



New College Durham Supply Pool Application Information

Thank you for your interest in considering registering with the New College Durham Supply Pool. This document is ordered into the following sections –

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Safeguarding Vulnerable Groups Act 2006

In line with the Safeguarding Vulnerable Groups Act 2006 it is a requirement that we hold a complete record on all individuals employed at New College Durham. It is essential that the College can demonstrate that they have carried out robust and accurate checks on all its Supply Pool Lecturers to ensure the safety of its students. In order to compile a full and accurate record can you please supply us with appropriate forms of documentation confirming your current address, (e.g. Utility Bill or Bank Statement) name and date of birth (i.e. Passport or Birth Certificate). Please note we need details of any other names that you have been known by, i.e. maiden name or name changed by deed poll.

Immigration, Asylum and Nationality

In line with the Immigration, Asylum and Nationality Act 2006 (sections 15-25) we are required to carry out document checks on all individuals we intend to engage at the College, which provides evidence that they are legally entitled to live and work in the UK. The following are examples of suitable forms of documentation; a valid British passport; UK Birth Certificate in addition to a document which details your National Insurance Number (e.g. P45/60); a national passport or identity card from the European Economic Area. This list is by no means exhaustive and I am more than happy to provide further clarity on what can be presented

In addition to these checks that the College makes, all new applications must be supported by the production of original qualification certificates, for those subject areas you wish to be considered for teaching.

In order to promote equal opportunities, the College has made a commitment to improve employment opportunities for people with disabilities, and have adopted the Employment Department's two-tick symbol, which highlights that we are Positive About Disabled People.

Application Information

The application form can be returned by the following means –

- By post - Please complete all sections of the form and return them by post to;
HR Department
New College Durham
Framwellgate Moor Campus
Durham
DH1 5ES
- By email – Please complete all sections of the form and return them by email to hrrsupplypool@newdur.ac.uk

Your form will then be sent for initial screening to check whether suitable, if you are successful you will be contacted to progress with employment checks, if you are not successful you will be informed to that effect and your application will not progress.

Application Form

- To assist you in completing the application form appendix B of this document includes the subject codes. You will need these to identify the academic/administrative areas you wish to be considered for on the application form.
- Given that some work may involve considerable contact with young people and potentially vulnerable adults it is important that you are conversant with the College's Safeguarding Vulnerable Groups – Essential Recruitment & Selection Practice Policy, and the Safeguarding Young People / Adults at Risk Policies. It is essential in order for us to be able to progress your application that you sign the "Applicant Commitment to Safeguarding" section within the application form. **Without this signed undertaking we cannot consider you for any work at the College.**
- Bank details – it is important that these details are completed to enable payment of the assignment fee, please complete this section at the end of the application form.
- Applications not completed within three months of submissions will be ruled null and void and the application deleted.

Application to the Disclosure and Barring Service

Certain assignments may involve contact with children under 18 or vulnerable members of society. Under Part V of the Police Act 1997 individuals engaged in such occupations, facilitating such contact are required to obtain an Enhanced Disclosure from the DBS.

You are required to make a payment of £52.50 to 'New College Durham' to cover the cost of the DBS check. £52.50 is the fee charged to the College therefore, no profit is made by New College Durham. Without this fee, we will be unable to process your DBS application.

Payment may be made by cheque, debit or credit card in person at the College Income Office or by phone using a debit/credit card. Cheques sent direct to the HR Department **cannot** be processed and will lead to delays in processing your application.

Once we have received your payment of £52.50 at your appointment, you will be sent an email with details on how to complete your DBS application online.

Once you have submitted your application online you will be directed to the identification (ID) guidance page, which will include a list of acceptable forms of ID that you will be required to provide. You will need to provide between three and five pieces of ID from the list, to the Human Resources

Department, and this can be done at your appointment. At least one piece of identification should contain a photo, one should include proof of age, and one should include proof of address. The 'confirming your identity' document advises which forms of identification are acceptable. Please note that original forms of identification must be seen, photocopies are not acceptable.

Once the check is complete, the DBS certificate will be sent directly to your home address. It is essential that as soon as you receive this document that the original certificate is brought to the Human Resources Department.

Should you elect not to complete this documentation you will not be considered for any work with children under 18 or any assignment, which would involve contact with vulnerable members of society.

The College insists that you are aware of the Disclosure and Barring Service Code of Practice, and a copy can be provided upon request. Further information can be accessed online at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Health Questionnaire

After acceptance to the Supply Pool and prior to consideration of any bookings Occupational Health clearance will need to be obtained. You will be supplied with the questionnaire to complete on your visit to the College.

Safeguarding

After your appointment with HR, a link will be sent to the email you provided on your application form to complete a brief online survey relating to safeguarding. It is essential that all staff have knowledge and understanding of safeguarding therefore, in order to complete your registration on the Supply Pool it is a mandatory requirement that you complete this survey.

After you have completed your checks and you have received your first Supply Pool booking, you will be required to complete additional online training and development. This includes further information on Safeguarding, Prevent and Channel and Equality and Diversity. Information will be sent out to you once we have received confirmation that you have a start date. This training must be completed within two months from HR receiving your first booking. Completion is monitored by the Lifelong Learning department. Failure to complete the training may result in cancellation of your Supply Pool bookings.

