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DESCRIPTORS- *INDUSTRIAL TRAINING, *CLASSIFICATION, *INFORMATION PROCESSING, *TRAINING TECHNIQUES, PARTICIPANT CHARACTERISTICS, ORGANIZATIONS (GROUPS), CULTURAL CONTEXT, REFERENCE MATERIALS, GEOGRAPHIC REGIONS, OCCUPATIONS, INDUSTRY, LEGISLATION, EDUCATIONAL NEEDS, VOCATIONAL EDUCATION, UNITS OF STUDY (SUBJECT FIELDS), TRAINERS, PROGRAM ADMINISTRATION, PROGRAM EVALUATION, AUDIOVISUAL AIDS, EVALUATION TECHNIQUES, GREAT BRITAIN,

DEVELOPED AS A FRAMEWORK FOR THE "INDUSTRIAL TRAINING RESEARCH REGISTER," AND EVENTUALLY FOR THE PUBLISHED VERSION OF THE "TRAINING ABSTRACTS SERVICE," THIS REVISED DECIMAL CLASSIFICATION SCHEME PROVIDES A LOGICAL AND CHRONOLOGICAL ANALYSIS OF THE FIELD OF INDUSTRIAL TRAINING. SCHEDULES 0 TO 3 (GENERAL, NATIONAL CONSIDERATIONS, AND THE EDUCATIONAL SYSTEM) REPRESENT THE SOCIAL CONTEXT IN WHICH THE TRAINING FUNCTION IS CARRIED OUT. SCHEDULES 4 TO 8 COVER THE TRAINING SPECIALIST AND HIS TASK (THE WORKING ORGANIZATION, TRAINING SPECIALISTS, IDENTIFICATION OF TRAINING NEEDS, THE TRAINEE, TRAINING ADMINISTRATION, AND METHODS AND AIDS). SCHEDULE 9 PROVIDES FOR THE DETERMINATION OF THE EFFECTIVENESS OF THAT POLICY. BECAUSE EXISTING CLASSIFICATIONS--UNIVERSAL DECIMAL CLASSIFICATION, THE STANDARD INDUSTRIAL CLASSIFICATION, AND THE INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS--PROVIDE CONVENIENT DIVISIONS OF CERTAIN HIGHLY DETAILED SUBJECT AREAS, THE SYSTEM PROVIDES LINKS WITH THESE OTHER CLASSIFICATIONS. (THE DOCUMENT INCLUDES FOUR APPENDIXES AND A SUBJECT INDEX.) (LY)

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CLASSIFICATION OF TRAINING INFORMATION

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Ministry of Labour,
Training Dept T D2,
32/33 St James's Square,
LONDON, S.W.1.

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Tel No: Whitehall 6200, Extn. 186

AC001 720

Explanatory Notes

1 This classification of training information is based on an analysis of the training function. An earlier version was circulated widely amongst training specialists and research workers and this revision incorporates many of their suggested alterations and amendments. In this revised form the classification is being used to provide a suitable frame-work for the Industrial Training Research Register and eventually for the published version of the Training Abstracts Service (the abstracts produced during the current unpublished trial run of the service will continue to use the earlier version of the classification).

2 The classification has been designed to meet the following criteria:

(a) it should, as far as possible, be a functional analysis presenting a logical and chronological series of steps in the introduction of training, as indicated by the following sequence:- assessment of training needs, formulation and implementation of policy, and assessment of training effectiveness. The classification divides the training function into ten major schedules or aspects:

- 0 - General
- 1 - National Considerations
- 2 - The Educational System
- 3 - The Working Organisation
- 4 - Training Specialists
- 5 - Identification of Training Needs
- 6 - The Trainee
- 7 - Training Administration
- 8 - Methods and Aids
- 9 - Assessment of Effectiveness

Schedules 0 to 3 broadly represent the social context in which the training function is carried out, schedules 4 to 8 cover the training specialist and his task of formulating and implementing policy and schedule 9 provides for the determination of the effectiveness of that policy.

(b) it should be readily understandable once the user is familiar with the analytical approach to training on which it is based.

(c) it should prove suitable for use as a classification system in the local filing of training information i.e. of documents, reports, articles, books etc. in Government Departments, Industrial Training Boards, individual firms and other interested bodies.

3 Existing classifications are available which do make some provision for training and consideration was given to making use of one of these. For example the Universal Decimal Classification (UDC) with its recent "Special Edition for Education" (covering also "training, teaching and leisure") was examined but it was considered that it did not provide a suitable breakdown in a sufficiently detailed form. The training function overlaps into so many subject areas that a purpose-built system was thought to be necessary.

4 The proposed system is based on a decimal division of the subject into main schedules or aspects. Each of these is broken down into a number of major headings (up to ten) and in turn these are subdivided to give up to ten specific item numbers. At this stage there is no provision for more than a three-figure breakdown but the system will be kept under review and detailed revisions will undoubtedly be necessary from time to time.

5 No attempt has been made to provide "ready made" places for every complex subject. This is an obvious impossibility when so many subject areas are involved. With the proposed system, the process of classification involves analysing the subject material of the paper, report etc. and deciding on the relevant item number(s) from the classification tables. A number of examples are provided in the appendix (page 3) to show how this works out in practice.

