



## **New College Durham Supply Pool Terms & Conditions**

## **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, and have therefore satisfactorily completed all of their recruitment checks, 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.

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

### **1. Claiming hours**

A timesheet claim form is to be submitted based on the agreed hours for the previous month and in line with the payroll deadline dates as published on the College's Finance intranet page to allow for payment to be processed in a timely manner. Failure to submit within the deadlines may mean that payment will be delayed until the following month. It is the responsibility of all supply pool staff to submit any agreed hours within three months of the assignment taking place, according to the Financial Regulations (available from Intranet), or the payment may be refused. It is recommended that staff members submit a monthly claim form, containing all of the hours worked for that month.

The timesheet claim form will be sent for approval and the staff member will be notified when it has been cleared for payment.

Staff who are unable to utilise a computer for medical reasons which may prevent them from submitting a pay claim can request for alternative arrangements to be made. To discuss alternative arrangements, you should write to Karl Fairley Deputy Principal (HR and Corporate Services).

### **2. Supply Pool Retention**

The College seeks to ensure that the Supply Pool database is periodically updated and if those who are registered on the supply pool are not utilised for longer than a 12 month period, may be removed from the Supply Pool database. After which applicants will have to re-apply and complete the recruitment checks.

### **3. 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. When the mandatory training is due to be refreshed, it is at the discretion of your manager to add this time to your timesheet agreement. However, failure to undertake the refresher training on time will result in further timesheets not being processed.

### **4. Duties / Place of work**

The duties of the assignment will be clarified by the Manager arranging the assignment. 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 standard place of work is as follows;

New College Durham, Framwellgate Moor, County Durham, DH1 5ES

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.

It is not envisaged that you will be required to work outside the United Kingdom for more than one month at any one time. If, in the unlikely event that circumstances change so that it becomes necessary, this will be by agreement with you.

## 5. 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. Please refer to section 13 below (Accepting Assignments) for more information.

### Teaching:

|        |                       |
|--------|-----------------------|
| Band 2 | £21.5914 <sup>1</sup> |
| Band 3 | £27.3598 <sup>1</sup> |
| Band 4 | £30.7995 <sup>1</sup> |

To ensure fairness and equity in terms of the rates of pay assigned to each assignment, 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:<br>• GCSE's<br>• NVQ Level 2 | Payable when delivering qualifications up to level 3 such as:<br>• A/AS-Level<br>• BTEC National Certificate<br>• NVQ Level 3 | Payable when delivering specialist areas such as:<br>• BAMBA<br>• CIPFA<br>• PGCEBA<br><br>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 assignment will be sent to you before it is undertaken, in the form of a Supply Pool Agreement.

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 | £9.0002 <sup>1</sup> |
| B03 | £9.3117 <sup>1</sup> |
| C02 | £9.6476 <sup>1</sup> |

|            |                             |
|------------|-----------------------------|
| <b>D02</b> | <b>£10.6096<sup>1</sup></b> |
| <b>E02</b> | <b>£12.0044<sup>1</sup></b> |
| <b>F02</b> | <b>£13.2971<sup>1</sup></b> |
| <b>F03</b> | <b>£13.7190<sup>1</sup></b> |

<sup>1</sup> figures quoted are gross and are subject to tax and NI deductions by the College.

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

|     |   |
|-----|---|
| B03 | Administration and Technician                         |
| C02 | Invigilation  |
| D02 | Classroom Support (LSA, PLC)                          |
| E02 | Assessors at L2, L3, L4                               |
| F02 | Supervisory / Managerial Cover, Gym class instructing |
| F03 | HE Assessors L5 upwards                               |

**Fees will be paid one month in arrears to allow time sheets to be processed and checked. For example, assignments worked in September will be paid on the last working day in October. 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 will be given a user ID and password by their College Manager. 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 Karl Fairley Deputy Principal (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.

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 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 an Agreement of Supply Pool hours (completed by the line manager) in which a copy of the agreement can be saved for your own records. If you undertake any work on an assignment without receipt of an agreement you may not be paid for that work.**

## 6. Holiday Payments

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), you will receive a payment which will be allocated to you as annual leave. This ensures that all supply pool staff are paid for their annual leave at the time the leave is taken.

