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

Prepared by VT Careers Management on behalf of advice-resources
The Learning Directory Classification System

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 be 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 classes 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/](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.
  theatre & dramatic arts, LC.
  variety, circus & modelling, LD.
  theatre 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.
SCIENCE & 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.
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
ENTREPRISES, 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
finance / accounting for non-financial managers, AK.11
[see also: business & finance (general) (AA.4)]
insolvency / bankruptcy procedures, AK.12
financial management, AK.2
use for: treasury management
financial planning, AK.23
cash flow planning, AK.231
financial decision making, AK.232
resource management, AK.24
financial analysis, AK.25
financial modelling, AK.251
financial control, AK.3
budgetary control, AK.32
cost management, AK.33
credit management, AK.4
debt collection, AK.42
credit control, AK.43
finance raising, AK.5
use for: capital finance
[note: liquidating fixed assets or acquiring additional finance or reduction of overhead / liabilities including bank loans and government grants: this is not charitable etc fund raising]
[see also: marketing for non profit organisations (BA.12)]
asset financing, AK.51
bank loans, AK.52
leasing (business), AK.53
mortgaging (business), AK.54
venture capital, AK.55
accounting, AK.6
use for: accountancy
auditing, AK.62
auditing (external), AK.621
internal auditing, AK.623
tax accounting, AK.63
VAT accounting, AK.631
income tax accounting, AK.632
corporation tax accounting, AK.633
property tax accounting, AK.634
inheritance tax accounting, AK.635
cost / management accounting, AK.64
cost accounting, AK.641
management accounting, AK.642
use for: administrative accounting
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
[note: for payroll management see payroll (personnel administration) (AJ.25)]
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
consumer 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
tele sales, 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

prehistoric period, 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
Americas: archaeology, DC.75
Asia: archaeology, DC.76
Australasia / Austronesia: archaeology, DC.77
archaeology of specific periods / ages, DC.8

RELIGION, 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
[see also: 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
[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.)]
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
      Copyright / Patents, 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
    specific genre writing, FC.331
      use for: crime writing
  belles lettres, 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.55)]
      [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.1)]
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.1)]  
    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, Sudanes, 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, Papiaemento, Passamaquoddy, 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

Arabic language, FN.821
classical/Quranic Arabic, FN.8211
Aramaic language, FN.822
Hebrew language, FN.823

Asian languages (other), FN.83

Altaiic 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

Tibetan language, FN.8353

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.)]
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
    [see also: 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)
    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
[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
[see also: management education / development (GC.942)]

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
[see also: 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
[see also: business studies teaching / training (GC.111)]
business studies teaching / training, GC.111
management studies teaching / training, GC.112
craft design and technology (CDT) teaching / training, GC.12
[see also: craft design and technology (CDT) teaching / training (GC.121)]
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
[see also: 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
    self development teaching / training, GC.631
    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
  [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
sports / physical education teaching / training, GC.7
  [see also: horse riding / animal sports (MH.5)]
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
go-counselling groups, HB.81
use for: go-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: Tai Ji Quan
  shintaido, HJ.551
  tai chi, HJ.552
  yoga (personal fitness), HJ.553
  [see also: yoga (meditation) (HB.34)]
  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]

Middle East: art, JA.73

Africa: art, JA.74
America: 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
linocutting (art), JB.83
woodcut (art), JB.84
signwork, JB.9
signwriting, JB.91
[note: for road signing use TK.7]

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
[note: for all aspects of pattern design, 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
[note: 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: antiques: conservation (JE.2)]
  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 of specific periods (JE.4)]
antiques: conservation, JE.2
[see also: conservation skills (general) (JD.4)]
antiques of specific kinds, JE.3
  antique furniture, JE.31
  antique collectables, JE.33
antiques of specific periods, JE.4
[see also: antiquities: 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 / culture / leisure activities (NN.)]
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.
  use for: fashion studies
  [see also: textiles / fabrics (industrial) (WH.)]
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.2)]
[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
- travel 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
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
theatre 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: shinty (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: bocce
    - 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'hôtel 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.1)]
  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
cardiocvascular medical studies, PB.44
cardiology, PB.441
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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
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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.)]
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
    prothetic 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.
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  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
  note: includes transactional analysis
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.
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*Note: for all general / awareness health & safety course, eg NEBOSH*

*Note: for specific applications see PL.5*

*Note: for use of specific equipment see PL.741*

*Note: for use on the management of health & safety within an organisation, especially those to do with UK or EU regulation*
[see also: lifting / handling (mechanical) (ZP.52)]

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: 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: architectural 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 (ER.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*
  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

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.

science (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

diff. 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
  networks (OR), RB.746

computational mathematics / cybernetics, RB.8
  numerical analysis, RB.81
  computer mathematics, RB.82
    [note: mathematics USED FOR computing]
  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)]
engineering 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
solar 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
gochemistry, 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.)]
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.)]
     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)]
[note: use for identification or awareness not for detailed academic study for which use the appropriate class in (RH.)]

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
industrial biochemistry, RH.861
[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.)]
[see also: POLYMER TECHNOLOGY (YE.)]
[see also: applied chemistry (RD.6)]
polymer chemistry, RJ.11
[see also: CHEMISTRY (RD.)]
polymer physics, RJ.12
[see also: PHYSICS (RC.)]

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.

agriculture (general), SA.1
   use for: farming
      tropical agriculture, SA.11
      marginal / small scale farming, SA.13
   use for: crofting
      use 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

[see also: genetic engineering (RH.87)]

generally engineered crop production, SD.9

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
bonsai / Japanese gardening, SE.25
garden lawn / grass care, SE.26
wildlife gardening, SE.27

organic gardening, SE.3
organic manures / fertilisers (gardening), SE.31
compost making (organic gardening), SE.32
pest control (organic gardening), SE.33
weed control (organic gardening), SE.34

[see also: flower arranging (JG.23)]
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

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
  * tree climbing, SG.8

**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.4)]
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.)]
[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: aviaries
        use for: aviculture
      reptile / amphibian keeping, SP.25
      fish (ornamental) keeping, SP.26
        use for: aquarium keeping
      inset 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

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
  clerks 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
  [see also: farm building maintenance (SL.1)]
  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: patting
    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 MAINTENANCE / SERVICES, TH.
  [see also: farm building maintenance (SL.1)]
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  [see also: farm building maintenance (SL.1)]
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
SCHEDULE

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
  [see also: quality assurance (VD.3)]
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
    [see also: 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
  [see also: computer monitoring systems (production)]
  automated manufacturing systems, VE.4
  [see also: 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
    [see also: 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.1)]
manufacturing administration, WA.1
manufacturing technology, WA.2
industrial engineering, WA.3
process engineering, WA.4
use for: engineering processes
production engineering, WA.5
manufacturing engineering, WA.6
use for: engineering manufacture
  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.1)]
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.1)]
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.
[note: also includes rope making, sail making and industrial soft furnishing]
[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: 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: lorry
footwear manufacture, WJ.4
use for: footwear repair
furriery, 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 canning
  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
electromagnetic 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
[note: for printed circuit board assembly see WB.211]
integrated circuits, XL.562
logic circuits, XL.564
logic gates, XL.565
amplifiers / signal generators, XL.57
signal processing components, XL.571
surface mount technology, XL.58

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

radar 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.)]

marine 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)]  
飞行 (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  
astronautics, 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
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