Induction

When we have received your first Supply Pool booking, you will also be required to attend a mandatory induction session. HR will invite you to a specific day, and you must notify us if you cannot attend so that we can arrange for you to attend the next date. If you fail to attend after being invited on three separate occasions, this may result in your bookings being cancelled until you have attended this mandatory session.

Pension Information

All Supply Pool staff are automatically entered into either the Local Government Pension Scheme or the Teachers Pension Scheme. On commencement of employment our Finance department will contact you with your unique member reference and members guide and from there you will be able to log into the TP website to decide on your options. For the LGPS you will need to contact the College Finance department to discuss your options.

LGPS

- **Full Time** staff that opted in to the LGPS will not be entitled to make further contributions on further **support** work undertaken. (If you take on teaching work you will **automatically** contribute to the TPS unless you opt-out).

- **Part Time** staff that have opted in to the LGPS will be entitled to contribute further contributions on further support work as long as the extra work does not take you above full time.

TPS

- **Full Time** staff that opted in to the TPS will not be entitled to make further contributions on further **teaching** work undertaken. (If you take on support work you will be entitled to contribute to the LGPS).
- **Part Time** staff that opted in to the TPS will **automatically** make contributions on further teaching work as long as the extra work does not take you above full time. (No one opts for part-time election. If you join the scheme and are not full time you are automatically part time elected).
- **Please Note** that if you are working full time at another institution you will not be entitled to make any contributions at New College and should inform the HR department upon commencement of work.

If you have any queries regarding the completion of the documentation please contact the Human Resources Assistant on 0191 375 4597.

Once again, I thank you for your interest in our Supply Pool and look forward to receiving the requisite documentation outlined above.

Yours sincerely



for.

KARL FAIRLEY

Director (Human Resources and Corporate Services)

Email: karl.fairley@newdur.ac.uk

Tel: 0191 375 4022

Appendix A: Terms and Conditions

These generic terms and conditions underpin any work offered to you as part of the New College Durham Supply Pool. All individuals who are registered with the Supply Pool must adhere to these terms and conditions and the prevailing policies and procedures of the organisation whilst undertaking such assignments. This agreement constitutes the whole agreement between the parties and any amendments to it shall be made in writing.

a) Duties / Place of work

The duties of the assignment will be clarified by the Manager placing the booking. The duties may include, but will not be limited to formal scheduled teaching, tutorials and student assessment, management of learning programmes and curriculum development, student admissions, educational guidance, counselling, preparation of learning materials and student assignments, marking of students' work, marking of examinations, management and supervision of student visit programmes, research and other forms of scholarly activity, marketing activities, consultancy, leadership and staff management, administration and personal professional development. **This also includes the possibility of lessons being observed in internal quality processes and external inspections, including, but not restricted to those by Ofsted.**

The place of work for the particular assignment will be confirmed at the booking stage. If due to exceptional circumstances the College is required to amend the place of work after the agreement of the assignment, you will be formally notified of any such changes and you may reconsider your acceptance of the assignment at this point.

b) Fees

New College Durham Supply Pool will agree to pay a fee which will be expressed as an hourly rate in any assignment offer. You are free to decide whether or not to accept an assignment on the fees offered.

Teaching:

The College has determined the following fees for 2014/15 with effect from 1 November 2014, these are:

Band 2	£20.5471¹
Band 3	£26.0365¹
Band 4	£29.3101¹

These rates are dependent on you either having or are working towards a recognised teaching qualification.

Within the existing methodology there are occasions where inconsistencies may arise between band rates for similar work between schools. Although this is addressed by the central HR Supply Pool, it has been identified that managers would be assisted to have a consistent definition of the respective bandings, and it is suggested that the following is to be used;

Supply Pool Band 2	Supply Pool Band 3	Supply Pool Band 4
<p>To address up to level 2 qualifications such as:</p> <ul style="list-style-type: none"> • GCSE's • NVQ Level 2 <p>As well as the Adult Learning Courses</p>	<p>To address level 3 qualifications such as:</p> <ul style="list-style-type: none"> • A/AS-Level • BTEC National Certificate • NVQ Level 3 	<p>To address more specialist areas such as:</p> <ul style="list-style-type: none"> • BAMBA • CIPFA • PGCE • BA <p>In addition to first degrees and some foundation degrees.</p>

You may be required to prepare appropriate course materials and carry out administration / marking of courses in addition to lecturing. Written details of the booking terms will be given to you before the assignment is undertaken.

For every hour of teaching carried out, New College Durham will allocate 32 minutes of paid preparation time. This payment for preparation time will be made to you as part of the total hourly rate (as per the New College Durham Supply Pool fees).

Support:

The College has determined the following fees for 2014/15 with effect from 1 November 2014, these are:

A01	£8.2351¹
B02	£8.4264¹
C02	£8.9997¹
D02	£9.9617¹
E02	£11.3565¹
F02	£12.6477¹

¹ figures quoted are gross, and will be subject to tax and NI deductions by the College, unless the individual wishes to retain self-employed status – and the appropriate disclosure form needs to be obtained by the individual from the Inland Revenue and passed to the Head of Human Resources.

It is suggested that the following is to be used as a guide to the Support Bands –

A01	Clerical
B02	Admin, Gym Instructors
C02	Invigilators
D02	Classroom Support including note takers, PLC's, LSA's
E02	Assessors
F02	Supervisory/Managerial Cover/Communication Support Workers

Fees will be paid on the final working day of the month following the month the assignment began and on the final working day of each subsequent month during the assignment.