You will be unable to undertake any further assignments at the college during the allocated period of leave. Payment will be made for leave entitlement at the time the leave is taken.

## 7. 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

Information on how the College will process records containing your personal data can be found at <https://newcollegedurham.ac.uk/privacynotices/> in the Employee section.

## **8. 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.

## **9. 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.

## **10. Expenses**

Expenses will only be paid where it is specified on the Agreement of Supply Pool hours form and is confirmed in the assignment offered to you.

## **11. 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.

## **12. 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).

### **13. Accepting Assignments**

You will agree to an assignment directly with a College Manager, and confirmation of assignment will come from the Manager in the form of a Supply Pool Agreement. 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 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.

An Agreement of Supply Pool hours will be sent to you by email. It will stipulate:

- Nature of work to be carried out
- Total number of hours
- Pay level (the hourly fee)
- Location of assignment
- Work pattern required

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

### **14. Notification of non-attendance**

You must ensure that you carry out the 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 work for which you have been engaged, you must notify your College Manager or 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.

### **15. 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.*

## 16. Other Policies

### Maternity Leave

If you become pregnant, you may be eligible to take maternity leave and may qualify for maternity pay. Full details of the College's Maternity Policy, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources intranet page.

### Paternity Leave

Where your Spouse/Partner becomes pregnant, you may be eligible to take paternity leave and receive paternity pay. Full details of the College's Paternity Leave arrangements are detailed within the College's Special Leave Policy, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources intranet page.

### Shared Parental Leave

You may be eligible to take shared parental leave and may qualify for shared parental pay. Full details of the College's Shared Parental Leave Policy and the procedures to which you must comply in order to exercise your rights under it are available from the Human Resources intranet page.

### Adoption Leave

If you adopt a child, you may be eligible to take adoption leave and receive adoption pay. Full details of the College's Adoption Policy, , and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources intranet page.

### Bereavement Leave

If your child (or a child you are responsible for) dies and they are under the age of 18 years old or are stillborn after 24 weeks, you may be eligible to take bereavement leave and pay. Full details of the College's Bereavement Leave arrangements are detailed within the Special Leave Policy, and the procedures with which you must comply in order to exercise your rights under it are available from the Human Resources intranet page.

### Grievances

If you have a grievance relating to your employment, you are entitled to invoke the Corporation's Grievance Procedure which is available from the Human Resources Department.

### Disciplinary Procedure

The Corporation expects reasonable standards of performance and conduct from its employees. Details of its disciplinary rules and Disciplinary Procedure are available from the Human Resources Department.

## 17. Disclosure and Barring Service

Assignments may involve contact with children under the age of 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 this fee we will be unable to complete the DBS check and your registration will not continue.

If you already hold an Enhanced Disclosure certificate and are registered with the update service, the College will accept this certificate after carrying out a status check of the certificate.

### **Background employment checks and Criminal Acts**

It is a requirement of your post that you maintain an enhanced Disclosure Certificate. In the event that you become charged with, and/or convicted of, a criminal act, added to a Barred List, or subject to any Asbos, you will advise the college immediately. (No disciplinary action will be taken against you upon disclosure unless and until a full investigation has taken place and the offence is such that the disciplinary procedure would be appropriate). However failure to notify the college will result in disciplinary action being commenced against you, which may result in the termination of your employment. It is a requirement of your employment that you are not subject to a prohibition order under the Education Act 2002. The College will check the information relating to these background checks annually and failure to declare whether there has been a change in circumstances may result in disciplinary action.

### **18. 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.

### **19. 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.

### **20. 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.

### **21. 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.

### **22. 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.

### **23. Collective Agreements**



There are no collective agreements which directly affect these terms and conditions.

### **24. 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.

## **25. 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.

## **26. 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.

## **27. 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.

## **28. 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.

## **29. 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.

Likewise, if you wish to terminate your employment with the Supply Pool, you are required to give the College One weeks' notice of termination in writing.

## **30. 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 (whether by redundancy/retirement etc), staff can return on the Supply Pool after a break in service (which should be for the minimum requirement for a break in service under employment legislation, which is currently a minimum of 9 calendar days which must include at least two weekends). No further/new assignments can be processed during the break period, unless prior permission from the Deputy Principal (Human Resources and Corporate Services) 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           |

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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           |

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