

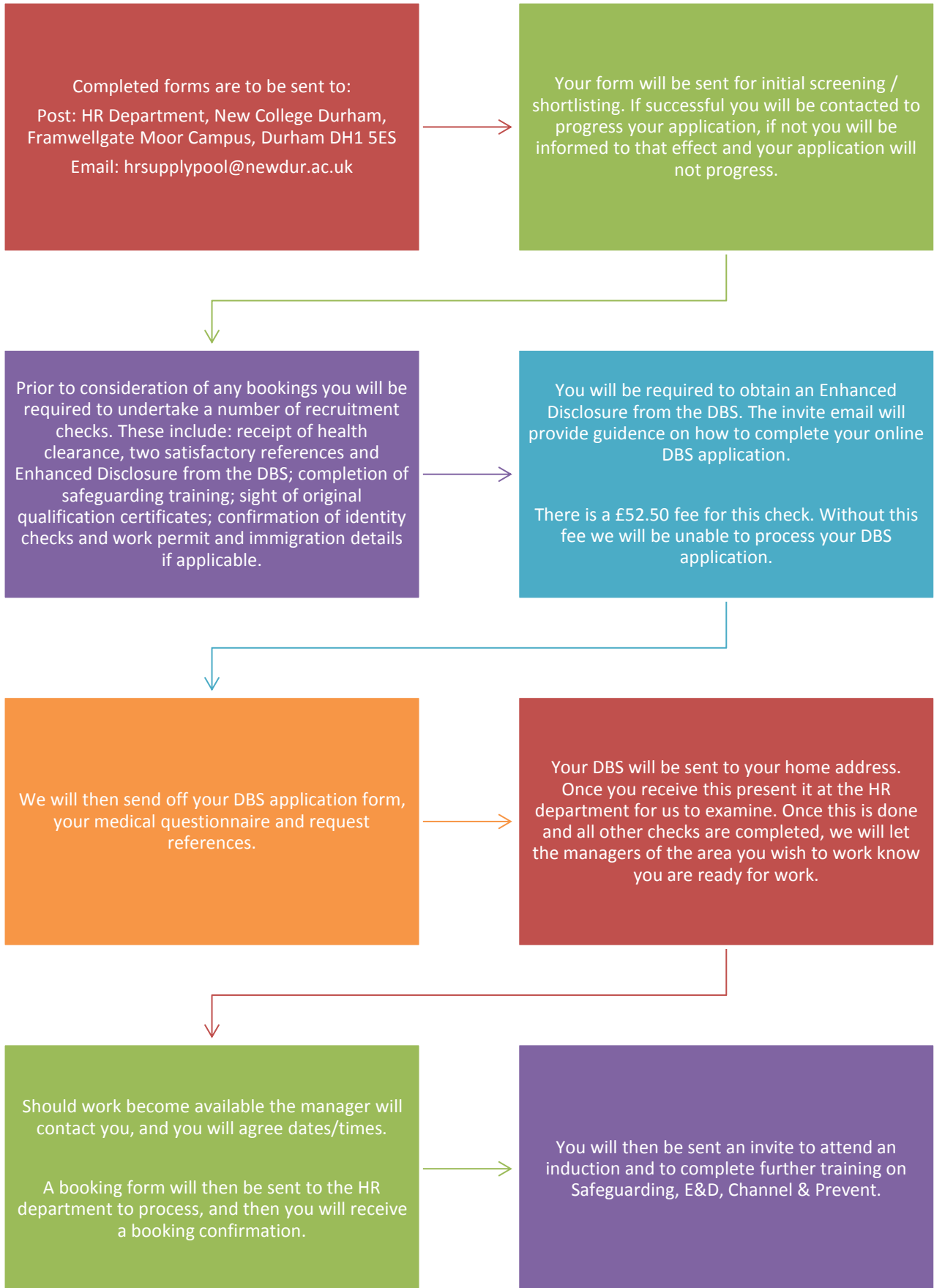


**New College Durham
Supply Pool Application Guide**

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New College Durham Supply Pool Process



*Applications not completed within three months of submission will be ruled null and void and the application deleted.

