see also: personal finance (HE.1)]
finance / accounting (general), AK.1
use for: international finance/accounting

financial management, AK.2
use for: treasury management

financial control, AK.3

credit management, AK.4

finance raising, AK.5
use for: capital finance

accounting, AK.6
use for: accountancy

public finance, AK.7

taxation (national) administration, AK.71
taxation (local) administration, AK.72
use for: business rates
use for: council tax
[see also: benefits (HE.8)]

bookkeeping, AK.8
use for: nominal ledger
use for: invoicing

purchase ledger, AK.82
sales ledger, AK.83
payroll (accounting), AK.85
[use for: salaries (accounting)]
cashiers’ work, AK.9
  cash handling / collection, AK.91

FINANCIAL SERVICES, AL.
  banking, AL.2
    merchant banking, AL.22
    international banking, AL.23
    building societies, AL.24
    credit unions, AL.25
  money stock securities & commodity market services, AL.3
    stock market services, AL.31
    money market services, AL.32
    foreign exchange market services, AL.33
    commodity market services, AL.34
    securities market services, AL.35
  insurance, AL.5
  use for: insurance estimating
  use for: loss adjustment
    actuarial science, AL.51
    [note: mathematical / statistical calculations in relation to life insurance and pensions]
  investment management, AL.6
    Financial Services Act, AL.61
    pension fund management, AL.62
    financial consultancy practice, AL.63
    property investment, AL.64

CALL CENTRES, AM.
  [note: where the nature of the call centre is known, for example careers guidance, use a second notation to record the context]
  use for: contact centres
  call centre management, AM.1
  call centre skills, AM.2

OFFICE SKILLS / ADMINISTRATION, AY.
  use for: clerical office skills
  use for: office management
  [note: includes administration NVQ levels 1-3; for NVQs 4 and 5 also use AF.]
  office filing, AY.4
  business documentation / record-keeping, AY.5
  business correspondence (clerical work), AY.6
  [see also: English for business (FN.241)]
  [see also: business communication skills (AF.3)]
  reception / telephone switchboard work, AY.7
  [note: for telephony use (XM.3)]
    telephonists’ work, AY.71
    reception (business), AY.72
    [note: see also: specific occupations such as medical reception]
  office technology skills, AY.8
    fax / telex operation, AY.83
    [use for: telefax operation]
    electronic mail (office use), AY.84
    [note: use this class for learning how to send an email]
    [see also: email software (use) (CC.41)]
    office copying, AY.85
    [use for: photocopying]

TYPEWRITING / SHORTHAND / SECRETARIAL SKILLS, AZ.
  secretarial skills, AZ.1
secretarial / linguist, AZ.13
secretarial / bilingual, AZ.131
secretarial skills: specific occupations, AZ.2
[see also: farm secretarial work (SM.6)]
    medical secretarial work, AZ.21
    legal secretarial work, AZ.22
personal assistant skills, AZ.3
    use for: private secretaries
shorthand, AZ.4
    use for: English shorthand
    use for: stenography
        shorthand: specific methods, AZ.41
            Pitman shorthand, AZ.411
            Speedwriting, AZ.412
            Tee line shorthand, AZ.413
        shorthand: languages other than English, AZ.43
typewriting / keyboarding, AZ.5
[see also: word processing software (use) (CC.163)]
    audiotyping, AZ.51
    copy typing, AZ.52
    shorthand typing, AZ.53
    keyboarding, AZ.55
data input skills, AZ.7
SALES MARKETING & RETAILING, B

MARKETING / PR, BA.
marketing, BA.1
[see also: SALES WORK (BE.)]
  - marketing for non profit organisations, BA.12
    - use for: fund-raising for non profit organisations
  - international marketing, BA.13
  - marketing planning / evaluation, BA.14
product management, BA.2
  - product development / diversification (marketing), BA.21
  - product research, BA.22
  - brand management, BA.23
pricing, BA.24
customer service, BA.3
  - use for: customer care
    - customer complaints, BA.31
    - use for: complaints handling
franchising, BA.4
market research, BA.5
[see also: questionnaire design (CD.41)]
  - consumer studies, BA.51
    - [note: study of consumers: for consumerism see HE.7]
sales promotion, BA.6
  - use for: mailshots
    - merchandising, BA.61
publicity / public relations, BA.7
  - use for: marketing event management
  - use for: lobbying
    - publicity, BA.71
    - advertising, BA.72
      - use for: outdoor advertising work
      - use for: media buying
    - exhibitions (marketing), BA.73
    - public relations, BA.74
    - media relations, BA.76
      - use for: press relations

EXPORT / IMPORT / EUROPEAN SALES, BB.
European Union sales, BB.1
  - use for: Single European market
exporting, BB.2
  - export procedures, BB.21
    - use for: customs procedures: export
  - export documentation, BB.22
    - letters of credit, BB.221
export sales, BB.26
importing, BB.3
  - customs procedures / documentation: importing, BB.31

RETAILING / WHOLESALING / DISTRIBUTIVE TRADES, BC.
[note: includes market/street trading, mail order services]
distributive trades, BC.1
retailing, BC.3
  - use for: retail sales
    - retail buying, BC.32
    - use for: buying (for resale)
retail sales management, BC.34
retail display design, BC.35
  use for: window dressing
wholesaling, BC.7
customer protection, BC.8
  trading standards, BC.81

RETAILING: SPECIFIC TYPES, BD.
food retailing, BD.1
  wine / spirits retailing, BD.13
  meat retailing, BD.16
  fish retailing, BD.17
motor trade operations (sales), BD.3
  use for: forecourt work (garage operations)
  use for: garage operations (sales)
  use for: motor trade sales
  [see also: vehicle maintenance / repair (XS.)]
  vehicle parts / accessories (sales), BD.33
fashion retailing, BD.4
  use for: clothes retailing
  use for: footwear retailing
  use for: shoe retailing

SALES WORK, BE.
  [see also: marketing (BA.1)]
sales management, BE.2
  use for: account management
    field sales management, BE.21
sales techniques, BE.3
  use for: selling
  use for: cold calling
telephones, BE.4

E-COMMERCE, BF.
  use for: electronic commerce
  [see also: e-commerce (technical) (CB.4441)]
e-business, BF.1
e-marketing, BF.2
e-procurement, BF.3
HUMANITIES (HISTORY / ARCHAEOLOGY / RELIGIOUS STUDIES / PHILOSOPHY), D

HUMANITIES / GENERAL STUDIES / COMBINED STUDIES, DA.

general studies, DA.8
[note: use only where the subject of learning is general studies]
  liberal studies, DA.81
  modular studies, DA.82
  combined studies, DA.83

HISTORY, DB.

history (theoretical), DB.1
  theory / philosophy of history, DB.11
  historical methods, DB.12
    historical research, DB.121
    historical sources, DB.123
    historiography, DB.124
history of specific periods, DB.2
  ancient history, DB.21
    pre-classical history, DB.211
    classical history, DB.212
    [see also: CLASSICS (DF.)]
  early medieval history, DB.22
  use for: dark ages history
  late medieval history, DB.23
  renaissance history, DB.24
  modern history (17th to 20th century), DB.25
  use for: Victorian studies
  contemporary history (post-1945), DB.26
prehistory, DB.3
  stone age, DB.31
  bronze age, DB.32
  iron age, DB.33
international & comparative history, DB.4
  international history, DB.41
  comparative history, DB.42
British history, DB.5
  British history: specific areas, DB.52
    English history, DB.521
    Anglo Irish history, DB.522
    Scottish history, DB.523
    Welsh history, DB.524
    British Commonwealth history, DB.527
  British history: specific periods, DB.53
    ancient history (UK), DB.531
      pre classical history (UK), DB.5311
      classical history (UK), DB.5312
    early medieval history (500-1100) (UK), DB.532
      use for: dark ages history (UK)
    late medieval history (1100-1485) (UK), DB.533
    renaissance history (1485-1599) (UK), DB.534
    modern history (17th to 20th century) (UK), DB.535
    contemporary history (post-1945) (UK), DB.536
history of specific areas / countries, DB.6
  Europe: history, DB.62
  Africa: history, DB.63
  Americas: history, DB.64
  Asia: history, DB.65
Australasia: history, DB.66
Middle East: history, DB.67
social history, DB.7
   science / technology: history, DB.71
      agricultural history, DB.711
      garden history, DB.712
   medicine: history, DB.72
   religion: history, DB.73
      use for: church history
      use for: ecclesiastical history
   economic / political history, DB.74
      economic history, DB.741
      industrial history, DB.7411
      labour history, DB.7412
      transport history, DB.7413
      political history, DB.742
      military history, DB.743
   local / regional history, DB.75
      local / regional studies, DB.751
   war history, DB.76
   maritime history, DB.77
   sport history, DB.78
oral history, DB.8
family history, DB.9
   genealogy, DB.91

ARCHAEOLOGY, DC.
archaeological practice, DC.2
   archaeological surveying, DC.21
   archaeological drawing, DC.22
   excavation techniques, DC.23
   analysis of artifacts, DC.24
   field archaeology, DC.26
   archaeological sciences, DC.27
      use for: archaeometallurgy
      bioarchaeology, DC.272
archaeological documentation, DC.28
archaeological conservation, DC.3
   archaeological heritage management, DC.31
      [see also: ENVIRONMENTAL PROTECTION / CONSERVATION (QA.)]
ancient monuments: conservation, DC.32
paleography, DC.4
      use for: palaeography
      use for: cuneiform studies
hieroglyphics, DC.42
archaeology of specific kinds, DC.5
   funerary archaeology, DC.51
   industrial archaeology, DC.52
   archaeology of religious buildings, DC.53
archaeology of specific environments, DC.6
   marine archaeology, DC.61
   landscape archaeology, DC.62
archaeology of specific areas / cultures, DC.7
   Europe: archaeology, DC.72
      Mediterranean Europe: archaeology, DC.722
      Greek archaeology, DC.7221
      Roman archaeology, DC.7222
      British Isles archaeology, DC.723
Middle East: archaeology, DC.73
  Assyriology, DC.731
  Byzantine archaeology, DC.732
  Egyptology, DC.733
Africa: archaeology, DC.74
America: archaeology, DC.75
Asia: archaeology, DC.76
Australasia / Austronesia: archaeology, DC.77
archaeology of specific periods / ages, DC.8

RELGION, DD.
religious studies, DD.1
  use for: divinity
  use for: ecumenical studies
  use for: theology (general)
    philosophy of religion, DD.12
    systematic theology, DD.13
    applied / practical theology, DD.14
    comparative religion, DD.15
      use for: community religions
  Christian religious studies, DD.2
    use for: theology (Christian)
    Christian ethics, DD.21
    biblical studies (Christian), DD.22
Islamic religious studies, DD.3
Jewish religious studies, DD.4
Asian religious studies, DD.5
  use for: Bahaism
  use for: Jainism
  use for: Parseeism
  use for: Shintoism
    Buddhism, DD.51
    Hinduism, DD.52
    Sikhism, DD.54
    Confucianism, DD.56
    Taoism, DD.57
African religious studies, DD.6
Australasian religious studies, DD.7
Americas: religious studies, DD.8
pastoral studies, DD.9
  use for: church steward work
    ministry (religion), DD.91
      use for: clergy
      use for: lay workers (religion)
      use for: non-ordained clergy
      use for: ordained clergy

PHILOSOPHY, DE.
philosophy (theory), DE.1
  philosophical problems, DE.11
  history of philosophy, DE.12
    medieval philosophy, DE.121
  history of ideas, DE.13
metaphysics, DE.2
  ontology, DE.21
  aesthetics, DE.22
  philosophy of mind, DE.23
epistemology, DE.3
ethics, DE.4
[see also: management ethics (AF.1)]
[see also: medical ethics (PA.83)]
  moral philosophy, DE.41
  social philosophy, DE.42
  social ethics, DE.421
  use for: citizenship

philosophical method, DE.5
  logic (philosophy), DE.51
  linguistic philosophy / analysis, DE.53
philosophical systems / philosophers, DE.6
  use for: empiricism
  use for: logical positivism
  use for: Marxism
  use for: rationalism
  existentialism, DE.63
  phenomenology, DE.64

philosophy of specific areas / cultures, DE.7
classical philosophy, DE.8
[see also: CLASSICS (DF.)]
  Greek classical philosophy, DE.81
  Chinese classical philosophy, DE.82

CLASSICS, DF.
[see also: classical languages (Latin & Greek) (FN.32)]
[see also: classical philosophy (DE.8)]
[see also: classical history (DB.212)]
POLITICS / ECONOMICS / LAW / SOCIAL SCIENCES, E

GOVERNMENT / POLITICS, EA.
government / parliamentary studies, EA.1
  parliamentary studies, EA.11
    use for: central government studies
  local government studies, EA.12
    use for: local politics
politics, EA.2
  use for: political science
    political philosophies, EA.21
    political systems, EA.22
      use for: political organisations
      use for: political parties
current affairs, EA.3
policy studies, EA.4
trade union studies, EA.5
international politics, EA.6
  use for: world politics
  use for: comparative government / politics
    diplomatic studies, EA.61
    environmental (green) studies, EA.62
      use for: green politics
        [note: strategic / political / holistic study of interaction of humans and biosphere]
        [see also: environmental studies (QA.1)]
    development politics, EA.63
strategic studies, EA.7
  peace studies, EA.71
  defence studies, EA.72
    [note: the politics of defence]
    [see: military services (QH.8) for armed forces]
  war studies, EA.73
    use for: conflict studies
international relations, EA.74
United Kingdom: government / politics, EA.8
  use for: British politics
    England: government / politics, EA.81
    Northern Ireland: government / politics, EA.82
    Scotland: government / politics, EA.83
    Wales: government / politics, EA.84
politics of specific areas / countries, EA.9
  European Union politics, EA.91
  Europe: politics, EA.92
  Middle East: politics, EA.93
  Africa: politics, EA.94
  Americas: politics, EA.95
    North America: politics, EA.952
  Asia: politics, EA.96
  Australasia / Austronesia: politics, EA.97
  Third World politics, EA.99

ECONOMICS, EB.
  use for: monetarism
  use for: Keynesianism
  use for: economic theory
economic policy, EB.2
  economic planning, EB.21
    use for: economic regeneration
  fiscal (taxation) planning, EB.22
use for: taxation (economics)

macroeconomics, EB.3
[note: covers areas such as national income, consumption, investment, output, expenditure and taxation systems: money functions, supply and inflation) supply-side economics]

microeconomics, EB.4
[note: economics of firms, commodities, individuals, demand, supply, prices, markets]

econometrics, EB.5
use for: quantitative economics
economic analysis, EB.51
economic forecasting, EB.53

applied economics, EB.6
[see also: energy economics (QB.1)]
business / industrial economics, EB.62
use for: management economics
social economics, EB.63
use for: education economics
health economics, EB.631
natural resource economics, EB.64
environmental economics, EB.641
[see also: environmental assessment (TC.613)]
land economics, EB.642
food / agricultural economics, EB.643
labour economics, EB.65
use for: labour market analysis
use for: manpower studies (economics)
transport economics, EB.66

international economics, EB.7
European Union economics, EB.71
Europe: economics, EB.72
Middle East: economics, EB.73
Africa: economics, EB.74
Americas: economics, EB.75
Asia: economics, EB.76
Australasia / Austronesia: economics, EB.77
development economics, EB.79

LAW, EC.
[note: subclasses used for the study of law in general: law of specific occupations is included with the management of the occupation]
law / legal studies, EC.1
jurisprudence, EC.12
comparative law, EC.13
legal history, EC.14
legal theory, EC.15
equity, EC.16

international law, EC.2
use for: aviation law
use for: international treaties / regulations
maritime law, EC.21

law of specific areas / countries, EC.3
European Union: law, EC.31
Working Time - EC directive, EC.311
Europe: law, EC.32
use for: Europe: legal studies
Middle East: law, EC.33
Africa: law, EC.34
Americas: law, EC.35
Asia: law, EC.36
Australasia / Austronesia: law, EC.37
United Kingdom: law, EC.4
  English law, EC.41
  Welsh law, EC.44

constitutional / public law, EC.5
  administrative law, EC.51
legal rights (law), EC.52
  use for: civil rights
  use for: human rights
    sex discrimination (legal rights), EC.521
      use for: gender discrimination
    race discrimination (legal rights), EC.522
environmental law, EC.53
immigration law, EC.54
media law, EC.55

criminal law, EC.6
  use for: computing / internet law (criminal issues)

civil law, EC.7
  contract law, EC.71
  torts / liabilities, EC.72
    use for: legal liability
      accident compensation law, EC.721
      use for: injury claims
  family law, EC.73
    welfare law, EC.731
    children’s law, EC.732
  property law, EC.74
    intellectual property, EC.741
      use for: computing / internet law (copyright issues)
      Copyright / patents (law), EC.7411
    conveyancing, EC.742
    inheritance tax law, EC.743
company law, EC.75
  use for: business law
  use for: enterprises: law
  use for: public enterprise law
  use for: commercial law
  labour law, EC.751
    use for: industrial law
    use for: employment law
consumer law, EC.76
law (specific statutes), EC.77
  Data Protection Act, EC.771
  Disability Discrimination Act, EC.772
  equal opportunities legislation, EC.773
    [see also: equal opportunities (AJ.221)]
  Mental Health Act, EC.774

legal practice / procedures, EC.8
legal procedures, EC.81
  criminal legal procedures, EC.812
  employment tribunals, EC.813
  court procedures, EC.814
  expert witness, EC.816
  arbitration, EC.817
    use for: mediation
    use for: alternative dispute resolution (ADR)

legal practice, EC.82
  use for: advocates’ practice
  use for: barristers’ practice
  use for: judiciary practice
  use for: solicitors’ practice
  legal executives’ work, EC.822
  paralegal work, EC.824
legal advice work, EC.83
legal drafting, EC.84

SOCIAL SCIENCES, ED.
social studies: applied, ED.8

SOCIAL STUDIES, EE.
{note: for social studies of a particular area see FM.}
use for: social policy studies
sociology, EE.2
use for: identity studies
sociology of specific subjects, EE.22
{see also: sociology of education, GA.32}
sociology of industry, EE.221
use for: industrial sociology
sociology of organisations, EE.223
use for: organisational sociology
sociology of religion, EE.225
sociology of science, EE.226
sociology of welfare, EE.227
urban sociology, EE.228
use for: urban culture
sociology of health and sickness, EE.229
anthropology, EE.23
biological anthropology, EE.231
use for: physical anthropology
social anthropology, EE.232
ethnology, EE.2321
demography, EE.2322
use for: population studies
{see also: statistics (RB.71)]
{see also: population dynamics (RH.14)]
paleoecology, EE.234
paleopathology, EE.235

criminology, EE.24
use for: crime / criminals (study)
offenders (criminology), EE.241
use for: social deviance
prisons / penal policy, EE.242
socio-legal studies, EE.243
use for: sociology of law
sociological theory, EE.25
comparative sociology, EE.26

community studies, EE.3
{see also: community work (general) (PR.3)}
community development, EE.31
community relations, EE.32
race relations, EE.321
use for: ethnic relations

age studies, EE.4
use for: gerontology

youth studies, EE.5
use for: childhood studies
{see also: youth work (general) (PR.5)}
youth development, EE.51

regional studies, EE.6
industrial studies, EE.7
labour studies, EE.71

social research, EE.8
use for: employment research
use for: social surveying,
{see also: information / data collection (CD.4)}
social research methods, EE.81
social data analysis, EE.83
family studies, EE.9
AREA STUDIES / CULTURAL STUDIES / LANGUAGES / LITERATURE, F

CULTURE / GENDER / FOLKLORE, FB.
cultural studies, FB.1
  arts (culture) & society, FB.11
  popular culture, FB.12
  cultural traditions, FB.13
  religion & culture, FB.14
  multicultural studies, FB.15
gender studies, FB.2
  women’s studies, FB.21
  men’s studies, FB.22
contemporary studies, FB.3
  use for: modern studies
folklore, FB.4
  paranormal phenomena, FB.41
    use for: supernatural phenomena
    parapsychology, FB.411
    UFOlogy, FB.412
  predictions, FB.42
    use for: horoscopes
    use for: numerology
    use for: runes
    use for: I Ching
    use for: fortune telling
    astrology, FB.421
    palmistry, FB.422
    use for: hand analysis
    tarot cards, FB.423
mythology, FB.43
divining, FB.44
  use for: dowsing
dream interpretation, FB.5

LITERATURE, FC.
literature: history / criticism, FC.2
  literary history, FC.21
  literary criticism, FC.22
  critical theory, FC.221
  textual criticism, FC.222
  literary research, FC.23
  comparative literature, FC.24
  literary stylistics, FC.25
literature: specific forms, FC.3
  poetry, FC.31
  dramatic literature, FC.32
    use for: theatrical works (literature)
    use for: plays (literature)
  novels / short stories, FC.33
    use for: crime writing
    specific genre writing, FC.331
  biographical literature, FC.34
  biographical literature, FC.35
  children’s literature, FC.36
  humour (literature), FC.37
    use for: comedy (literature)
oral literature, FC.38

English literature, FC.4
  [note: the study of literature in the English language, either as the country of origin or as a translation]
English literature of specific periods, FC.41
  old English literature, FC.411
  medieval English literature, FC.412
  sixteenth century English literature, FC.413
  seventeenth century English literature, FC.414
  eighteenth century English literature, FC.415
  nineteenth century English literature, FC.416
  twentieth century English literature, FC.417

English literature: specific authors, FC.48
  Shakespeare, FC.481

literature: specific periods, FC.5
  classical literature, FC.51

literature of specific areas / countries, FC.6
  [note: the study of literature emanating from a specific area studied either in the language of the area/country or as a
  translation]