Fee payment will be for the hours worked in the preceding months. All statutory deductions, i.e., tax and NI will be administered by the College prior to any payment.

Payslips are in electronic format and can be accessed via the College network. Supply Pool members of staff can obtain a user ID and password by completing the Network Registration form, your College Manager can assist you with this. The system will allow access to the

electronic payslip from your personal computer external to the College, i.e. from home, if required. For staff unable to utilise a computer for medical reasons, which may prevent them obtaining an electronic copy of their payslip, alternative arrangements will be made. To request a meeting to discuss alternative arrangements you should write to Karl Fairley Director of HR and Corporate Services.

Payment is by BACS (Bankers Automated Credit System), which means that your nominated account will be credited directly from our bank account. You should be aware that if you nominate a building society account, the payment might not be credited until a day or two later.

If an assignment is not completed or is terminated before it has been completed, the total gross fee will be reduced pro rata to reflect the proportion of teaching hours completed on the date termination takes place. Payment will be made only for hours that have been completed as previously agreed in the assignment offer and in accordance with these terms and conditions.

Payment will be made only for hours that have been completed as previously agreed in the assignment offer and in accordance with these terms and conditions. **No work is to be undertaken without the prior submission of a supply pool booking (completed by the line manager) in which a copy of the contract will be forwarded to you for your own records. If you undertake any work on an assignment before the receipt of your contract you will not be paid for that work.**

c) Payments under the Working Time Regulations 2006 (as amended)

For the purpose of the Working Time Regulations holiday entitlement will be based on the total amount of hours undertaken within each academic term. At the end of each term (according to the College's winter, spring and summer term dates) 12.07% of the total hours worked within that period will be allocated to you as annual leave. You will receive confirmation of the annual leave to which this payment relates. This ensures that all supply pool lecturers are paid for their annual leave at the time the leave is taken.

You will be unable to undertake any further bookings at the college during the allocated period of leave.

Payment will be made for leave entitlement at the time the leave is taken.

d) No Guarantee of Work

New College Durham Supply Pool will attempt to find suitable assignments for staff on its register, however, there is no obligation to do so. Equally there is no obligation on the individual to accept any or all of the assignments offered. However, once an individual has agreed to carry out an assignment there is a contractual obligation to do so, and failure to honour this obligation may lead to removal from the register.

e) Expenses

Expenses will only be paid where it is specified on the booking form and is confirmed in the assignment offered to you.

f) Deductions

For the purpose of the Wages Act 1986 you hereby authorise the Corporation to deduct from any payments any sums due from you to the Corporation, for example, overpayments. Any deductions due will be notified to you and arrangements for the deductions will be made to you.

g) Accepting Assignments

You may agree assignment directly with a College Manager. However confirmation of assignment bookings will come via the NCD Supply Pool Assistant. If you accept any assignment by any other means, this will delay any payments.

Should you accept an assignment you will be asked to contact the Manager making the booking to discuss the work. The Manager may wish to arrange an induction session where curriculum and College practices and procedures will be outlined. There is no obligation to accept any assignment offered and it will not affect your chances of being offered subsequent assignments.

Bookings will be sent to you by email. The booking will stipulate:

Booking Reference
Course description / Subject code
Pay level (the hourly fee)
Location of assignment
Work pattern required
Total hours
Total Fee

If you have any queries regarding the details on the assignment you must contact your manager in the first instance.

h) Notification of non-attendance

You must ensure that you carry out lectures and any associated work within the terms of the assignment and ensure that it is completed to the agreed deadline. If for exceptional circumstances you are unable to attend lectures for which you have been engaged, you must notify the NCD Supply Pool Assistant as soon as possible of your non-attendance. If you are unable to carry out part or all of an assignment, which has been accepted, the College reserves the right to obtain a replacement. New College Durham Supply Pool may terminate the assignment if you are unlikely to be able to meet your obligations under any assignment to the satisfaction of the College whether through sickness or any other absence. Where you do not attend for any part of the assignment you will not receive payment for that period.

i) Sickness Absence Procedure

New regulations have been issued under the Fixed Term Employees (Prevention of Less Favourable Treatment) (Amendment) Regulations 2008, which came into force on 27 October 2008. The new regulations mean that Supply Pool workers are eligible for SSP in the same way as other groups of employees, regardless of their length of service, provided they are an employee for National Insurance purposes, and they meet the other qualifying criteria for SSP. More information on SSP can be found at www.direct.gov.uk.

