

Helpfile on Specific Qualifications October 2006

Guidelines on using LDCS Version 3 to classify broad-based courses or those leading to regularly occurring qualifications

Where there is a classification notation with the word general describing it and this notation in all other ways duplicates the notation above it, the notation with 'general' in it should be used for all broad-based courses such as A level and GCSE.

Examples

biology, RH.3 and biology (general), RH.31
Choose RH.31 for Biology GCSE and A Level

CHEMISTRY, RD. and Chemistry (general), RD.1
Choose RD.1 for Chemistry GCSE and A Level

ELECTRONIC ENGINEERING, XL. and electronic engineering (general), XL.1
Choose XL.1 for Electronics A Level

MATHEMATICS, RB. and Mathematics (general), RB.1
Choose RB.1 for Mathematics GCSE and A Level

PHYSICS, RC. and physics (general), RC.1
Choose RC.1 for Physics GCSE and A Level

PSYCHOLOGY, PK. and psychology (general), PK.1
Choose PK.1 for Psychology A Level

SCIENCE, RA. and science (general/combined), RA.1
Choose RA.1 for Science GCSE and A Level

Access Courses

For Access courses you normally code using the specific subject / subjects – only use HC.8 if no subject is specified

Examples:

| Subject | Code | Classification |
|---|------|--------------------------|
| Access to Art and Design | JA.2 | art & design |
| Access to Health Studies | PA.1 | health studies |
| Access to Higher Education (no subject specified) | HC.8 | access courses (general) |

Basic Skills Qualifications – Open College Network

For consistency use the following classifications for English/Maths basic skills courses accredited by Open College Network (OCN)

| Subject | Level | Classification |
|---------|---------|-------------------------------------|
| English | Entry | HD.3 reading and writing (literacy) |
| | Level 1 | HD.3 reading and writing (literacy) |
| | Level 2 | FN.2 English Language |
| | Level 3 | FN.2 English Language |
| Maths | Entry | HD.4 mathematics (numeracy) |
| | Level 1 | HD.4 mathematics (numeracy) |
| | Level 2 | RB.14 arithmetic |
| | Level 3 | RB.14 arithmetic |

If the course covers 2 levels use both codes if appropriate
eg English Level 1/Level 2 HD.3/FN.2

If the course covers 2 subjects use both codes as appropriate
eg English/Maths Level 1 HD.3/HD.4

For courses on English/Maths Level1/level 2

Use HD.3 reading and writing (literacy)
FN.2 English Language
HD.4 mathematics (numeracy)

Computing Qualifications (regularly used)

| Subject | Code | Classification |
|--|---------------|---|
| A+ Certification | CB.541 | CompTIA certification (support technicians) |
| CDIA+ | CB.33 | document and text processing |
| CISCO (if specifically awarded by CISCO) | CB.5615 | CISCO certifications (network / systems Management software) |
| CLAIT | CA.31 | CLAIT (Computer Literacy and Information Technology) |
| Computer Aided Draughting and Design (C&G 4351) | VF.12 | computer aided design |
| Computer Studies NC/ND/HNC/HND | CB. | COMPUTER SCIENCE |
| Computerised Accounts level 1/2 (OCR) | CC.631 | accounting/payroll software (use) |
| CTT+ | GC.2 | information technology / computer / information teaching / training |
| e-Biz+ | CB.444 | web server management |
| European Computer Driving Licence (ECDL) | CA.32 | ECDL (European Computer Driving Licence) |
| HTI+ | CB.541 | CompTIA certification (support technicians) |
| i-Net+ | CB.44 | internet systems |
| Information Technology NVQ 3 | CA.1 | information technology (general) |
| Integrated Business Technology (IBT) | CA.2 | business information technology |
| Internet Technologies (OCR) (Only use CC.4 if the content indicates that the course will train users in specific software use) | CB.44 CC.4 | internet systems internet software use |
| IT Practitioners (General) BTEC Award/Cert/Diploma | CA.1 | information technology (general) |
| IT Practitioners (ICT Systems Support) BTEC Award/Cert/Diploma | CB.543 | systems support |
| IT Practitioners (Software Development) BTEC Award/Cert/Diploma | CB.6 | software development |
| Linux+ | CC.531 | Linux (operating systems) |
| Microsoft Certifications eg MCSE <i>Microsoft Certified Systems Engineer</i> MCSA <i>Microsoft Certified Systems Administrator</i> MCP <i>Microsoft Certified Professional</i> MCAD <i>Microsoft Certified Application Developer</i> MCSD <i>Microsoft Certified Solutions Developer</i> MCDST <i>Microsoft Certified Desktop Support Technician</i> | CB.5631 | Microsoft certifications (network / systems Management software) |
| Microsoft Office User Specialist (MOUS) | CC.1232 | Office (Microsoft) (integrated package) |
| Network + certification | CB.541 | CompTIA certification (support technicians) |
| Project+ | CB.66 | software engineering |
| Security+ | CB.53 | computer security systems |
| Server+ | CB.541 | CompTIA certification (support technicians) |