  Europe: literature, FC.62
    British Isles: literature of specific areas, FC.621
      Ireland: literature, FC.6211
      Scotland: literature, FC.6212
      Wales: literature, FC.6213
  Middle East: literature, FC.63
  Africa: literature, FC.64
  Americas: literature, FC.65
    North America: literature, FC.652
    Caribbean: literature, FC.653
    Latin America: literature, FC.654
    South American literature, FC.655
  Asia: literature, FC.66
    India / Central Asia: literature, FC.662
    Far East (East Asia): literature, FC.663
    Australasia / Austronesia: literature, FC.67

LINGUISTIC STUDIES, FJ.

linguistics, FJ.2
  historical / comparative linguistics, FJ.22
  use for: language development
  use for: philology
  phonetics / phonology, FJ.23
  syntax / morphology, FJ.24
  use for: grammar
    morphology (linguistics), FJ.241
    syntax (linguistics), FJ.242
    vocabulary, FJ.243
    lexicology, FJ.244
    etymology, FJ.245
  semantics, FJ.25
  use for: pragmatics
  computational linguistics, FJ.26
  [see also: mathematics for specific applications (RB.9)]
  psycholinguistics, FJ.27
  sociolinguistics, FJ.28

interpreting, FJ.3
  community interpreting, FJ.31
  conference interpreting, FJ.32

translation, FJ.4
AREA / DIASPORA STUDIES, FM.
[note: use for studies to do with a particular area - this could be cultural or social eg interdisciplinary studies]
[see also: LANGUAGES (FN.)]
area studies, FM.1
  Third World studies, FM.11
  British Commonwealth studies, FM.12
  Soviet studies, FM.13
  international studies, FM.14
diaspora studies, FM.2
[note: the study of the spread of different racial groups]
  Black studies, FM.21
  Jewish studies, FM.22
  [see also: Yiddish (FN.338)]
  Celtic diaspora studies, FM.23
  Islamic studies, FM.25
  Hispanic studies, FM.26
British Isles studies, FM.3
  English studies, FM.31
  Irish studies, FM.32
  [see also: Celtic studies (FM.412)]
  Northern Ireland studies, FM.33
  [see also: Celtic studies (FM.412)]
  Scottish studies, FM.34
  [see also: Celtic studies (FM.412)]
  Welsh studies, FM.35
  [see also: Celtic studies (FM.412)]
European studies, FM.4
[note: excluding British Isles]
use for: European awareness
  Europe: studies (general), FM.41
  Balkan studies, FM.411
  [note: this mainly covers the former Yugoslavia]
  Celtic studies, FM.412
  [see also: Welsh studies (FM.35)]
  [see also: Irish studies (FM.32)]
  [see also: Scottish studies (FM.34)]
  [see also: Northern Ireland studies (FM.33)]
  Eastern Europe: studies, FM.413
  [note: includes the European areas of the former Soviet Union]
  Scandinavia: studies, FM.414
  Western Europe: studies, FM.415
  European Union: studies, FM.416

Europe (specific countries) studies, FM.42
  France studies, FM.421
  Germany studies, FM.422
  Greece studies, FM.423
  Italy studies, FM.424
  Russian Federation: studies, FM.425
  Spain studies, FM.426

African studies, FM.5

Americas: studies, FM.6
  American studies, FM.61
  Latin America: studies, FM.612
  Caribbean studies, FM.613
  North American studies, FM.63
  Canada: studies, FM.631
  United States: studies, FM.632
  Central American studies, FM.64
  South Central American studies, FM.65
  South American studies, FM.66
West Indies studies, FM.67
[see also: Caribbean studies (FM.613)]

Asian studies, FM.7
India / Central Asia states: studies, FM.72
Afghanistan: studies, FM.722
India: studies, FM.725
East Asia states: studies, FM.73
China: studies, FM.732
Japan: studies, FM.733
Tibet: studies, FM.738
South East Asia states: studies, FM.74
North West Asia: studies, FM.75

Australasian / Austronesian studies, FM.8

Middle East: studies, FM.9
Middle Eastern studies, FM.91
Arabic studies, FM.912
Byzantine studies, FM.913
Iranian (Farsi) studies, FM.914
Turkish (Ottoman) studies, FM.915
Arabian states: studies, FM.92
Iran: studies, FM.93
Iraq: studies, FM.94
Israel: studies, FM.95
Jordan: studies, FM.96
Lebanon: studies, FM.97
Syria: studies, FM.98
Turkey: studies, FM.99

LANGUAGES, FN.
[see also: AREA / DIASPORA STUDIES (FM.)]
language studies, FN.1
modern languages, FN.12
languages for business, FN.121
community languages, FN.122
ancient languages, FN.15
[see also: paleography, DC.4]
biblical languages, FN.16

English language, FN.2
[see also: basic communication skills (HD.2)]
English language of specific periods, FN.21
old English (Anglo-Saxon), FN.212
middle English, FN.213
use for: medieval English
early modern English, FN.214
use for: Shakespearean English

English for speakers of other languages (ESOL), FN.22
English as an additional language (EAL), FN.221
use for: English as a second language (ESL)
[note: for those living in the UK whose mother tongue is not English]
English as a foreign language (EFL), FN.222
[note: for those normally living outside the UK whose mother tongue is not English]

English for specific purposes, FN.24
English for business, FN.241
[see also: business correspondence (clerical work) (AY.6)]

Europe: languages, FN.3
use for: Azeri (Azerbaijani)
use for: Maltese
use for: Saami
classical languages (Latin & Greek), FN.32
[see also: CLASSICS (DF.)]
Latin language, FN.323
Greek (classical), FN.325
Greek (New Testament), FN.326

Germanic languages, FN.33
- Icelandic language, FN.331
- Dutch language, FN.332
  *use for: Flemish language*
- Danish language, FN.333
- German language, FN.335
- Swedish language, FN.337
- Yiddish, FN.338
  *[see also: Jewish studies (FM.22)]*
- Norwegian language, FN.339

Romance languages, FN.34
- Catalan language, FN.342
- French language, FN.343
- Italian language, FN.344
- Portuguese language, FN.346
- Romanian language, FN.347
- Spanish language, FN.349

Celtic languages, FN.35
- Breton language, FN.352
- Cornish language, FN.353
- Irish (Gaeilge), FN.354
- Manx, FN.355
- Scottish Gaelic, FN.356
- Welsh language, FN.357

Slavonic languages, FN.36
  *use for: Macedonian*
  *use for: Belorussian*
- Bulgarian language, FN.361
- Czech language, FN.362
- Polish language, FN.363
- Russian language, FN.364
- Serbo-Croatian language, FN.365
  - Bosnian language, FN.3651
  - Croatian language, FN.3652
  - Serbian language, FN.3653
- Slovak language, FN.366
- Slovene language, FN.367
- Ukranian language, FN.368

Europe languages (other), FN.39
- Baltic languages, FN.391
  - Latvian language, FN.3911
  - Lithuanian language, FN.3912
- Finno-Ugric languages, FN.392
  - Estonian language, FN.3921
  - Finnish language, FN.3922
  - Hungarian language, FN.3923
- Albanian language, FN.393
- Armenian language, FN.394
- Basque language, FN.395
- Georgian language, FN.396
- Greek: modern, FN.397

Africa: languages, FN.4
  *[note for Arabic in general and for Eastern Arabic see Arabic, FN.821]*
- Afrikaans language, FN.41
- African Native languages, FN.42
  *[note: includes Western Arabic, Chinyanja, Fula, Kirundi, Malagasy, More, Northern and Southern Sotho, Sesotho, Setswana, Sudanese, Tamazight, Tigrinya, Tswana, Xhosa]*
  - Amharic, FN.421
  - Hausa, FN.422
  - Igbo, FN.423
Shona, FN.424
Somali, FN.425
Swahili, FN.426
Twi, FN.427
Yoruba, FN.428
Zulu, FN.429

Americas: languages, FN.5
[note: includes Apache, Cherokee, Chickasaw, Choctaw, Haitian Creole, Hawaiian, Kiowa, Lakota, Lenape, Mayan, Mohawk, Muskagee, Navajo, Ojibwe, Papuan, Passamaquody, Salish, Yupik]
Brazilian Portuguese, FN.55
Latin American Spanish, FN.56

Oceanic / Australasian languages, FN.7
use for: Maori

Asia: languages, FN.8
[note: includes Kannada, Kazakh, Pashto (Pashto), Tagalog, Telugu, Uzbek]

Indic languages, FN.81
[note: includes Assamese, Marathi, Sindhi, Sinhalese]
Bengali language, FN.811
Gujurati language, FN.812
Hindi language, FN.813
Punjabi language, FN.814
Nepali language, FN.815
Sanskrit, FN.816
Urdu language, FN.817

Semitic languages, FN.82
use for: Eastern Arabic
classical/Quranic Arabic, FN.8211
Aramaic language, FN.822
Hebrew language, FN.823

Asian languages (other), FN.83
Altai language, FN.831
Mongolian languages, FN.8311
Turkish languages, FN.8312
Austronesian languages, FN.832
Indonesian language, FN.8321
Malay language, FN.8322

Iranian languages, FN.833
Kurdish language, FN.8331
Persian (Farsi) language, FN.8332

Mon-Khmer languages, FN.834
Khmer / Cambodian, FN.8341
Vietnamese language, FN.8342

Sino-Tibetan languages, FN.835
Burmese language, FN.8351
Chinese languages, FN.8352
use for: Taiwanese
Cantonese language, FN.83521
Mandarin language, FN.83522

Japanese language, FN.836
Korean language, FN.837
Tamil language, FN.838
Thai language, FN.839

International artificial languages, FN.9
Esperanto, FN.91
EDUCATION / TRAINING / TEACHING, G

EDUCATION / TRAINING / LEARNING (THEORY), GA.
[note: study of the theory of education, training and learning]
education studies, GA.1
[see also: EDUCATION / SCHOOL ADMINISTRATION (GD.1)]
   higher education (general), GA.11
   higher education learning issues, GA.111
   [note: includes working with international students, gender issues in HE]
further education (general), GA.12
   further education learning issues, GA.121
adult / community education (general), GA.13
   adult / community education learning issues, GA.131
secondary schools (general), GA.14
   secondary schools learning issues, GA.141
primary schools (general), GA.15
   primary schools learning issues, GA.151
nursery schools (general), GA.16
   use for: playgroups (general)
   [see also: playgroup practice, PT.214]
   nursery schools learning issues, GA.161
multicultural education (general), GA.17
   multicultural education learning issues, GA.171
integrated education (general), GA.18
   integrated education learning issues, GA.181
special education (general), GA.19
   special education learning issues, GA.191
comparative education, GA.2
   [note: use for education in less developed countries]
education theory / philosophy, GA.3
   history of education, GA.31
   sociology of education, GA.32
   [use for: educational sociology]
   learning theory, GA.33
   [use for: semiology]
   child development (education), GA.331
   early learning, GA.332
education research, GA.4
education policy / planning, GA.5
equal opportunities in education, GA.7
problem awareness / counselling (for teachers), GA.8
   [use for: AIDS/HIV awareness: schools]
   [use for: child abuse awareness (schools),
   use for: substance abuse awareness (schools),
   [see also: health hazards awareness (PA.93)]
training (general), GA.9

TEACHING / TRAINING, GB.
[note: use for courses on the practice of teaching and training]
teaching / training (general), GB.1
   teacher training access / preparatory studies, GB.11
   school based training (for teachers), GB.12
   [note: use for Qualified Teacher Status]
teaching (general), GB.13
   [note: use only for very general courses in teaching; most teaching courses should be classified in GB.2, GB.3 or GC.]
training practice, GB.14
   training for trainers, GB.141
   [use for: training officers]
   [use for: induction of staff]
teaching / training in post-compulsory education, GB.2
  teaching / training in further education, GB.22
  teaching / training in higher education, GB.23
  teaching / training in adult education, GB.24
  teaching / training in community education, GB.25

teaching in schools, GB.3
  teaching in secondary schools, GB.31
    use for: middle school teaching
  teaching in primary schools, GB.32
    use for: infant school teaching
    use for: junior school teaching
  education assistants, GB.33
    use for: teaching assistants
  teaching in nursery schools, GB.34
    use for: kindergarten teaching
  use for: playgroup practice (PT.214)

remedial teaching, GB.5
literacy / special needs teaching, GB.6
  learning disadvantaged people: teaching, GB.61
    use for: travelling people: teaching
    use for: refugee teaching
    people with other languages: teaching, GB.613
      use for: remedial language teaching
  literacy / basic skills teaching, GB.62
    [see also: reading teaching (schools) (GC.59)]
    reading & writing (literacy) teaching, GB.621
      use for: reading teaching (adults)
      use for: adult reading teaching
    basic mathematics (numeracy) teaching, GB.622
      [see also: mathematics teaching / training (GC.82)]
    communication skills (basic skills) teaching, GB.623
    social skills (basic skills) teaching, GB.624
    living skills (basic skills) teaching, GB.625
  hearing impaired people: teaching, GB.63
  vision impaired people: teaching, GB.64
  people with learning difficulties: teaching, GB.65
  people with severe learning difficulties: teaching, GB.66
  gifted people: teaching, GB.68
  dyslexic people: teaching, GB.69

teaching / training methods / skills, GB.7
  use for: instruction techniques
  learning methods, GB.71
    use for: e-learning
  teaching / training skills, GB.72
    tutoring, GB.721
      use for: home teaching
    group work (teaching / training), GB.722
    coaching (teaching / training), GB.723
    mentoring, GB.725
  outdoor education (teaching / training), GB.73
  teacher / trainer assessment, GB.74
    use for: assessor (teachers) training
  teaching / training methods, GB.75
    training methods for specific industries, GB.751

learning / training design / development, GB.8
  learning / training needs assessment, GB.81
  curriculum development, GB.82
  learning / training design, GB.83
    [see also: learning materials design (GB.93)]
course design, GB.831
flexible learning design, GB.832
use for: open learning design
use for: distance learning course design
National Curriculum (teaching), GB.84
National Vocational qualifications (NVQs, SVQs, GNVQs, gSVQs), GB.85
use for: NVQs for trainers
VQs assessment / verification, GB.851
[note: this includes courses leading to TDLB units D32-D36 inclusive]
learning assessment / testing, GB.86
use for: examination design
use for: testing (education)
use for: assessment / testing (education)
training evaluation, GB.864
accreditation of prior learning, GB.865
vocational preparation work, GB.87
[note: include courses for those who are going to prepare learners for work]
[see also: preparation for work (HC.42)]
training development, GB.88
continuing professional development (CPD), GB.881
[note: for development of CPD training opportunities]
management education / development, GB.882
[note: for the development of training opportunities in management]
learning resources / educational technology, GB.9
educational technology, GB.91
[see also: education / careers / schools software (CC.64)]
learning resources, GB.92
learning materials design, GB.93
[see also: learning design (GB.83)]
distance learning materials design, GB.931
film / television / video in education, GB.94
[see also: film / video / television production (KJ.2)]
computers in education, GB.95
use for: information technology in education
computer based training (CBT) (general), GB.96
computer assisted learning (CAL) (general), GB.97
visual aids production / use (teaching), GB.98

TEACHING / TRAINING: SPECIFIC SUBJECTS, GC.
business / industry / engineering teaching / training, GC.1
business & management studies teaching / training, GC.11
[note: includes teaching marketing, human resources, finance and accounting]
business studies teaching / training, GC.111
management studies teaching / training, GC.112
craft design and technology (CDT) teaching / training, GC.12
[note: for crafts teaching / training use arts and crafts teaching / training, GC.61]
technology: general teaching / training, GC.122
information technology / computer / information teaching / training, GC.2
information technology (general) teaching / training, GC.21
computer studies teaching / training, GC.22
office / secretarial / sales work teaching / training, GC.3
social sciences / humanities / culture teaching / training, GC.4
use for: economics teaching / training
use for: politics teaching / training
use for: law teaching / training
cultural studies teaching / training, GC.47
use for: philosophy teaching
literature teaching, GC.474
use for: English literature teaching
history teaching, GC.475
religious studies teaching, GC.477
social studies teaching / training, GC.48
use for: sex education teaching

languages / reading teaching / training, GC.5

languages teaching / training: general, GC.51
   modern languages teaching / training, GC.512
   classical languages teaching / training, GC.513
   teaching a national language as a second/foreign language, GC.514

English language teaching, GC.52
   TESOL (teaching English to speakers of other languages), GC.521
   TEFL (teaching English as a foreign language), GC.522
   TESL (teaching English as a second language), GC.523
   use for: teaching English as an additional language
   GPE (general purpose English) teaching, GC.524
   TESP (teaching English for specific purposes), GC.525

foreign languages teaching / training, GC.53
reading teaching (schools), GC.59
[see also: literacy / basic skills teaching (GB.62)]

arts & crafts / communication / performing arts teaching / training, GC.6

   arts & crafts teaching / training, GC.61
   communication arts teaching / training, GC.62
   self development / communication skills teaching / training, GC.63
   relaxation arts / yoga teaching / training, GC.633
   performing arts teaching / training, GC.64
   dance teaching / training, GC.641
   drama teaching / training, GC.643
   music teaching / training, GC.644
   music performance teaching / training, GC.645

sports / physical education teaching / training, GC.7
[see also: horse riding / horse sports (MH.5)]
[see also: sports coaching (MA.4)]
   exercise to music teaching / training, GC.71
   use for: aerobics teaching / training
   fitness trainer training, GC.72

science / mathematics / environment / health teaching / training, GC.8

   sciences teaching, GC.81
   [note: includes physics, chemistry, life sciences teaching]
   mathematics teaching, GC.82
   use for: statistics teaching
   [see also: basic mathematics (numeracy) teaching (GB.622)]
   health care / medicine teaching / training, GC.83
   nursing teaching / training, GC.836
   health & safety teaching / training, GC.84
   environment studies teaching / training, GC.86
   earth sciences / geography teaching / training, GC.89
   agriculture / catering / leisure services teaching / training, GC.9
   cookery / food processing teaching / training, GC.92
   leisure / tourist services teaching / training, GC.94
   veterinary studies / animal care teaching / training, GC.99
   [see also: horse riding / animal sports (MH.5)]

EDUCATION / SCHOOL ADMINISTRATION, GD.
[see also: education (general) (GA.1)]
higher education administration, GD.2
use for: universities organisation

further education administration, GD.3
community education administration, GD.4
use for: adult education: management

school administration, GD.5
use for: multicultural education administration
secondary school administration, GD.51
primary school administration, GD.52
school inspection / assessment, GD.53
use for: education inspection / assessment
school governors' work, GD.55
nursery school administration, GD.58
use for: nursery school management
use for: kindergarten management
[see also: playgroup practice (PT.214)]
school support work / helpers, GD.8
  learning support / classroom assistant, GD.81
playground supervisors, GD.82
education / industry links, GD.9
use for: school / industry links

CAREERS / EDUCATION GUIDANCE WORK, GF.
careers advice work, GF.1
  careers advice for secondary school students, GF.13
  careers advice for further / higher education students, GF.14
  careers advice for adults, GF.15
  careers advice for people with special needs, GF.16
careers counselling, GF.2
education guidance work, GF.3
FAMILY CARE / PERSONAL DEVELOPMENT / PERSONAL CARE & APPEARANCE, H

PERSONAL & SELF DEVELOPMENT, HB.
self development, HB.1
use for: personal development (general)
use for: Duke of Edinburgh award
consciousness raising, HB.11
discussion groups (for self development), HB.12
self appraisal (personal), HB.2
stress / tension handling, HB.3
relaxation, HB.31
stress control (personal), HB.32
use for: nervous tension: control
[see also: stress management (business) (AF.25)]
meditation, HB.33
yoga (meditation), HB.34
[see also: yoga (personal fitness) (HJ.553)]
mind improvement, HB.4
memory improvement, HB.41
neurolinguistic programming, HB.42
personal safety awareness, HB.5
use for: self defence
self presentation, HB.6
[see also: personal appearance (self presentation) (HJ.9)]
assertiveness (social), HB.62
use for: self confidence
self image (self presentation), HB.63
use for: personal image (self presentation)
business image (self presentation), HB.64
interpersonal skills (self development), HB.7
[see also: business interpersonal skills (AF.4)]
[see also: communication skills (KB.)]
body language, HB.71
use for: kinesics
listening skills, HB.72
personal development groups, HB.8
co-counselling groups, HB.81
use for: counselling groups
action learning groups, HB.82
adventure / outdoor training, HB.9

CAREER CHANGE / ACCESS, HC.
career planning, HC.1
use for: educational guidance (personal)
retirement preparation, HC.2
redundancy / unemployment preparation, HC.3
preparatory courses, HC.4
use for: foundation courses
preparatory courses (special needs), HC.41
preparation for work, HC.42
use for: work preparation
[see also: vocational preparation work (GB.87)]
public service preparation, HC.421
[note: includes preparation for emergency services work, police, fire services]
military services preparation, HC.422
preparation for training / education, HC.43
use for: return to study
vocational preparation, HC.44
use for: vocational education diploma
return to work, HC.45
bridging courses, HC.5
bridging courses (special needs), HC.51
job search skills, HC.6
CV preparation, HC.61
use for: curriculum vitae preparation
use for: employment histories: preparation
job applications, HC.62
job interviews, HC.63
[note: preparing to be interviewed: for conducting an interview see (AF.43)]
study skills, HC.7
reading (study skills), HC.71
speed reading, HC.711
use for: rapid reading
essay writing (study skills), HC.72
learning skills, HC.73
note taking (study skills), HC.74
library use (study skills), HC.75
dyslexia self help, HC.76
[see also: reading & writing (literacy) (HD.3)]
academic writing, HC.77
access courses (general), HC.8
[note: preparation courses for higher education for those who do not possess the normal qualifications for entry: this class
ONLY for non-specific access: access courses normally classed with the subject itself]

