ABSCQ MANUAL CODING SYSTEM

PART 2

TRAINING GUIDE

CONTENTS

1.   THE CODING METHOD

The aim of the coding process is to assign a four digit code to each qualification. In order to ensure that this is done consistently and accurately, the following set of guidelines has been developed to help code qualifications information.

1.1   Coding Simple Qualifications

A qualification consists of two pieces of information: level of attainment and field of study. These need to be identified separately before you start coding.

1.1.1   *Identifying Level of Attainment*

Level Words are those which describe how advanced the qualification is. They usually occur in response to the name of qualification question and/or the trade qualification question. Sometimes there may be more than one level word (or phrase) for a given set of responses. The following are some of the more common examples of level words that you will encounter.

A Grade	Diploma
Advanced Certificate	Doctorate (Ph.D)
Associate Diploma	Graduate Diploma
Bachelor	Masters
Certificate	Trade Certificate

1.1.2   *Identifying Field of Study*

Field of Study Words describe the content of the qualification, and can be single words or phrases. In the following examples the field of study words are in bold type.

Name of Qualification:	Advanced Certificate
Field of Study:	**Arboriculture**
Name of Qualification:	Bachelor of **Science**
Field of Study:	**Computer Science**
Name of Qualification:	-----
Field of Study:	Chartered **Accounting**
Name of Qualification:	Trade Certificate
Field of Study:	**Hairdressing**

Note that in the first case, *Advanced Certificate* describes the level of attainment. In the next case, the level word is *Bachelor*. In the third case, *Chartered* is the level word and in the last case, *Trade Certificate* describes the level of attainment.

Having identified the level of attainment and the field of study, you need to specifically identify at least one, and possibly two, further elements (the Basic Word and any Qualifying Words) before continuing. Basic and qualifying words are usually found in the field of study information.

1.1.3   *Identifying the Basic Word*

The **Basic Word** is the single word that best describes the field of study of a qualification. It is the word that best answers the question: "What is the qualification about?" Once you have identified the basic word you can begin coding.

Example:

      Name of Qualification: Panelbeating certificate
      Field of Study: -----

In this example, the level word is *certificate* and the field of study is *panelbeating*. As there is only one word in the field of study, it is the basic word. Turn to the Coding Index (Part 3) and look up the word *panelbeating*. You will find a block of entries for *panelbeating* with different levels of attainment.

      5673   Panelbeating/ Advanced Certificate
      6673   Panelbeating/ Apprenticeship
      7673   **Panelbeating/ Certificate**
      7673   Panelbeating/ Pre-apprenticeship
      6673   Panelbeating/ Trade Certificate
      0673   Panelbeating/ NAI (about level)

The entry in bold is the correct entry for this response, and the code 7673 is assigned to this response.

In the example above there is only one word used for level and one for field of study. In cases like this the basic word will always be the single field of study. However, qualifications often have more than one word to describe the field of study.

1.1.4   *Identifying Qualifying Words*

Qualifying Words add detail to the basic word. They help to clarify what the qualification is about. Qualifying words answer the question: "What sort of ...?"

      What sort of teaching?   *primary school* teaching
      What sort of fitting?   *electrical* fitting

Example:

      Name of Qualification: Associate Diploma
      Field of Study: Child Care

When the field of study contains more than one word, you need to distinguish the basic word from the qualifying word(s). Remember, the basic word is the word that tells us what the qualification is primarily about. In the above example the qualification is about *care*. The word *child* tells what sort of care. It provides more detail about the qualification, so it is a qualifying word. Once you have found the word *care* in the Coding Index, look for *child* in the list of qualifying words and then match the level *associate diploma*.

      5422   Care, Child/ Associate Diploma

This is the correct entry, and the code 5422 is assigned to this response.