GCSE's, GCE A and AS Level

| Subject | Code | Classification |
|--|---------------|--|
| Accounting | AK.6 | accounting |
| Ancient History | DB.21 | ancient history |
| Applied Art and Design | JA.2 | art and design |
| Applied Business | AA.3 | business studies |
| Applied Health and Social Care | PA.1 PT. | health studies CARING SKILLS |
| Applied Information and Communication Technologies | CA. | INFORMATION AND COMMUNICATION TECHNOLOGY (GENERAL) |
| Applied Leisure and Tourism | NL.1 NK.1 | leisure studies tourism |
| Applied Leisure Studies | NL.1 | leisure studies |
| Applied Performing Arts | LA. | PERFORMING ARTS (GENERAL) |
| Applied Science | RA.14 | applied sciences |
| Applied Travel and Tourism | NK.1 NK.2 | tourism travel |
| Arabic | FN.821 | arabic language |
| Archaeology | DC. | ARCHAEOLOGY |
| Art | JA.1 | art |
| Art - Ceramics | JA.1 JR.1 | art ceramics arts/crafts |
| Art - Craft Studies | JA.1 | art |
| Art - Critical and Contextual Studies | JA.32 | art theory |
| Art - Critical and Historical Studies | JA.1 JA.33 | art art history & criticism |
| Art - Drawing and Painting | JA.1 JB.2 | art painting/drawing (art) |
| Art - Graphics | JA.1 JC.3 | art graphic design |
| Art - Photography | JA.1 KJ.1 | art photography |
| Art - Printmaking | JA.1 JB.8 | art print making (art) |
| Art - Sculpture | JA.1 JB.3 | art sculpture |
| Art - Textiles | JA.1 JK.11 | art textile design |
| Art - Three Dimensional Studies | JA.1 JC.4 | art three dimensional design (3D design) |
| Art and Design | JA.2 | art & design |
| Art and Design - Fine Art | JA.3 JA.2 | fine art art & design |
| Art and Design - Graphic Design | JC.3 JA.2 | graphic design art & design |
| Art and Design - Textiles | JK.11 JA.2 | textile design art & design |
| Art and Design - Three-dimensional design | JC.4 JA.2 | three dimensional design (3D design) art & design |
| Art and Design- Photography | KJ.1 JA.2 | photography art & design |
| Art History | JA.331 | art history |
| Astronomy | RE.1 | astronomy |
| Bengali | FN.811 | Bengali language |
| Biblical Hebrew | FN.16 | Biblical languages |
| Biology | RH.31 | biology (general) |
| Business and Communication Systems | AA.3 | business studies |
| Business Studies | AA.3 | business studies |