BASIC SKILLS, HD.
use for: adult studies
use for: basic education
basic communication skills, HD.2
[note: includes spoken English]
[see also: English language (FN.2)]
reading & writing (literacy), HD.3
use for: adult literacy
[note: includes basic English classes and workshops covering basic reading and writing skills to prepare for examinations:
double code with English language if appropriate]
[note: do not use for basic English as an additional (FN.221) or foreign (FN.222) language]
[see also: dyslexia self help (HC.76)]
reading (literacy), HD.31
writing (literacy), HD.32
spelling (literacy), HD.33
mathematics (numeracy), HD.4
[note: includes basic maths classes and workshops covering basic numeracy skills to prepare for examinations: double code
with mathematics if appropriate]
use for: arithmetic (numeracy)
use for: polymaths
[see also: arithmetic (RB.14)]
social skills, HD.5
use for: life skills
independent living, HD.6
home management, HD.8

PERSONAL FINANCE / CONSUMERISM / RIGHTS, HE.
personal finance, HE.1
[see also: FINANCIAL MANAGEMENT / ACCOUNTING (AK.)]
personal budgets, HE.11
personal investments, HE.12
personal pensions, HE.13
home buying / selling, HE.2
mortgages (home buying), HE.21
will making, HE.3
personal rights, HE.4
legal rights (personal), HE.5
welfare rights, HE.6
[note: includes housing rights, unemployment rights, employment rights]
consumerism, HE.7
    consumer rights, HE.71
benefits, HE.8
use for: housing benefits
use for: NI benefits
use for: tax credits
use for: disability benefits

PARENTING / CARERS, HF.
[note: the subjects below are for family carers: for professional carers see appropriate class in (PR.)]
parenting, HF.1
use for: childcare (parenting)
use for: fathercraft
use for: mothercraft
[see also: childcare skills, PT.21]
[see also: children / youth (social work) (PR.41)]
    mother & toddler groups, HF.11
    single parenting, HF.13
    foster parenting, HF.14
    adoption of children, HF.15
pregnancy / birth preparation, HF.2
use for: maternity
children with emotional / behavioural difficulties (parenting), HF.3
    children with emotional difficulties (parenting), HF.31
    children with behavioural difficulties (parenting), HF.32
use for: hyperactive children (parenting)
substance abuse awareness (parents), HF.4
[note: includes alcohol, drug and solvent abuse]
special children: parenting, HF.6
[note: includes children who have physical disabilities, learning difficulties or who are severely ill]
carers / family care: general, HF.7
[note: for those who care at home for a sick, infirm or disabled family member or family members in crisis]
[see also: PEOPLE WITH DISABILITIES: SKILLS / FACILITIES (HG.)]
use for: carers: respite care
use for: home nursing (family carers)
carers / family carers: specific conditions, HF.8
[see also: PEOPLE WITH DISABILITIES: SKILLS / FACILITIES (HG.)]
[see also: health hazards awareness (PA.93)]
    AIDS: family carers, HF.81
    learning difficulties people: family carers, HF.87
    terminally ill people: family carers, HF.88
use for: dying people: family carers

PEOPLE WITH DISABILITIES: SKILLS / FACILITIES, HG.
use for: guide dog use
[note: how to use a guide dog: for training a guide dog see (SP.321)]
[see also: carers / family care: general (HF.7)]
[see also: carers / family carers: specific conditions (HF.8)]
[see also: communication for & with people with disabilities (KB.6)]
[see also: people with disabilities (social work) (PR.45)]
vision impaired people: skills / facilities, HG.1
    vision impaired people: special skills development, HG.11
    vision impaired people: learning aids, HG.13
hearing impaired people: skills / facilities, HG.2
    hearing impaired people: special skills development, HG.21
deaf-blind people: skills / facilities, HG.3
    deaf-blind people: special skills development, HG.31
    deaf-blind people: learning aids, HG.33
people with physical disabilities: skills / facilities, HG.4
    people with physical disabilities: special skills development, HG.41
learning difficulties: skills / facilities, HG.5

CRISIS / ILLNESS SELF HELP, HH.
{note: the subjects below are for people with these problems; for family carers see (HF.8); for professional carers see community work (PR.3) and families (social work) (PR.42)}
crisis self help, HH.1
    {note: includes divorce and bereavement}
 victims self help, HH.2
 addiction self help, HH.3
    {note: includes alcohol, drugs and smoking self help}
 offenders self help, HH.4
 food related disorders self help, HH.5
 use for: anorexia self help
 use for: bulimia self help
 phobias self help, HH.6
 illness self help, HH.7
 use for: AIDS/HIV self help
 use for: cancer self help
 use for: diabetes self help
 mental illness self help, HH.8
 use for: schizophrenia self help

PERSONAL HEALTH / FITNESS / APPEARANCE, HJ.
personal health, HJ.1
    personal hygiene, HJ.11
family health, HJ.2
women’s health, HJ.3
    menopause, HJ.31
men’s health, HJ.4
personal fitness, HJ.5
    use for: Pilates
    callanetics (holistic fitness), HJ.51
    aerobics, HJ.52
    use for: waterobics
    use for: aquarobics
    Alexander technique, HJ.53
    keep fit, HJ.54
eastern fitness methods, HJ.55
    use for: Chi Kung
    use for: Qigong
    use for: Taiji
    use for: Tai Ji Quan
    shintaido, HJ.551
    tai chi, HJ.552
    yoga (personal fitness), HJ.553
    [see also: yoga (meditation) (HB.64)]
    exercise dancing, HJ.56
weight control / slimming, HJ.6
sauna treatment, HJ.7
personal appearance (self presentation), HJ.9
    [see also: self presentation (HB.6)]
    style (self presentation), HJ.91
    use for: colour analysis (self presentation)
dress (self presentation), HJ.92
hair care (self presentation), HJ.93
makeup (self presentation), HJ.94

**THERAPEUTIC PERSONAL CARE, HK.**

*use for: alternative medicine*
*use for: Bach Flower remedies*
*use for: Crystal Therapy*
*use for: holistic therapies*
*use for: sclerotherapy*
*use for: Jin Shin*
*use for: Bates method*
*use for: rolfing*

[see also: COMPLEMENTARY MEDICINE, PC.]

- aromatherapy, HK.1
- reflexology, HK.2
- iridology, HK.3
- massage techniques (personal health), HK.4
  - Indian head massage, HK.41
- shiatsu, HK.5
- spiritual healing, HK.6
  *use for: Karuna healing*
  - Reiki healing, HK.61

Chinese medicine, HK.7

**HAIR / PERSONAL CARE SERVICES, HL.**

- beauty care / services, HL.1
  - facial care, HL.11
  - beauty therapy, HL.12
  - makeup, HL.13
    *use for: cosmetics use*
    - film/TV makeup, HL.131
  - body art, HL.14
    *use for: Mendhi*
    *use for: tattooing*
  - remedial camouflage, HL.2
  - epilation / electrolysis, HL.3
    *use for: sugaring*
    *use for: waxing*
  - manicure, HL.4
  - pedicure, HL.5
  - salon work, HL.6
  - hairdressing services, HL.7
    *use for: trichology*
    - ethnic hairdressing, HL.71
    - women’s hairdressing, HL.72
    - men’s hairdressing, HL.73
    - wigmaking, HL.75
      *use for: postiche*
  - body piercing, HL.8
    *use for: ear piercing*
  - fashion consultancy, HL.9
    *note: for courses on how to advise people on fashion issues such as colour analysis and style*
ARTS & CRAFTS, J

ART STUDIES, JA.

art, JA.1
[note: use for qualification bearing courses like GCSE]
visual arts, JA.11
art & design, JA.2
[see also: DESIGN (NON-INDUSTRIAL) (JC.)]
design theory, JA.22
design history, JA.23
fine art, JA.3
use for: fine arts
    art theory, JA.32
    art history & criticism, JA.33
        art history, JA.331
        art criticism, JA.332
        appreciation of art / specific artists, JA.333
            Da Vinci appreciation, JA.3331
            Monet appreciation, JA.3332
            Picasso appreciation, JA.3333
    art & society, JA.34
community arts, JA.5
art of specific cultures and periods, JA.7
    Europe: art, JA.72
        medieval art, JA.721
            [note: gothic period from mid 12th-16th century]
        renaissance art, JA.722
            [note: 14th-early 16th century, eg Giotto, Da Vinci, Raphael, Cellini]
        baroque art, JA.723
            [note: 17th-early 18th century]
        classical art, JA.724
            [note: Greek, Hellenistic and Roman]
        romantic art, JA.725
            [note: late 18th-early 19th century, eg Turner and Ruskin]
        modern art, JA.726
            [note: late 19th century to current eg Picasso, Andy Warhol]
        neo-classicism, JA.727
            [note: late 18th century-early 19th century]
        impressionism, JA.728
            [note: late 19th century, eg Monet and Degas]

    Middle East: art, JA.73

    Africa: art, JA.74

    Americas: art, JA.75
        use for: North American art
        use for: Caribbean art
        use for: Latin America: art
        use for: South American art

    Asian art, JA.76
        use for: Indian art
        use for: Central Asian art
        use for: Far Eastern art
        use for: East Asian art

    Australasia: art, JA.77

    craft appreciation, JA.8
    craft history, JA.81

ART TECHNIQUES / PRACTICAL ART, JB.

painting / drawing (art), JB.2
    painting (art), JB.21
        oil painting, JB.212
        watercolour painting, JB.213
Chinese brush painting, JB.214
drawing (art), JB.22
pastel drawing, JB.222

sculpture, JB.3
mural painting, JB.4

use for: mural making

art: specific techniques, JB.5
abstract painting / drawing, JB.51
animal / wildlife painting / drawing, JB.52
botanical painting / drawing, JB.53
[see also: natural history illustration (JB.632)]
landscape painting / drawing, JB.54
life painting / drawing, JB.55
portraiture, JB.551
still life painting / drawing, JB.57

graphic arts, JB.6
cartoon drawing, JB.61
use for: cartooning
use for: caricature
heraldry, JB.62
illustration, JB.63
scientific / technical illustration, JB.631
use for: medical illustration
natural history illustration, JB.632
[see also: botanical painting / drawing (JB.53)]
animation, JB.64

lettering, JB.7
calligraphy, JB.71
illumination (calligraphy), JB.72

print making (art), JB.8
screen printing (art), JB.81
lithography (art), JB.82
linocut (art), JB.83
woodcut (art), JB.84

signwork, JB.9
signwriting, JB.91
[see also: cartoon drawing (JB.61)]
[see also: heraldry (JB.62)]
[see also: illustration (JB.63)]

DESIGN (NON-INDUSTRIAL), JC.
[see also: craft design & technology (XA.31)]
[see also: industrial design (VF.)]
[see also: art & design (JA.2)]
two dimensional design (2D design), JC.2
use for: advertising design
use for: poster design
graphic design, JC.3
use for: commercial art
three dimensional design (3D design), JC.4
display design, JC.41
exhibition design, JC.42
spatial design, JC.43

pattern drafting, JC.6
[see also: pattern drafting, particularly knitting & dressmaking: not to be confused with pattern making (engineering) (YD.35)]
[see also: arts & crafts software (CC.661)]
[see also: pattern cutting (clothes making) (JK.13)]
design & technology, JC.7
[see also: use for joint courses like GCSE, BTEC and A Level]
interior design, JC.8
use for: interior landscaping
Feng Shui, JC.81

MUSEUM / GALLERY / CONSERVATION SKILLS & STUDIES, JD.
[see also: arts / culture / heritage administration (NN.)]
museum skills, JD.1
[see also: museum administration (NN.6)]
museum design / organisation, JD.2
conservation skills, JD.4
[see also: conservation skills (general) (JD.4)]
    art conservation, JD.41
    book / paper conservation, JD.42
          book repair, JD.421
          use for: book restoration
taxidermy, JD.8
museum studies / museology, JD.9

COLLECTING / ANTIQUES, JE.
antiques appreciation, JE.1
[see also: antiques appreciation (JE.1)]
[see also: antiques of specific periods (JE.4)]
antiques: conservation, JE.2
[see also: conservation skills (general) (JD.4)]
[see also: antiques of specific periods (JE.4)]
antiques of specific kinds, JE.3
    antique furniture, JE.31
    antique collectables, JE.33
antiques of specific periods, JE.4
[see also: antiques of specific periods (JE.4)]
[see also: antiques: conservation (JE.2)]
[see also: antiques (general) (JE.1)]
collecting, JE.6
use for: book collecting
use for: coin collecting
use for: stamp collecting

ARTS & CRAFTS: LEISURE/COMBINED, JF.
[see also: arts and crafts as hobbies] 
crafts (specific occasions / seasons), JF.1
    Christmas crafts, JF.11
    Easter crafts, JF.12
crafts of specific cultures, JF.2
toy making / repair, JF.3
    doll making, JF.31
    puppet making, JF.32
    dolls’ house making / restoring, JF.34
model making: leisure / craft, JF.4
use for: model engineering (leisure)
    model railways, JF.41
    robot making (leisure), JF.42
DECORATIVE CRAFTS, JG.
flower crafts, JG.2
    flower arranging, JG.23
    use for: Ikebana
    [see also: floristry (SE.7)]
party decorations, JG.3
candle making, JG.4
collage, JG.5
paper arts / crafts, JG.7
    decoupage, JG.71
    paper quilling, JG.72
    giftwrap & boxes, JG.73
    greetings card making, JG.74
    [see also: note of computer appreciation / introduction (CA.3)]
    origami, JG.75
    papier maché, JG.78
    hand paper making, JG.79
strawcraft / corn dollies, JG.8

DECORATIVE METAL CRAFTS / JEWELLERY, JH.
    [see also: metals working / finishing (XD.)]
precious metal working, JH.1
    goldsmithing, JH.11
    silversmithing, JH.12
decorative / craft metal working, JH.2
    wrought iron work (art / craft), JH.21
    use for: blacksmith craft: decorative
enamelling (decorative), JH.3
engraving (decorative), JH.4
etching (decorative), JH.5
jewellery making, JH.6
    jewellery design, JH.61
    gemology / lapidary (jewellery), JH.62

FASHION / TEXTILES / CLOTHING (CRAFT), JK.
    [see also: textiles / fabrics (industrial) (WH.)]
use for: fashion studies
fashion / textiles design, JK.1
    textile design, JK.11
    fashion design, JK.12
    use for: clothing design
        millinery design, JK.121
        knitwear design, JK.122
        footwear design, JK.123
        leather goods design, JK.124
        pattern cutting (clothes making), JK.13
        [see also: pattern drafting (JC.6)]
spinning (craft), JK.3
weaving (craft), JK.4
ribbon craft, JK.5
clothes making (craft), JK.6
    dressmaking (craft), JK.62
    tailoring (craft), JK.63
    traditional clothes making (craft), JK.64
    use for: Asia: clothes making (craft)
    sewing machine use (craft), JK.65
    hand sewing, JK.66
knitting (craft), JK.7
  hand knitting, JK.71
  machine knitting (craft), JK.72
hat making / millinery (craft), JK.8
fashion accessories making (craft), JK.9

FABRIC CRAFTS / SOFT FURNISHINGS, JL.
use for: textile arts
lace crochet & related crafts, JL.1
tatting, JL.11
crochet, JL.12
lace making, JL.13
  use for: Honiton (lace making)
  use for: macrame
  use for: Torchen (lace making)
decorative needlework, JL.2
  use for: swiss straw threadwork
  use for: beadwork
[see also: hand sewing (JK.66)]
  embroidery, JL.21
  use for: crewel work
  use for: stumpwork
tapestry, JL.22
applique, JL.23
smocking, JL.24
canvas work, JL.25
patchwork / quilting, JL.3
  patchwork, JL.31
  use for: bargello
  quilting, JL.32
felt work, JL.4
fabric painting, JL.5
  use for: shibori
  use for: silk painting
fabric dyeing (craft), JL.6
  batik, JL.61
soft furnishings (craft), JL.7
  use for: blind making
[see also: soft furnishings (industrial), WH.]
[see also: upholstery, JP.5]
  soft furnishings design, JL.71
curtain making, JL.72
loose covers, JL.73
tassel making, JL.74
  use for: passementerie
rug / carpet making (craft), JL.8
leather / suede craft, JL.9

WOOD CANE & FURNITURE CRAFTS, JP.
[see also: construction carpentry (TG.71)]
[see also: woodworking / furniture manufacture (WK.)]
ornamental woodwork crafts, JP.2
  marquetry, JP.21
  veneering, JP.23
  wood carving, JP.24
wood traditional crafts, JP.3
  use for: coopering
  use for: wheelwright's craft (traditional),
furniture making / repair (craft), JP.4
  furniture design, JP.41
  furniture restoration, JP.42
upholstery (craft), JP.5
  [see also: soft furnishings (craft) (JL.7)]
  [see also: upholstery (industrial) (WK.8)]
lampshade making, JP.6
picture framing, JP.7
basketry / canework, JP.8

GLASS / CERAMICS / STONE CRAFTS, JR.
  use for: vitreous crafts
  use for: mosaics (craft)
ceramics arts / crafts, JR.1
  use for: pottery arts / crafts
  use for: ceramics and pottery making
  use for: soft dough work
    ceramics design, JR.11
      use for: pottery design
    ceramics decoration, JR.12
      use for: pottery decoration
      use for: ceramic tile painting
    china painting, JR.13
      use for: ceramics painting
    china repair, JR.14
      use for: ceramics repair
glass arts & crafts, JR.2
  decorative glass making, JR.21
    use for: decorative glasswork
glass decoration, JR.22
glass engraving / etching, JR.23
stained glass work, JR.24
glass painting, JR.25
stone / slate art / crafts, JR.4
  use for: carving: stone (art)
  use for: lapidary
COMMUNICATION / MEDIA / PUBLISHING, K

COMMUNICATION / MEDIA, KA.
[see also: communication skills (KB.)]
communication studies, KA.1
  mass communication, KA.11
  communication processes, KA.12
  communication design, KA.13
  visual communication, KA.14
media studies, KA.2
  news media studies, KA.21
  broadcasting studies, KA.22
    radio studies, KA.221
    television studies, KA.222
film studies, KA.3
  film history, KA.31
  film studies – specific directors, KA.32
multimedia (design), KA.4
  use for: mixed media
  use for: digital arts
  use for: digital media
[note: use only for general courses in this subject; may also need to classify in JC. or KJ. if applicable]
[see also: multimedia (computers) (CB.35)]

COMMUNICATION SKILLS, KB.
[see also: communication / media (KA.)]
[see also: interpersonal skills (self development) (HB.7)]
[see also: business communication skills (AF.3)]
media communication skills, KB.2
  media interviewee skills, KB.21
speaking skills, KB.3
  use for: debating skills
    public speaking, KB.31
    oratory, KB.32
    storytelling, KB.33
    speech writing, KB.34
non verbal communication, KB.5
communication for and with people with disabilities, KB.6
  use for: disability awareness
[see also: PEOPLE WITH DISABILITIES: SKILLS / FACILITIES (HG.)]
  vision impaired people: communication skills, KB.61
    use for: blind awareness
      braille, KB.611
      Moon (reading), KB.612
  hearing impaired people: communication skills, KB.62
    use for: deaf awareness
      sign language, KB.621
      British Sign Language, KB.622
      lip reading, KB.623
      speech skills: profoundly deaf people, KB.624
      Makaton, KB.625
  deaf-blind people: communication skills, KB.63
    use for: deaf-blind awareness

WRITING (AUTHORSHIP), KC.
  use for: authorship
  technical authorship, KC.2
[see also: technical report writing (business), AF.351]
    instructions writing, KC.21
manuals writing, KC.22
creative writing, KC.3
[see also: journalism (KD.)]
narrative prose writing, KC.31
use for: story writing
short story writing, KC.311
novel writing, KC.312
biography writing, KC.313
diary writing, KC.314
play writing, KC.32
comedy writing, KC.322
screenplay writing, KC.323
script writing, KC.325
poetry writing, KC.33
writing for children, KC.34
writing for newspapers / magazines, KC.35
crossword / puzzle compilation, KC.351
writing for radio / television, KC.36
writing for radio, KC.361
writing for television, KC.362
non-fiction writing, KC.4
tavel writing, KC.41

JOURNALISM, KD.
[see also: creative writing (KC.3)]
journalism (general), KD.1
feature writing, KD.11
reporting (journalism), KD.12
investigative journalism, KD.13
interviewing (journalism), KD.14
news (current affairs) journalism, KD.2
journalism: specific subjects, KD.3
press journalism, KD.4
radio journalism, KD.5
television journalism, KD.6
photojournalism, KD.7
press release writing, KD.8
copywriting, KD.9