1.1.5   *Coding Exercises* (solutions to all coding exercises are found in Part 6 of this manual)

1)   Name of Qualification: Advanced Certificate
         Field of Study: Arboriculture
         Institution: Victorian College of Agriculture
         Trade Qualification: No

2)   Name of Qualification: Associate Diploma
        Field of Study: Residential Care
        Institution: Brisbane CAE
        Trade Qualification: No

3)   Name of Qualification: Trade Certificate
        Field of Study: Hairdressing
        Institution: Reid TAFE College
        Trade Qualification: Yes

4)   Name of Qualification: Graduate Diploma
        Field of Study: Public Relations
        Institution: ANU
        Trade Qualification: No

5)   Name of Qualification: Certificate of Locksmithing
        Field of Study: Locksmithing
        Institution: Sydney Technical College
        Trade Qualification: No

6)   Name of Qualification: Apprenticeship
        Field of Study: Graphic Reproduction
        Institution: Regency College of TAFE, SA
        Trade Qualification: -----

7)   Name of Qualification: Master
        Field of Study: Physics
        Institution: Uni of NSW
        Trade Qualification: No

8)   Name of Qualification: Graduate Diploma
        Field of Study: School Librarianship
        Institution: Monash Uni
        Trade Qualification: No

9)   Name of Qualification: Certificate of Technology
        Field of Study: Fisheries Operation
        Institution: Australian Maritime College
        Trade Qualification: No

10)   Name of Qualification: Bachelor of Metallurgy
        Field of Study: Metallurgy
        Institution: University of Newcastle
        Trade Qualification: No

11)   Name of Qualification: Bachelor
        Field of Study: Police Studies
        Institution: Charles Sturt University
        Trade Qualification: No

12)   Name of Qualification: Doctorate
        Field of Study: Oceanography
        Institution: RMIT
        Trade Qualification: No

13)   Name of Qualification: Advanced Certificate
        Field of Study: Dental Technology
        Institution: Sydney Tech
        Trade Qualification: No

14)   Name of Qualification: Associate Diploma
        Field of Study: Dancing
        Institution: QUT
        Trade Qualification: No

15)   Name of Qualification: Bachelor of Occupational Therapy
        Field of Study: Occupational Therapy
        Institution: Cumberland College of Health Sciences
        Trade Qualification: No

1.2   Common Problems Encountered in Coding

People report their qualifications in different ways. Different words and abbreviations may be used to describe qualifications, which can create problems when coding. In this section we will look at how to use the Coding Index to overcome the more common coding problems.

1.2.1   *Abbreviations*

Respondents will often use abbreviations when describing a qualification. It is useful to know the meanings of a few of the more common abbreviations.

Some Common Abbreviations:

BA	Bachelor of Arts
BSc	Bachelor of Science
MA	Master of Arts
MSc	Master of Science
Ph.D	Doctorate
Grad Dip	Graduate Diploma
Assoc Dip	Associate Diploma
Adv Cert	Advanced Certificate
Dip	Diploma
Dip Ed	Diploma of Education
Dip T	Diploma of Teaching
App Sc	Applied Science

Soc Sc	Social Science
LLB	Bachelor of Law
C of T	Certificate of Technology

It is important that you select an exact equivalent when matching these abbreviations with an index entry. If a response has *Assoc Dip* written as the level of attainment then the only index entry that can be matched exactly is *Associate Diploma*. If a level is not in the index then you need to refer to query resolution procedures.

1.2.2   *Acronyms*

Qualifications may be stated as acronyms, which are another form of abbreviation. For example, *Fellow of the Institute of Nursing Administrators* is often written as *FINA*, and *Certified Practising Accountant* is often abbreviated to *CPA*.

You will often find that the only response given is an acronym. In such cases, it is appropriate to use the acronym as the basic word. It is important, however, that what is written in the response is exactly the same as the index entry you choose, or you may assign a wrong code to that response. In the index, acronyms have no punctuation or spaces and are listed in alphabetical order in the body of the coding index.