6 Although several item numbers may be allocated to a particular report etc. the material itself can of course only be stored in one place. It becomes necessary, therefore, for the user to decide on the main item under which he wishes to file his information (the choice of this main item will depend on the subject interest of the user.) Material classified by subsidiary item number(s) will therefore be scattered throughout the information store according to the main classification number allotted it. Retrieval of this may be ensured by the use of simple cross-referencing techniques during the initial filing.

7 . Because existing classifications provide convenient divisions of certain highly detailed subject areas, the system provides links with these other classifications as follows:-

(a) To identify a particular country, the appropriate UDC number (See Appendix 1 on page) is inserted in brackets after 061 "Training in particular countries."

(b) To identify a particular industry, the appropriate industry numbers from the Standard Industrial Classification is entered in brackets after 311 "Standard Industrial Classification." Appendix 2 on page provides a list of industries with their appropriate SIC numbers.

(c) To identify a particular occupation the relevant ISCO number is entered in brackets after item number 561 "International Standard Classification of Occupations." Appendix 3 on page provides the ISCO classification to minor group level. A more detailed breakdown, providing occupational descriptions is available from the International Labour Office.

(d) The subject matter of a training course which may not be appropriate to particular items of the classification is identified by item number 762 "Subjects of Study" followed in brackets by the relevant UDC number. Appendix 4 on page gives some common examples.

8 The alphabetical subject index to the classification, page, provides a convenient "lead-in" until the user is familiar with the structure of the system and its individual items.

9 User reactions to the system in the light of their experiences will be welcomed so that necessary alterations can be made from time to time.

APPENDIX

To provide some illustration of the way the classification is applied in practice the following examples are given. Compound and highly specific subjects require the allocation of a series of item numbers but experience with other systems suggests that four references are usually sufficient:

Example 1

A post-introductory course for training officers in interviewing for selection, run by a firm of consultants, might be filed under 432 with cross-reference to 451 and 195.

432 = Training of training specialists, post introductory courses.

626 = Assessment and selection, interviewing methods.

192 = Consultants and commercially operated training organisations.

Example 2

A Ministry of Labour paper on the retraining of older workers in Government Training Centres should be classified 114: 715: 646: 725

114 = National considerations, Government Departments, Ministry of Labour

715 = Training administration, types of training, specific retraining

646 = The Trainee, age groups and classes, older workers

725 = Training administration, location of training, Government Training Centre.

Example 3

The use of programmed instruction in the training of engineering apprentices.

Classification 831: 643: 311 (331-369)

Example 4

Adult retraining, the problems of recruitment, selection and labour turnover.

Classification 715: 610: 620: 511

Example 5

Problems of organisation and communication associated with growth. A case study of a family firm in the printing industry.

Classification 350: 311 (489): 330

Example 6

Adult vocational training, design of a training course for centre lathe turners.

Classification 645: 763: 561 (7-5)

Classification of Training Information

- 0 - General
- 1 - National Considerations
- 2 - The Educational System
- 3 - The Working Organisation
- 4 - Training Specialists
- 5 - Identification of Training Needs
- 6 - The Trainee
- 7 - Training Administration
- 8 - Methods and Aids
- 9 - Assessment of Effectiveness

- 0 General
 - 00 Information processing and classification systems
 - 000 General
 - 001 Classification of Training Information
 - 002 Universal Decimal Classification (UDC)
 - 003 Techniques and problems of information processing
 - 01 Aims, purposes, principles of training
 - 010 General
 - 02 Reference works including glossaries and dictionaries
 - 020 General
 - 021 Glossary of Training Terms¹
 - 03 Publications on training policy²
 - 030 General
 - 04 Specialist training publications
 - 040 General
 - 041 Training Abstracts Service¹
 - 042 Other abstracts services
 - 043 Training Information Papers¹
 - 05 International organisations
 - 050 General
 - 051 International Labour Office, ILO
 - 052 Organisation for Economic Co-operation and Development, OECD
 - 053 UNO and its agencies
 - 06 Training in other countries
 - 060 General
 - 061 Particular countries³
 - 07 Bibliographies
 - 070 General

1 Training Department of the Ministry of Labour are planning to produce these technical publications. The glossary will include definitions of the specialised training terms referred to in this classification.

2 Cross reference with the item number of the appropriate organisation under Schedules 1, 2 or 3 responsible for publication.

3 Identify particular countries by inserting the appropriate UDC number in brackets after this item No. See Appendix I for list of UDC Nos.

- 08 Research methodology and publications
 - 080 General
 - 081 Research methodology
 - 082 Industrial Training Research Register¹
 - 083 Other research registers e.g. Register of Research in the Social Sciences
 - 084 Research reports
- 09 Research organisations
 - 090 General
 - 091 Research Associations
 - 092 Agricultural Research Council
 - 093 Medical Research Council
 - 094 Science Research Council
 - 095 Social Science Research Council
 - 096 Other research organisations, units etc.

¹ Training Department of the Ministry of Labour are planning to produce these technical publications. The glossary will include definitions of the specialised training terms referred to in this classification.