All Supply Pool employees, who are an employee for National Insurance purposes, may be entitled to SSP, which is payable for absences of more than 3 working days. Below details the process to be adhered to by Supply Pool workers, in the event of sickness absence

Absence Spell	Action
Absence less than 4 days	<ul style="list-style-type: none">• No action/form required• No entitlement to SSP
Absence more than 4 days but no more than 7 calendar days*	<ul style="list-style-type: none">• Employee must complete the NCD Self Certification of Sickness Absence form (available from eBis)• SSP may be paid from the 4th working day of absence
Absence more than 7 calendar days*	<ul style="list-style-type: none">• Medical Note from GP required• SSP may be paid from the 4th working day of absence

**After already receiving SSP for one spell of sickness absence, if you get sick again within eight weeks of the previous period of illness, you may be able to claim Statutory Sick Pay from the first day.*

j) Disclosure and Barring Service

Assignments may involve contact with children under 18 or vulnerable members of society. These assignments will only be offered to individuals who have the appropriate clearance in accordance with the Police Act 1997. For these assignments, you are required to make the payment to cover the Enhanced DBS check. Without this fee, we will be unable to process your DBS application.

k) Immigration, Asylum and Nationality Act 2006

In line with section 15 of the Immigration, Asylum and Nationality Act 2006, all employers in the United Kingdom are required to make basic document checks on every person they intend to employ. It is essential that these document checks take place prior to consideration of any assignments.

l) Safeguarding Vulnerable Groups Act 2006

In line with the Safeguarding Vulnerable Groups Act 2006 it is a requirement that we hold a complete record on all individuals employed at New College Durham. It is essential that the College can demonstrate that they have carried out robust and accurate checks on all its Supply Pool staff to ensure the safety of its students.

m) Occupational Health

Upon your appointment to the Supply Pool, Occupational Health clearance needs to be obtained. If your medical condition significantly changes and you require assistance or support to carry out assignments you must notify the Human Resources Assistant.

n) Safeguarding

Prior to your appointment to the Supply Pool, you must complete a brief online survey relating to safeguarding. You will be sent this once you have attended your appointment with HR to complete the recruitment checks.

Once you we have received your first booking, you will be required to undertake further Safeguarding training which include Safeguarding, Prevent and Channel and Equality and Diversity. Details will be sent once we have received your first booking.

o) Induction

You will be required to attend an induction session, details will be sent by HR when we receive your first booking and you must notify us if you cannot attend, so that we can arrange for you to attend the next session. Failure to attend after being invited on 3 separate occasions may result in your booking being cancelled.

p) Exclusivity of Service

Subject to the terms set out you are free to accept employment or work on a self-employed basis with any other employer or agency. However, on accepting an assignment at New College Durham Supply Pool you are required to devote your full attention and abilities to the agreed duties during the scheduled working hours agreed and to act in the best interest of the Corporation at all times. It is also an expectation that if you are working with the New College Durham Supply Pool you will attend one of the Staff Induction events that are held.

q) Record Keeping

You are required to keep accurate records required by the College in respect of all assignments carried out. Where the assignment requires records of student attendance are to be kept, or where you are involved in student assessment, these records must be made available to the College. Additionally you must comply with any requirements of the College regarding personal time keeping.

r) Timesheets and Reports

In order to ensure timely payment of fees, you must comply with the College's procedure for confirming the hours worked on each assignment.

Falsification of information on such returns will lead to removal from the register of New College Durham and the College reserves the right to pursue legal remedies in the recovery of any overpayment.

s) Quality

You are required to ensure that any work carried out as part of the assignment meets the best-recognised professional practice. You must maintain the highest standards and quality of work by ensuring that the College's policies for quality management and control are observed and implemented within all assignments undertaken.

t) Copyright and Confidentiality

Where an assignment specifically requires the production of materials for use by New College Durham, e.g., preparation of a new course, copyright in those materials will belong to the College. These materials must not be used in any way without the prior written permission of the College.

You shall not either during any assignment (except in the proper performance of your duties), nor at any time after its termination, use for your own purposes (or for any purposes other than those of the Corporation) or divulge to any person, corporation, company or other organisation whatsoever any confidential information belonging to the Corporation or to any Subsidiary or relating to its or their affairs or dealings which may come to your knowledge during your employment. This restriction shall cease to apply to any information or knowledge which may come into the public domain after the termination of either an assignment or your participation on the register, other than as a result of unauthorised disclosure by you or by any third party.

Confidential information shall include (but shall not be limited to) the following:

Information concerning the services offered or provided by the Corporation or any Subsidiary including the names of any persons, companies or other organisations to whom such services are provided, their requirements and the terms upon which services are provided to them (save that such information shall not be regarded as confidential once it has been published in any prospectus or other document which is available to members of the public);

The Corporation's marketing strategies and business plans or those of any Subsidiary;

- any information relating to a proposed reorganisation, expansion or contraction of the Corporation's activities (or those of any Subsidiary) including any such proposal which also involves the activities of any other corporation or organisation;
- financial information relating to the Corporation or any Subsidiary (save to the extent that such information is included in published audited accounts);
- details of employees/supply pool staff of the Corporation or any Subsidiary, the remuneration and other benefits paid to them and their experience, skills and aptitudes;
- any information which you have been told is confidential or which you might reasonably expect to be confidential.
- any information which has been given to the Corporation or any Subsidiary in confidence by students or other persons, companies or organisations.

Notwithstanding the above, the Corporation affirms that academic staff and academic supply pool staff have freedom within the law to question and test received wisdom relating to

academic matters, and to put forward new ideas and controversial or unpopular opinions about academic matters without placing themselves in jeopardy or losing the jobs and privileges they have at the College.