Example:

Name of Qualification:	F.R.A.C.P
Field of Study:	-----

Remember that this will be found in the index without punctuation, so you will have to look for FRACP. The correct index entry is:

1218   FRACP

1.2.3   *Equivalent Qualification Names*

There are some qualification names that can be expressed in different ways. Rather than have an index entry for every possible name, there is one standard index entry for each qualification name. It is appropriate then to chose the equivalent name, even if the wording is slightly different. The important point is that they are the same level of attainment.

Examples of Name Equivalents:

Response	*Index Equivalent*
Pre-apprenticeship Certificate	Pre-apprenticeship
Apprenticeship Certificate	Apprenticeship
Doctor of Philosophy	Doctorate
Postgraduate Diploma	Graduate Diploma
Traineeship	Traineeship Certificate
Undergraduate Diploma	Diploma
Pre-vocational Certificate	Pre-vocational
Bachelor Degree	Bachelor

1.2.4   *Extraneous Words*

Sometimes there are words in a response that can be ignored. These are called extraneous words and are not needed to determine the correct code for that response.

If **all** the words in an index entry are in the response then it is allowable to select this entry. If a response contains extra qualifying words that are not in the index entry, they are considered to be extraneous and can be ignored. However, if there are words in the index entry that are **not** in the response, you cannot match on that entry.

Example:

Name of Qualification: Bachelor
Field of Study: Applied Physics

Look up *physics* (the basic word) in the index and you will find that there are no entries with qualifying words.

3521   Physics/ <u>Bachelor</u>

It is acceptable to select this entry as all of the words in the index entry are in the response. The code 3521 is assigned to this response.

Example:

Name of Qualification: Certificate
Field of Study: Small Boatyard Operation

The basic word is *operation*. Look this up and you will find *boatyard* as a qualifying word but not *small boatyard*.

7696   Operation, Boatyard/ <u>Certificate</u>

Again, it is correct to select this entry as all the words in the index entry are in the response. The code 7696 is assigned to this response.

Example:

Name of Qualification: Diploma
Field of Study: Drug Studies

The basic word is *studies*. Look this up in the index and you will find the following entry.

2429   Studies, Drug Dependence/ <u>Diploma</u>

Because the response does not specify drug *dependence* it would be incorrect to select this code. In this case the response would be referred to query resolution procedures.

In most cases, prepositions *(in, at, the,* etc) are extraneous and are omitted from index entries. However, they are sometimes necessary to make sense of the qualification, and in such cases they are included in the index entry. For example, the field of study *Sociology of Education* needs the word '*of*' included or it loses its meaning.

Sometimes level information is extraneous. If the term *honours* is used with an identified level of attainment, it can be ignored as it is considered to be a part of that level of attainment.

Example:

Name of Qualification: Bachelor (Hons)
Field of Study: Political Science

In this case, you would ignore the word *Hons (honours)* and code to the level of attainment *bachelor*.

However, if *honours* is used by itself or with an unidentifiable level of attainment, e.g. *honours degree*, the response should be referred to query resolution. In these cases the level cannot be determined because there are a number of different *honours* degrees.

1.2.5   *Coding Exercises*

1)   Name of Qualification: Bachelor
       Field of Study: Pacific Defence Studies
       Institution: Australian National University
       Trade Qualification: No

2)   Name of Qualification: AFAMI
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

3)   Name of Qualification: Doctor of Philosophy
        Field of Study: Biological Science
        Institution: Macquarie University
        Trade Qualification: No

4)   Name of Qualification: Grad Dip
        Field of Study: Midwifery
        Institution: La Trobe
        Trade Qualification: No

5)   Name of Qualification: Bachelor (Honours)
        Field of Study: Computer Science
        Institution: UNE
        Trade Qualification: No

6)   Name of Qualification: Graduate Diploma
        Field of Study: Coal Geology
        Institution: Wollongong Uni
        Trade Qualification: -----