- 1 National Considerations
 - 10 General
 - 11 Government Departments; official reports; white papers etc.
 - 110 General including inter-departmental committees
 - 111 Economic Affairs, Department of
 - 112 Education and Science, Department of
 - 113 Defence, Ministry of including the "Services"
 - 114 Labour, Ministry of
 - 115 Technology, Ministry of
 - 12 Manpower
 - 120 General
 - 121 Planning, forecasting, budgeting policy and techniques
 - 122 Mobility of labour
 - 123 Redundancy, redeployment
 - 124 Productivity
 - 125 Industrial relations (including collective bargaining)
 - 13 Legislation excluding the Industrial Training Act
 - 130 General
 - 131 Educational legislation
 - 132 Safety, health and welfare legislation
 - 14 Training legislation
 - 140 General
 - 141 Industrial Training Act
 - 15 Industry Training Boards
 - 150 General
 - 151 Specific Boards (file alphabetically)
 - 152 Levy, grants schemes
 - 153 Appeals procedures
 - 16 Central advisory bodies
 - 160 General
 - 161 Central Training Council
 - 162 General Policy Committee
 - 163 Research Committee
 - 164 Committee on Training of Training Officers
 - 165 Commercial and Clerical Training Committee

- 166 Management Training and Development Committee
- 167 Central Training Council: Scottish Committee
- 168 Central Training Council: Committee for Wales
- 17 Employers' organisations
 - 170 General
 - 171 Confederation of British Industry (CBI)
 - 172 Specific organisations (file alphabetically)
- 18 Trade unions and staff associations
 - 180 General
 - 181 Trades Union Congress
 - 182 Specific trade unions (file alphabetically)
- 19 Other organisations involved in training
 - 190 General
 - 191 Associations, societies, trusts and foundations etc.
 - e.g. BACIE, I.S.
 - 192 Consultants and commercially operated training organisations
 - 193 Industrial Training Service
 - 194 Professional organisations; e.g. BIM, ITO, IPM

2 The Educational System

- 20 General
- 21 Teaching staff
 - 210 General
- 22 Students
 - 220 General
- 23 Relationship between education and training
 - 230 General
- 24 Guidance and placement
 - 240 General
 - 241 Educational guidance
 - 242 Vocational guidance
 - 243 Youth Employment Service
 - 244 Other related services
 - 245 Orientation, pre-employment work experience
- 25 Secondary education
 - 250 General
- 26 Further and higher education establishments
 - 260 General
 - 261 Technical colleges
 - 262 Colleges of commerce
 - 263 Agricultural educational institutions (i.e. farm institutes and agricultural colleges)
 - 264 Colleges of education
 - 265 Polytechnics
 - 266 Universities
 - 267 Business schools
 - 268 Correspondence colleges
 - 269 Specialised (including private) colleges
- 27 Adult education
 - 270 General
 - 271 Evening institutes

1 To include such items as adjustment to industry courses undertaken during the last year at school.

- 28 Terminal qualifications, examination requirements
 - 280 General
 - 281 Certificate
 - 282 Diplomas
 - 283 Graduate membership
 - 284 Associate membership
 - 285 First degrees
 - 286 Higher degrees and diplomas
- 29 Examining bodies (for professional organisations see 194)
 - 290 General
 - 291 City and Guilds of London Institute
 - 292 Regional examining unions
 - 293 Commercial, clerical and secretarial
 - 294 Joint and similar committees
 - 295 Council for National Academic Awards

- 3 The Working Organisation
- 30 General
 - 31 Area of economic activity, industrial classification
 - 310 General
 - 311 Standard Industrial Classification¹
 - 32 Identification of individual firms (file alphabetically)
 - 33 Present and planned work processes and systems, effects of change
 - 330 General
 - 331 Technological development including automation
 - 34 Conditions of employment in the establishment²
 - 340 General
 - 341 Welfare arrangements
 - 342 Standards of discipline
 - 343 Remuneration and methods of payment
 - 344 Hours and pattern of working
 - 345 Holidays
 - 346 Arrangements for termination of employment
 - 35 Organisation and communications in the establishment
 - 350 General
 - 351 Formal organisation structure
 - 352 Informal work relationships
 - 353 Social relationships
 - 354 Communications within the firm
 - 355 Written rules and procedures
 - 356 Unwritten procedures and customs
 - 36 Management functions and techniques
 - 360 General
 - 37 Particular organisational problems
 - 370 General
 - 371 Small firms
 - 372 Firms in remote areas

1 To identify a particular industry use the appropriate industry number of the Standard Industrial Classification as a bracketed entry following this item number. See Appendix 2 for a summary of the classification.

2 For statutory conditions see 132, Safety, health and welfare legislation.

38 Joint consultation

380 General

381 Local trade union agreements

382 Joint training committees

4 Training Specialists

40 General

41 Responsibilities and duties¹

410 General

411 Instructor including part-time instructional staff such as line supervisors

412 Supervising/chief instructor, apprentice supervisors

413 Training (and education) officer, basic grade

414 Senior level training (and education) officer

415 Training (and education) manager/director

416 Other training specialists e.g. training advisors employed by the Training Boards; training officers responsible for group training schemes.

42 Sources for selection and recruitment of training specialists

(for methods of recruitment and selection see 610, 620 respectively)