All records, documents and other papers (together with any copies or extracts thereof) made or acquired by you in the course of any assignment will be the property of the Corporation and must be returned to it on the termination of your employment.

u) Pension

Teaching:

You may be entitled to participate in the Teachers' Pension Scheme subject to its prevailing terms and conditions. The TPA is contracted out of the State Earnings Related Pension Scheme. It follows that if you choose to participate in it, a contracting out certificate under the Social Security Pensions Act 1975 will be in force in respect of your employment. Should you choose not to join the TPA, you must participate in the State pension scheme or take out a personal pension.

Part-time employees who take up teaching after the 1 January 2007 will automatically be brought into the Teachers Pension Scheme. Any part-time member of staff that does not wish to contribute to the pension scheme will need to formally 'opt out' by completing the appropriate documentation on the Teachers Pension website. Please note that if an individual is already a member of the Local Government Pension Scheme they may be ineligible to join the TPA.

Support:

You may be entitled to participate in the Local Government Pension Scheme subject to its prevailing terms and conditions. The LGPS is contracted out of the State Earnings Related Pension Scheme. It follows that if you choose to participate in it, a contracting out certificate under the Social Security Pensions Act 1975 will be in force in respect of your employment. Should you choose not to join the LGPS, you must participate in the State pension scheme or take out a personal pension.

Part-time employees who take support work will automatically be brought into the Local Government Pension Scheme. Any part-time member of staff that does not wish to contribute to the pension scheme will need to formally 'opt out' by completing the appropriate documentation on the Local Government website. Please note that if an individual is already a member of the Teachers Pension Scheme they may be ineligible to join the LGPS.

v) Change in personal details

You are requested to keep the College Supply Pool informed of any changes to personal details. Failure to keep the details up to date may result in either removal from the Supply Pool or assignments not being offered.

w) Motor Insurance

Some assignments may require you to utilise your own vehicle during work. You should ensure that your motor insurance policy covers you for business use. A copy of the current insurance certificate must be submitted to the Payroll Department of New College Durham.

x) Removal of Name from Database

The following is a non-exhaustive list of types of conduct, which will entitle New College Durham Supply Pool to remove your details from the database and terminate forthwith any assignments on which you may be engaged:

- Falsifying timesheets, reports or other forms or returns to New College Durham Supply Pool.

- Failure to teach agreed classes or lectures.
- Failure to meet required quality standards notified to you at the time the assignment is agreed.
- Unprofessional conduct.

If an assignment is terminated before it has been completed in these or similar circumstances New College Durham Supply Pool is released from any obligation to pay any sum relation to the period after termination takes effect and reserves the right to withhold payment for any outstanding sum due at the date of termination.

If you are not utilised for 12 months on the register you will be contacted as to whether you wish to remain on the register. If you wish to remain on the register you will need to confirm in writing by returning the appropriate notification slip.

y) Redundancy

If a single assignment continues for two or more years you may be eligible for redundancy payment. Any calculation of redundancy payment will be based on the prevailing statutory rates and calculations. No other enhancements to those rates stated in statute will be provided.

z) Notice

On occasions the College may have to terminate an assignment before it is completed, and it reserves the right to do so, with a minimum of one week's notice. The College will endeavour to give as much notice as is practicable. If an assignment is terminated before its completion the New College Durham Supply Pool is released of any obligation to pay any sum for the period after the termination takes effect.

aa) Special Conditions

Self-Employed Status

If an individual wishes to retain self-employed status whilst working in the New College Durham Supply Pool, this can be facilitated with the production of the appropriate Inland Revenue Form to the Director of HR and Facilities. The fees quoted in paragraph 3 will then be paid at the gross amount and on the same payment terms as all other Supply Pool staff. However, the individual may not be eligible to join the pension scheme as both are excluded to third party providers. For payment to be made to a lecturer retaining self-employed status it is an essential requirement that the individual provides evidence of Professional Indemnity Insurance.

Through HM Revenue & Customs, New College Durham must identify the correct status of a worker depending upon the terms and conditions of their working relationship with the College. The Finance department will undertake an Employment Status Indicator (ESI) test for every new self-employed individual that works via the Supply Pool. Further details about what the test involves can be found at www.hmrc.gov.uk/payee/employees/start-leave/status.

bb) Existing College Staff Registering with the Supply Pool

Existing College staff may register with the Supply Pool, subject to any supply pool work not being at the detriment of their existing contract or being undertaken at the same time as commitments for the existing contract. Please note that existing staff upon leaving (whether by redundancy/retirement etc) must have a break of 4 weeks before commencing any further/new bookings on the supply pool, unless permission from the Director of HR is authorised.

Appendix B: Teaching Subject Codes

Business / Management / Office Studies	
Subjects	Subject Codes
Accounting	A01
Administrative Management	A02
Assertiveness (Business)	A03
Auditing	A04
Banking	A05
Book Keeping	A06
Business Administration	A07
Business And Finance - General	A08
Business Communication Skills	A09
Business Law	A10
Business Mathematics/Statistics	A11
Business Modelling/Analysis	A12
Business Organisations (General)	A13
Business Studies - General	A14
Conflict Management (Business)	A15
Cost And Management Accounting	A16
Credit Management	A17
Decision Making Skills	A18
Equal Opportunities (Business)	A19
Finance/Accounting General	A20
Financial Control	A21
Financial Management	A22
Financial Services	A23
Human Resources Management	A24
Industrial Management	A25
Industrial Relations	A26
Insurance	A27
International Business Studies/Trade	A28
Interviewing (Business)	A29
Investment Management	A30
Legal Secretarial Work	A31
Management General	A32
Management Planning	A33
Management Skills	A34
Medical Secretarial Work	A35
Money / Stock & Commodity Market Services	A36
Negotiating Skills (Business)	A37
Office Skills/Technology	A38
Other Business/Management Please State	A39
Personnel Administration	A40
Project Management	A41
Public Administration	A42
Public Finance	A43
Quality Assurance	A44
Reception Skills	A45
Recruitment And Selection	A46
Secretarial Skills	A47
Shorthand	A48
Small Business Management	A49
Staff Performance/Development	A50
Supervisory Skills	A51