7)   Name of Qualification: M Design
        Field of Study: Interior Design
        Institution: Uni of Technology, Sydney
        Trade Qualification: No

8)   Name of Qualification: AMusA
        Field of Study:
        Institution: Canberra Institute of Arts
        Trade Qualification:

9)   Name of Qualification: Post Grad Dip
        Field of Study: Office Management
        Institution:
        Trade Qualification:

10)   Name of Qualification: Trade Cert
        Field of Study: CRTS
        Institution:
        Trade Qualification: Yes

11)   Name of Qualification: Traineeship
       Field of Study: Child Care
       Institution: TAFE/Local Govt Child Care Centre
       Trade Qualification:

12)   Name of Qualification: Grad Dip
       Field of Study: Growing Small Fruits
       Institution:
       Trade Qualification:

13)   Name of Qualification: Certificate in Commercial Floristry
       Field of Study: Floristry
       Institution: Weston TAFE, ACT
       Trade Qualification:

14)   Name of Qualification: Assoc Dip
       Field of Study: Viticulture
       Institution: Charles Sturt Uni
       Trade Qualification: No

15)   Name of Qualification: B
       Field of Study: Islamic Culture
       Institution: Uni of Sydney
       Trade Qualification:

1.3   Summary

- The first step when coding is to identify the level of attainment and field of study in a response.

- Select the basic word from the field of study and identify all qualifying words.

- Match on the basic and any qualifying words in the index.

- Match on level of attainment information.

- If **all** the words in the index entry are in the response, that entry can be selected. Any extra words in the response that are not in the index entry are extraneous and can be ignored.

- If there are words in the index entry that are **not** in the response, that entry **cannot** be selected.

- If an acronym is used for the field of study it may sometimes be used as the basic word.

- Once the basic and qualifying words are matched, select the entry that matches with the level of attainment given in the response.

2.   USING THE CODING INDEX

The Coding Index is designed to facilitate the consistent coding of qualifications information. It is important to understand the conventions governing the structure of the index in order to use it correctly. In this section, the structure of the index and its use is described.

2.1   The Format of the Coding Index

The Coding Index is sorted alphabetically into basic word blocks. Each of these blocks are ordered in accordance with specific conventions governing the way in which the index is used (see *Section 2.2 Matching Rules*).

2.1.1   *Structure of Basic Word Blocks*

Within each basic word block there may be qualifying word sections. Those sections with a basic word and qualifying word(s) separated by a comma (,) will always precede those sections separated by a slash (/).

Example:

5480	Arts, Visual/ <u>Associate Diploma</u>
3480	Arts, Visual/ <u>Bachelor</u>
4480	Arts, Visual/ <u>Diploma</u>
1480	Arts, Visual/ <u>Doctorate</u>
. . . .	
0480	Arts, Visual/ NAI (about level)

Next, are those entries with basic word then a slash (/) followed by qualifying words.

8480	Arts/ Royal Society/ <u>Advanced</u>
0480	Arts/ Royal Society/ NAI (about level)

Each qualifying word section is also alphabetically ordered.

Example:

. . . .	
0638	Technician, Television/ NAI (about level)
7489	Technician, Theatre/ cinema/ <u>Certificate</u>
4489	Technician, Theatre/ cinema/ <u>Diploma</u>
0489	Technician, Theatre/ cinema/ NAI (about level)
3229	Technician, Theatre/ nursing
5489	Technician, Theatre/ stage/ <u>Advanced Certificate</u>
7489	Technician, Theatre/ stage/ <u>Certificate</u>
4489	Technician, Theatre/ stage/ <u>Diploma</u>
0489	Technician, Theatre/ stage/ NAI (about level)
7643	Technician, Washing Machine/ <u>Certificate</u>
0643	Technician, Washing Machine/ NAI (about level)
7912	Technician/ nail/ from a TAFE or technical college
9989	Technician/ nail/ except above
6888	Technician/ NAI (about type of technician)/ <u>Apprenticeship</u>
. . . .	