420 General

43 Training of training specialists

430 General

431 Introductory courses

432 Post-introductory (continuation or specialist) courses

433 Refresher training courses

434 Planned experience and guidance

435 Diploma and certificate courses

436 Professional qualifications

1 This breakdown refers to levels of employment and not functions.

5 Identification of Training Needs

- 50 General
- 51 Measures of operational efficiency
 - 510 General
 - 511 Manpower turnover
 - 512 Casual absenteeism
 - 513 Sick absence
 - 514 Restrictive practices and labour disputes
 - 515 Quality standards
 - 516 Quantity standards (e.g. Qualified Worker Standard)
 - 517 Wastage and scrap rates
 - 518 Down time, waiting time
 - 519 Complaints and other opinion pressures (e.g. Customers, TUs, managers, press)
- 52 Ergonomic factors
 - 520 General
 - 521 Job circumstances¹ (e.g. paced, dirty, hot, cold, noisy work)
 - 522 Design, methods, layout
 - 523 Safety considerations
- 53 Analytical techniques
 - 530 General including observation and recording
 - 531 Questioning techniques
 - 532 Job breakdown TWI
 - 533 Job analysis
 - 534 Skills analysis
 - 535 Work study
 - 536 Statistical techniques
- 54 Levels of attitude, knowledge, skill pattern required for job performance¹
 - 540 General
 - 541 Conceptual/intellectual level
 - 542 Vigilance level, i.e. for monitoring tasks
 - 543 Practical/constructional/manual level
 - 544 Physical activity level
 - 545 Social interaction communication level

1 These items are based on the breakdown given in the NIIP Seven Point Plan.

- 55 Specific categories required
 - 550 General
 - 551 Manager
 - 552 Supervisor
 - 553 Professional and technological specialist
 - 554 Technician
 - 555 Craftsmen
 - 556 Commercial and clerical
 - 557 Operator/operative
 - 558 Sub-operator
 - 559 Other categories
- 56 Occupational classification systems
 - 560 General
 - 561 International Standard Classification of Occupations (ISCO)²
 - 562 Occupational Survey Classification (based on Ministry of Labour annual Occupational Survey)

2 To identify a particular occupation use the appropriate ISCO code number as a bracketed entry following this item number. See Appendix 3.

6 The Trainee

- 60 General
- 61 Recruitment
 - 610 General
 - 611 Recruitment brochures and application forms
 - 612 Sources of recruitment liaison
 - 613 Job description and personnel specification
- 62 Assessment and selection
 - 620 General
 - 621 Selection tests and examinations
 - 622 Assessment of the individual; measures of pre-training attainment¹
 - 623 Assessment of the individual; measures of intelligence and general ability¹
 - 624 Assessment of the individual; measures of special aptitudes¹
 - 625 Assessment of the individual; measures of personality variables¹
 - 626 Interviewing methods
 - 627 Other selection methods
- 63 Staff Appraisal, career development, promotion methods
 - 630 General
 - 631 Annual and other general progress reports
 - 632 Career development
 - 633 Personal counselling
- 64 Age Groups and general categories of personnel
 - 640 General
 - 641 Adults
 - 642 Women
 - 643 Apprentices
 - 644 Other young people
 - 645 Accelerated vocational trainees
 - 646 Older workers

1 Assessment measures are based on the NIIP Seven Point Plan; item 2 'attainments', item 3 'general intelligence', item 4 'special aptitudes', item 5 'interests' and item 6 'disposition'.

- 65 Special groups of employees
 - 650 General
 - 651 Physically handicapped
 - 652 Mentally handicapped
 - 653 Immigrants and non-integrated groups
 - 654 Part-time workers
 - 655 Casual workers

7 Training Administration

- 70 General
- 71 Types of training
 - 710 General
 - 711 Induction and adjustment
 - 712 Basic training i.e. specific initial job training
 - 713 Progressive (e.g. multi-skilled) training¹
 - 714 Refresher (or 'booster') training
 - 715 Specific retraining
 - 716 Appreciation training
- 72 Location of training; types of training centre and their design and lay-out
 - 720 General
 - 721 On-the-job i.e. in the production or working environment
 - 722 Training bay or training position
 - 723 Works or company school, centre, workshop, works staff college
 - 724 Industry or Training Board operated centre
 - 725 Government Training Centre
 - 726 Educational establishment (cross reference with the appropriate item number under 24)
 - 727 Privately run centres
 - 728 Home-based
- 73 Form of training arrangements
 - 730 General
 - 731 Wholly in-service
 - 732 In-service with day release
 - 733 In-service with block release
 - 734 Sandwich arrangements
 - 735 Full-time education course
 - 736 Evening course
 - 737 Correspondence course
- 74 Group schemes²
 - 740 General

1 Training to extend the capability of the individual by additional skill or for additional technical responsibility.

2 A group scheme training centre will usually be appropriate for classification under an item number of 72.

- 75 Length of training period and attendance required
 - 750 General
 - 751 Length of training; duration in hours
 - 752 Full-time attendance
 - 753 Part-time attendance
 - 754 Residential course
- 76 Setting instructional objectives and design of programmes and courses
 - 760 General
 - 761 Setting instructional objectives
 - 762 Subjects of study³
 - 763 Syllabus and time-table design
 - 764 Session synopsis design

3 The subject matter of training courses which is not appropriate to particular items of the classification should be identified by this item number followed by the appropriate UDC No. in brackets (See Appendix 4 for some examples).