| | | |
|---|-------------------------|---|
| Business Studies and Economics | AA.3 EB. | business studies ECONOMICS |
| Catering | NA.11 | catering studies |
| Chemistry | RD.1 | chemistry (general) |
| Child Development | GA.331 | child development (education) |
| Chinese | FN.8352 | Chinese languages |
| Christian Theology | DD.2 | Christian religious studies |
| Citizenship | DE.421 | social ethics |
| Classical Civilisation | DB.212 DE.8 FC.51 | classical history classical philosophy classical literature |
| Classical Studies or Classics | DF. | CLASSICS |
| Communication Studies | KA.1 | communication studies |
| Computing (sometimes called Computer Studies) | CB. | COMPUTER SCIENCE |
| Craft, Design and Technology | XA.31 | craft design and technology |
| Critical Thinking | DE.51 | logic (philosophy) |
| Dance | LB. | DANCE |
| Design and Technology | JC.7 | design and technology |
| Design and Technology - Electronic Products | JC.7 XL.1 | design and technology electronic engineering (general) |
| Design and Technology - Electronics | JC.7 XL.1 | design and technology electronic engineering (general) |
| Design and Technology - Food or Design and Technology - Food Technology | JC.7 NH.6 | design and technology food technology |
| Design and Technology - Graphic Products | JC.7 JC.3 | design and technology graphic design |
| Design and Technology - Product Design | JC.7 VF.2 | design and technology product design |
| Design and Technology - Product Design and Technology | JC.7 VF.2 | design and technology product design |
| Design and Technology - Resistant Materials or Design and Technology - Resistant Materials Technology | JC.7 YC.4 | design and technology materials engineering & technology |
| Design and Technology - Systems and Control or Design and Technology - Systems and Control Technology | JC.7 VE. | design and technology INDUSTRIAL CONTROL/MONITORING |
| Design and Technology - Systems and Design Technology | JC.7 VF.1 | design and technology industrial design (general) |
| Design and Technology - Textiles or Design and Technology - Textiles Technology | JC.7 WH.3 | design and technology textiles/clothing technology |
| Drama | LC. | THEATRE & DRAMATIC ARTS |
| Drama and Theatre Arts | LC. | THEATRE & DRAMATIC ARTS |
| Drama and Theatre Studies | LC. | THEATRE & DRAMATIC ARTS |
| Dutch | FN.332 | Dutch language |
| Economics | EB. | ECONOMICS |
| Economics and Business Studies | EB. AA.3 | ECONOMICS business studies |
| Electronics | XL.1 | electronic engineering (general) |
| Engineering | XA.1 | engineering studies |
| English | FC.4 FN.2 | English literature English language |
| English Language | FN.2 | English language |
| English Language and Literature | FC.4 FN.2 | English literature English language |

| | | |
|---|---------------|---|
| English Literature | FC.4 | English literature |
| Environmental Science | QA.3 | environmental science |
| Environmental Studies | QA.1 | environmental studies |
| European History (see History) | DB.62 | Europe: history |
| European Studies | FM.4 | European studies |
| Expressive Arts | LA. | PERFORMING ARTS (GENERAL) |
| Fashion and Fabrics | JK.1 | fashion/textiles design |
| Film Studies | KA.3 | film studies |
| Food Studies | NH.1 | food science |
| French | FN.343 | French language |
| Further Mathematics (See also Mathematics – Further) | RB.1 | mathematics (general) |
| General Studies | DA.8 | general studies |
| Geography | RF.4 | geography |
| Geology | RF.2 | geology |
| German | FN.335 | German language |
| Government and Politics | EA. | GOVERNMENT/POLITICS |
| Greek (Classical) | FN.325 | Greek (classical) |
| Greek (modern) | FN.397 | Greek (modern) |
| Gujarati | FN.812 | Gujarati language |
| Health and Social Care | PA.1 PT. | health studies CARING SKILLS |
| Health Studies | PA.1 | health studies |
| Hebrew (Biblical) | FN.16 | biblical languages |
| Hebrew (Modern) | FN.823 | Hebrew language |
| History | DB. | HISTORY |
| History – American | DB.64 | Americas: history |
| History – European | DB.62 | Europe: history |
| History – Medieval | DB.23 | late medieval history |
| History – Modern | DB.25 | modern history (17 th to 20 th century) |
| History of Art | JA.331 | Art history |
| Home Economics | NG. | HOME ECONOMICS |
| Home Economics – Child Development | NG. GA.331 | HOME ECONOMICS child development (education) |
| Home Economics: Food and Nutrition | NG. NH.22 | HOME ECONOMICS nutrition |
| Human Biology | RH.41 | human biology |
| Human Physiology and Health | RH.43 PA.1 | physiology (human) health studies |
| Humanities | DA. | HUMANITIES/GENERAL STUDIES/ COMBINED STUDIES |
| Information and Communication Technology | CA. | INFORMATION AND COMMUNICATIONS TECHNOLOGY (GENERAL) |
| Information Technology | CA. | INFORMATION AND COMMUNICATIONS TECHNOLOGY (GENERAL) |
| Interior Design | JC.8 | interior design |
| Irish | FN.354 | Irish (Gaeilge) |
| Italian | FN.344 | Italian language |
| Japanese | FN.836 | Japanese language |
| Latin | FN.323 | Latin language |
| Law | EC. | LAW |
| Leisure and Tourism | NL.1 NK.1 | leisure studies tourism |
| Leisure Studies | NL.1 | leisure studies |
| Manufacturing | WA. | MANUFACTURING (GENERAL) |
| Mathematics | RB.1 | mathematics (general) |
| Mathematics - Applied | RB.16 | applied mathematics |
| Mathematics – Further | RB.1 | mathematics (general) |