Tax Accounting	A52
Team Building Skills	A53
Time Management	A54
Typing	A55
Word Processing	A56
Work Study	A57
Other Financial Management/Accounting Please State	A58
Other Financial Services Please State	A59
Other Human Resources Please State	A60
Other Office Skills Please State	A61
Note Taking	A62

Sales / Marketing / Distribution	
Subjects	Subject Codes
Advertising	B01
Consumer Protection	B02
Customer Care	B03
Exporting / Importing	B04
International Marketing	B05
Market Research	B06
Marketing	B07
Physical Distribution / Transport	B08
Public Relations	B09
Retailing	B10
Sales	B11
Other Sales/Marketing/Distribution Please State	B12

Information Technology & Information	
Subjects	Subject Codes
Accounting Software/Applications	C01
Business Software/Applications	C02
Communication/ IT	C03
Computer Communications/Networking	C04
Computer Design/Engineering	C05
Computer Electronics	C06
Computer Hardware	C07
Computer Programming	C08
Computer Science	C09
Computer Systems	C10
Database Software/Applications	C11
Desk Top Publishing Software/Applications	C12
Graphics Software/Applications	C13
Information Systems And Management	C14
Internet/Website	C15
It/Computer Studies	C16
Operating Systems	C17
Software Development	C18
Spreadsheet Software/Applications	C19
Word Processing Software/Applications	C20
Other Information Technology/Information Please St	C21
European Computer Driving Licence	C22

Humanities	
Subjects	Subject Codes
Archaeology	D01
Economic & Social History	D02
Genealogy	D03
History	D04
Local/Regional History	D05
Museum Studies	D06
Oral History	D07
Philosophy	D08
Political History	D09
Religious Studies	D10
Other Humanities Please State	D11

Politics / Economics / Law / Social Sciences	
Subjects	Subject Codes
Age Studies	E01
Anthropology	E02
Community Studies	E03
Criminology	E04
Economics	E05
Government/Politics	E06
Industrial Studies	E07
Law	E08
Social Research	E09
Social Sciences	E10
Sociology	E11
Youth Studies	E12
Other Politics/Econ./Law/Social Sciences Please	E13

Area Studies / Cultural Studies / Languages / Literature	
Subjects	Subject Codes
African Languages Please State	F01
African Studies	F02
American Studies	F03
Americas: Languages Please State	F04
Arabic	F05
Armenian Languages	F06
Asian Studies	F07
Astrology	F08
Australasian Studies	F09
Bengali	F10
Black Studies	F11
Celtic Studies	F12
Chinese	F13
Contemporary Studies	F14
Cultural Studies	F15
Czech Languages	F16
Danish	F17
Dutch	F18
Efl	F19
English For Business	F20

English Language	F21
English Literature	F22
Esol	F23
European Studies	F24
Folklore	F25
French	F26
Gender Studies	F27
German	F28
Greek; Ancient	F29
Greek; Modern	F30
Gujarati	F31
Hebrew	F32
Hindi	F33
Hindustani	F34
Hispanic Studies	F35
Interpreting	F36
Iranian	F37
Islamic Studies	F38
Italian	F39
Japanese	F40
Jewish Studies	F41
Latin	F42
Linguistics	F43
Middle East Languages	F44
Middle Eastern Studies	F45
Mythology	F46
Nordic Languages	F47
Other Literature Please State	F48
Poetry	F49
Polish	F50
Portuguese	F51
Romanian	F52
Romany Studies	F53
Russian	F54
South Slavic Languages	F55
Spanish	F56
Swedish	F57
Third World Studies	F58
Translation	F59
Ukrainian	F60
Uralian / Caucasian Languages	F61
Urdu	F62
Welsh	F63
Other Culture/Gender/Folklore Please State	F64
Other Cultural/Internat. Studies Please State	F65
Other Languages Please State	F66

Education / Training / Teaching	
Subjects	Subject Codes
Adult/Community Education (General)	G01
Assessor	G02
Basic Skills	G03
Early Years	G04
Education (General)	G05
Education Policy/Planning	G06
Education Theory/Philosophy	G07
Equal Opportunities In Education	G08
Further Education	G09
Key Skills	G11
Learning Design/Development	G12
Learning Issues	G13
Literacy	G14
Living Skills	G15
Multicultural Education	G16
Numeracy	G17
Nursery Education/Playgroups	G18
Primary Education	G19
Problem Awareness/Counselling	G20
Secondary Education	G21
Sign Language	G22
Special Education	G23
Support Work	G24
Other Education/Teacher Training Please State	G25
Functional Skills	G26
Advice & Guidance	G27
Employability Skills	G28
Safeguarding	G29
Learning Support	G30
Communication Support	G31