8 Training Methods and Learning Aids

- 80 General
- 81 Learning theory and principles¹
 - 810 General
 - 811 Learning, remembering, retention
 - 812 Motivation, incentives, attitudes to learning
 - 813 Creativity
 - 814 Individual differences
 - 815 Group processes in learning and thinking; social facilitation of learning
 - 816 Terminal behaviour, attainment, performance
 - 817 Design of instruction including language and communication
- 82 Learning problems of particular age-groups and categories
(cross reference with appropriate item number under 64 and 65)
 - 820 General
- 83 Methods of instruction of general application i.e. for group or individual instruction
 - 830 General
 - 831 Programmed Instruction (for teaching machines see 864)
 - 832 Taped instruction
 - 833 TWI job instruction
 - 834 Practical demonstration
 - 835 Project work
- 84 Individual methods of instruction
 - 840 General
 - 841 Correspondence courses
 - 842 Private study
- 85 Group methods of instruction
 - 850 General
 - 851 Lecture
 - 852 Lesson
 - 853 Discussion
 - 854 Expert witness

1 This includes the broad field of educational psychology in its application to training.

- 855 Case study, in-tray exercises, business games
- 856 Role play, including role reversal
- 857 Syndicate work
- 858 Sensitivity training (T Groups)
- 86 Visual learning aids and equipment
 - 860 General, including libraries
 - 861 Chalk and display boards e.g. magnetic boards, felt boards
 - 862 Drawings, charts, diagrams
 - 863 Slides, silent film strip, silent films and projectors
 - 864 Teaching machines (for programmed instruction see 831)
 - 865 Manuals, notes and hand-outs
 - 866 Fixed models (for working models see 891)
- 87 Audio learning aids and equipment
 - 870 General
 - 871 Record players, discs
 - 872 Tape recorders, tapes (for taped instruction see 832)
 - 873 Broadcast radio
- 88 Audio-visual learning aids and equipment
 - 880 General
 - 881 Sound film and filmstrip and projectors
 - 882 Closed loop films and projection devices
 - 883 Broadcast television
 - 884 Closed-circuit television (cctv)
 - 885 Video tape
- 89 Multi-sensory learning aids and equipment
 - 890 General
 - 891 Working models (for fixed models see 866)
 - 892 Simulators, synthetic trainers
 - 893 Workshop equipment and tools
 - 894 Computers

9 Assessment of Training Effectiveness

- 90 General
- 91 Training records
 - 910 General principles and design
 - 911 Instructors' records
 - 912 Trainees' records
- 92 Methods of assessment
 - 920 General including appraisal systems
 - 921 Continuous assessment systems
 - 922 Terminal assessment systems
- 93 Methods of validation
 - 930 General
 - 931 Practical tests
 - 932 Written tests
 - 933 Oral tests
 - 934 Observation and interview
 - 935 Subjective reports by the training specialist
 - 936 Subjective reports by manager/supervisor
 - 937 External validation,¹ post-training assessment of measures of operational efficiency
(Cross reference with appropriate item numbers of 51)
- 94 Use of competitions
 - 940 General
- 95 Evaluation
 - 950 General
 - 951 Training costs
 - 952 Training cost-analysis systems
 - 953 Cost-effectiveness measurement

1 In the case of external examinations cross reference as necessary with the appropriate item No. under 29

Appendix 1

Universal Decimal Classification reference numbers

| | | | |
|----------------------|--------|-----------------|-------|
| Albania | 496.5 | Luxembourg | 435.9 |
| Algeria | 65 | Mexico | 72 |
| Argentina | 82 | Morocco | 64 |
| Australia | 94 | Netherlands | 492 |
| Austria | 436 | New Zealand | 931 |
| Belgium | 493 | Nigeria | 669 |
| Brazil | 81 | Norway | 481 |
| Bulgaria | 497.2 | Pakistan | 549 |
| Canada | 71 | Philippines | 914 |
| Ceylon | 548.7 | Poland | 438 |
| Chile | 83 | Portugal | 469 |
| China (Mainland) | 51 | Rhodesia | 689.1 |
| China (Taiwan) | 529.1 | Rumania | 498 |
| Czechoslovakia | 437 | South Africa | 68 |
| Denmark | 489 | Spain | 46 |
| Ethiopia | 63 | Sweden | 485 |
| Finland | 471 | Switzerland | 494 |
| France | 44 | Tunisia | 611 |
| Germany (Eastern) | 430.3 | Turkey | 496 |
| Germany (Fed Rep of) | 430.2 | Uganda | 676.1 |
| Ghana | 667 | United Arab Rep | 620.1 |
| Greece | 495 | United Kingdom | 42 |
| Hungary | 439 | USA | 73 |
| Iceland | 491 | USSR | 47 |
| India | 54 | Yugoslavia | 497.1 |
| Indonesia | 915 | | |
| Iran | 55 | | |
| Iraq | 567 | | |
| Ireland | 415 | | |
| Israel | 569.41 | | |
| Italy | 45 | | |
| Japan | 52 | | |
| Kenya | 676 | | |

Appendix 2

Summary of industries and their appropriate
Standard Industrial Classification number

Order I - Agriculture, Forestry, Fishing

| | |
|------------------------------|-----|
| Agriculture and horticulture | 001 |
| Forestry | 002 |
| Fishing | 003 |

Order II - Mining and Quarrying

| | |
|---|-----|
| Coal mining | 101 |
| Stone and slate quarrying and mining | 102 |
| Chalk, clay, sand and gravel extraction | 103 |
| Other mining and quarrying | 109 |

Order III - Food, Drink and Tobacco

| | |
|--|-----|
| Grain milling | 211 |
| Bread and flour confectionery | 212 |
| Biscuits | 213 |
| Bacon curing, meat and fish products | 214 |
| Milk products | 215 |
| Sugar | 216 |
| Cocoa, chocolate and sugar confectionery | 217 |
| Fruit and vegetable products | 218 |
| Animal and poultry foods | 219 |
| Food industries not elsewhere specified | 229 |
| Brewing and malting | 231 |
| Other drink industries | 239 |
| Tobacco | 240 |