Safeguarding

If your application is accepted, a link to complete a brief online survey relating to safeguarding will be sent to the email address that you provided on your application form. 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

Participation in staff induction is a mandatory element of Supply Pool employment. In order to recognise the flexibility of supply pool position there are a number of ways that you can participate in induction. The preferred option would be for you to attend a full day induction session (further information will be sent out to you once you receive a booking). If this is not practical due to existing working patterns, can you please let a member of the HR team know who will then arrange for a twilight session or inform your manager that you will require a 121 induction with them. Failure to participate in induction after being invited on three separate occasions, may result in your bookings being cancelled until you have completed the mandatory session.

Pension Information

All Supply Pool staff are automatically entered into either the Local Government Pension Scheme or the Teachers' Pension Scheme. This is a mandatory requirement and we must deduct pension contributions before we are able to allow an individual to opt out of the pension scheme. On commencement of employment our Finance Department will contact you with your unique member reference and members guide. Detailed guidance of the employers' duties with regards to Auto Enrolment can be found on the Pensions Regulator's website at www.thepensionsregulator.gov.uk.

➤ LGPS:

All employees working in a Support role will be contractually enrolled into the pension scheme, unless they choose to opt out. If you opt out of the LGPS before completing 3 months membership you will be treated as never having been a member and your employer will refund the contributions to you through your pay. More details about the scheme can be found at www.lgps.org.uk.

➤ TPS:

All employees that have a predominantly academic role and are between the age of 16 and 75 will be contractually enrolled into the scheme, unless they choose to opt out. On electing to do so the pension contributions which have been paid will be refunded through the payroll system. Anyone deciding to opt out of the scheme must complete the appropriate documentation found on the Teachers' Pension website. More details about the scheme can be found at www.teacherspensions.co.uk.

Teaching Qualifications

The College recommends that those who do not already hold a Teaching Qualification but are interested in obtaining one, that they consider working towards the Certificate in Education. This qualification is delivered at New College Durham. Classes begin in September and January and are taught on an evening enabling you to study for the qualification alongside your work commitments. If you would like an application form or further information, please contact the Education Team Administrator – Joanne.cornell@newdur.ac.uk. You can also visit the course information section of the college website via www.newcollegedurham.ac.uk. Funding is not available for this course.

Alternately, Supply Pool lecturers who do not hold/or are working towards a recognised teaching qualification on commencement of employment, will have the opportunity to access coaching on a 121 basis delivered by our Teaching, Learning and Assessment team. This will be arranged at induction or through your Line Manager.

There are a range of CPD opportunities available to all staff within college. The activities have been designed to support you to further develop your teaching, learning and assessment practice, your Line Manager will forward or discuss with you opportunities that would be relevant.

If you have any queries regarding the completion of the application form please contact Human Resources on 0191 375 4597/4127/4021.

Terms and Conditions

These generic terms and conditions govern 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.

1. 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 each 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.

2. Fees

New College Durham Supply Pool will agree to pay a fee which will be expressed as an hourly rate in any assignment offer. It is at your own discretion whether or not you choose to accept an assignment based on the fee offered.

Teaching:

| | |
|--------|-----------------------|
| Band 2 | £20.7529 ¹ |
| Band 3 | £26.2972 ¹ |
| Band 4 | £29.6033 ¹ |

Within the existing methodology there are occasions where inconsistencies may arise between band rates for similar work between schools. Although reports of instances like these are addressed by the central HR Supply Pool, it is recognised that a consistent definition of the respective bandings would assist managers in maintaining pay parity, and as such it is suggested that the following is used;

| Supply Pool Band 2 | Supply Pool Band 3 | Supply Pool Band 4 |
|---|--|--|
| Payable when delivering qualifications up to Level 2 such as: <ul style="list-style-type: none">GCSE'sNVQ Level 2 As well as Adult Learning Courses. | Payable when delivering qualifications up to level 3 such as: <ul style="list-style-type: none">A/AS-LevelBTEC National CertificateNVQ Level 3 | Payable when delivering specialist areas such as: <ul style="list-style-type: none">BAMBACIPFAPGCEBA In addition to first degrees and some foundation degrees. |