| | | |
|---|----------------------|--|
| Mathematics - Mechanics | RB.1 RC.2 | mathematics (general) mechanics (physics) |
| Mathematics - MEI | RB.1 | mathematics (general) |
| Mathematics - Pure | RB.15 | pure mathematics |
| Mathematics - Statistics | RB.1 RB.71 | mathematics (general) statistics |
| Media Studies | KA.2 | media studies |
| Music | LF. | MUSIC STUDIES |
| Music Performance | LH. | MUSIC PERFORMANCE / PLAYING |
| Music Technology | LK. | MUSIC TECHNOLOGY / PRODUCTION |
| Office Applications | AY. | OFFICE SKILLS / ADMINISTRATION |
| Punjabi or Punjabi | FN.814 | Punjabi language |
| Performance Studies | LA. | PERFORMING ARTS (GENERAL) |
| Performing Arts | LA. | PERFORMING ARTS (GENERAL) |
| Performing Arts - Dance | LB. | DANCE |
| Persian | FN.8332 | Persian languages |
| Philosophy | DE.1 | philosophy (theory) |
| Philosophy and ethics | DE.4 DE.1 | ethics philosophy (theory) |
| Photography | KJ.1 | photography |
| Physical Education | MA.2 | physical education |
| Physics | RC.1 | physics (general) |
| Polish | FN.363 | Polish language |
| Politics | EA.2 | politics |
| Portuguese | FN.346 | Portuguese language |
| Psychology | PK.1 | psychology (general) |
| Religious Studies | DD.1 | religious studies |
| Religious Studies – Christian theology | DD.2 | Christian religious studies |
| Religious Studies – Islam | DD.3 | Islamic religious studies |
| Religious Studies - Philosophy and Ethics | DD.1 DE.1 DE.4 | religious studies philosophy (theory) ethics |
| Rural and Agricultural Science | SA.1 RK. | agriculture (general) AGRICULTURAL SCIENCE |
| Russian | FN.364 | Russian language |
| Science | RA.1 | science (general/combined) |
| Science for Public Understanding | RA.1 | science (general/combined) |
| Social Policy | PR.2 | social policy / administration |
| Social Science | ED. | SOCIAL SCIENCES |
| Social Science - Citizenship | DE.421 | social ethics |
| Sociology | EE.2 | sociology |
| Spanish | FN.349 | Spanish language |
| Spanish and Business Studies (combined) | FN.349 AA.3 | Spanish language business studies |
| Sport and Physical Education | MA.2 MA.1 | physical education sports studies |
| Sport Studies | MA.1 | sports studies |
| Statistics | RB.71 | statistics |
| Travel and Tourism | NK.1 NK.2 | tourism travel |
| Turkish | FN.8312 | Turkish languages |
| Urdu | FN.817 | Urdu language |
| Welsh Language | FN.357 | Welsh language |
| Welsh Literature | FC.6213 | Wales: literature |
| World Development | FM.14 EB.79 | international studies development economics |