Family Care / Personal Development / Personal Care	
Subjects	Subject Codes
Aromatherapy	H01
Assertiveness	H02
Beauty Therapy	H03
Carer/Family Care	H04
Exercise/Keep Fit	H05
Hairdressing	H06
Interpersonal Skills	H07
Job Search Skills	H08
Make-Up	H09
Massage	H10
Meditation/Yoga	H11
Money Management	H12
Parenting	H13
Personal Finance	H14
Reflexology	H15
Relaxation	H16
Retirement/Redundancy Planning	H17
Salon Work	H18

Self Defence	H19
Self Development	H20
Stress Control	H21
Study Skills	H22
Other Personal Development Please State	H23
Other Health / Fitness & Appearance Please State	H24

Arts & Crafts	
Subjects	Subject Codes
Art & Design	I01
Art History & Criticism	I02
Art Studies	I03
Art Techniques/Practice	I04
Art Theory	I05
Collecting/Antiques	I06
Community Arts	I07
Crafts	I08
Decorative Leisure Crafts	I09
Design	I10
Design Management	I11
Fabric Crafts/Soft Furnishings	I12
Fashion/Textiles/Clothing (Craft)	I13
Fine Art	I14
Flower Crafts	I15
Glass Ceramics/Stone Crafts	I16
Graphic Arts	I17
Graphic Design	I18
Lettering	I19
Metal Crafts/Jewellery	I20
Museum/Gallery/Conservation Skills	I21
Painting/Drawing	I22
Paper Crafts	I23
Pottery	I24
Print Making	I25
Sculpture	I26
Wood Cane & Furniture Crafts	I27
Other Arts & Crafts	I28
Life Model	I29

Authorship / Photography / Publishing / Media	
Subjects	Subject Codes
Audio-visual Studies	J01
Communication Skills	J02
Communication Studies	J03
Creative Writing	J04
Film Studies	J05
Film/ Video Production	J06
Journalism	J07
Media Studies	J08
Photography	J09
Printing	J10
Publishing	J11

Radio Studies	J12
Technical Authorship	J13
Television Studies	J14
Other Authorship/Photog./Pub./Media Please State	J15

Performing Arts	
Subjects	Subject Codes
Classical Dance	K01
Dance	K02
Drama Studies	K03
Dramatic Arts (General)	K04
Modern Dance	K05
Music Performance (General)	K06
Music Studies (General)	K07
Music Theory	K08
Musical Instrument Technology	K09
Singing	K10
Theatre Production	K11
Other Dance	K12
Other Theatre/ Dramatic Arts	K13
Other Music (Please State)	K14
Acting	K15
DJ Skills	K16
Guitar	K17
Piano	K18

Sports / Games & Recreation	
Subjects	Subject Codes
Physical Education	L01
Sports Studies	L03
Other Sports Please State	L04
Uniformed Services	L06

Catering / Food / Leisure Services / Tourism	
Subjects	Subject Codes
Arts / Culture / Heritage Administration	M01
Baking / Dairy / Food & Drink Processing	M02
Catering Services	M03
Cookery	M04
Food / Drink Services	M05
Food Hygiene	M06
Food Preparation	M07
Food Science / Technology	M08
Home Economics	M09
Hospitality Services	M10
Hotel / Catering Management	M11
Hotel / Catering Studies	M12
Leisure Management	M13
Leisure Studies	M14
Nutrition	M15

Tourism / Travel	M16
Other Catering/Food/Leisure/Tour. Please State	M17

Health Care / Medicine / Health & Safety	
Subjects	Subject Codes
Behavioural Psychology	N01
Child Care Services	N02
Complementary Medicine	N03
Crisis Support / Counselling	N04
Dental Services	N05
Family / Community Work	N06
First Aid	N07
Health & Social Care	N08
Health Care Management	N09
Medical Sciences	N10
Medical Technology / Pharmacology	N11
Nursery Nursing	N12
Nursing	N13
Occupational Health & Safety	N14
Occupational Therapy	N15
Ophthalmic Services	N16
Physiotherapy	N17
Psychology	N18
Safety Administration / Regulations	N19
Social Policy / Administration	N20
Social Work	N21
Speech Therapy	N22
Other Health Care/Medicine/Health & Safety Pleas	N23
Podiatry	N24

Environmental Protection / Energy / Cleansing / Security	
Subjects	Subject Codes
Cleansing Science / Studies	Q01
Energy Economics	Q02
Environmental Conservation / Policies	Q03
Environmental Health / Safety	Q04
Environmental Pollution/Pollution Control	Q05
Environmental Science	Q06
Environmental Studies	Q07
Fire Prevention / Fire Fighting	Q08
Funerary Services	Q09
Security	Q10
Other Environ./Energy/Cleansing/Security Please St	Q11

Science & Mathematics	
Subjects	Subject Codes
Agricultural Engineering/Farm Machinery	R01
Agricultural Horticultural Maintenance	R02
Agricultural Sciences	R03
Agriculture	R04