Order IV - Chemicals and Allied Industries

| | |
|--|-----|
| Coke ovens and manufactured fuel | 261 |
| Mineral oil refining | 262 |
| Lubricating oils and greases | 263 |
| Chemicals and dyes | 271 |
| Pharmaceutical and toilet preparations | 272 |
| Explosives and fireworks | 273 |
| Paint and printing ink | 274 |
| Vegetable and animal oils, fats, soap and detergents | 275 |
| Synthetic resins and plastics materials | 276 |
| Polishes, gelatine, adhesives, etc. | 277 |

Order V - Metal Manufacture

| | |
|-------------------------------------|-----|
| Iron and steel (general) | 311 |
| Steel tubes | 312 |
| Iron castings, etc. | 313 |
| Light metals | 321 |
| Copper, brass and other base metals | 322 |

Order VI - Engineering and Electrical Goods

| | |
|--|-----|
| Agricultural machinery (except tractors) | 331 |
| Metal-working machine tools | 332 |
| Engineers' small tools and gauges | 333 |
| Industrial engines | 334 |
| Textile machinery and accessories | 335 |
| Contractors' plant and quarrying machinery | 336 |
| Mechanical handling equipment | 337 |
| Office machinery | 338 |
| Other machinery | 339 |
| Industrial plant and steelwork | 341 |
| Ordnance and small arms | 342 |
| Other mechanical engineering not elsewhere specified | 349 |

| | |
|---|-----|
| Scientific, surgical and photographic instruments, etc. | 351 |
| Watches and clocks | 352 |
| Electrical machinery | 361 |
| Insulated wires and cables | 362 |
| Telegraph and telephone apparatus | 363 |
| Radio and other electronic apparatus | 364 |
| Domestic electric appliances | 365 |
| Other electrical goods | 369 |

Order VII - Shipbuilding and Marine Engineering

| | |
|-------------------------------------|-----|
| Shipbuilding and marine engineering | 370 |
|-------------------------------------|-----|

Order VIII - Vehicles

| | |
|--|-----|
| Motor vehicle manufacturing | 381 |
| Motor cycle, three-wheel vehicle and pedal cycle manufacturing | 382 |
| Aircraft manufacturing and repairing | 383 |
| Locomotives and railway track equipment | 384 |
| Railway carriages and wagons and trams | 385 |
| Perambulators, hand-trucks, etc. | 389 |

Order IX - Metal Goods not elsewhere specified

| | |
|--|-----|
| Tools and implements | 391 |
| Cutlery | 392 |
| Bolts, nuts, screws, rivets, etc. | 393 |
| Wire and wire manufactures | 394 |
| Cans and metal boxes | 395 |
| Jewellery, plate and refining of precious metals | 396 |
| Metal industries not elsewhere specified | 399 |

Order X - Textiles

| | |
|---|-----|
| Production of man-made fibres | 411 |
| Spinning and doubling of cotton, flax and man-made fibres | 412 |
| Weaving of cotton, linen and man-made fibres | 413 |
| Woollen and worsted | 414 |
| Jute | 415 |
| Rope, twine and net | 416 |
| Hosiery and other knitted goods | 417 |
| Lace | 418 |
| Carpets | 419 |
| Narrow fabrics | 421 |
| Made-up textiles | 422 |
| Textile finishing | 423 |
| Other textile industries | 429 |

Order XI - Leather, Leather Goods and Fur

| | |
|--|-----|
| Leather (tanning and dressing) and fellmongery | 431 |
| Leather goods | 432 |
| Fur | 433 |

Order XII - Clothing and Footwear

| | |
|--|-----|
| Weatherproof outerwear | 441 |
| Men's and boys' tailored outerwear | 442 |
| Women's and girls' tailored outerwear | 443 |
| Overalls and men's shirts, underwear, etc. | 444 |
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| Glass | 463 |
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| Printing, publishing of newspapers and periodicals | 486 |
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| Brushes and brooms | 493 |
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| Plastics moulding and fabricating | 496 |
| Miscellaneous manufacturing industries | 499 |
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| Postal services and telecommunications | 707 |
| Miscellaneous transport services and storage | 709 |
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| Legal services | 873 |
| Medical and dental services | 874 |
| Religious organisations | 875 |
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| Sport and other recreations | 882 |
| Betting | 883 |
| Catering, hotels, etc. | 884 |
| Laundries | 885 |
| Dry cleaning, job dyeing, carpet beating, etc. | 886 |
| Motor repairers, distributors, garages and filling stations | 887 |
| Repair of boots and shoes | 888 |
| Hairdressing and manicure | 889 |
| Private domestic service | 891 |
| Other services | 899 |

Order XXIV - Public Administration and Defence

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| Local government service | 906 |

Appendix 3

International Standard Classification of Occupations

Summary of ISCO classification to the minor group level. A more detailed breakdown is provided for in the ISCO classification if required.