PRINT & PUBLISHING, KH.
publishing, KH.1
use for: literary agency
book publishing, KH.11
periodicals publishing, KH.12
community publishing, KH.13
electronic publishing, KH.15
use for: CD-ROM publishing
online publishing, KH.152
music publishing, KH.16
publishing: editorial work, KH.2
editorial project management, KH.21
copy editing, KH.22
proof reading, KH.23
text formatting, KH.3
typesetting, KH.31
use for: composition (typesetting)
typography, KH.32
desktop publishing, KH.33
[Note: for courses about the general design and production of documents: for use of specific packages see CC.161]

print administration, KH.4
print estimating, KH.41
print buying, KH.42

printing, KH.5
use for: engraving (printing),
print technology, KH.51
print materials technology, KH.512
use for: ink technology
offset printing, KH.52
use for: litho printing
lithography (printing), KH.53
use for: plate making (printing),
screenprinting, KH.55
print finishing, KH.57
reprography / xerography, KH.58

print / publications design, KH.6
use for: print origination
book design, KH.61
journal design, KH.62
newsletter design, KH.63
artwork: publications, KH.64
layout / paste-up work, KH.65

bookbinding, KH.7
book cover decoration, KH.71

stationery design / printing, KH.8

MOVING IMAGE / PHOTOGRAPHY / MEDIA PRODUCTION, KJ.
use for: photomedia
photography, KJ.1
use for: holography
photographic techniques / types, KJ.11
documentary photography, KJ.111
medical photography, KJ.112
scientific / technical photography, KJ.113
portrait photography, KJ.114
landscape photography, KJ.115
still life photography, KJ.116
fashion photography, KJ.117
photographic processing, KJ.12
black & white photographic processing, KJ.121
colour photographic processing, KJ.122
digital processing, KJ.123
[see also: image processing (CB.322)]
[see also: digital cameras (CB.141)]
photographic science / technology, KJ.13
digital photography, KJ.14

film / video / television production, KJ.2
use for: media production
[see also: film / television / video in education (GB.94)]
film / video production, KJ.21
use for: set design (film / video production)
use for: story boarding (film / video production)
use for: art direction (TV/Film)
film / video direction, KJ.22
film / video editing, KJ.23
film / video lighting, KJ.24
interactive video, KJ.25
television / radio programme production, KJ.26
television programme production, KJ.261
radio programme production, KJ.262
film photography, KJ.27
video photography, KJ.28
audio & visual media, KJ.3
  use for: projectionist skills
  audiovisual studies, KJ.31
    use for: audiovisual media
    audiovisual technology, KJ.311
sound recording, KJ.33
  [note: for musical sound recording see LK.1]
special effects (film/video), KJ.4
PERFORMING ARTS, L

PERFORMING ARTS (GENERAL), LA.
artist / performer management / representation, LA.1

DANCE, LB.
classical dance, LB.2
  ballet (Europe): classical dance, LB.22
  Middle East: classical dance, LB.23
  Africa: classical dance, LB.24
  Americas: classical dance, LB.25
    Latin America: classical dance, LB.254
  Asia: classical dance, LB.26
  Australasia / Austronesia: classical dance, LB.27
modern dance, LB.3
choreography, LB.4
dance notation, LB.41
movement studies (dance), LB.5
folk / traditional dance, LB.6
  English folk / traditional dance, LB.61
    use for: morris dancing
      country dancing, LB.612
  Europe: folk / traditional dance, LB.62
    Flamenco, LB.621
  Middle East: folk / traditional dance, LB.63
    use for: Raqs Sharqi
      belly dancing, LB.631
  Africa: folk / traditional dance, LB.64
  Americas: folk / traditional dance, LB.65
    Latin America: folk / traditional dance, LB.654
      Salsa, LB.6541
      Tango, LB.6543
  Asia: folk / traditional dance, LB.66
    India / Central Asia: folk / traditional dance, LB.662
    Far East (East Asia): folk / traditional dance, LB.663
  Australasia / Austronesia: folk / traditional dance, LB.67
free / expressive dancing, LB.7
popular dancing, LB.8
  use for: Chantraine
    ballroom dancing, LB.81
    old time dancing, LB.82
    tap dancing, LB.83
    sequence dancing, LB.84
    disco dancing, LB.85
    break dancing, LB.86
    jazz dancing, LB.87
    line dancing, LB.88
    jive / rock dancing, LB.89

THEATRE & DRAMATIC ARTS, LC.

use for: theatre studies
[see also: theatre production (LE.)]
acting, LC.1
  speech & drama, LC.11
amateur dramatics, LC.2
community theatre, LC.3
  use for: theatre in education
drama studies, LC.4
  use for: farce (theatre),
    musical theatre, LC.44
voice studies (drama), LC.6
theatrical direction, LC.7
mime, LC.8

VARIETY CIRCUS & MODELLING, LD.
fashion modelling, LD.1
variety performance, LD.2
  use for: ventriloquy
    magic (variety performance), LD.23
    puppeteering, LD.24
circus / stunt performance, LD.4

THEATRE PRODUCTION, LE.
[see also: theatre & dramatic arts (LC.)]
[see also: theatre business administration (NN.7)]
stage management, LE.1
theatre design, LE.2
  set design (theatre), LE.21
theatre electrics, LE.3
  theatre lighting, LE.31
  theatre sound, LE.32
theatrical costume, LE.5
  wardrobe work (theatre), LE.51
  theatrical makeup/haircraft, LE.52
properties (theatre), LE.6

MUSIC STUDIES, LF.
musicology, LF.2
  ethnomusicology, LF.21
music history, LF.3
music theory, LF.4
music composition / arrangement, LF.5
  music composition, LF.51
  music arrangement, LF.52
  music transcription, LF.53
  orchestration, LF.54
  song / lyric writing, LF.55
music score preparation, LF.6
music appreciation, LF.7
  score reading (musical appreciation), LF.71
  music appreciation – specific composers, LF.72

MUSIC OF SPECIFIC KINDS / CULTURES, LG.
Europe: music, LG.2
  European style ‘classical’ music, LG.22
    use for: chamber music
    use for: orchestral music
    [note: in this and subsequent classes ‘European’ refers to style not location]
Europe: ‘classical’ music of specific periods, LG.23
    [see also: music appreciation (LF.7)]
Europe: ‘classical’ music of specific countries, LG.24
  opera (European style), LG.25
    use for: operetta
  religious music, LG.26
Europe: folk / traditional music, LG.27
Middle East: music, LG.3
Africa: music, LG.4
Americas: music, LG.5
  North America: music, LG.52
  Latin America: music, LG.54
Asia: music, LG.6
  use for: eastern music
    India / Central Asia: music, LG.62
Australasia / Austronesia: music, LG.7
popular music, LG.8
  rock music, LG.82
  jazz / blues, LG.83
  folk music (popular), LG.86
  film music, LG.87

MUSIC PERFORMANCE / PLAYING, LH.
music performance (group), LH.1
  ensemble playing, LH.11
  orchestral playing, LH.12
  band musicianship, LH.13
conducting (music), LH.2
singing, LH.3
  singing (choral), LH.31
  singing (solo), LH.32
  voice studies (singing), LH.33
keyboard instrument playing, LH.4
  piano playing, LH.41
  organ playing, LH.42
stringed instrument playing, LH.5
  violin / viola playing, LH.51
  cello playing, LH.52
  double bass playing, LH.53
  guitar playing, LH.54
  use for: Spanish guitar playing
    classical guitar playing, LH.541
    rock / pop guitar playing, LH.543
harp playing, LH.55
wind instrument playing, LH.6
  brass instrument playing, LH.61
    cornet playing, LH.611
    saxophone playing, LH.612
    trombone playing, LH.613
    trumpet playing, LH.614
  woodwind instrument playing, LH.62
    bassoon playing, LH.621
    clarinet playing, LH.622
    flute playing, LH.623
    oboe playing, LH.624
    piccolo playing, LH.625
bagpipe playing, LH.63
percussion instrument playing, LH.7
  drumming, LH.71
  use for: timpani
    steel band drumming, LH.711
    bell ringing (handbells), LH.73
bell ringing (tower), LH.74
  use for: campanology
electronic music, LH.8

**MUSICAL INSTRUMENT MAKING / REPAIR, LJ.**
[see also: INSTRUMENT MAKING / REPAIR (WC.)]
musical instrument making, LJ.1
  - stringed instrument making, LJ.11
  - brass instrument making, LJ.12
  - woodwind instrument making, LJ.13
  - percussion instrument making, LJ.14
musical instrument repairing, LJ.7
piano tuning, LJ.8

**MUSIC TECHNOLOGY / PRODUCTION, LK.**
[note: for music production; for music performance / playing see LH.]
sound engineering, LK.1
[note: includes sound recording, mixing, editing, dubbing, duplication, mastering and pro-tools]
Midi programming, LK.2
  - use for: sequencing
  - use for: logic (music technology)
    - Cubase, LK.21
    - synthesiser programming / sampling, LK.23
  - use for: synthesised music
music business, LK.3
  - music production, LK.31
  - music management, LK.32
  - use for: band management
DJ work, LK.4
SPORTS GAMES & RECREATION, M

SPORTS STUDIES / COMBINED SPORTS, MA.
sports studies, MA.1
  sports / movement science, MA.11
  [note: includes kinesiology]
physical education, MA.2
combined sports, MA.3
  use for: modern pentathlon
  use for: triathlon
sports coaching, MA.4
  [note: if coaching is sport specific, classify under specific sport as well]
  [see also: sports / physical education teaching (GC.7)]
    swimming / water sports coaching, MA.42
    athletics / gymnastics / combat sports coaching, MA.43
    football & team games coaching, MA.46
    tennis & related games coaching, MA.47
community sports, MA.5
sports organisation, MA.6
  sports leadership, MA.62
  sports refereeing / umpiring, MA.63
sports organisation for people with disabilities, MA.7
outdoor pursuits organisation, MA.8
  use for: sports / outdoor pursuits health & safety

AIR SPORTS, MB.
flying (leisure), MB.1
  aircraft flying (leisure), MB.11
  [see also: aircraft operation (ZR.7) and subclasses]
  gliding, MB.13
ballooning, MB.2
parachuting, MB.3
hang gliding, MB.4
paragliding, MB.6

WATER SPORTS, MC.
diving (sub-aqua), MC.1
  use for: scuba diving
swimming, MC.2
  swimming (learners), MC.21
  swimming (advanced), MC.22
  water polo, MC.23
  life saving (swimming), MC.24
    use for: personal water safety / survival
  diving (board), MC.26
surfing, MC.4
waterskiing, MC.5
fresh water leisure craft, MC.6
  use for: boating (leisure)
    canoeing, MC.61
    use for: kayaking
    rowing, MC.63
sea leisure craft / sailing, MC.7
use for: water leisure craft (sea)
[see also: ship operation (ZS.3)]
  sailing, MC.71
  dinghy sailing, MC.711
  coastal sailing, MC.712
  ocean sailing, MC.713
  wind surfing, MC.715
  yachting (leisure), MC.716
motor craft (sea) leisure, MC.72
  cruising, MC.721
  powerboat racing, MC.722
  jet skiing, MC.723
seamanship (leisure), MC.73
  skippering (leisure), MC.731
  navigation: marine (leisure), MC.732

ATHLETICS GYMNASTICS & COMBAT SPORTS, MD.
athletics, MD.1
  running, MD.3
gymnastics, MD.4
  trampolining, MD.41
weightlifting (sport), MD.5
combat / martial arts, MD.6
  use for: kendo
  use for: ninjutsu
  use for: kick boxing
    boxing, MD.61
    wrestling, MD.62
    aikido, MD.63
    judo, MD.64
    ju jitsu, MD.65
    karate, MD.66
    silat, MD.67
    tae kwon do, MD.69
fencing (sport), MD.7
speed walking (sport), MD.8
sports fitness / body training, MD.9
  weight training, MD.91
  circuit training, MD.92
  multi gym training, MD.93
  exercise machine use, MD.94
  sports massage, MD.96

WHEELED SPORTS, ME.
roller skating, ME.1
skateboarding, ME.2
motor car sports, ME.3
  motor racing, ME.33
motorcycle sports, ME.4
bicycle sports, ME.5
karting, ME.6
WINTER SPORTS, MF.
- ice skating, MF.1
- skiing, MF.2
- sleighing / tobogganing, MF.3

BALL & RELATED GAMES, MG.
- football, MG.1
  - association (soccer) football, MG.11
  - rugby football, MG.12
- hockey & related games, MG.2
  - use for: shinny (shinny)
  - use for: lacrosse
- hand ball games, MG.3
  - basketball, MG.31
  - netball, MG.33
  - volleyball, MG.34
- batting games, MG.4
  - use for: baseball
  - use for: cricket
  - use for: rounders
- bowling games, MG.5
  - use for: boule
  - use for: boccia
    - ten pin bowling, MG.51
    - bowls, MG.52
- golf, MG.6
- croquet, MG.7
- racquet sports, MG.8
  - tennis, MG.81
  - badminton, MG.82
  - squash, MG.83

COUNTRY / ANIMAL SPORTS, MH.
- use for: outdoor pursuits
- use for: field sports
- walking / running (countryside), MH.1
  - walking, MH.11
  - hill walking, MH.13
  - orienteering, MH.14
- climbing, MH.2
  - use for: potholing
    - mountaineering, MH.21
    - caving, MH.23
    - abseiling, MH.24
    - rock climbing, MH.25
- camping / caravanning, MH.3
- fishing (sport), MH.4
- horse riding / horse sports, MH.5
  - use for: equestrian sports
    - [see also: horse management (SH.712)]
    - [see also: sports & physical education teaching / training (GC.7)]
    - [see also: veterinary studies / animal care teaching / training (GC.99)]
      - horse / pony riding, MH.52
      - dressage, MH.521
      - show jumping, MH.522
      - horse racing, MH.53
      - mounted games, MH.54
  - use for: polo
driving (horses), MH.56
archery / shooting, MH.6
    archery, MH.61
    shooting, MH.62
      clay pigeon shooting, MH.621
      rifle shooting, MH.622
war games, MH.7
use for: Sealed Knot
use for: paint balling
animal sports, MH.8
    falconry, MH.81

INDOOR GAMES, MJ.
table games, MJ.1
    table tennis, MJ.11
    snooker, MJ.13
darts, MJ.2
card games, MJ.3
    bridge (game), MJ.31
board games, MJ.4
    chess, MJ.41
    scrabble, MJ.43
computer games, MJ.5
mahjong, MJ.6
CATERING / FOOD / LEISURE SERVICES / TOURISM, N

HOSPITALITY / CATERING, NA.
hospitality / catering (general), NA.1
catering studies, NA.11
hotel studies, NA.12
catering assistants, NA.13
catering technology, NA.3
hotel / catering management (general), NA.4
hotel / catering finance, NA.42
catering production management, NA.43
hotel / catering customer relations, NA.45
catering as small business, NA.5
restaurant management, NA.6
hospitality management, NA.7
hotel management, NA.71
guesthouse management, NA.72
use for: bed & breakfast management
holiday / service flats management, NA.74
holiday camp management, NA.75
institutional management (hotel / catering), NA.8
licensed premises management, NA.9
bar stock control, NA.91
club management, NA.92
licensing laws, NA.93
pub management, NA.94
use for: innkeeping

FOOD / DRINK SERVICES, NB.
food service, NB.1
waiting at table, NB.11
use for: silver service
maitre d’hotel work, NB.12
counter service (catering), NB.13
use for: cafeteria service (catering),
table clearing (catering), NB.14
kitchen porters / washers-up, NB.15
drinks service, NB.2
bar service, NB.21
use for: cocktail making
use for: wine waiting
cellar work (catering), NB.23

CATERING OPERATIONS, NC.
[note: use for the different types of catering delivery for general catering studies use NA.1]
restaurant / hotel catering, NC.2
hotel catering, NC.21
restaurant catering, NC.22
banqueting, NC.23
industrial catering, NC.4
use for: armed forces catering
hospital catering, NC.42
contract catering, NC.5
use for: outside catering
schools / colleges catering, NC.6
transport catering, NC.7
fast food catering, NC.8 
fish & chip shops, NC.81

HOSPITALITY OPERATIONS, ND.
{note: use for the different types of practical hospitality services, for management or general hospitality studies use NA.1}
accommodation services (hotel), ND.1
conferencing (hotel), ND.2
front of house (hotel), ND.3 
hotel reception, ND.31
portering / concierge (hotel), ND.32
domestic services / housekeeping, ND.4

BAKING / DAIRY / FOOD & DRINK PROCESSING, NE.
{see also: for large scale production: food / drink / tobacco (industrial) (WM.)}
food preparation (general), NE.1
  food preservation (domestic / small scale), NE.11
  use for: food freezing
baking / confectionery, NE.2
  bakery (non-industrial), NE.21
  use for: bread making
  cake making / decorating, NE.22
  use for: almond goods
  use for: confectionery craft
  use for: flour confectionery
  use for: japonaise confectionery
  use for: meringue confectionery
  use for: patisserie
  cake making, NE.221
  cake decoration, NE.222
  use for: sugar craft (cake decoration)
  pastry craft, NE.23
  chocolate craft, NE.24
  sugar confectionery craft, NE.25
dairy foods (small scale), NE.3
meat / fish processing (craft / small scale), NE.4
fruit / vegetable processing (small scale), NE.5
brewing / winemaking (non-industrial), NE.6
wine / food appreciation, NE.7
  use for: oenology
  wine tasting/appreciation, NE.71

COOKERY, NF.
cookery: professional, NF.1
  hotel / restaurant cooking, NF.11
  chef studies, NF.13
  larder cookery, NF.14
cookery: specialisations, NF.2
  use for: dessert cookery
  use for: starters
  use for: special occasion food
  vegetarian / vegan cookery, NF.21
  cookery of specific cultures, NF.22
  cookery of specific foods, NF.23
  diet cookery, NF.24
  party foods, NF.25
health foods / wholefoods cookery, NF.3
  wholefoods cookery, NF.32
cookery: domestic, NF.4
cookery: classical / modern, NF.5
  use for: haute cuisine
  use for: nouvelle cuisine
  use for: cordon bleu
cookery: specific appliances / methods, NF.6
  [note: includes microwave, barbecue and wok cooking]
cookery: local traditional, NF.7
food decoration, NF.8

HOME ECONOMICS, NG.
  use for: domestic science

FOOD SCIENCE / TECHNOLOGY, NH.
  food science, NH.1
  nutrition / dietetics, NH.2
    dietetics, NH.21
    nutrition, NH.22
  food hygiene, NH.3
    [note: for catering health & safety see (PL.54)]
  food analysis, NH.4
  food inspection, NH.5
  food technology, NH.6
    food biotechnology, NH.62
    food chemistry, NH.63
    food microbiology, NH.64

TOURISM / TRAVEL, NK.
  tourism, NK.1
    tourist guiding, NK.13
    tourism development / promotion, NK.14
    tourist information, NK.15
    tour organisation (domestic), NK.16
    ticket agency management, NK.17
    tourism management, NK.18
  travel, NK.2
    travel studies, NK.21
    business travel, NK.22
    personal travel, NK.23
    tour operation (abroad), NK.24
    travel agency work, NK.25
    fares & ticketing (travel), NK.26
    [note: use this class for the ticketing work undertaken by a travel agent, including BA ticketing]
    [see also: airline ticketing / reservations (ZR.31)]
    [see also: ticketing software (CC.611)]
    travel courier / resort representative, NK.27

LEISURE / SPORTS FACILITIES WORK, NL.
  [note: includes activities such as maintenance of equipment]
  leisure studies, NL.1
    use for: recreation studies
  leisure / recreation management, NL.2
    use for: wedding planning
  leisure facilities work, NL.3
    use for: gaming / betting management
  sports facilities work, NL.4
    [note: includes sports centre work, water sports facilities work]
    [see also: amenity horticulture (SF.)]
  zoos / safari parks work, NL.5
COUNTRY LEISURE FACILITIES WORK, NM.
use for: leisure facilities (country) management
fishing facilities work, NM.1
hunting / shooting facilities work, NM.2
use for: shooting facilities management
horse / pony riding facilities work, NM.3
use for: pony riding facilities management
nature trails work, NM.4
marine leisure facilities work, NM.5
inland waterway leisure facilities work, NM.6
camping / caravan site work, NM.7
golf course management, NM.8

ARTS / CULTURE / HERITAGE ADMINISTRATION, NN.
use for: culture / arts management (general)
[see also: museum / gallery / conservation skills (JD.)]
arts / culture administration, NN.1
art galleries administration, NN.2
arts centre administration, NN.4
concert halls administration, NN.5
museums administration, NN.6
[see also: museum skills (JD.1)]
theatre / cinema business administration, NN.7
[see also: THEATRE PRODUCTION (LE.)]
heritage administration/management, NN.8
use for: great houses administration
use for: stately homes management
festivals administration, NN.9
HEALTH CARE / MEDICINE / HEALTH & SAFETY, P

HEALTH CARE MANAGEMENT / HEALTH STUDIES, PA.

health studies, PA.1
health service administration / management, PA.2
[note: for health care / service management]
  health service policy / planning, PA.21
  community health care administration, PA.23
health practice administration, PA.3
  use for: medical practice administration
health care resources / financial administration, PA.4
health unit quality control & administration, PA.5
  health unit administration, PA.51
  use for: hospital administration
  use for: NHS trusts administration
  use for: nursing administration
  health care quality control, PA.53
    health care performance assessment, PA.531
  health care staff administration / training, PA.55
  clinical services administration, PA.56
    nursing services administration, PA.562
medical support services, PA.6
  medical support services administration, PA.61
    use for: health care support services management
  medical reception, PA.62
  medical records, PA.63
primary health care, PA.7
health legal / ethical issues, PA.8
  health legal issues, PA.81
    use for: medical law
  medical ethics, PA.83
    [see also: ethics (DE.4)]
health promotion, PA.9
  health education, PA.91
    use for: sexual health education
      medical terminology, PA.911
  public health information, PA.92
health hazards: awareness, PA.93
  [see also: hazard control (health & safety) (PL.3)]
  [see also: problem awareness / counselling (for teachers) (GA.8)]
  [see also: carers / family carers: specific conditions (HF.8)]
    drugs / alcohol: awareness, PA.931
    AIDS/HIV: awareness, PA.932
    substance abuse: awareness, PA.933
    infection control: awareness, PA.934

MEDICAL SCIENCES, PB.