SVQ/NVQ's (regularly used)

| Subject | Code | Classification |
|--|-------------------------|--|
| Accounting | AK.6 | accounting |
| Administration NVQ (levels 1 and 2) | AY. | OFFICE SKILLS/ADMINISTRATION |
| Administration NVQ (levels 3-5) | AY. AF. | OFFICE SKILLS/ADMINISTRATION MANAGEMENT SKILLS (SPECIFIC) |
| Advice and Guidance | PS.3 GF. | advice skills CAREERS/EDUCATION GUIDANCE WORK |
| Agriculture | SA.1 | agriculture (general) |
| Amenity Horticulture | SF. | AMENITY HORTICULTURE |
| Animal Care | SP.2 SH. | animal care (non-agricultural) ANIMAL HUSBANDRY |
| Bar Service | NB.21 | bar service |
| Barbering | HL.73 | men's hairdressing |
| Beauty Therapy | HL.12 | beauty therapy |
| Bricklaying | TG.21 | bricklaying |
| Brickwork | TG.2 | brickwork / masonry |
| British Sign Language | KB.622 | British Sign Language |
| Business Administration | AA.3 | business studies |
| Business Improvement Techniques | AE.8 | business development |
| Care | PT. | CARING SKILLS |
| Caring for Children and Young People | PT.21 | childcare skills |
| Carpentry and Joinery | WK.23 WK.24 TG.71 | joinery carpentry construction carpentry |
| Catering and Hospitality | NA.1 | hospitality / catering (general) |
| Children's Care Learning and Development | PT.21 GA.332 | childcare skills early learning |
| Cleaning and Support Services | QE.1 | cleaning science / studies |
| Contact Centre Operations | AM.2 | call centre skills |
| Customer Care/Service | BA.3 | customer service |
| Decorative Occupations | TG.8 | painting and decorating |
| Direct Training and Support | GB.14 GB.72 | training practice teaching / training skills |
| Distribution and Warehousing Operations | ZP. | DISTRIBUTION |
| Distributive Operations | BC.1 | distributive trades |
| Early Years Care & Education | PT.21 GA.331 | childcare skills child development (education) |
| Electrical Installation | XJ.3 TH.22 | electrical installation/wiring (plant/machinery/appliances) electrical installation (buildings/construction) |
| Engineering Maintenance | VG.21 | maintenance engineering |
| Engineering | XA.1 | engineering studies |
| Engineering Production | WA.5 | production engineering |
| Environmental Conservation | QA.2 | environmental conservation / policies |
| Fabrication and Welding | XD.74 XE.2 | fabrication (industrial) welding (general) |
| Floristry | SE.7 | floristry |
| Food and Drink Manufacturing Operations | WM.1 WM.3 | Food manufacture / processing (industrial) Drinks processing (industrial) |
| Food and Drink Service | NB. | FOOD / DRINK SERVICES |
| Food Preparation and Cooking | NE.1 NF.1 | food preparation (general) cookery: professional |
| Hairdressing | HL.7 | hairdressing services |
| Health and Social Care | PA.1 PT. | health studies CARING SKILLS |
| Horse Care | SH.712 | horse management |
| Horticulture | SA.2 | horticulture (general) |

| | | |
|---|---------------|---|
| Hospitality and Catering | NA.1 | hospitality / catering (general) |
| Hospitality Quick Service | NA.1 NC.8 | hospitality / catering (general) fast food catering |
| Hospitality Supervision | NA.7 | hospitality management |
| Housekeeping | ND.4 | domestic services / housekeeping |
| Instructing Exercise and Fitness | GC.72 | fitness trainer training |
| Learning and Development | GB.8 | learning / training design / development |
| Management | AB.1 | management studies/science |
| Nail Services | HL.4 | manicure |
| Occupational Health and Safety | PL.1 | occupational health & safety |
| Painting and Decorating | TG.8 | painting and decorating |
| Patisserie or Cake Making | NE.22 | cake making / decorating |
| Payroll Administration | AJ.25 | payroll (personnel administration) |
| Performing Engineering Operations | XA.1 | engineering studies |
| Performing Manufacturing Operations | WA. | MANUFACTURING (GENERAL) |
| Plastering | TG.87 | plastering |
| Playwork | PT.4 | play skills |
| Plumbing | TH.3 | plumbing (building work) |
| Preparing and Serving Food | NE.1 NB.1 | food preparation (general) food service |
| Professional Cookery | NF.1 | cookery: professional |
| Promoting Independence | PT.2 PS. | caring skills (specialist) CRISIS SUPPORT /COUNSELLING /ADVICE WORK |
| Reception (excluding reception in specific industry eg Hotel/Hospitality) | AY.72 | reception (business) |
| Retail / Retail Operations | BC.3 | retailing |
| Sales | BE.3 | sales techniques |
| Sport and Recreation | MA.1 NL.1 | sports studies leisure studies |
| Teaching Assistants | GB.33 | education assistants |
| Team Leading | AF.53 | leadership |
| Training and Development | GB.8 | learning / training design / development |
| Travel Services | NK.2 | travel |
| Trowel Occupations | TG.2 | brickwork / masonry |
| Using Information Technology | CA.1 | information technology (general) |
| Vehicle Body and Paint Operations | XS.3 XS.34 | vehicle body maintenance / repair vehicle painting / spraying (bodyshop) |
| Vehicle Maintenance / Vehicle Maintenance and Repair | XS.1 XS.4 | vehicle maintenance / repair vehicle engine maintenance / repair |
| Veterinary Nursing | SN.4 | veterinary nursing |
| Wood Occupations NVQ | WK.1 | woodworking / carpentry (general) |