You may be required to prepare appropriate course materials and carry out administration / marking 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. 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:

| | |
|------------|-----------------------------|
| A01 | £8.3798¹ |
| B02 | £8.5560¹ |
| C02 | £9.1293¹ |
| D02 | £10.0913¹ |
| E02 | £11.4861¹ |
| F02 | £12.7772¹ |

¹ figures quoted are gross and are be subject to tax and NI deductions by the College, unless the individual wishes to retain self-employed status. In such an event the appropriate disclosure form should be obtained by the individual from the Inland Revenue and submitted to the Head of Human Resources.

It is suggested that the following is 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.

The monthly payment of fees will be made for any hours worked in the preceding month (i.e. a payment received in February is for any hours worked in January. All statutory deductions, i.e. tax and NI will be administered by the College prior to any payment.

Payslips are in an 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, which your College Manager can assist you with. The system will allow you to access your electronic payslip on your personal device when you are located externally from the College, i.e. from home if required. Staff who are unable to utilise a computer for medical reasons which may prevent them obtaining an electronic copy of their payslip can request for alternative arrangements to be made. To discuss alternative arrangements for accessing your payslip, you should write to Karl Fairley Director of HR and Corporate Services to request a meeting.

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

If an assignment is not completed or is terminated before completion, the total gross fee will be reduced pro rata to reflect the proportion of teaching hours completed by the date of termination. 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.

3. 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.

4. Data Protection

The College will hold and use any personal data (including special categories of personal data) relating to you in accordance with its legal obligations, in the manner set out in the Employee Privacy Notice (as amended by the College from time to time).

The following policies will apply to the handling of personal data throughout the College including your personal data. All of these are available on the College Intranet and Website:

- Data Protection Policy
- Records Management Policy
- Information Security Policy

The information below describes how the College will process records containing your personal data:

| Records | Retention Details |
|---------------------------|--|
| Appraisal | Records documenting routine assessments of your performance, and any consequent action taken will be kept on your personal file for monitoring purposes. The data will be disposed of 6 years after termination of employment. |
| Bullying & Harassment | Records documenting any bullying and harassment proceedings against you are kept on your personal file for monitoring purposes. The data will be disposed of 6 years after termination of employment, unless sanction establishes otherwise. |
| Disciplinary / Competence | Records documenting disciplinary proceedings against you, and any other competency reviews are kept on your personal file for monitoring purposes. The |

| | |
|---|---|
| | data will be disposed of 6 years after termination of employment, unless sanction establishes otherwise. |
| Flexible Retirement | Records documenting your flexible retirement requests are kept on your personal file in order for us to process the application. The data will be disposed of 6 years after termination of employment. |
| Grievance | Records documenting grievances raised by you, the College's response, action taken and the outcome will be kept on your personal file for monitoring purposes. The data will be disposed of 6 years after termination of employment. |
| Maternity / Adoption | In order to process maternity / adoption applications we require information regarding the expected date of childbirth. From this information we will document entitlements to, and calculations of, Statutory Maternity Pay. The data will be disposed of 6 years after termination of employment. |
| Performance Monitoring for Probationary Employees | Records documenting your probationary reviews, and any consequent action taken will be kept on your personal file for monitoring purposes. The data will be disposed of 6 years after termination of employment. |
| Recruitment & Selection | Records of advertisement of post and your initial application for employment including all supporting documents and recruitment checks will be kept on your personal file. The data will be disposed of 6 years after termination of employment. |
| Termination of Employment | Records documenting an employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal will be kept on your personal file 75 years after you have left. Limited |

| | |
|------------------|--|
| | information is kept for this amount of time so that we have sufficient information to provide any reference / or pension information. |
| Sickness Absence | Records documenting your absence due to sickness, including any Occupational Health and welfare correspondence will kept on your personal file. The data will be disposed of 6 years after termination of employment. |
| Whistleblowing | Records documenting any Whistleblowing raised by you, the College's response, action taken and the outcome will be kept on your personal file for monitoring purposes. The data will be disposed of 6 years after termination of employment. |

Neither the Employee Privacy Notice nor the policies referred to within this clause form a part of your Contract of Employment.