use for: health sciences
use for: medical training courses

surgery, PB.2
  use for: cosmetic surgery
  use for: prosthetic surgery
  accident & emergency surgery, PB.22
    use for: A&E surgery
  orthopedics, PB.23
    use for: orthopaedics

medicine (general), PB.3
  use for: medical research
    general medical practice, PB.31
    use for: GP
community medicine, PB.32
  use for: community health
preventive medicine, PB.33
medical specialisations: A-E, PB.4
  aerospace medical studies, PB.41
  anesthesiology, PB.42
  use for: anaesthesiology
cardiovascular medical studies, PB.44
  cardiology, PB.441
dermatology, PB.45
ear nose & throat medical studies, PB.46
  use for: ENT
  audiology, PB.461
endocrinology (medicine), PB.47
epidemiology, PB.48
  medical statistics, PB.481
  [see also: applied statistics (RB.715)]
medical specialisations: F-O, PB.5
forensic medical studies, PB.51
  [see also: forensic science (non-medical) (QH.6)]
gastroenterology, PB.52
geriatric medical studies, PB.53
gynecology, PB.54
  use for: gynaecology
haematology, PB.55
neurology, PB.56
obstetrics, PB.57
oncology, PB.58
ophthalmology, PB.59
medical specialisations: P-Z, PB.6
pediatrics, PB.61
  use for: child health (pediatrics)
  use for: paediatrics
pathology, PB.62
  [see also: PATHOLOGICAL SCIENCES (RL.1)]
  immunology (medicine), PB.621
respiratory / chest diseases, PB.63
rheumatology, PB.64
sports medicine, PB.65
  sports injuries, PB.651
  tropical medicine, PB.66
  urology, PB.67
  venereology, PB.68
medical radiology, PB.7
  [see also: medical radiography (PE.12)]
  medical radiodiagnosis, PB.71
  radiotherapy, PB.72
psychiatry, PB.8
  psychoanalysis, PB.81

COMPLEMENTARY MEDICINE, PC.
  [note: this is complementary medicine as practised by professionally qualified practitioners: for alternative medicine see (HK.)]
  [see also: THERAPEUTIC PERSONAL CARE (HK.)]
chiropractic, PC.1
holistic medicine, PC.2
homeopathy, PC.3
naturopathy, PC.4
osteopathy, PC.5
acupuncture, PC.6
  acupressure, PC.61
herbal medicine, PC.7
hydrotherapy, PC.8

PARAMEDICAL SERVICES / SUPPLEMENTARY MEDICINE, PD.
medical assistant skills (hospital), PD.1
  use for: hospital portering
    hospital operating assistant skills, PD.11
    health care assistant skills, PD.13
blood donor services, PD.2
emergency clinical care, PD.4
paramedical work, PD.5
ambulance services, PD.6

MEDICAL TECHNOLOGY / PHARMACOLOGY, PE.
medical technology, PE.1
  use for: hospital technology
    cardiography, PE.11
    medical radiography, PE.12
    [see also: industrial radiography (WD.21)]
    [see also: medical radiology (PB.7)]
    medical electronics, PE.13
      ultrasound: medical, PE.131
    diagnostic imaging, PE.15
medical laboratory science / practice, PE.2
pathology technician work, PE.3
  use for: anatomy technician work
  use for: cytology technician work
  use for: histology technician work
  use for: mortuary technician work
    [see also: cytology (RH.34)]
theatre technician work (hospital), PE.4
prosthetics (medical technology), PE.5
  biomechanics, PE.51
  biomedical engineering, PE.53
pharmacology, PE.6
  use for: study of medicines
    chemotherapy, PE.61
pharmacy, PE.7
  drug dispensing (pharmacy), PE.72
    dispensing technicians (pharmacy), PE.721
physiological measurement, PE.8

DENTAL SERVICES, PF.
dentistry, PF.1
  use for: odontology
    orthodontics, PF.12
    endodontics, PF.13
    periodontics, PF.14
    preventive dentistry, PF.15
    use for: conservative dentistry
    restorative dentistry, PF.16
    prosthetic dentistry, PF.17
dentistry specialisms, PF.2
  child dentistry, PF.22
    use for: pediatric dentistry
  community dentistry, PF.23
dental surgery assistants, PF.3
  use for: dental nursing
dental technology, PF.4
  dental mechanics, PF.41
dental radiology, PF.42
    use for: dental radiography
dental practice administration, PF.5
dental hygiene, PF.7
dental health education, PF.8

OPHTHALMIC SERVICES, PG.
optometry, PG.1
orthoptics, PG.2
optical dispensing, PG.4

NURSING, PH.
nursing studies, PH.1
  [note: use for nursing degree courses]
    pre nursing studies, PH.11
    registered general nursing, PH.13
community nursing, PH.2
  district nursing, PH.22
  practice nursing, PH.23
  patient aid work, PH.24
  health visiting, PH.25
  school nursing, PH.26
  family planning nursing, PH.27
occupational health nursing, PH.3
mental health / addiction nursing, PH.4
  mental health nursing (general), PH.41
    use for: mental illness nursing
    use for: people with eating disorders (nursing)
      [note: includes bulimia and anorexia (nursing)]
    use for: psychiatric nursing
  community mental health nursing, PH.42
  addiction (nursing), PH.45
    use for: alcohol dependency (nursing)
    use for: drug dependency (nursing)
nursing specialisms, PH.5
  geriatric nursing, PH.51
    use for: older people: nursing care
  intensive care nursing, PH.52
  midwifery, PH.53
  operating theatre nursing, PH.54
  children’s nursing, PH.55
    use for: pediatric nursing
      child abuse awareness (nursing), PH.551
  infection control nursing, PH.56
    use for: MRSA
  drug medicine control (nursing), PH.57
nursing: specific conditions, PH.6
  AIDS nursing, PH.61
  cancer nursing, PH.62
  care of dying (nursing), PH.63
use for: terminally ill people (nursing)
diabetes nursing, PH.64
physical disability nursing, PH.65

SEMI-MEDICAL / PHYSICAL / PSYCHO / THERAPIES, PJ.
occupational therapy, PJ.1
drama therapy, PJ.11
music therapy, PJ.12
art therapy, PJ.13
dance therapy, PJ.14
hospital play therapy, PJ.15
physiotherapy, PJ.2
use for: remedial gymnastics
massage, PJ.23
sports physiotherapy, PJ.25
speech therapy, PJ.3
hyperbaric medicine, PJ.4
chiroprapy, PJ.5
use for: podiatry
psychotherapy, PJ.6
Gestalt therapy, PJ.61

PSYCHOLOGY, PK.
psychology (general), PK.1
clinical psychology, PK.11
applied psychology, PK.12
behavioural psychology, PK.2
use for: behavioural science
behaviour therapy, PK.22
group dynamics, PK.23
child psychology, PK.3
developmental psychology, PK.31
educational psychology, PK.32
psychological testing, PK.5
psychometry, PK.51
use for: psychometric testing
graphology, PK.52
hypnotherapy, PK.7
self hypnosis, PK.71
psychology specialisations, PK.8
use for: cyberpsychology
cognitive psychology, PK.81
environmental psychology, PK.82
occupational psychology, PK.83
industrial psychology, PK.831
organisational psychology, PK.832
organisational behaviour, PK.8321
see also: management studies / science (AB.1)
social psychology, PK.84
use for: social identity
psychopathology, PK.85
human sexuality, PK.86
psychosexual / sexual counselling, PK.861
psychological counselling, PK.87

HEALTH & SAFETY, PL.
occupational health & safety, PL.1
[Note: for all general / awareness health & safety course, eg NEBOSH]
  - occupational health, PL.11
  - occupational hygiene, PL.13

safety administration / regulations, PL.2
  - use for: safety audit
  - use for: safety management / regulations
    [Note: for courses on the management of health & safety within an organisation, especially those to do with UK or EU regulation]
    - health & safety legislation, PL.21
      - safety regulations, PL.211
        - use for: Noise at Work Regulations
          [Note: for specific applications see PL.5]
          [Note: for use of specific equipment see PL.741]
          - risk assessment (health & safety), PL.212
    - safety committees / representatives, PL.22
    - safety inspection, PL.23
    - confined space working: safety, PL.25
    - accident procedures, PL.28
      - accident reporting, PL.281
      - accident investigation, PL.282

hazard control (health & safety), PL.3
  [See also: hazardous freight handling (ZP.541)]
  [See also: hazardous waste disposal (QE.42)]
  [See also: health hazards awareness (PA.93)]
  - asbestos safety: hazards / protection, PL.31
    [See also: asbestos removal (PL.531)]
  - chemical safety: hazards / protection, PL.32
    use for: COSHH
      - farm chemicals: hazards / protection, PL.321
        [See also: agriculture / horticulture / forestry health & safety (PL.58)]
        [See also: agricultural / horticultural chemicals (SC.7)]
  - gas safety: hazards / protection, PL.33
  - radiation safety: hazards / protection, PL.34
    - environmental radioactivity, PL.341
    - radiation protection, PL.342
  - noise / vibration: hazards / protection, PL.35
    use for: vibration / noise control
  - refrigerants safe handling, PL.36

health & safety: specific industries / occupations, PL.5
  - office health & safety, PL.51
  - engineering health & safety, PL.52
  - construction health & safety, PL.53
    [Note: includes trench support]
      - asbestos removal, PL.531
        [See also: asbestos safety: hazards / protection (PL.31)]
  - hotel / catering health & safety, PL.54
  - manufacturing health & safety, PL.55
  - mining health & safety, PL.56
    use for: quarrying health and safety
  - offshore health & safety, PL.57
    [See also: marine safety / survival, ZS.34]
    - fire fighting offshore, PL.571
      [See also: fire fighting (QJ.3)]
  - agriculture / horticulture / forestry health & safety, PL.58
    [See also: farm chemicals: hazards / protection (PL.321)]
    [See also: agriculture / horticulture / forestry equipment: safety (PL.7415)]
  - working with animals: health & safety, PL.59

safety procedures / equipment, PL.7
  - lifting / handling (manual): safety, PL.73
    use for: patient lifting
      [See also: hazardous freight handling (ZP.541)]
protective clothing / equipment use, PL.74
   specific equipment use and regulations, PL.741
   use for: PUWER (Provision and Use of Work Equipment Regulations)
   use for: LOLER (Lifting Operations and Lifting Equipment Regulations)
   abrasive wheels, PL.7412
   display screen equipment, PL.7413
   use for: DSE
   use for: VDU regulations
   power press, PL.7414
   agriculture / horticulture / forestry equipment: safety, PL.7415
   [note: includes safety training in the use of strimmers, brush cutters, hand held and tractor mounted pesticide sprayers, chainsaw (rope & harness, aerial rescue, tree climbing)]
   [see also: agriculture / horticulture / forestry health & safety (PL.58)]
   ladders and scaffolding: safety, PL.7416
   use for: access work (construction): safety
   wood machining: safety, PL.7417
   breathing apparatus use, PL.75
   dealing with aggression / violence, PL.76
   fire warden procedures, PL.77
   accident prevention, PL.8

SOCIAL / FAMILY / COMMUNITY WORK, PR.
   [see also: CARING SKILLS, PT.]
   social work, PR.1
      applied social work, PR.11
      case work (social work), PR.111
      use for: care management
      [note: for the management of the care process not the running of residential care establishments, for which use PR.48]
   social policy / administration, PR.2
      [note: for social and community work; for social policy studies generally use EE.]
      social services / social planning, PR.21
      social work administration, PR.22
      community care issues / policies, PR.23
      use for: care in the community (issues)
   community work, PR.3
      [see also: community studies (EE.3)]
      voluntary work, PR.31
      [note: for courses on learning to be a volunteer worker in for example victim support]
      [see also: voluntary organisations: management (AB.88)]
      wardens / sheltered housing, PR.32
   social work specialisms, PR.4
      children / youth (social work), PR.41
      [see also: parenting (general) (HF.1)]
      child protection, PR.411
      child abuse protection, PR.4111
      families (social work), PR.42
      use for: social work with families
      family welfare, PR.421
      abused / battered families (social work), PR.422
      homeless people (social work), PR.43
      refugees (social work), PR.434
      people with disabilities (social work), PR.45
      [see also: PEOPLE WITH DISABILITIES: SKILLS / FACILITIES (HG.)]
      people with learning difficulties: social work, PR.454
      people with mental health problems: social work, PR.455
      older people (social work), PR.46
      offenders (social work), PR.47
      probation work, PR.471
      residential care (social work), PR.48
      [note: this is social work, for caring skills use PT.]
      residential care management, PR.481
youth work, PR.5
[note: this is sometimes called youth & community work, not to be confused with general community work for which see (PR.3)]
[see also: youth studies (EE.5)]
education welfare work, PR.6

CRISIS SUPPORT / COUNSELLING / ADVICE WORK, PS.
counselling skills (general), PS.1
group counselling skills, PS.11
counselling skills (specialist), PS.2
  addiction / substance abuse: support / counselling, PS.21
  drug users: support / counselling, PS.211
  substance abusers: support / counselling, PS.212
  alcohol abuse: support / counselling, PS.213
bereavement: support / counselling, PS.22
homeless people: support / counselling, PS.23
victim support / counselling, PS.24
  rape victim: support / counselling, PS.242
  sexual abuse victim: support / counselling, PS.243
  domestic violence victim: support / counselling, PS.244
family counselling, PS.25
  family therapy, PS.251
  sexual / marital relationships: counselling, PS.252
    sexual relationships: counselling, PS.2521
    use for: sexuality counselling
    marital relationships: counselling, PS.2522
    use for: divorce: counselling
    use for: marriage guidance: counselling
health related issues: counselling, PS.26
  pregnancy: counselling, PS.261
  severe illness: support / counselling, PS.262
    cancer: support / counselling, PS.2621
  family planning advice, PS.263
    use for: contraception advice
    use for: birth control advice
  eating disorders: counselling, PS.264
  suicide / depression: counselling, PS.265
  post traumatic stress counselling, PS.266
  debt counselling, PS.27
  child / youth counselling, PS.28
  offenders: support / counselling, PS.29
advice skills, PS.3
  community advice work, PS.31
  citizens advice bureau work, PS.32
  welfare rights advice work, PS.33
advocacy, PS.4
[see also: conflict management (business), AF.42]

CARING SKILLS, PT.
[see also: SOCIAL / FAMILY / COMMUNITY WORK (PR.)]
[note: use for all non-specialist caring courses or courses where caring skills are practised in a variety of settings]
caring skills (specialist), PT.2
  childcare skills, PT.21
    [see also: parenting (general) (HF.1)]
    child minding, PT.211
    baby sitting, PT.212
    creche work, PT.213
    playgroup practice, PT.214
    [see also: teaching in nursery schools (GB.34)]
    [see also: nursery schools (general) (GA.16)]
    [see also: nursery school administration (GD.58)]
care of the elderly, PT.22
nursery nursing, PT.3
use for: nannies' work
play skills, PT.4
use for: play work

**FIRST AID, PV.**

[Note: use for all courses that are not specific about context]
first aid in the workplace, PV.1
emergency first aid, PV.2
first aid in the home, PV.3
first aid with children, PV.4
first aid at sea, PV.5
offshore first aid, PV.6
ENVIRONMENT PROTECTION / ENERGY / CLEANSING / SECURITY, Q

ENVIRONMENTAL PROTECTION / CONSERVATION, QA.

[note: conservation of natural resources: not ecology for which see (RH.1)]
[see also: archaeological heritage management (DC.31)]

environmental studies, QA.1
use for: environmental awareness
[see also: environmental assessment (TC.613)]
[see also: environmental (green) studies (EA.62)]
landscape studies, QA.11

environmental conservation / policies, QA.2
environmental management, QA.21
environmental policy, QA.22
environmental analysis, QA.23
use for: environmental audit
use for: environmental assessment
environmental planning, QA.24
use for: environmental impact assessment
[see also: planning: general (TC.1)]
environmental regeneration planning, QA.25
use for: waste management
renewable resources planning, QA.26

environmental science, QA.3
environmental monitoring, QA.31
environmental biology, QA.32
environmental chemistry, QA.33
global warming, QA.35
[note: includes greenhouse effect and ozone depletion]

landscape conservation, QA.4
soil conservation, QA.41

conservation / protection of specific environments, QA.9
nature conservation / protection (land), QA.91
[see also: farm nature conservation (SL.6)]
[see also: forestry nature conservation (SG.5)]
  wildlife conservation / protection, QA.911
  wild plant conservation / protection, QA.912
  habitat management, QA.913
  nature reserve management, QA.914
wetland / river conservation / protection, QA.92
marine / coastal conservation / protection, QA.93
  coastal conservation / protection, QA.931
  marine wildlife conservation / protection, QA.934
  use for: whale/dolphin/conservation protection
  tropical rain forests conservation / protection, QA.94
use for: deforestation
  polar areas conservation / protection, QA.96

ENERGY ECONOMICS / MANAGEMENT / CONSERVATION, QB.
[see also: applied economics (EB.6)]

energy economics (applied), QB.1
[see also: energy engineering (general) (XK.1)]
  energy resources, QB.12
  use for: fuel resources
  energy conservation, QB.13
  energy management, QB.14
alternative energy research, QB.2
electric power economics, QB.3
gas fuel economics, QB.4
oil based fuel economics, QB.5
solid fuel economics, QB.6
vegetable crop fuel economics, QB.7
waste materials fuel economics, QB.8
renewable energy resources, QB.9

**POLLUTION / POLLUTION CONTROL, QC.**

environmental pollution, QC.1
environmental pollution control, QC.2
  *use for: effluent inspection*
air pollution / pollution control, QC.3
soil pollution / pollution control, QC.4
water pollution / pollution control, QC.5
  *use for: river pollution / pollution control*
  *use for: marine pollution / pollution control*
  *use for: water supply pollution / pollution control, QC.51*
control of specific pollutants, QC.6
  *industrial effluent control, QC.62*
  *smoke pollution control, QC.621*
  *noise pollution control, QC.64*
oil pollution control, QC.66

**ENVIRONMENTAL HEALTH / SAFETY, QD.**

environmental health (general), QD.1
  *use for: public health*
  *[see also: environmental engineering (TL.23)]*
environmental health inspection, QD.2
pest control (environmental health), QD.3
  *animal pests (environmental health), QD.31*
  *insect pests: (environmental health), QD.32*
environmental health laboratory practice, QD.4
environmental safety, QD.5
  *use for: public safety*

**CLEANSING, QE.**
cleaning science / studies, QE.1
  *cleaning (hotel / domestic), QE.11*
  *use for: carpet cleaning*
  *industrial cleaning, QE.12*
  *[see also: cleaning services (buildings) (TH.93)]*
  *cleaning services management, QE.13*
laundry / dry cleaning, QE.2
cleansing (public), QE.3
  *street / road cleaning (public), QE.31*
waste collection / disposal, QE.4
  *use for: waste packaging*
  *hazardous waste disposal, QE.42*
  *[see also: hazard control (health & safety) (PL.3)]*
  *recycling: collection / treatment, QE.43*
  *waste treatment site operation, QE.44*
FUNERARY SERVICES, QG.