BTEC Qualifications (including First/ Introductory/National Awards/Certificates/Diplomas and HNC's and HND's)

| Subject | Code | Classification |
|---------------------------------|--------------|--------------------------------------|
| Agriculture | SA.1 | agriculture (general) |
| Animal Care | SP.2 | animal care (non-agricultural) |
| Applied Science | RA.14 SH. | applied sciences ANIMAL HUSBANDRY |
| Beauty Therapy Sciences | HL.12 | beauty therapy |
| Building Studies | TE.2 | building studies |
| Business | AA.3 | business studies |
| Business and Finance | AA.4 | business & finance |
| Business Information Technology | CA.2 | business information technology |
| Business Studies | AA.3 | business studies |
| Caring | PT. | CARING SKILLS |

| | | |
|---|--------------------------|--|
| Civil Engineering | TL.1 | civil engineering (general) |
| Dental Technology | PF.4 | dental technology |
| E-business | BF.1 | e-business |
| Electrical and Electronic Engineering | XJ.1 XL.1 | electrical engineering (general) electronic engineering (general) |
| Engineering | XA.1 | engineering studies |
| Fashion and Clothing | JK. | FASHION,TEXTILES,CLOTHING (CRAFT) |
| Fine Art | JA.3 | fine art |
| Forensic Science | QH.6 | forensic science (non-medical) |
| Graphic Design | JC.3 | graphic design |
| Graphics | JB.6 | graphic arts |
| Health and Social Care | PA.1 PT | health studies CARING SKILLS |
| Health Studies | PA.1 | health studies |
| Horse Management | SH.712 | horse management |
| Horticulture | SA.2 | horticulture (general) |
| Hospitality Management | NA.7 | hospitality management |
| IT Practitioners (General) | CA.1 | information technology (general) |
| IT Practitioners (ICT Systems Support) | CB.543 | systems support |
| IT Practitioners (Software Development) | CB.6 | software development) |
| Leisure Management | NL.2 | leisure/recreation management |
| Mechanical Engineering | XH.1 | mechanical engineering (general) |
| Mechatronics | XL.9 | mechatronics |
| Media | KA.2 | media studies |
| Media Production (Moving Image) | KJ.2 | film / video /television production |
| Motor Vehicle Engineering | XS.1 XS.4 | vehicle maintenance / repair vehicle engine maintenance / repair |
| Multimedia | KA.4 | multimedia |
| Music Technology | LK. | MUSIC TECHNOLOGY / PRODUCTION |
| Outdoor Activities | MA.8 | outdoor pursuits organisation |
| Performing Arts | LA. | PERFORMING ARTS (GENERAL) |
| Performing Arts – Acting | LC.1 | acting |
| Performing Arts – Dance | LB. | DANCE |
| Popular Music | LG.8 | popular music |
| Public Services | HC.421 | public services preparation |
| Public Services – Non Uniformed | HC.421 | public services preparation |
| Public Services – Uniformed | QH.8 HC.422 HC.421 | armed forces military services preparation public services preparation |
| Retail | BC.3 | retailing |
| Sport | MA.1 | Sport studies |
| Sports and Exercise Sciences | MA.11 | sports/movement science |
| Sports Sciences (Outdoor activities) | MA.11 MA.8 | sports / movement science outdoor pursuits organisation |
| Tourism Management | NK.18 | tourism management |
| Travel and Tourism | NK.1 NK.2 | tourism travel |
| Travel and Tourism Management | NK.2 NK.18 | travel tourism management |
| Vehicle Repair and Technology | XS.1 XS.4 | vehicle maintenance / repair vehicle engine maintenance / repair |