Amenity Horticulture / Sports grounds	R05
Animal Care	R06
Animal Husbandry	R07
Applied Mathematics	R08
Astronomy	R09
Biochemistry	R10
Biology	R11
Botany	R12
Cartography	R13
Chemistry	R14
Crop Production	R15
Crop Protection	R16
Earth Sciences	R17
Ecology	R18
Fish Production/Fisheries	R19
Floristry	R20
Forestry/Timber Production	R21
Further Mathematics	R22
Gardening / Floristry / Plant Sales	R23
Geography	R24
Geology	R25
Geophysics	R26
Horticulture	R27
Human Biology	R28
Land & Sea Surveying	R29
Mathematical Analysis	R30
Mathematics	R31
Mechanics (Physics)	R32
Meteorology	R33
Natural History	R34
Oceanography	R35
Physics	R36
Pure Mathematics	R37
Rural/Agricultural Business Organisation	R38
Science (General)	R39
Science Laboratory Practice	R40
Soil Science	R41
Statistics	R42
Veterinary Services	R43
Zoology	R44
Other Science/Mathematics	R45

Construction & Property (Built Environment)	
Subjects	Subject Codes
Auctioneering	S01
Brickwork / Masonry	S02
Building / Construction Operations	S03
Building Design / Architecture	S04
Building Electrical Work	S05
Building Maintenance	S06
Building Services (General)	S07
Building Studies	S08
Built Environment	S09

Civil Engineering	S10
Construction Carpentry / Shop fitting / Erection	S11
Construction Management	S12
Construction Site Work	S13
Construction Studies	S14
Fuel Technology	S15
Gas Supply/Engineering	S16
Glazing (Buildings)	S17
Heating Installation	S18
Housing Studies	S19
Interior Design / Fitting / Decoration	S20
Painting & Decorating	S21
Planning (General)	S22
Plumbing	S23
Property Development / Management	S24
Quantity Surveying / Economics	S25
Structural Engineering	S26
Surveying: General Practice	S27
Town & Country Planning	S28
Other Construction/Property/Built Environ.	S29

Services to Industry	
Subjects	Subject Codes
Ceramics Technology	T01
Chemical Products	T02
Concrete / Cement Technology	T03
Engineering Services	T04
Food / Drink / Tobacco (Industrial)	T05
Glass Technology	T06
Industrial Control / Monitoring	T07
Industrial Design / Research & Development	T08
Instrument Making / Repair	T09
Leather Footwear & Fur	T10
Manufacturing (General)	T11
Manufacturing / Assembly	T12
Paper Manufacture	T13
Polymer Processing	T14
Production / Operations Management	T15
Purchasing / Procurement & Sourcing	T16
Quality Assurance / Management	T17
Testing Measurement & Inspection	T18
Textiles / Fabrics (Industrial)	T19
Woodworking / Furniture Manufacture	T20
Other Services To Industry Please State	T21

Engineering	
Subjects	Subject Codes
Aerospace / Defence Engineering	U01
Electrical / Electronic Servicing	U02
Electrical Engineering	U03
Electronic Engineering	U04
Engineering (General)	U05

Marine / Offshore Engineering	U06
Mechanical Engineering	U07
Metals Working / Finishing	U08
Power / Energy Engineering	U09
Rail Vehicle Engineering	U10
Road Vehicle Engineering	U11
Ship & Boat Building	U12
Telecommunications	U13
Tools / Machining	U14
Vehicle Maintenance / Repair	U15
Welding / Joining	U16
Other Engineering Please State	U17

Oil / Mining / Plastics / Chemicals	
Subjects	Subject Codes
Chemicals / Materials Engineering	V01
Metallurgy / Metals Production	V02
Mining / Quarrying / Extraction	V03
Oil & Gas Operations	V04
Polymer Science / Technology	V05
Other Oil / Mining / Plastics / Chem. Please State	V06

Transport Services	
Subjects	Subject Codes
Aviation	W01
Driving / Road Safety	W02
Freight Handling	W03
Marine Transport	W04
Motor Trade Operations	W05
Rail Transport	W06
Road Transport Operation	W07
Transport (General)	W08
Other Transport Please State	W09

Assessor	
Subjects	Subject Codes
Advice & Guidance Assessing	X01
Business Admin Assessing	X02
Care Assessing	X03
Caretaking Assessing	X04
Childcare Assessing	X05
Cleaning Assessing	X06
Customer Service Assessing	X07
Distribution Assessing	X08
Fashion & Clothing Assessing	X09
Fine Art Assessing	X10
First Aid Assessing	X11
Food Hygiene Assessing	X12
Graphics Assessing	X13
Health & Safety Assessing	X14

Health & Social Care Assessor	X15
Hospitality & Catering Assessing	X16
IT Assessing	X17
Laundry & Dry Cleaning Assessing	X18
Management Assessing	X19
Manufacturing & Sewing Assessing	X20
Moving & Handling Assessing	X21
Nursing Assessing	X22
Retail Assessing	X23
Sports & Recreation Assessing	X24
Teaching Studies Assessing	X25
Team Leading Assessing	X26
Video Production Assessing	X27
Warehousing Assessing	X28
Other Assessing - please state	X40

Appendix C: Administration/Non-Teaching Subject Codes

Business / Management / Office Studies	
Subjects	Subject Codes
Accounting	Y01
Book Keeping	Y02
Office Skills/Technology	Y03
Reception Skills	Y04
Shorthand	Y05
Word Processing	Y06
Advice & Guidance	Y07
Customer Care	Y08
Retailing	Y09
Invigilating	Y10
Sports Coaching	Y11
Gym Exercise	Y12