SECURITY / POLICE / ARMED FORCES, QH.

security, QH.1
  security management, QH.11
  emergency planning (security), QH.12
security services, QH.2
  use for: event marshalling
  use for: store detective work
    security guard services, QH.22
    private investigation services, QH.23
    door supervisors, QH.24
    use for: bouncers
security systems / equipment, QH.3
  [see also: security systems (building work) (TH.8)]
    security alarm systems, QH.31
police services, QH.4
crime prevention, QH.5
forensic science (non-medical), QH.6
  [see also: forensic medical studies (PB.51)]
    forensic chemistry, QH.61
national border security, QH.7
  coastguard service, QH.71
  customs & excise service, QH.72
  [note: this class does not include VAT (value added tax) related issues for which see VAT accounting (AK.631)]
  immigration service, QH.73
armed forces, QH.8
  use for: military services
  use for: territorial army
  use for: uniformed services
  [note: for the politics of defence see defence studies (EA.72)]
    army, QH.81
    navy, QH.82
    air force, QH.83
prison service, QH.9

FIRE & RESCUE SERVICES, QJ.
  [see also: fire science (RD.3)]
fire engineering, QJ.1
fire prevention, QJ.2
fire fighting, QJ.3
  [see also: fire fighting offshore (PL.571)]
    forest fires, QJ.31
rescue services, QJ.4
SCIENCES & MATHEMATICS, R

SCIENCE, RA.
sience (general / combined), RA.1
  combined sciences, RA.11
  natural sciences, RA.12
  physical sciences, RA.13
  applied sciences, RA.14
science laboratory practice, RA.3
  use for: spectrography
  use for: chromatography
[see also: spectrochemical analysis (RD.611)]
  science laboratory technician work, RA.32
  school laboratory technician work, RA.33
  microscopy, RA.34
research methods (science), RA.5
  qualitative research, RA.51
  quantitative research, RA.52
philosophy of science, RA.6

MATHEMATICS, RB.
mathematics (general), RB.1
  use for: Further Maths
  use for: vedic mathematics
    mathematics for non-mathematical studies, RB.13
    arithmetic, RB.14
    [see also: mathematics (numeracy) (HD.4)]
    pure mathematics, RB.15
    applied mathematics, RB.16
mathematical logic / set theory, RB.2
  use for: boolean algebra
    mathematical logic, RB.21
    algorithms, RB.24
algebra & number theory, RB.3
  use for: field theory / polynomials
  use for: lattices
  use for: rings & modules,
    algebra, RB.31
    group theory, RB.33
    linear / multilinear algebra, RB.37
    use for: linear mappings
    use for: matrices
    use for: vectors
    number theory, RB.39
geometry, RB.4
  trigonometry, RB.42
  analytical geometry, RB.43
  differential geometry, RB.45
  topology, RB.46
mathematical analysis, RB.5
  real analysis, RB.51
  complex analysis, RB.52
  functional analysis, RB.53
  use for: Fourier analysis
  use for: harmonic analysis (mathematics),
    calculus, RB.55
  differential equations, RB.56
discrete mathematics, RB.6
combinatorics, RB.61
graph theory, RB.62

statistics / probability / operational research, RB.7
statistics, RB.71
use for: multivariate analysis
use for: statistical inference
use for: time series analysis
[see also: demography (EE.2322)]
[see also: SPSS (CC.65212)]
sampling theory, RB.711
applied statistics, RB.715
[see also: medical statistics (PB.481)]
statistical analysis, RB.716
statistical models, RB.717
[see also: mathematical modelling (OR) (RB.744)]
statistical data handling, RB.718

statistics for non-statisticians, RB.72

probability theory, RB.73
operational research (OR), RB.74
use for: game theory
use for: utility theory
mathematical programming (OR), RB.743
mathematical modelling (OR), RB.744
[see also: statistical models (RB.717)]
optimisation / economic mathematical models, RB.745

computational mathematics / cybernetics, RB.8
numerical analysis, RB.81
[note: mathematics USED FOR computing]
computer mathematics, RB.82
mathematical cybernetics, RB.83
control theory (mathematics), RB.84
data modelling (computational mathematics), RB.85
cryptography, RB.86

mathematics for specific applications, RB.9
[see also: computational linguistics (FJ.26)]
engineering mathematics, RB.91
industrial mathematics, RB.92

PHYSICS, RC.
[see also: polymer physics (RJ.12)]
[see also: sciences teaching (GC.81)]
physics (general), RC.1
computational physics, RC.11
analytical physics, RC.12
mechanics (physics), RC.2
theoretical mechanics, RC.21
stress mechanics, RC.22
use for: finite element stress analysis
solid mechanics, RC.23
use for: dynamics (physics),
use for: statics
fluid mechanics, RC.24
aerodynamics, RC.241
use for: ballistics
hydraulics (physics), RC.242
pneumatics (physics), RC.243
acoustics / vibration (physics), RC.25
use for: ultrasonics (physics)
use for: sound (physics)
electroacoustics, RC.252
optics, RC.3
thermal physics, RC.4
use for: thermodynamics
use for: cryophysics
electricity & magnetism (physics), RC.5
electronics (physics), RC.52
use for: molecular electronics
use for: solid state physics
[see also: microwave principles (electronics) (XM.21)]
electromagnetism, RC.53
magnetism, RC.54
chemical physics / physics of matter, RC.6
chemical physics, RC.61
quantum mechanics, RC.62
use for: gravity
particle physics, RC.63
use for: photonics
nuclear physics, RC.64
radiology (physics), RC.641
atomic physics, RC.65
molecular physics, RC.66
use for: intermolecular forces
use for: isotropy / anisotropy
radiation physics, RC.67
theoretical physics, RC.7
use for: relativity
mathematical physics, RC.71
cosmology, RC.72
applied physics, RC.8
[see also: the application eg thermal engineering (XH.6)]
ingineering physics, RC.81
atmospheric physics, RC.83
medical physics, RC.85

CHEMISTRY, RD.
[see also: polymer chemistry, RJ.11]
[see also: chemistry teaching, GC.812]
chemistry (general), RD.1
computational chemistry, RD.11
theoretical chemistry, RD.2
physical chemistry, RD.3
use for: allotropy
use for: chemical structures
use for: colloids (chemistry)
use for: fire science
[see also: the science of fire and explosion]
use for: photochemistry
use for: solid state chemistry
electrochemistry, RD.32
use for: electrophoresis
atomic chemistry, RD.36
use for: nuclear chemistry
molecular chemistry, RD.361
radiochemistry, RD.363
surface chemistry, RD.38
organic chemistry, RD.4
use for: carbon chemistry
use for: heterocyclic chemistry
use for: hydrocarbon chemistry,
use for: organometallic chemistry
use for: organic chemical synthesis,
inorganic chemistry, RD.5
use for: silicate chemistry
[note: chemistry excepting carbon compounds]
mineralogy, RD.51
crystallography, RD.52
applied chemistry, RD.6
[see also: polymer science (RJ.1)]
analytical chemistry, RD.61
spectrochemical analysis, RD.611
use for: spectroscopy
use for: spectrometry
[see also: spectrography (RA.3)]
instrumental analysis, RD.612
industrial chemistry, RD.62
[see also: chemicals / materials engineering (YC.)]
[see also: chemical products (WE.)]
aerosol technology, RD.621
colour chemistry, RD.622
metallurgical chemistry, RD.623
[see also: metallurgy (YD.1)]
petrochemistry, RD.624
[see also: oil / gas / petrochemicals processing (YC.6)]
medical chemistry, RD.63

ASTRONOMY / SPACE SCIENCE, RE.
astronomy, RE.1
solarm system, RE.12
planetology, RE.13
astrophysics, RE.2
space science, RE.4
space exploration, RE.41
space research, RE.42
navigation science (theory), RE.5
use for: astro navigation
chronology / chronometry, RE.52
astrobiology, RE.6

EARTH SCIENCES, RF.
geology, RF.2
petrology, RF.21
applied geology, RF.22
engineering geology, RF.221
engineering geomorphology, RF.222
exploration geology, RF.223
petroleum geology, RF.224
paleontology, RF.23
use for: micropaleontology,
use for: palynology
use for: pollen study
use for: stratigraphy
geological data analysis, RF.232
sedimentology, RF.233
quaternary studies, RF.235
marine geology, RF.24
geophysics, RF.3
use for: rock mechanics
seismology, RF.34
geography, RF.4
  physical geography, RF.42
  economic geography, RF.43
  social geography, RF.44
    historical geography, RF.441
    human geography, RF.442
  geography of specific areas, RF.45
  maritime geography, RF.46
meteorology, RF.5
  use for: weather
    climatology, RF.51
hydrology, RF.6
  use for: engineering hydrology
  use for: fresh water (lakes / ponds): study
  use for: hydrogeology,
  use for: limnology
  marine hydrology, RF.62
soil science, RF.7
  use for: pedology
oceanography, RF.8
geochemistry, RF.9

LAND & SEA SURVEYING / CARTOGRAPHY, RG.
[see also: quantity surveying / economics (TC.3)]
[see also: surveying: general practice (TC.4)]
land & sea surveying, RG.1
surveying methods, RG.2
  aerial surveying, RG.21
  geodetic surveying, RG.22
    use for: marine geodesy
  photogrammetry, RG.23
    remote sensing, RG.231
topographic science, RG.3
cartography, RG.4
  use for: map making
    map reading, RG.41
hydrographic surveying, RG.5
geographical / land survey information management, RG.6
applied land & sea surveying, RG.7
  civil engineering surveying, RG.71
    [see also: CIVIL ENGINEERING (TL.3)]
natural resource management (surveying), RG.8
  land resource management (surveying), RG.81
  rural resource management (surveying), RG.84

LIFE SCIENCES, RH.
  use for: biological sciences
ecology, RH.1
  [note: relation of living organisms to one another and to their environment: not environmental protection topics for which see (QA.3)]
    landscape ecology, RH.11
    terrestrial ecosystems, RH.12
    marine ecosystems, RH.13
    population dynamics, RH.14
      [see also: demography (EE.2322)]
natural history, RH.2
  [see also: biology (RH.3)]
  [see also: botany (RH.6)]
  [see also: zoology (RH.7)]
land plant life / plant identification, RH.21
  wild flower identification, RH.211
    use for: plant identification
  fungi identification, RH.212
    use for: mushroom identification
    use for: mycelia identification
    use for: toadstool identification
  tree identification, RH.213
freshwater life, RH.22
  use for: pond life
marine / seashore life, RH.23
  entomology (insects), RH.24
    butterflies / moths (lepidoptery), RH.241
  spider identification (arachnology), RH.25
  amphibia (natural history), RH.26
  reptiles (herpetology), RH.27
  birds (ornithology), RH.28
    use for: bird watching
  mammals (natural history), RH.29
biology, RH.3
  [see also: natural history (RH.2)]
  use for: Darwinism
  use for: evolutionary theory
biology (general), RH.31
  use for: bioaeronautics
    biometry, RH.311
    computational biology, RH.3111
    social biology, RH.312
    behavioural biology, RH.3121
    evolutionary biology, RH.313
    palaeobiology, RH.315
biology of specific environments, RH.32
  hydrobiology, RH.321
    fresh water biology, RH.3211
    marine biology, RH.3212
  genetics, RH.33
    animal genetics, RH.331
    plant genetics, RH.332
    human genetics, RH.333
cell biology, RH.34
  use for: cryogenics (biology),
  use for: cytology,
  [see also: pathology technician work (PE.3)]
  histology, RH.342
embryology, RH.35
molecular biology, RH.36
  use for: biosensors
  use for: bioenergetics
  use for: bioreactor systems
    biophysics, RH.361
    neuroscience / neurobiology, RH.364
parasitology, RH.37
  use for: helminthology
  use for: nematology,
microbiology, RH.38
  virology, RH.383
  immunology (microbiology), RH.384
human biology / biomedicine, RH.4
  use for: pathobiology
    human biology, RH.41
    anatomy (human), RH.42
physiology (human), RH.43
biomedical sciences, RH.46
use for: immunochemistry,
use for: serology
biomedical physics, RH.461
biomedical technology, RH.462
medical biochemistry, RH.463
medical microbiology, RH.464
toxicology, RH.465

biochemistry, RH.5
use for: enzymology
botany, RH.6
[see also: natural history (RH.2)]
plant physiology, RH.61
plant biochemistry, RH.612
plant pathology, RH.62
use for: plant diseases (biology)
plant taxonomy, RH.65
use for: botanical classification
mycology, RH.66

zoology, RH.7
use for: animal biology
[see also: natural history (RH.2)]
animal physiology, RH.71
animal pathology, RH.72
applied zoology, RH.73

applied life sciences, RH.8
applied biology, RH.81
biotechnology, RH.82
use for: biodeterioration
  microbial biotechnology, RH.821
  plant biotechnology, RH.822
  process biotechnology, RH.823
applied microbiology, RH.83
applied biochemistry, RH.86
[note: artificial production of hormones, enzymes, moulds etc used in therapeutic drugs, fermentation etc]
bioengineering, RH.862

genetic engineering, RH.87
[see also: genetically engineered crop production (SD.9)]

MATERIALS SCIENCE, RJ.

polymer science, RJ.1
[see also: POLYMER PROCESSING (WG.1)]
[see also: POLYMER TECHNOLOGY (YE.1)]
[see also: applied chemistry (RD.6)]
polymer chemistry, RJ.11
[see also: CHEMISTRY (RD.1)]
polymer physics, RJ.12
[see also: PHYSICS (RC.1)]

wood science, RJ.2

bituminous materials science, RJ.3

AGRICULTURAL SCIENCE, RK.

use for: agricultural chemistry
use for: agricultural meteorology
agricultural biology, RK.1
crop science, RK.4
  seed technology, RK.41
PATHOLOGICAL SCIENCES, RL.
[see also: pathology (PB.62)]
AGRICULTURE HORTICULTURE & ANIMAL CARE, S

AGRICULTURE / HORTICULTURE (GENERAL), SA.
age for: farming
tropical agriculture, SA.11
marginal / small scale farming, SA.13
age for: crofting
age for: hill / upland farming
horticulture (general), SA.2

CROP PROTECTION / FERTILISERS / BYPRODUCTS, SC.
crop protection, SC.1
seed protection, SC.11
growing crops protection, SC.12
stored crops protection, SC.13
animal pest / predator control (farms), SC.2
insect pest / predator control (farms), SC.22
plant diseases (agriculture), SC.3
moulds / fungi: control, SC.31
beneficial insect promotion, SC.6
agricultural / horticultural chemicals, SC.7
[see also: health & safety: farm chemicals (PL.321)]
[see also: crop spraying equipment (SK.13)]
herbicides (farms), SC.72
use for: weed killers (farms)
pesticides (farms), SC.73
fungicides (farms), SC.74
artificial fertilisers (farm), SC.75
natural / organic fertilisers (farm), SC.8
agricultural byproducts utilisation (farm), SC.9

CROP HUSBANDRY, SD.
crop production, SD.1
arable farming, SD.11
market gardening, SD.12
vegetable production, SD.13
field crop production, SD.2
use for: general feed crop production
use for: forage crop production
use for: market crop production
cereals, SD.22
use for: grain
root / bulb crops, SD.23
legumes, SD.24
brassicas, SD.25
breakcrops, SD.26
herbs / salads (field grown), SD.27
ornamental plants (field grown), SD.28
grassland, SD.3
glasshouse / protected crop production, SD.4
glasshouse crop production (general), SD.41
use for: greenhouse crops
protected crop production (general), SD.42
vegetable production (protected), SD.43
flowers (glasshouse), SD.44
plants: ornamental (glasshouse), SD.45
fruit production, SD.5  
*use for: viticulture*

organic crop production, SD.6  
*use for: organic agriculture*

plant propagation / breeding, SD.7  
micropropagation, SD.71

nursery stock production, SD.8

genetically engineered crop production, SD.9  
*[see also: genetic engineering (RH.87)]*

**GARDENING / FLORISTRY, SE.**

gardening, SE.2  
*use for: amateur gardening*
  
garden flower growing, SE.21

garden vegetable growing, SE.22

garden ornamental plant growing, SE.23

tibai / Japanese gardening, SE.25

garden lawn / grass care, SE.26

wildlife gardening, SE.27

organic gardening, SE.3  
organics manures / fertilisers (gardening), SE.31

compost making (organic gardening), SE.32

pest control (organic gardening), SE.33

weed control (organic gardening), SE.34

garden pests / chemicals, SE.4

pest control: chemical (gardens), SE.41

weed control: chemical (gardens), SE.42

fertilisers: chemical (gardens), SE.43

plant diseases (gardens), SE.44

indoor gardening, SE.5

conservatory plant care, SE.51

house plant care, SE.52

bottle gardening, SE.53

floristry, SE.7  
*[see also: flower arranging (JG.23)]*

garden centre work (horticultural), SE.8

landscape design / architecture, SE.9

landscape gardening, SE.91  
*use for: hard landscaping*

  
garden pond construction, SE.911

  
garden design, SE.92

**AMENITY HORTICULTURE, SF.**  
*[see also: sports facilities work (NL.4)]*

park keeping, SF.2

sports ground / green keeping, SF.3

  
field event ground preparation, SF.33

  
sports turf culture / management, SF.36

  
golf course maintenance, SF.37

ornamental amenity horticulture, SF.4

*use for: decorative amenity horticulture*

  
lawn / grass care (amenity horticulture), SF.41

  
plants / shrubs (amenity horticulture), SF.42

  
hedges (amenity horticulture), SF.43

cemeteries / crematoria gardening, SF.5

*use for: grave digging*

park safety / security, SF.6
dog problem awareness (parks), SF.61

FORESTRY / TIMBER PRODUCTION, SG.

use for: agroforestry
use for: silviculture
use for: tree growing

forestry (general), SG.1
  timber production, SG.11
  forestry research, SG.13
arboriculture, SG.2
forestry planning, SG.3

woodland creation / management, SG.4
  forest / tree conservation, SG.41

forestry nature conservation, SG.5
[see also: nature conservation / protection (land) (QA.91)]
[see also: farm nature conservation (SL.6)]

forestry / timber operations, SG.6
use for: chipper operation
use for: debarker operation
use for: mobile saw bench operation
  brushcutting / scrubcutting, SG.61
  coppicing, SG.62
  tree felling, SG.63
  logging, SG.64
  chainsaw work, SG.65
  saw milling, SG.66
  wood storage / seasoning, SG.67
  tree extraction, SG.68
    use for: cable crane extraction

tree surgery, SG.7

ANIMAL HUSBANDRY, SH.

use for: animal production
use for: farm animals
use for: livestock production
use for: meat production
use for: stock farming
[see also: organic livestock production (SH.5)]

animal health / nutrition (farm), SH.2
  animal feedstuffs, SH.21
    use for: silage making
  animal health, SH.22

animal sales / disposal, SH.3
  use for: abattoir management / procedures
  use for: carcass disposal
  use for: livestock markets
    livestock transport, SH.31
      use for: lairage practice
    livestock slaughter, SH.33

animal breeding, SH.4

organic livestock production, SH.5

animal husbandry: specific animals, SH.6
  cattle farming, SH.61
    use for: AI (cattle)
    use for: artificial insemination (cattle)
      calf rearing, SH.611
      beef production, SH.612
      dairy farming, SH.613
        milk production (farm), SH.6131
sheep farming, SH.62
  sheep shearing, SH.626
  lambing, SH.627
  use for: lamb resuscitation
  use for: ewe post mortem
pig farming, SH.63
poultry farming, SH.64
deer farming, SH.65
goat keeping, SH.66

working animals, SH.7
  horses / ponies keeping, SH.71
  use for: equine studies
    horse breeding, SH.711
    stud management, SH.7111
    horse management, SH.712
    use for: horse care
    [see also: horse riding / animal sports (MH.5)]
    horse training, SH.713
    use for: horse schooling
    stable management, SH.714
donkey / mule keeping, SH.72
working dogs, SH.73

game / exotic animal farming, SH.8
bee keeping, SH.9
  use for: apiculture

FISH PRODUCTION / FISHERIES, SJ.
  use for: crustacean gathering
  use for: seaweed gathering
  use for: shellfish gathering
fish farming, SJ.2
  use for: pisciculture
  fish breeding for release, SJ.3
shellfish / crustacean production, SJ.4
  use for: conchyliculture
fishing rights management, SJ.5
fishing (trade) / fisheries, SJ.6

AGRICULTURAL / HORTICULTURAL ENGINEERING / FARM MACHINERY, SK.

farm machinery: operation / maintenance / repair, SK.1
  harvesting equipment, SK.11
  crop spraying equipment, SK.13
  [see also: agricultural / horticultural chemicals (SC.7)]
  farm tractors / vehicles, SK.17
  use for: ploughing equipment
dairy equipment, SK.19

farm workshop practice, SK.2
  [see also: fabrication (XD.74)]
  [see also: welding / joining (XE.)]
horticultural equipment operation / maintenance, SK.3
garden machinery operation / maintenance, SK.31
agricultural blacksmith’s / wheelwright’s craft, SK.4
agricultural engineering, SK.5
horticultural engineering, SK.6
forestry engineering, SK.7
AGRICULTURAL / HORTICULTURAL MAINTENANCE, SL.

farm building maintenance, SL.1
[see also: BUILDING SERVICES (TH.1)]
[see also: construction carpentry (TG.71)]
[see also: painting & decorating (TG.8)]

farm estate maintenance, SL.2
use for: forestry estate maintenance

farm fencing / walling / paths, SL.3
use for: forestry fencing / walling / paths
  stone walling, SL.31
  hedging / ditching, SL.32
  fencing (farm / forestry), SL.33
  footpath maintenance (farms), SL.34
  [see also: paths / pavement surfacing TG.25]
  gates / stiles (farms / forests), SL.35
  bridge building (farms / forests), SL.36

farm / forestry land maintenance, SL.4
use for: soil maintenance (farms)
use for: ploughing
use for: land drainage/irrigation

farm nature conservation, SL.6
[see also: nature conservation (land) (QA.91)]
[see also: forestry nature conservation (SG.5)]

RURAL / AGRICULTURAL BUSINESS ORGANISATION, SM.

use for: agricultural business management

rural business, SM.1
use for: smallholder (business)
  horticultural business, SM.12
  forestry business, SM.13
  equine business, SM.14
  farm business, SM.15
  [note: farm in the classes below includes agriculture / horticulture / forestry / equine]

farm finance, SM.3
use for: common agricultural policy (CAP)
use for: farm quotas / subsidies
use for: farm taxation,
  farm accounting, SM.31
  farm budgetary control, SM.32
farm sales / marketing, SM.4
  farm quality control, SM.41
farm office work, SM.6
use for: farm secretarial work
farm diversification, SM.7
farm shops / direct sales, SM.8
farm leisure facilities, SM.9
use for: farm tourism

VETERINARY SERVICES, SN.

use for: animal health: veterinary services
use for: veterinary anesthesia

veterinary medicine, SN.2
use for: tropical veterinary medicine
use for: veterinary epidemiology
use for: veterinary microbiology
  aquatic veterinary medicine, SN.21
  veterinary parasitology, SN.24
homeopathic veterinary practice, SN.3
veterinary nursing, SN.4
use for: animal nursing
veterinary science, SN.5
animal psychology / behaviour studies, SN.6
veterinary pharmacy, SN.7
laboratory animal care, SN.8
use for: animal technicians

PETS / DOMESTIC ANIMAL CARE, SP.
pet care, SP.1
animal care (non-agricultural), SP.2
  small mammals: care, SP.21
domestic animals: care, SP.22
wild animals: care, SP.23
bird keeping (domestic), SP.24
use for: aviculture
use for: pigeon keeping / fancying
reptile / amphibian keeping, SP.25
fish (ornamental) keeping, SP.26
use for: aquarium keeping
insect keeping (domestic), SP.27
animals (domestic) services, SP.3
dog grooming, SP.31
dog training, SP.32
  guide dog training, SP.321
animal boarding / kennels, SP.33
animal protection / welfare, SP.5
farriery, SP.6
pet store management, SP.7

LAND BASED STUDIES, SQ.
CONSTRUCTION & PROPERTY (BUILT ENVIRONMENT), T

BUILT ENVIRONMENT (GENERAL), TA.