Other Qualifications

| Subject | Code | Classification |
|-------------------------------|---------|--------------------|
| 16 Edition Wiring Regulations | XJ.31 | wiring regulations |
| Abrasive Wheels Regulations | PL.7412 | abrasive wheels |

| | | |
|---|----------------------------|--|
| AAT Accounting Foundation/Intermediate/ Technician level | AK.6 | accounting |
| Accounting Stage 1/2/3/4 CIMA | AK.6 | accounting |
| Administrative Procedures Higher Diploma | AY. | OFFICE SKILLS/ADMINISTRATION |
| Anatomy and Physiology Diploma | RH.42 RH.43 | anatomy (human) physiology (human) |
| Basic Food Hygiene Certificate (CIEH/RSH) | NH.3 | food hygiene |
| Basic Health and Safety (CIEH) | PL.1 | occupational health & safety |
| Body Massage Certificate/Diploma (IHHT, VTVT, IHBC and others) | HK.4 | massage techniques (personal health) |
| Bookkeeping Foundation/Intermedi/Final (IAB) | AK.8 | bookkeeping |
| British Sign Language Stage 1-2 | KB.622 | British Sign Language |
| Business Administration BA Hons/MBA | AA.3 | business studies |
| Business Information Systems (ABE) | CB.41 | business information systems |
| Ceramics (C&G 7702/7802/7900 - Creative Studies) | JR.1 | ceramics arts/crafts |
| Childcare and Education Certificate/Diploma/ Advanced Diploma (CACHE) | PT.21 GA.331 | childcare skills child development (education) |
| Childminding (CACHE) | PT.211 | child minding |
| Coastal Skipper / Yacht Master | ZS.325 ZS.326 MC.716 | coastal skipper yacht mastership yachting (leisure) |
| Community Sports Leader Award | MA.62 | sports leadership |
| Computer Aided Engineering (C&G 2301) | VE.47 | computer aided engineering |
| Construction | TE.1 | construction studies |
| Cosmetic Make-up Certificate (IHBC/C&G) | HL.13 | make up |
| Counselling Certificate/Diploma | PS.1 | counselling skills (general) |
| Countryside Management | TC.614 | country / rural estate management |
| CPC - Freight | ZV.1 | road freight transport operations |
| CPC - PSV | ZV.2 | road passenger transport operations |
| Assessor Award (A1, A2, D32, D33) | GB.851 | VQs assessment/verification |
| Internal Verifier Award | GB.851 | VQs assessment/verification |
| Day Skipper (RYA) | ZS.328 MC.716 | day skipper yachting (leisure) |
| Deaf Awareness Certificate (CACDP) | KB.62 | hearing disabled people: communication skills |
| Desk Top Publishing levels 1-3 (OCR) | KH.33 | desktop publishing |
| Door Supervisors Certificate | QH.24 | door supervisors |
| Early Years | PT.21 GA.331 | childcare skills child development (education) |
| Electrical Installation (C&G 2360) | XJ.3 | electrical installation/wiring (plant/machinery/appliances) |
| Electronics Servicing (C&G 2240) | XN. | ELECTRICAL/ELECTRONIC SERVICING |
| Embroidery (C&G 7900 - creative studies) | JL.21 | embroidery |
| Fabrication and Welding Competences (C&G 2290) | XD.74 XE.2 | fabrication (industrial) welding (general) |
| Financial Planning Certificate | AK.23 | financial planning |
| First Aid (British Red Cross) | PV. | FIRST AID |
| First Aid at Work Certificate | PV.1 | first aid in the workplace |
| Floristry | SE.7 | floristry |
| Food Hygiene Certificate (RIPHH/CIEH/RSH) | NH.3 | food hygiene |
| Further and Adult Education Teacher's Certificate (C&G 7307) | GB.22 GB.24 | teaching/training in further education teaching/training in adult education |
| Holistic Therapy Diploma (IIHHT) | HK. | THERAPEUTIC PERSONAL CARE |
| Human Resource Management BA/BSc | AJ. | HUMAN RESOURCES MANAGEMENT |
| Indian Head Massage (VAI/IIHHT) | HK.41 | indian head massage |
| Inspection and Testing of Electrical Equipment (C&G 2377) | XJ.32 | electrical testing |
| Legal Executives ILEX Awards | EC.822 | legal executives work |