Major group 0 : Professional, technical and related workers

- 0-0 Architects, engineers and surveyors
- 0-1 Chemists, physicists, geologists and other physical scientists
- 0-2 Biologists, veterinarians, agronomists and related scientists
- 0-3 Physicians, surgeons and dentists
- 0-4 Nurses and midwives
- 0-5 Professional medical workers not elsewhere classified and medical technicians
- 0-6 Teachers
- 0-7 Clergy and related members of religious orders
- 0-8 Jurists
- 0-9 Artists, writers and related workers
- 0-X Draughtsmen, and science and engineering technicians not elsewhere classified
- 0-Y Other professional, technical and related workers

Major group 1 : Administrative, executive and managerial workers

- 1-0 Administrators and executive officials, government
- 1-1 Directors, managers and working proprietors

Major group 2 : Clerical workers

- 2-0 Book-keepers and cashiers
- 2-1 Stenographers and typists
- 2-9 Other clerical workers

Major group 3 : Sales workers

- 3-0 Working proprietors, wholesale and retail trade
- 3-1 Insurance and real-estate salesmen, salesmen of securities and services, and auctioneers
- 3-2 Commercial travellers and manufacturers' agents
- 3-3 Salesmen, shop assistants and related workers

Major group 4 : Farmers, fishermen, hunters, loggers and related workers

- 4-0 Farmers and farm managers
- 4-1 Farm workers not elsewhere classified
- 4-2 Hunters and related workers
- 4-3 Fishermen and related workers
- 4-4 Loggers and other forestry workers

Major group 5 : Miners, quarrymen and related workers

- 5-0 Miners and quarrymen
- 5-1 Well drillers and related workers
- 5-2 Mineral treaters
- 5-9 Miners, quarrymen and related workers not elsewhere classified

Major group 6 : Workers in transport and communication occupations

- 6-0 Deck officers, engineer officers and pilots, ship
- 6-1 Deck and engine-room ratings (ship), barge crews and boatmen
- 6-2 Aircraft pilots, navigators and flight engineers
- 6-3 Drivers and firemen, railway engine
- 6-4 Drivers, road transport
- 6-5 Conductors and brakemen, railway
- 6-6 Inspectors, supervisors, traffic controllers and despatchers, transport
- 6-7 Telephone, telegraph and related telecommunication operators
- 6-8 Postmen and messengers
- 6-9 Workers in transport and communication occupations not elsewhere classified

Major group 7/8 : Craftsmen, production-process workers, and labourers
not elsewhere classified

- 7-0 Spinners, weavers, knitters, dyers and related workers
- 7-1 Tailors, cutters, furriers and related workers
- 7-2 Leather cutters, lasters and sewers (except gloves and garments)
and related workers
- 7-3 Furnacemen, rollers, drawers, moulders and related metal making
and treating workers
- 7-4 Precision-instrument makers, watchmakers, jewellers and related
workers
- 7-5 Toolmakers, machinists, plumbers, welders, platers and related
workers
- 7-6 Electricians and related electrical and electronics workers
- 7-7 Carpenters, joiners, cabinetmakers, coopers and related workers
- 7-8 Painters and paperhangers
- 7-9 Bricklayers, plasterers, and construction workers not elsewhere
classified
- 8-0 Compositors, pressmen, engravers, bookbinders and related workers
- 8-1 Potters, kilnmen, glass and clay formers and related workers
- 8-2 Millers, bakers, brewmasters and related food and beverage
workers
- 8-3 Chemical and related process workers
- 8-4 Tobacco preparers and tobacco-product makers
- 8-5 Craftsmen and production-process workers not elsewhere
classified
- 8-6 Packers, labellers and related workers
- 8-7 Stationary-engine and excavating and lifting equipment operators
and related workers
- 8-8 Longshoremen and related freight handlers
- 8-9 Labourers not elsewhere classified

Major group 9 : Service, sport and recreation workers

- 9-0 Fire fighters, policemen, guards and related workers
- 9-1 Housekeepers, cooks, maids and related workers
- 9-2 Waiters, bartenders and related workers
- 9-3 Building caretakers, cleaners and related workers
- 9-4 Barbers, hairdressers, beauticians and related workers
- 9-5 Launderers, dry cleaners and pressers
- 9-6 Athletes, sportsmen and related workers
- 9-7 Photographers and related camera operators
- 9-8 Embalmers and undertakers
- 9-9 Service, sport and recreation workers not elsewhere classified

Major group X : Workers not classifiable by occupation

- X-1 New workers seeking employment
- X-2 Workers reporting occupations unidentifiable or inadequately
described
- X-3 Workers not reporting any occupation

Armed forces : Members of the armed forces

Appendix 4

Examples of UDC Nos. to identify subject matter of training courses

| | | | |
|--------------------------|--------|------------------------|-----|
| Accountancy | 657 | Domestic Science | 64 |
| Aeronautical Engineering | 629.13 | Economics | 330 |
| Architecture | 72 | Engineering | 62 |
| Art and design | 74 | Languages | 80 |
| Biology | 574 | Law | 34 |
| Book-keeping | 657 | Management Studies | 65 |
| Business Studies | 658 | Marketing | 658 |
| Carpentry | 694 | Mathematics | 51 |
| Catering | 64 | Mechanical Engineering | 621 |
| Chemistry | 54 | Science | 6 |
| Chemical Engineering | 66 | Technical Drawing | 74 |
| Commercial Subjects | 658 | Technology | 62 |