PROPERTY: SURVEYING / PLANNING / DEVELOPMENT, TC.
planning: general, TC.1
[see also: environmental planning (QA.24)]
  land registration, TC.12
  planning law / regulations, TC.13
  housing planning, TC.14
town & country planning, TC.2
  country planning, TC.21
  regional planning, TC.22
town planning, TC.23
  urban studies, TC.231
    use for: urban regeneration
  transport planning / design, TC.24
quantity surveying / economics, TC.3
[see also: LAND & SEA SURVEYING / CARTOGRAPHY (RG.)]
  building / construction economics, TC.31
  construction estimating, TC.33
    use for: building estimating
  quantity surveying, TC.36
    [note: includes construction, civil and engineering project quantity surveying]
surveying: general practice, TC.4
  use for: dumpy level use
  use for: theodolite use
[see also: LAND & SEA SURVEYING / CARTOGRAPHY (RG.)]
  construction site surveying, TC.41
  structural surveying, TC.42
    use for: building surveying
  property valuation, TC.43
    valuation: buildings, TC.431
      council charge valuation, TC.4311
        use for: rating valuation
      investment surveying, TC.437
    estate agency, TC.44
  auctioneering, TC.5
    use for: property auctioneering
property development / management, TC.6
  estate development / management, TC.61
    land management / development, TC.612
    environmental assessment, TC.613
      [see also: environmental economics (EB.641)]
      [see also: environmental studies (QA.1)]
    country / rural estate management, TC.614
    urban estate management, TC.615
  property management, TC.62
  housing management / development, TC.63
    use for: housing studies
    tenant participation, TC.631

BUILDING DESIGN / ARCHITECTURE, TD.
architecture (general), TD.1
  architectural history, TD.13
  architectural practice management, TD.14
  architectural appreciation, TD.15
building design, TD.2
  architectural design, TD.21
architectural drawing, TD.22
use for: building drawing
architectural model making, TD.23
environmental design (architecture), TD.24
building design: specific applications, TD.3
building conservation, TD.4
use for: architectural conservation

CONSTRUCTION, TE.
construction studies, TE.1
building studies, TE.2
home maintenance crafts (DIY), TE.3
home extensions / improvements (DIY), TE.31
use for: conservatories
use for: loft conversions
building work for amateurs (DIY), TE.32
construction technology (basic), TE.5
use for: architectural technology
use for: building technology
construction materials (basic), TE.6
builders’ merchant services, TE.61

CONSTRUCTION MANAGEMENT, TF.
construction management (general), TF.1
use for: bills of materials
[note: managing whole construction operation in terms of costs, material, time, labour and quality]
construction quality control, TF.12
construction project management, TF.13
[note: management of a construction project as a whole: integration and monitoring of the various activities]
utilities management, TF.14
contracting / subcontracting (construction), TF.2
construction site management, TF.3
construction site supervision, TF.31
construction site security, TF.32
clers of works (building / construction), TF.33
building law & regulations, TF.4
CDM regulations, TF.41
building inspection, TF.5
use for: National House Building Council inspection

BUILDING / CONSTRUCTION OPERATIONS, TG.
[see also: construction site work (TK.)]
brickwork / masonry, TG.2
use for: trowel skills
bricklaying, TG.21
concrete work, TG.22
use for: cement work
use for: vibrating plate / table operation
formwork, TG.23
shuttering, TG.24
paths / pavement surfacing, TG.25
[see also: footpath maintenance (farms) (SL.34)]
stone masonry, TG.26
  use for: monumental masonry
brickwork / masonry for amateurs (DIY), TG.27

glazing (buildings), TG.3
  double glazing, TG.31
  leaded lights: glazing, TG.32
  replacement window fixing, TG.33
  plastic / polycarbonate glazing work, TG.34

floor / wall tiling, TG.4
  use for: flooring
building insulation, TG.5
  use for: damp proofing
roof surfacing, TG.6
  use for: roofing
  use for: thatching

construction carpentry / shopfitting / erection, TG.7
  construction carpentry, TG.71
  [note: includes building joinery, staircase building and roofing carpentry]
  [see also: WOOD CANE & FURNITURE CRAFTS (JP.)]
  [see also: farm building maintenance (SL.1)]
  [see also: WOODWORKING / FURNITURE MANUFACTURE, WK.]
shopfitting, TG.72
  use for: exhibition erection
  hoarding erection, TG.74
  portable building erection, TG.75
  marquee erection, TG.76
  sign fixing, TG.77

painting & decorating, TG.8
  [see also: farm building maintenance (SL.1)]
  painting & decorating (DIY), TG.82
  paperhanging, TG.83
  painting: interiors, TG.84
  painting: exteriors, TG.85
  decorative paintwork, TG.86
  use for: distressing
  use for: gilding
  use for: ragging
  use for: spray painting (decorating)
  use for: stamping (decorative paintwork)
  use for: tortoiseshell
  graining / marbling, TG.861
  stencilling (house painting), TG.862
plastering, TG.87
  use for: dry lining
  plastering: decorative, TG.871
  use for: parsetting
  ceiling work: decorative, TG.872
  ceiling fixing, TG.873

fencing (construction), TG.9

BUILDING MAINTENANCE / SERVICES, TH.
  [see also: farm building maintenance (SL.1)]
building services, TH.1
  energy efficiency (buildings), TH.11
  building services engineering, TH.12
building electrical work, TH.2
  building electrical work (DIY), TH.21
  electrical installation (buildings / construction), TH.22
  [note: for courses in electrical installation specifically in construction work: for general electrical installation in plant and machinery see electrical installation / wiring (XJ.3)]
electrical maintenance (buildings), TH.23
emergency lighting / power supply, TH.24
lighting (building work), TH.25
  street lighting, TH.251
plumbing (building work), TH.3
  plumbing (professional), TH.31
  plumbing (DIY), TH.32
  plumbing installation work, TH.33
drainage (building work), TH.34
  use for: sanitary plumbing
water supply (building work), TH.35
lead work (plumbing), TH.37
heating installation (building work), TH.4
  use for: fireplace building/installation
    heating appliance installation / servicing, TH.41
    boiler installation / servicing, TH.42
    central heating installation / servicing, TH.43
    oil fuelled equipment installation / servicing, TH.45
gas-fired equipment installation / servicing, TH.46
  use for: ACOP
  use for: ACS
  use for: CORGI
  solid fuelled equipment installation / servicing, TH.47
gas supply / installation (building work), TH.5
gas supply work, TH.51
gas plumbing work, TH.52
gas maintenance work, TH.53
ventilation (building work), TH.6
air conditioning (building work), TH.7
security systems (building work), TH.8
  see also: security systems (QH.3)
  alarms installation, TH.81
building maintenance / caretaking, TH.9
  use for: window cleaning
    building maintenance, TH.91
      DIY building maintenance, TH.911
      historic property maintenance, TH.913
caretaking (building control), TH.92
cleaning services (buildings), TH.93
  see also: industrial cleaning (QE.12)
    chimney maintenance / sweeping, TH.94
architectural stonework maintenance / cleaning, TH.96
timber / impregnation / treatment / preservation, TH.97

INTERIOR FITTING / DECORATION, TJ.
kitchen design/planning, TJ.3
fitted furniture installation, TJ.4
floorcoverings planning / fitting, TJ.5
  use for: carpet fitting

CONSTRUCTION SITE WORK, TK.
  see also: BUILDING / CONSTRUCTION OPERATIONS (TG.)
construction machinery / plant operation / maintenance, TK.1
  crane operation (construction), TK.11
    slinger / banksman (construction), TK.111
construction plant maintenance, TK.12
construction plant (stationary) operation, TK.13
  use for: compressors (construction)/breakers
use for: disk cutters
  drilling (construction), TK.131
  pile driving (construction), TK.132
  construction plant (mobile) operation, TK.14
use for: tamper
  [see also: driving (ZX.2)]
  track laying vehicles driving, TK.141
scaffolding / access work, TK.2
  steeplejack work, TK.21
setting out site work, TK.3
groundwork (construction), TK.4
  compacting site work, TK.41
  levelling site work, TK.42
  foundation site work, TK.43
  excavation site work, TK.44
structural work, TK.5
  use for: falsework
  structural steelwork, TK.51
demolition work, TK.6
roadwork, TK.7
  use for: road signing
  use for: street furniture
  asphalting (roadwork), TK.71
  road surfacing, TK.72

CIVIL ENGINEERING, TL.
  [see also: civil engineering surveying (RG.71)]
use for: construction engineering
civil engineering (general), TL.1
  civil engineering administration, TL.11
  civil engineering law, TL.111
  clerk of works (civil engineering), TL.12
municipal engineering, TL.2
  rural engineering, TL.21
  urban engineering, TL.22
environmental engineering, TL.23
  [see also: environmental health (general) (QD.1)]
water engineering, TL.3
  water management, TL.32
  water supply / irrigation engineering, TL.33
  use for: dams: civil engineering
  water supply engineering, TL.331
  use for: aquifers: water supply
  use for: boring / drilling (water) engineering
  use for: groundwater engineering
  use for: reservoirs: civil engineering
  irrigation engineering, TL.332
coastal / river engineering, TL.34
  use for: canal engineering
  coastal engineering, TL.341
  use for: sea defences
  river engineering, TL.342
  use for: estuary engineering
  use for: river maintenance
  dredging / channel maintenance, TL.344
land drainage engineering, TL.35
marine civil engineering, TL.36
  use for: barrage engineering
  use for: harbour engineering
public health engineering, TL.4
  drainage (wastewater) engineering, TL.41
sewage treatment, TL.42
water treatment, TL.43
transport engineering, TL.5
  highway engineering, TL.51
    highway maintenance engineering, TL.511
  traffic engineering, TL.52
    use for: road safety engineering
  bridge engineering, TL.53
    use for: BS5400
excavation engineering, TL.6
  use for: tunnel engineering
  use for: embankment engineering
  geotechnical engineering, TL.63
    marine geotechnics, TL.631
    soil mechanics, TL.632
    subsidence engineering, TL.633
  explosives (civil engineering), TL.64

STRUCTURAL ENGINEERING, TM.
architectural engineering, TM.2
foundation engineering, TM.3
structural design (construction), TM.4
structural materials engineering, TM.5
SERVICES TO INDUSTRY & COMMERCE, V

QUALITY & RELIABILITY MANAGEMENT, VD.

use for: product liability
[see also: MANAGEMENT PLANNING & CONTROL SYSTEMS (AG.)]
[see also: quality & reliability testing (WD.4)]

quality management, VD.1
use for: Six Sigma
use for: 7 Tools
use for: 7 New Tools
[see also: productivity (ZM.3)]
quality standard (BS5750) (ISO9000) implementation, VD.12
use for: BS5750 implementation
use for: ISO9000 implementation
[see also: standards / specifications (VD.6)]
total quality management, VD.13
Taguchi methods, VD.15
performance measurement, VD.16
Kaizen, VD.17
use for: 5S
reliability / quality engineering, VD.2
value engineering, VD.22
quality assurance, VD.3
quality control, VD.32
statistical quality control / improvement, VD.321
quality auditing, VD.33
standards / specifications, VD.6
[see also: quality standard (BS5750) (ISO9000) implementation (VD.12)]

INDUSTRIAL CONTROL / MONITORING, VE.

production control / automation (general), VE.1
control engineering (general), VE.12
process control, VE.13
control systems (production), VE.2
automatic control instrumentation, VE.21
electronic control systems, VE.211
programmable controllers, VE.212
use for: PLC
computer control systems (production), VE.22
use for: real time control systems
mechanical control systems, VE.23
[note: includes hydraulic / pneumatic control systems]
statistical process control, VE.24
monitoring (production), VE.3
use for: computer monitoring systems (production)
automated manufacturing systems, VE.4
use for: flexible manufacturing systems (FMS)
industrial cybernetics, VE.41
[note: control systems which react to stimuli and/or learn]
industrial robotics, VE.42
[note: cybernetic machines which perform physical tasks]
computer integrated manufacture (CIM), VE.44
computer aided manufacture (CAM), VE.45
[see also: computer aided design (CAD) (VF.12)]
advanced manufacturing systems / technology, VE.46
use for: AMT
computer aided engineering, VE.47
fault finding / trouble shooting (production), VE.5
failure analysis, VE.51
[note: for failure mode effects analysis use (AG.3)]
INDUSTRIAL DESIGN / RESEARCH & DEVELOPMENT, VF.
industrial design (general), VF.1
[see also: design (non-industrial) (JC.)]
    computer aided design (CAD), VF.12
    [note: for general courses about CAD]
    [see also: CAD software (use) (CQ.8)]
    [see also: computer aided manufacture (CAM) (general) (VE.45)]
    design technology, VF.13
product design, VF.2
    use for: quality function deployment
    design for assembly, VF.22
    ergonomics, VF.24
    environment friendly design, VF.26
engineering design, VF.3
    mechanical engineering design, VF.31
    process design, VF.33
industrial research & development, VF.4
    development engineering, VF.41
    product development (R&D), VF.43
    prototyping, VF.44
industrial model making, VF.5
technical / engineering drawing, VF.6
    draughting, VF.62
patenting (industrial), VF.7
    use for: patent agency work

ENGINEERING SERVICES, VG.
    use for: estimating (engineering / industrial)
plant / machinery / terotechnology, VG.2
    maintenance engineering, VG.21
    plant / machinery (industrial) installation / maintenance, VG.25
    plant / machinery servicing, VG.26
plant engineering, VG.3
    use for: furnace engineering
    foundry engineering, VG.31

FACILITIES MANAGEMENT, VH.

CONTRACTING (BUSINESS / INDUSTRY), VJ.
    use for: sub-contracting
    use for: service level agreements
tendering, VJ.2
contract management (business / industry), VJ.3
MANUFACTURING / PRODUCTION WORK, W

MANUFACTURING (GENERAL), WA.
[see also: engineering / technology (general) (XA.)]
manufacturing administration, WA.1
manufacturing technology, WA.2
industrial engineering, WA.3
process engineering, WA.4
use for: manufacturing processes
production engineering, WA.5
manufacturing engineering, WA.6
use for: manufacturing processes
  manufacturing mechanical engineering, WA.61
  [see also: mechanical engineering (general) (XH.1)]

MANUFACTURING / ASSEMBLY, WB.
production process work, WB.1
assembly work, WB.2
  electrical / electronic goods manufacture / assembly, WB.21
  use for: PCB assembly
  [note: for PCB design / theory use XL.56]
  metal goods: manufacture / assembly, WB.22
  plastic goods: manufacture / assembly, WB.23
finishing (production), WB.3
  surface finishing, WB.31
  paint application (industrial), WB.32
  use for: paint spraying (industrial)
packing (industrial), WB.4

INSTRUMENT MAKING / REPAIR, WC.
use for: precision engineering
[see also: musical instrument technology (LJ.)]
scientific / medical instrument making, WC.4
clock / watch making & repair, WC.5
use for: horology
locksmith work, WC.6

TESTING MEASUREMENT & INSPECTION, WD.
testing (industrial) (general), WD.1
non destructive testing, WD.2
  industrial radiography, WD.21
  [see also: medical radiography (PE.12)]
  dye penetrant techniques, WD.22
  magnetic particle inspection, WD.23
  ultrasonic inspection, WD.24
quality & reliability testing, WD.4
[see also: quality and reliability management (VD.)]
measurement / metrology, WD.5
use for: gauging
use for: micrometer use
use for: recording instruments (measurement)
metrology, WD.51
calibration, WD.52
stress analysis (measurement), WD.55
use for: strain gauges / stress analysis
electronic / electric instrumentation (general), WD.6
inspection (industrial), WD.7

CHEMICAL PRODUCTS, WE.
[see also: industrial chemistry (RD.62)]
industrial chemicals, WE.1
use for: industrial gases production
use for: photochemicals production
pharmaceuticals production, WE.2
toiletries / cosmetics production, WE.3
essential oils / perfumery production, WE.31
explosives technology, WE.4
colour / coatings technology, WE.5
use for: surface coatings
use for: varnishes / lacquers
use for: paint technology
use for: adhesives

GLASS / CERAMICS / CONCRETES MANUFACTURE, WF.
ceramics technology, WF.1
use for: brickmaking
use for: kiln firing
ceramic materials, WF.11
ceramics production (industrial), WF.13
porcelain, WF.15
glass technology, WF.2
glass materials, WF.21
glass production (industrial), WF.22
use for: glass manufacture
glass making (hand), WF.23
use for: glass blowing
glass design, WF.24
concrete / cement technology, WF.3

POLYMER PROCESSING, WG.
use for: calendering
use for: foamed systems (polymers)
use for: thermoforming
[see also: polymer science (RJ.1)]
[see also: POLYMER TECHNOLOGY (YE.)]
compounding (polymers), WG.1
moulding / extrusion (polymers), WG.2
reinforced systems processing, WG.6
use for: fibre glass processing
use for: carbon fibre processing
polymer products, WG.7
[note: includes plastic and rubber products]
TEXTILES / FABRICS (INDUSTRIAL), WH.
[see also: FASHION / TEXTILES / CLOTHING (CRAFT) (JK.)]
fabric production, WH.1
use for: spinning (industrial)
use for: weaving (industrial)
textile production processes, WH.12
use for: knitting (industrial)
fabric finishing processes, WH.13
use for: textile printing
use for: fabric dyeing (industrial)
textile / clothing technology, WH.3
use for: sewing machine technology
use for: knitting machines (industrial)
textile engineering, WH.32
fabric making-up, WH.4
industrial sewing, WH.41
clothes manufacture (industrial), WH.42
floorcoverings, WH.6
floorcoverings design, WH.61

LEATHER FOOTWEAR & FUR, WJ.
leather preparation / technology, WJ.1
use for: tanning
leather goods manufacture, WJ.2
leather / suede clothing, WJ.22
saddlery, WJ.3
use for: harness making / repair
use for: tack making / repair
use for: lorrying
footwear manufacture, WJ.4
use for: footwear repair
furrery, WJ.5

WOODWORKING / FURNITURE MANUFACTURE, WK.
[see also: construction carpentry (TG.71)]
[see also: WOOD CANE & FURNITURE CRAFTS (JP.)]
woodworking / carpentry (general), WK.1
woodworking / carpentry (DIY), WK.11
woodworking, WK.2
wood turning, WK.21
machine woodworking, WK.22
joinery, WK.23
carpentry, WK.24
cabinet making, WK.25
wood finishing, WK.3
wood polishing, WK.31
french polishing, WK.311
wood staining, WK.32
furniture manufacture (industrial), WK.6
cane furniture making, WK.61
upholstery (industrial), WK.8
[see also: upholstery (craft) (JP.5)]

PAPER MANUFACTURE, WL.
paper technology, WL.1
use for: paper making (industrial)
use for: cardboard manufacture
paper conversion, WL.2
photographic paper / film making, WL.21
packaging manufacture, WL.3

use for: box manufacture
packaging design, WL.31
packaging materials, WL.32
carton manufacture, WL.34

FOOD / DRINK / TOBACCO (INDUSTRIAL), WM.

{see also: (for small scale production) baking / dairy / food & drink processing (NE.)}
food manufacture / processing (industrial), WM.1
food quality control, WM.11
food process engineering, WM.12

food storage / preservation (industrial), WM.2

use for: food drying
use for: food chilling
use for: food freezing

use for: food pickling / salting
food packaging, WM.26

drinks processing (industrial), WM.3
alcoholic drinks processing, WM.32
brewery work, WM.321
distillery work, WM.322
wine making (industrial), WM.324
grain / flour / bakery / confectionery (industrial), WM.4

use for: flour milling
dairy foods processing (industrial), WM.5
{note: includes milk, cream, yoghurt, butter, cheese and ice cream}
meat / fish processing (industrial), WM.6
fruit / vegetable processing (industrial), WM.7
tobacco processing, WM.9
ENGINEERING, X

ENGINEERING / TECHNOLOGY, XA.
[see also: manufacturing (general) (WA.)]
engineering studies, XA.1
  engineering management, XA.13
  engineering craft studies, XA.14
  engineering technician studies, XA.15
technology, XA.3
  craft design & technology, XA.31
    use for: CDT
    [see also: DESIGN (JC.)]
technology management, XA.32
technology analysis, XA.33
  nanotechnology, XA.34
engineering materials, XA.5

METALS WORKING / FINISHING, XD.
[see also: decorative metal crafts / jewellery (JH.)]
forge work, XD.4
  blacksmiths (industrial), XD.41
    use for: wrought iron work (industrial)
forming, XD.5
  use for: drawing (metals)
  use for: extrusion (metals)
  use for: shaping (metals)
  rolling, XD.51
hardening / dressing (metals), XD.6
  use for: shot blasting: industrial
metal working / fabrication, XD.7
  metal working, XD.71
    use for: sheet metal working
    use for: plate metal working
    use for: boiler making
  fabrication (industrial), XD.74
    [see also: farm workshop practice (SK.2)]
metal finishing, XD.8
metal coating / plating processes, XD.9

WELDING / JOINING, XE.
[see also: farm workshop practice (SK.2)]
welding (general), XE.2
  [note: use this class for general courses in aluminium welding: classify with particular welding technique if known]
    welding inspection, XE.22
electric welding, XE.3
  use for: ultrasonic welding
  use for: resistance welding
    arc welding, XE.31
      metal arc welding, XE.311
      mig / tig welding, XE.312
      gas shielded arc welding, XE.313
gas welding, XE.4
  use for: fusion welding
  use for: pressure welding
  use for: friction welding
  use for: radial friction welding
    oxyacetylene welding, XE.46
welding (for specific applications / materials), XE.5
  [note: includes braze welding, robotic welding, coded welding and spot welding]
    plastics welding, XE.58
joining (non-welding), XE.6
  use for: riveting
  brazing, XE.61
  bonding, XE.62
  soldering, XE.65

TOOLS / MACHINING, XF.
  use for: machining (abrasive working)
machine shop practice, XF.1
  use for: engineering workshop practice
  tool / jig making, XF.11
machine tool setting / operating, XF.2
  numerically controlled machining, XF.21
    use for: NC programming
  computer controlled machining, XF.22
    use for: CNC programming
  part programming, XF.23
milling / grinding (industrial), XF.3
cutting (industrial), XF.4
  use for: screw cutting
    thermal cutting, XF.41
      oxyacetylene flame cutting, XF.411
      plasma cutting, XF.412
drilling / boring (production), XF.5
lathe work, XF.6
  use for: turning (metal work)
tools: use / maintenance, XF.7
  power hand tools, XF.71