| | | |
|---|------------------|--|
| Learning Support Certificate (C&G 7321) | GD.81 | learning support/classroom assistant |
| Legal Text Processing (RSA) | CC.163 AZ.22 | word processing software (use) legal secretarial work |
| Management Certificate/Diploma (IM/NEBSM) | AB.1 | management studies/science |
| Managing Safety (IOSH) | PL.2 | safety administration/regulations |
| Manufacturing Engineering HNC/HND | WA.6 | manufacturing engineering |
| Marketing (CIM Awards) | BA.1 | marketing |
| MBA's (See scope notes in LDCS Volume 1 re coding) | AA.31 | MBA's |
| Mechanical Production Competences (C&G 2280) | XH.13 | mechanical production engineering |
| Medical Word Processing (RSA/OCR) | CC.163 AZ.21 | word processing software (use) medical secretarial work |
| National Licensees Certificate (BII) | NA.94 | pub management |
| Occupational Safety and Health General Certificate (NEBOSH) | PL.1 | occupational health & safety |
| Patchwork and Quilting (C&G 7802 - Creative Studies) | JL.3 | patchwork/quilting |
| Personnel Practice Certificate (CIPD) | AJ.2 | personnel administration |
| Photography (C&G 9231) | KJ.1 | photography |
| Playwork Certificate/Diploma (CACHE) | PT.4 | play skills |
| Pre-School Practice Certificate/Diploma | PT.214 | playgroup practice |
| Purchasing and Supply (CIPS) | ZN.3 ZM.1 | purchasing supply chain management |
| Reflexology Diploma (IHHT/VAI) | HK.2 | reflexology |
| Site Management Certificate/Diploma (CIOB) | TF.3 | construction site management |
| Small Business Financial Management Diploma (IAB) | AE.54 | small business finance |
| Soft Furnishing (C&G 7802/7900 - Creative Studies) | JL.7 | soft furnishings (craft) |
| Sports Massage Certificate (VTCT/IIHHT) | MD.96 | sports massage |
| Sports Therapy Diploma (VTCT/IIHHT) | MA.11 MD.96 | sports/movement science sports massage |
| Supervisory Management Certificate (NEBSM) | AF.8 | supervisory skills |
| Teaching Basic Skills (C&G 9281) | GB.62 | literacy/basic skills teaching |
| Text Processing Certificate (OCR) | CC.163 AZ.5 | word processing software (use) typewriting/keyboarding |
| Travel Agents Certificate (ABTA) | NK.25 | travel agency management |
| Upholstery (C&G 7802/7900 - Creative Studies) | JP.5 | upholstery (craft) |
| Wines and Spirits Certificate (WSET) | NE.7 | wine/food appreciation |
| Word Processing (RSA/OCR) | CC.163 | word processing software (use) |
| Yachtmaster (RYA) | ZS.326 MC.716 | yacht mastership yachting (leisure) |

Key Skills - For separate courses:

| | | |
|---|---------------------|--|
| Application of Number (levels 1-4) | HD.4 RB.1 | mathematics (numeracy) mathematics (general) |
| Communication (levels 1-4) | KB. HD.2 | COMMUNICATION SKILLS basic communication skills |
| IT (levels 1-4) | CA.3 CD.5 | computer appreciation/introduction information sources: use/searching |
| Improving own Learning and Performance (levels 1-4) | HB. HC.7 | PERSONAL & SELF DEVELOPMENT study skills |
| Working with others (levels 1-4) | HB.7 AF.4 | interpersonal skills (self development) business interpersonal skills |
| Problem solving (levels 1-4) | AF.73 | problem solving |
| For combined courses covering all six elements use: | HD.4 KB. CA.3 | mathematics (numeracy) COMMUNICATION SKILLS computer appreciation/introduction |

