

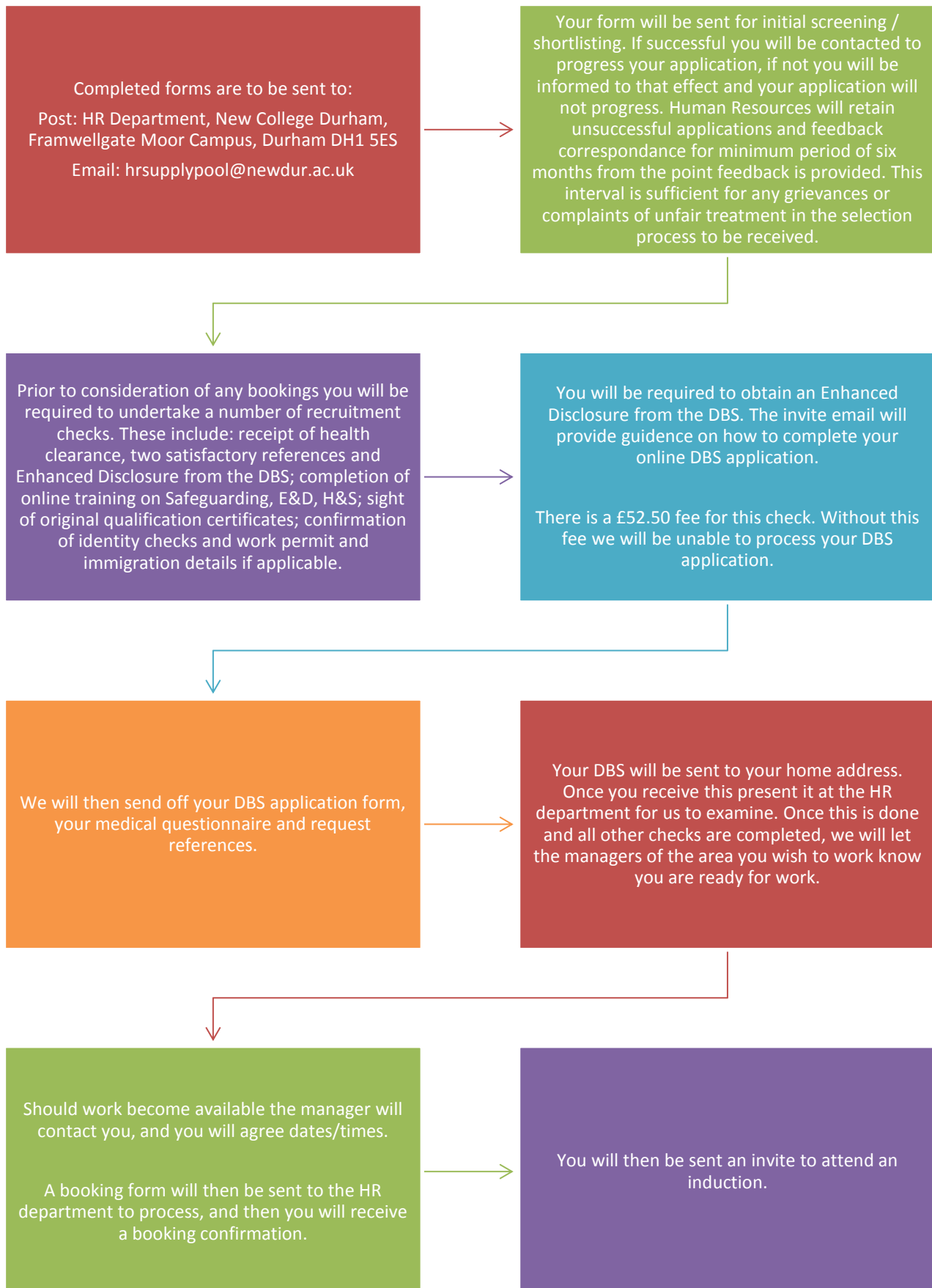


**New College Durham  
Supply Pool Application Guide**

## Contents

New College Durham Supply Pool Process .....	3
Online Training.....	4
Induction .....	4
Pension Information .....	4
Teaching Qualifications.....	5
Terms and Conditions .....	6
Teaching Subject Codes .....	16
Administration/Non-Teaching Subject Codes.....	26

## New College Durham Supply Pool Process



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

## Online Training

If your application is accepted, a link to complete our mandatory online training packages will be sent to the email address that you provided on your application form. This includes further information on Safeguarding (incorporates Channel and Prevent training), Equality and Diversity, and Health and Safety. This training must be completed prior to any bookings being confirmed, failure to complete the training will result in bookings being declined. Completion of the training is monitored regularly and staff records are updated.

To ensure our staff up to date knowledge it is a requirement that all staff refresh this training every three years, as long as you remain registered on the supply pool you will be required to do this. Payments for completing the refresher training is down to your managers' discretion. However, failure to undertake the refresher training on time will result in bookings not being processed.

## 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](http://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](http://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](http://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](mailto:Joanne.cornell@newdur.ac.uk). You can also visit the course information section of the college website via [www.newcollegedurham.ac.uk](http://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 4328/4597/4127/4021.

## 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:

<b>Band 2</b>	<b>£21.1678<sup>1</sup></b>
<b>Band 3</b>	<b>£26.8233<sup>1</sup></b>
<b>Band 4</b>	<b>£30.1954<sup>1</sup></b>

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;

<b>Supply Pool Band 2</b>	<b>Supply Pool Band 3</b>	<b>Supply Pool Band 4</b>
Payable when delivering qualifications up to Level 2 such as: <ul style="list-style-type: none"><li>• GCSE's</li><li>• NVQ Level 2</li></ul> As well as Adult Learning Courses.	Payable when delivering qualifications up to level 3 such as: <ul style="list-style-type: none"><li>• A/AS-Level</li><li>• BTEC National Certificate</li><li>• NVQ Level 3</li></ul>	Payable when delivering specialist areas such as: <ul style="list-style-type: none"><li>• BAMBA</li><li>• CIPFA</li><li>• PGCEBA</li></ul> 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:**

<b>A01</b>	<b>£8.6389<sup>1</sup></b>
<b>B02</b>	<b>£8.8152<sup>1</sup></b>
<b>C02</b>	<b>£9.3884<sup>1</sup></b>
<b>D02</b>	<b>£10.3504<sup>1</sup></b>
<b>E02</b>	<b>£11.7452<sup>1</sup></b>
<b>F02</b>	<b>£13.0364<sup>1</sup></b>

*<sup>1</sup> 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:

<b>Records</b>	<b>Retention Details</b>
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 your 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](http://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"> <li>No action/form required</li> <li>No entitlement to SSP</li> </ul>
Absence more than 4 days but no more than 7 calendar days*	<ul style="list-style-type: none"> <li>Employee must complete the NCD Self Certification of Sickness Absence form (<b>available from eBis</b>)</li> <li>SSP will be paid from the 4<sup>th</sup> working day of absence</li> </ul>
Absence more than 7 calendar days*	<ul style="list-style-type: none"> <li>Medical Note from GP required</li> <li>SSP will be paid from the 4<sup>th</sup> working day of absence</li> </ul>

*\*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](http://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



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

## 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