MECHANICAL ENGINEERING, XH.
mechanical engineering (general), XH.1
  [see also: manufacturing mechanical engineering (WA.61)]
  mechanical production engineering, XH.13
hydraulic engineering, XH.2
  hydraulic power systems, XH.21
fluid engineering, XH.3
  flow systems, XH.31
    use for: membrane technology
      pipework engineering, XH.312
  steam engineering, XH.32
    boiler engineering, XH.321
blowers / fans, XH.33
mixing machines, XH.34
  use for: cyclones
  turbine engineering, XH.35
  pneumatic equipment / processes, XH.36
    use for: gaskets
      compressors, XH.361
      pumps, XH.362
      valves, XH.363
pneumatic engineering, XH.4
  use for: vacuum technology
  pressure vessels, XH.41
  refrigeration engineering, XH.43
    use for: cooling systems
    use for: cryogenics (engineering)
heat pumps, XH.44
heat exchanger technology, XH.45
acoustic / vibration engineering, XH.5
thermal engineering, XH.6
use for: heat engineering
[note: mechanics of systems which control or use heat energy including cold engineering: not heating engineering for which use (XH.92)]
use for: internal combustion engineering
use for: solar engines
gas turbines, XH.62

tribology, XH.7
  bearings, XH.71
  gears (mechanical engineering), XH.72
  lubrication technology, XH.73

materials handling technology, XH.8
  lifting / handling engineering, XH.81
  crane engineering, XH.811
  lift technology, XH.82

heating / ventilation engineering, XH.9
  air conditioning engineering, XH.91
  heating engineering, XH.92
  [note: fixed and space heating systems not heat (thermal) engineering for which use (XH.6) or heating installation for which use (TH.4)]
  ventilation engineering, XH.93

ELECTRICAL ENGINEERING, XJ.
[note: the production of electricity and its use to produce heat / light and work]
electrical engineering (general), XJ.1
  electrical craft studies, XJ.11
  electrical technician studies, XJ.12
  electrical maintenance engineering, XJ.13
electrical safety, XJ.2
  electrical hazards (protection from), XJ.21
  electrical equipment protection, XJ.22
  electric circuit protection, XJ.23
electric installation / wiring (plant / machinery / appliances), XJ.3
  [note: electric power circuitry in plant and machinery and electric-powered appliances: for building electrical work see (TH.2)]
  wiring regulations, XJ.31
  use for: IEE regulations
  use for: 16th edition (wiring regulations)
  electrical testing, XJ.32
  electric circuits, XJ.33
  electric circuit wiring, XJ.331
electric machines, XJ.4
  [note: electric equipment with moving parts]
  electromechanical engineering, XJ.41
  electric motors, XJ.42
  [note: electric equipment which provides motive power in plant, machinery and appliances]
electric materials, XJ.5
electrical principles, XJ.6
electric components, XJ.7

POWER / ENERGY ENGINEERING, XK.
[note: generating, storing, regulating and transmitting electric energy]
energy engineering, XK.1
[see also: energy economics (applied) (QB.1)]
electric power engineering, XK.2
use for: power engineering
electric power, XK.21
  power plants, XK.211
  electric generators, XK.213
  hydroelectric power, XK.22
wind powered generators, XK.23
gas fuelled power generators, XK.24
oil fuelled power generators, XK.25
solid fuelled power generators, XK.26
nuclear power engineering, XK.3
  use for: fission reactors
  use for: fusion reactors
  use for: nuclear engineering
electric power storage / transmission, XK.4
  power supply (general), XK.41
  power transformers, XK.42
  switchgear, XK.43
  power transmission, XK.44
    [note: distribution of mains electricity to customers]
  electric power storage, XK.45
    [note: use of low resistance materials to store and transmit electric power]
  power lines maintenance, XK.46
emagnetic engineering, XK.5

ELECTRONIC ENGINEERING, XL.
  [note: concerned with generating / processing signals as waveforms or electric charges; prefixes such as ‘micro-’ or ‘digital’
   are used to modify other terms; look at the second part of the term: note also that all electrical equipment produces
   electromagnetic radiation but this is used in electronics as a signal form thus ‘electromagnetic’ and ‘radiation’ may also be
   modifiers not the core term]
  [see also: computer hardware (CB.1.)]
electronic engineering (general), XL.1
  digital electronics, XL.13
    [note: representing signals as a series of pulses]
  analogue electronics, XL.14
    [note: representing one variable by another physical variable, eg amplitude, voltage]
  microelectronics, XL.15
    use for: microelectronic engineering
electronic maintenance engineering, XL.16
industrial electronics, XL.2
  electronic craft skills, XL.21
  electronics technicians, XL.22
  electronics testing / fault finding, XL.23
  power electronics, XL.24
    [note: control & delivery of power in electronic equipment]
electronic materials, XL.3
  use for: superconductors (electronics)
    superconductors (electronics), XL.31
  electronics systems design, XL.4
    microelectronics systems design, XL.41
    computer aided electronic design, XL.42
    electronics calculations, XL.43
      [note: mathematics applied to electronics not electronic calculators]
electronic components / circuits, XL.5
  use for: solid state devices
    anti static components / techniques, XL.52
    microprocessors, XL.53
      use for: microchips
        [note: devices containing logic circuits which have a variety of uses including in washing machines and computers: do
          not use for microcomputers for which use the appropriate class in computer hardware (CB.1.)]
    very large / large scale integration (VLSI/LSI), XL.54
      [note: advanced arrays of microprocessors]
    semiconductor devices, XL.55
      use for: transistors
electronic circuits, XL.56
      use for: printed circuits
optoelectronics, XL.6
[note: electronics using or generating light]
use for: phototronics
  fibre optics, XL.61
  [note: transmission of light through glass or plastic ‘wires’]
  laser technology, XL.62
  [note: use of high-intensity coherent light beams for processing / transmitting / recording data]
  laser devices, XL.621
  optical electronic devices, XL.63
  [note: light (optical) circuits replace electronic circuits]
electromagnetic compatibility, XL.7
[note: preventing one electromagnetic activity interfering with another including insulation, coding and decoding, frequency control and use of special materials]
sound / audio technology, XL.8
  sound based technology, XL.81
  sonar, XL.811
  [note: sound waves used for underwater detection]
  audio / recording technology, XL.82
  [see also: MUSIC TECHNOLOGY / PRODUCTION (LK.)]
mechatronics, XL.9
[note: mechanical electronic devices]

TELECOMMUNICATIONS, XM.
use for: digital broadcast engineering
use for: communication engineering
use for: communication technology
[note: all technology concerned with sending / receiving signals over distance]
data communications systems, XM.1
[note: communication of text information over distance]
[see also: computer communications and networking (CB.22)]
  viewdata / videotex, XM.11
  fax (telecommunications), XM.12
  integrated services digital networks (ISDN), XM.13
  data communications hardware, XM.14
  telecommunications fitting / line work, XM.141
  optical communications networks, XM.142
radio communication, XM.2
[note: technical aspects of radio broadcasting / receiving: do not use for programme making for which see radio programme production (KJ.262)]
  microwave principles (electronics), XM.21
  [note: use of microwaves (extra high frequency electromagnetic radiation) for communication not cooking for which use (NF.6)]
  [see also: electronics (physics) (RC.52)]
  transmission telecommunications, XM.22
  use for: aerials (electronics),
  use for: radio propagation,
  use for: telemetry
  radio frequency engineering, XM.23
  satellite communications, XM.24
  use for: DBS (direct broadcast by satellite)
  [note: transmission of signals originated by space equipment]
  [note: use of satellites to receive, redirect and transmit telecommunications signals: do not use for satellite television aerials for which use (XN.3)]
  radio amateurs, XM.25
  radio operators, XM.26
telephony, XM.3
use for: intelligent networks (fixed)
[note: technical aspects of telephone systems not telephone switchboard work for which see telephonists work (AY.71)]

  telephone installation / servicing, XM.31
  radio telephones (telecommunications), XM.32

television systems (electronics), XM.4
  television principles, XM.41
  closed circuit television (electronics), XM.42
  cable television systems (electronics), XM.44
  satellite television systems (electronics), XM.45
  video equipment (electronics), XM.46

radio systems, XM.5

mobile communications systems, XM.6
use for: CDMA (Code Division Multiple Access)
use for: intelligent networks (mobile) (CAMEL)
  UMTS (Universal Mobile Telecommunications Systems), XM.61
  GPRS (General Packet Radio Service), XM.62
  GMS (Global System Mobile Communication), XM.63

ELECTRICAL / ELECTRONIC SERVICING, XN.
[see also: computer maintenance (CB.51)]
electrical appliance servicing, XN.1
  electrical appliance fitting, XN.13
  domestic electrical appliance servicing, XN.14
business equipment servicing, XN.2
leisure / domestic electronic equipment servicing, XN.3
use for: television aerial installation
[note: includes servicing of televisions, videos, audio equipment and radio]
[see also: aerials (electronics) (XM.22)]
[see also: satellite communications, XM.24]

AEROSPACE / DEFENCE ENGINEERING, XP.
aerospace engineering, XP.1
use for: aeronautical engineering
use for: air transport engineering
  aircraft engineering, XP.11
avionics, XP.2
[note: electronics associated with aeronautics and spacecraft]
aircraft, XP.3
use for: hovercraft
  helicopters, XP.33
aircraft maintenance engineering, XP.4
  aircraft engine maintenance, XP.41
space technology, XP.5
use for: space vehicles
defence / weapons technology, XP.6

SHIP & BOAT BUILDING / MARINE / OFFSHORE ENGINEERING & MAINTENANCE, XQ.
[see also: MARINE TRANSPORT (ZS.)]
maritime engineering, XQ.1
use for: nautical engineering
naval architecture, XQ.2
  ship design, XQ.21
ship building, XQ.3
boat building, XQ.4
use for: boatyard management
  boat design, XQ.41
small boat technology, XQ.43
yacht building, XQ.44
marine electronics / instruments, XQ.5
    marine electronic engineering, XQ.51
    offshore electronic engineering, XQ.52
marine electrical engineering, XQ.6
marine mechanical engineering, XQ.7
    marine engine maintenance, XQ.71
submarines / submersibles, XQ.8
offshore engineering, XQ.9

ROAD VEHICLE ENGINEERING, XR.
use for: motorsport engineering
use for: automotive engineering
[Note: this is manufacturing new cars and the engineering involved in their production. This is not vehicle maintenance or servicing – for this see (XS)]
[see also: ROAD TRANSPORT (ZV.)]
vehicle design / production (general), XR.2
    vehicle design (general), XR.21
        vehicle engine design, XR.211
        vehicle body design / styling, XR.212
        automotive safety systems/design, XR.213
    vehicle production (general), XR.22
    vehicle body building, XR.23
    vehicle finishing, XR.24
    use for: coach trimming
    use for: vehicle customising
        vehicle painting / spraying (industrial), XR.241
road vehicles: design / production, XR.3
    car & van design / production, XR.31
    public service vehicles: design / production, XR.33
    heavy goods vehicles: design / production, XR.34
    motorcycle design / production, XR.36
        [Note: includes motorbike design / production]
special vehicles design / production, XR.4
        [Note: includes electric vehicles, military vehicles and trailers]

VEHICLE MAINTENANCE / REPAIR / SERVICING, XS.
[see also: motor trade operations (sales)(BD.3)]
vehicle maintenance / repair, XS.1
    use for: car repair
    [Note: includes general repair of vehicles and DIY – for vehicle engine servicing and maintenance use XS.4]
        vehicle cleaning, XS.15
        use for: car valeting
        vehicle inspection, XS.16
vehicle workshop practice, XS.2
    [Note: includes preparation of motor vehicle repair estimates]
    use for: transport workshop practice
vehicle body maintenance / repair, XS.3
    panel beating, XS.31
    vehicle welding, XS.32
    vehicle restoration, XS.33
        [Note: includes vintage and classic vehicles]
    vehicle painting / spraying (bodyshop), XS.34
vehicle engine maintenance / repair, XS.4
    [Note: for vehicle servicing and repair where engines are involved]
        engine diagnostics, XS.41
        LGV engines, XS.42
        car & van engines, XS.43
diesel engines (vehicle), XS.44
vehicle fuel systems, XS.45
  fuel injection systems, XS.451
  turbocharging, XS.452
  catalytic converters, XS.453
vehicle exhaust systems, XS.46
vehicle ignition systems, XS.47
vehicle lubrication, XS.48
vehicle wheel & tyre fitting, XS.5
vehicle electrical / electronic systems, XS.6
  vehicle battery / charging systems, XS.61
vehicle steering / braking / transmission, XS.7
  braking systems, XS.71
  gears / gear boxes (vehicle), XS.72
bicycle maintenance / repair, XS.8
motorcycle maintenance / repair, XS.9
  note: includes motorbike maintenance / repair

RAIL VEHICLE ENGINEERING, XT.
  [see also: RAIL TRANSPORT (ZT.)]
  rail rolling stock, XT.1
  rail locomotives, XT.2
  light / portable railways, XT.3
OIL / MINING / PLASTICS / CHEMICALS, Y

MINING / QUARRYING / EXTRACTION, YA.
mining (general), YA.1
minerals exploration, YA.2
    mining geology, YA.21
mining operations, YA.3
    use for: shot firing (mining)
mining engineering, YA.5
quarrying, YA.6

OIL & GAS OPERATIONS, YB.
    use for: offshore operation
diving (offshore), YB.5
oil / gas extraction operations, YB.8
    use for: drilling / well sinking (oil & gas),
    use for: gas rig technology
    use for: oil / gas rig technology
    use for: well capping (oil & gas),
    use for: pipeline operations (oil and gas)

CHEMICALS / MATERIALS ENGINEERING, YC.
    [see also: industrial chemistry (RD.62)]
    chemical engineering, YC.1
    chemical process engineering, YC.2
        combustion engineering, YC.21
        corrosion engineering, YC.22
        bioprocess engineering, YC.24
    chemical plant engineering, YC.3
        chemical instrumentation, YC.31
        process plant operation, YC.33
    materials engineering & technology, YC.4
        materials engineering (general), YC.41
        materials technology (general), YC.42
    minerals processing / technology, YC.5
        minerals processing, YC.52
            use for: coal processing / distillation
        minerals technology, YC.54
    oil / gas / petrochemicals processing, YC.6
        use for: petroleum oil & gas technology
            [see also: petrochemistry (RD.624)]
            petrochemical plant engineering, YC.61
            oil refining, YC.62
                petroleum technology, YC.621
                petrochemicals processing, YC.63
                gas processing technology, YC.64
                fuel technology, YC.65

METALLURGY / METALS PRODUCTION, YD.
metallurgy, YD.1
    [see also: metallurgical chemistry (RD.623)]
metal refining / processing, YD.2
    metal processing (metal production), YD.23
    ferrous metals production, YD.24
        use for: iron and steel production
casting (metals), YD.3
        die casting, YD.31
core making, YD.32
pattern making (engineering), YD.33
mould making (engineering), YD.34

POLYMER TECHNOLOGY, YE.
use for: plastics & rubber technology [see also: POLYMER PROCESSING (WG.)]
[see also: polymer science (RJ.1)]
polymer materials, YE.2
use for: reinforced plastics
  plastic materials, YE.21
  use for: thermoplastics
  use for: thermoset
rubber materials, YE.22
composite materials, YE.24
polymer engineering / design, YE.4
LOGISTICS / DISTRIBUTION / TRANSPORT / DRIVING, Z

LOGISTICS, ZM.
supply chain management, ZM.1
production / operations management, ZM.2
  production management, ZM.21
    use for: management: production
      production planning, ZM.211
      production estimating / costing, ZM.212
      production control (management), ZM.213
        use for: control (management): production
      operations management, ZM.22
productivity, ZM.3
production scheduling, ZM.4
  just in time, ZM.41
  progress chasing, ZM.42
inventory control, ZM.5
  stock / stores control, ZM.51
    [see also: warehousing / storage (ZP.2)]
  stocktaking, ZM.52
waste control (production), ZM.7

PURCHASING / PROCUREMENT & SOURCING, ZN.
material requirements planning, ZN.1
  use for: materials management
procurement & sourcing (general), ZN.2
  use for: sourcing (goods / services)
purchasing, ZN.3
  use for: ordering systems

DISTRIBUTION, ZP.
  use for: distribution: physical
freight forwarding, ZP.1
  warehousing / storage, ZP.2
    use for: storekeeping
      [see also: stock / stores control (ZM.51)]
transport broking & chartering, ZP.3
  use for: ship broking
    use for: air broking
goods collection / delivery services, ZP.4
  use for: courier services
    postal services, ZP.41
freight handling, ZP.5
  use for: cargo handling
    loading / unloading, ZP.51
    lifting / handling (mechanical), ZP.52
      [see also: lifting / handling (manual) safety (PL.73)]
      crane operation (freight), ZP.521
      slinger / banksman (freight handling), ZP.522
      forklift truck operation, ZP.523
      hoist operation, ZP.524
      kinetic handling, ZP.525
freight safety, ZP.54
  hazardous freight handling, ZP.541
    [see also: hazard control (health & safety) (PL.3)]
    [see also: lifting / handling (manual) safety (PL.73)]
  driving: hazardous cargo, ZP.542
    [see also: driving (ZX.2)]
  furniture removal, ZP.56
pipelines (distribution), ZP.6
[ note: pipelines used for distribution, not for operation]
[ see also: pipeline operations (oil & gas), YB.84]

TRANSPORT SERVICES, ZQ.
transport regulation / legislation, ZQ.2
transport management, ZQ.3
passenger care (transport), ZQ.4
international transport, ZQ.5

AVIATION, ZR.
air transport operations, ZR.1
use for: aircraft load control
use for: air traffic routing
use for: flight despatching
use for: flight planning
air freight transport, ZR.2
hazardous freight (air), ZR.21
air passenger transport, ZR.3
airline ticketing / reservations, ZR.31
[ note: this is the ticket handling work at an airport]
[ see also: fares & ticketing (travel) (NK.26)]
airline cabin work, ZR.32
aviation safety, ZR.4
aviation security, ZR.5
airport management / ground services, ZR.6
runway maintenance, ZR.61
airport ground services, ZR.62
aircraft fuelling, ZR.621
aircraft operation, ZR.7
[ see also: aircraft flying (leisure) (MB.11)]
  flying (commercial), ZR.71
  [ see also: aircraft flying (leisure), MB.11]
  pilot’s licence (commercial), ZR.711
  pilot’s licence (helicopter), ZR.713
  crop spraying (flying), ZR.714
aircraft navigation, ZR.72
aircraft instruments (using), ZR.73
aeronautics, ZR.74
  aeronautics, ZR.741
air traffic control, ZR.8

MARINE TRANSPORT, ZS.
[ see also: SHIP & BOAT BUILDING / MARINE / OFFSHORE ENGINEERING & MAINTENANCE (XQ.)]
marine transport operations, ZS.1
  international shipping, ZS.11
marine transport services, ZS.2
  marine freight transport, ZS.21
  hazardous goods (marine), ZS.211
  marine passenger transport, ZS.22
  port / harbour services, ZS.23
  ferry services, ZS.24
  inland waterway transport, ZS.26
  [ note: includes canal and river transport and waterman’s certificate]
ship operation, ZS.3
[ see also: sea leisure craft / sailing (MC.7)]
  nautical science, ZS.31
    coastal sailing (nautical science), ZS.311
seamanship, ZS.32
  pre sea training, ZS.321
  seamanship: basic, ZS.322
  use for: deckhand
  watch leadership, ZS.323
  deck officers, ZS.324
  coastal skipper, ZS.325
  yacht mastership, ZS.326
  crew competence, ZS.327
  day skipper, ZS.328
  night skipper, ZS.329

marine navigation / communications, ZS.33
  marine radar / sonar, ZS.333
  marine radio, ZS.334
  use for: GMDSS

marine safety / survival, ZS.34
  [see also: offshore health & safety, PL.57]
  marine safety, ZS.341
  marine survival, ZS.342
  marine fire fighting, ZS.343
  survival craft proficiency, ZS.344

marine rescue, ZS.4
  lifeboat operations, ZS.41
  helicopter rescue, ZS.42

RAIL TRANSPORT, ZT.
  [see also: RAIL VEHICLE ENGINEERING (XT.)]
  rail transport operations, ZT.1
  rail freight transport, ZT.2
  rail passenger transport, ZT.3
  railway operation / maintenance, ZT.4

ROAD TRANSPORT, ZV.
  [see also: ROAD VEHICLE ENGINEERING (XR.)]
  [see also: VEHICLE MAINTENANCE / REPAIR / SERVICING (XS.)]
  road freight transport operations, ZV.1
    use for: CPC Freight
    use for: CPC National
    [note: includes traffic routing and load planning]
      international road freight operations, ZV.11
        use for: CPC International
  road passenger transport operations, ZV.2
    use for: CPC PSV
      bus services, ZV.21
      coach services, ZV.22
      taxi services, ZV.23
        use for: taxi knowledge
  road transport legislation, ZV.3
    tachographs, ZV.31
  fleet management, ZV.4
    [note: includes contract hire, organisation of vehicle leasing]
    car rental services, ZV.5

DRIVING / ROAD SAFETY, ZX.
  driving instructor training, ZX.1
  driving examiner training, ZX.11
  driving, ZX.2
    [see also: driving: hazardous cargo (ZP.542)]
    [see also: construction plant (mobile) operation (TK.14)]
      driving: car / van, ZX.21
use for: chauffeurs
  driving test theory, ZX.211
  driving: advanced, ZX.22
  driving: LGV, ZX.23
  driving: PCV, ZX.24
use for: bus driving
  driving: motorcycle / motorbike, ZX.25
  driving: towing, ZX.26
use for: caravans
  driving for people with disabilities, ZX.27
  vehicle test driving, ZX.28
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This index is intended to assist in the location of classes in the schedule, or to assist with non-database searching. It should NOT be used directly for classification.

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