5. Monitoring of Emails, Internet and Telecommunication Use

The College's Policy on the Monitoring and Management of Electronic Communications, Internet and Telephones is available on the College Intranet. You must comply with it at all times. Your attention is drawn to the fact that the College may, in accordance with the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and our obligations under the Counter Terrorism and Security Act 2015, monitor your use of the telecommunications and computer systems supplied by the College, including your use of emails, the internet, social media accounts, telephone and facsimile. Any personal data (including special categories of personal data) obtained as a result of such monitoring will be held in accordance with the College's legal obligations, in the manner set out in the Employee Privacy Notice and in accordance with our Data Protection Policy which is available on the College website and Intranet. Neither the Employee Privacy Notice nor the policies referred to within this clause form a part of your Contract of Employment.

6. 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 for the College to do so. Equally there is no obligation for 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.

7. Expenses

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

8. 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. You will be notified of any deductions due and arrangements will be made for the deductions to be taken.

9. Accepting Assignments

You may agree to an assignment directly with a College Manager. However confirmation of assignment bookings will come via the Human Resources Department. 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. 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 you manager in the first instance.

10. 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 by the agreed deadline. If, in exceptional circumstances, you are unable to attend lectures for which you have been engaged, you must notify Human Resources of your non-attendance as soon as possible. If you are unable to carry out part or all of an assignment that 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.

11. Sickness Absence Procedure

Regulations were issued under the Fixed Term Employees (Prevention of Less Favourable Treatment) (Amendment) Regulations 2008; and came into force on 27 October 2008. The regulations have been effective at New College Durham since this date. The 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 considered an employee for National Insurance purposes and 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 when the Supply Pool employee is absent for more than 4 working days. The below information details the process to be adhered to by Supply Pool workers, in the event of sickness absence:

| Absence Spell | Action |
|--|--|
| Absence is 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 will 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 will be paid from the 4th working day of absence |

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

12. Disclosure and Barring Service

Assignments may involve contact with children under 18 or vulnerable adults. You will be required to obtain an Enhanced Disclosure from the DBS if you are accepted onto the Supply Pool. The fee for this check is £52.50, which is the fee charged to the college, therefore no profit is made by New College Durham. Without with fee we will be unable to complete the DBS check and your registration will not continue.

13. 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.

14. 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 they have carried out robust and accurate checks on all its Supply Pool staff to ensure the safety of its students.

15. Exclusivity of Service

Subject to the terms set out within this document, you are free to accept employment or work on a self-employed basis for 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.

16. Record Keeping

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

17. 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.

18. 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 of 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.

19. Change in personal details

You are required to keep Human Resources 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.

20. 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 your current insurance certificate must be submitted to the Payroll Department of New College Durham.

21. Removal of Name from Database

The following is a non-exhaustive list of types of conduct that entitle New College Durham Supply Pool to remove your details from the database and terminate forthwith any assignments in 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 after your addition to 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 this in writing by returning the provided notification slip.

22. Redundancy

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

23. 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.

24. Special Conditions - Self-Employed Status

An individual may retain self-employed status whilst working in the New College Durham Supply Pool by submitting the appropriate Inland Revenue Form to the Director of HR and Corporate Services. The fees quoted in paragraph 3 will then be paid to the individual at the gross amount and on the same payment terms as those applicable to all other Supply Pool staff. However, the individual is not eligible to join either 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.

25. Existing College Staff Registering with the Supply Pool

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

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 |

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|--|-----|
| 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 |

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|---|-----|
| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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| 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 |

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|------------------------------|-----|
| 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 |

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 |