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| Classification | | Counselling by training officers | 633 |
| Industrial Classification | 311 | Courses, design of | 76 |
| Occupational Classification | 561 | Creativity | 813 |
| Training Classification | 001 | Craftsmen, craft occupations | 555 |
| Universal Decimal Classification | 002 | | |
| Clerical workers | 556 | | |
| Closed loop films | 882 | | |
| Collective bargaining | 125 | | |
| Colleges | | D | |
| agricultural | 263 | Day release | 732 |
| of commerce | 262 | Defence, Ministry of | 113 |
| correspondence | 268 | Definitions of training terms | 02 |
| of education | 264 | Degrees | |
| private | 269 | first degrees | 285 |
| specialised | 269 | higher degrees | 286 |
| technical | 261 | Demonstration, practical | 834 |
| Commercial and Clerical Training Committee | 165 | Design of training programmes and courses | 76 |
| Commercial and clerical worker | 556 | Diagrams | 862 |
| Commercially operated training organisations | 192 | Dictionaries | 02 |
| Communications skills | 545 | Diplomas | 282 |
| Communications within the organisation | 354 | Disabled trainees | |
| Competitions | 94 | mentally handicapped | 652 |
| Complaints | 519 | physically handicapped | 651 |
| Computers as learning aids | 894 | Disciplinary standards | 342 |
| Conceptual/intellectual level of job performance | 541 | Discussion | 853 |
| Conditions of employment | 34 | Display board | 861 |
| Confederation of British Industry | 171 | Down time of production equipment | 518 |
| Consultants | 192 | Drawings | 862 |
| Consultation, joint | 36 | Duration of training | 75 |
| Control skills | 542 | | |
| Correspondence colleges | 268 | E | |
| Correspondence courses | | Economic Affairs, Department of | 111 |
| as a form of training | 737 | Education and Science, Department of | 112 |
| as a method of instruction | 841 | Educational establishments | 726 |
| Costs of training | 951 | Educational system under schedule | 2 |
| Cost-analysis systems | 952 | Educational guidance | 241 |
| Cost-effectiveness | 953 | Educational psychology | 814 |
| Council, Central Training | 161 | | |
| Council for National Academic Awards | 295 | | |

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| Effectiveness of training under schedule | 9 |
| Employers' organisations | 17 |
| Employment, conditions of | 34 |
| Ergonomics | 52 |
| Evaluation of training | 95 |
| Evening courses of study | 736 |
| Evening Institutes | 271 |
| Examinations | |
| oral | 933 |
| practical | 931 |
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| Examining bodies | 29 |
| 'Expert witness' as a method of instruction | 854 |

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| Felt board | 861 |
| Female trainees | 642 |
| Films | |
| closed loop films | 882 |
| silent films/film strip | 863 |
| sound film/film strip | 881 |
| Firms (filed alphabetically) | 32 |
| Forecasting, manpower forecasting | 121 |
| Foreign | |
| training in foreign countries | 06 |
| training in particular countries (plus UDC number) | 061 |
| Foremen | 552 |
| Foundations and trusts etc. | 191 |
| Full-time education training courses | 735 |
| Further education | 26 |

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| General Policy Committee | 162 |
| Glossaries | 02 |
| Glossary of Training Terms | 021 |

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| Defence, Ministry of | 113 |
| Economic Affairs, Department of | 111 |
| Education and Science, Department of | 112 |
| Labour, Ministry of | 114 |
| Technology, Ministry of | 115 |
| Others | 110 |
| Government Training Centre | 725 |
| Graduate membership | 283 |
| Grants schemes | 152 |
| Group methods of training | 85 |
| Group projects as a method of instruction | 857 |
| Group training officer | 416 |
| Group training schemes | 74 |
| Guidance | |
| educational guidance | 241 |
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| Hours of training | 751 |

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| Immigrants, immigrant worker, trainees | 653 |
| Incentives for learning | 812 |
| Indices of operational efficiency | 51 |
| Individual organisations (filed alphabetically) | 172 |

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| Induction training | 711 | Joint consultation | 36 |
| Industrial Classification Standard Industrial Classification | 311 | Joint training committees | 362 |
| Industrial relations | 125 | | |
| Industrial Training Act | 141 | L | |
| Industrial Training Service | 193 | Labour disputes | 514 |
| Industrial Training Boards (filed alphabetically) | 151 | Labour, Ministry of | 114 |
| Information processing | 00 | Learning aids under schedule | 8 |
| Initial job training | 712 | Learning problems of particular groups | 82 |
| In-service training | 731 | Learning theory and principles | 81 |
| Instructional objectives | 761 | learning | 811 |
| Instructions, design of | 817 | group processes in learning | 815 |
| Instructors | 411 | Lecture | 851 |
| chief instructor | 412 | Legislation | 13 |
| Intelligence, measures of | 623 | educational legislation | 131 |
| International Labour Office | 051 | safety, health and welfare legislation | 132 |
| International organisations | 050 | training legislation | 14 |
| International Standard Classification of Occupation (ISCO) | 561 | Length of training | 751 |
| Interviewing as a method of assessment | 934 | Lesson | 852 |
| Interviewing methods | 626 | Levy schemes | 152 |
| In-tray exercises as a method of instruction | 855 | Libraries | 860 |
| Introductory training courses for training officers | 431 | Location of training | 72 |
| Isolated firms | 372 | M | |
| J | | Magnetic boards | 861 |
| Job analysis | 533 | Management functions | 360 |
| Job breakdown, TWI | 532 | Management techniques | 360 |
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| Job description | 613 | Management Training and Development Committee | 166 |
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| Job performance | 54 | Manpower; planning, forecasting, budgeting policy and techniques | 121 |
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| Non-integrated groups of trainees | 653 |
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| Official reports | 110 |
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| Operational efficiency | 51 |
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*To identify a particular occupation use the appropriate ISCO code No. as a bracketed entry following this item number.

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**To identify a particular country use the appropriate UDC code No. as a bracketed entry following this item number.

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| Training Glossary | 021 | V | |
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