Entries are also sorted so that those with the greatest number of qualifying words come before those entries containing less detail.

Example:

5592   Science, Medical Laboratory/ <u>Associate Diploma</u>

. . . .

5219   Science, Medical/ <u>Associate Diploma</u>

. . . .

2.2   Matching Rules

In the index, words separated by commas (,) or slashes (/) or underlined have different rules determining how and when they are selected. There are two rules to remember when matching words in the index, the exact and close match rules.

2.2.1   *Exact Matching*

The first type, as the name implies, is when all the words in the index entry can be found in the response. So far all the coding exercises have been exact match cases.

Exact Match Rule

You must match exactly on all basic words, all qualifying words that follow a comma (,) and all underlined level words.

The *exact match on basic words* rule is relaxed when an occupation title is given instead of a qualification name. For example, someone may give a response such as *firefighter*. In this case it is allowable to match with *firefighting*. Similarly with responses such as *plumber* or *civil engineer* the appropriate basic word matches are *plumbing* and *engineering* respectively.

It is also considered to be an exact match if someone answers *yes* to the trade qualification question. In this case it is permissible to exact match on the level *Trade Certificate* if they respond 'yes' to such a question.

2.2.2   *Close Matching*

A close match occurs when the information in the response closely matches information in the index entry.

Close Match Rule

Words following a slash (/), which are not underlined, can be closely matched to information given in the response (this includes level and institution words which are not underlined).

Remember that words following a comma in the index require an exact match.

Example:

Name of Qualification: Bachelor of Engineering
Field of Study: Ship Surveying

The basic word is *surveying* and can be matched exactly. However, in the block of entries under *surveying* there are no qualifying words. Notice that apart from the first group of entries *Surveying + Mapping*, the rest are slash (/) entries requiring only a close match. You should look for an entry that has the same meaning as *ship*.

3694   Surveying/marine/ <u>Bachelor</u>

In this case *marine surveying* has a similar meaning to *ship surveying* and would be an appropriate match. The code 3694 is then be assigned to this response.

If you cannot find a close match, the response should be referred to query resolution procedures.

Example:

Name of Qualification:	Certificate
Field of Study:	Fibre Optics

The basic word *optics* can be matched exactly. The qualifying words listed under *optics* in the index are *dispensing*, *fitting* and *mechanical*. These are all slash (/) entries and so can be closely matched, however, none of them are an appropriate match for *fibre*. The *NAI (about type of optics)* cannot be selected either, as there is information about the type of optics studied. In this case the response would be referred to query resolution procedures.

Example:

Name of Qualification:	Certificate
Field of Study:	Massage
Institution:	Mt Lawley TAFE
Trade Qualification:	-----

The basic word *massage* can be matched exactly as can the level *certificate*. However there is an added component to the index entry that requires the use of institution information. In this case the information in the response indicates that the qualification was gained from a TAFE college so the certificate entry can be selected.

> 7239   Massage/ <u>Certificate</u>/ from a TAFE or technical college

The code 7239 is assigned to this response.

If the institution given in the response is not a TAFE or technical college, or if there is no institution information, the except above option should be selected.

2.2.3   *Coding Exercises*

1)

Name of Qualification:	Graduate Diploma
Field of Study:	Road Engineering
Institution:	RMIT
Trade Qualification:	No

2)

Name of Qualification:	Certificate
Field of Study:	Advertising Display
Institution:	-----
Trade Qualification:	-----

3)

Name of Qualification:	Apprenticeship
Field of Study:	Auto Tuning
Institution:	Reid TAFE
Trade Qualification:	-----

4)

Name of Qualification:	Certificate of Inspection
Field of Study:	Aeroplane Inspection
Institution:	-----
Trade Qualification:	-----

5)   Name of Qualification: Trade Cert
        Field of Study: Cast Iron Furniture Making
        Institution: -----
        Trade Qualification: Yes

6)   Name of Qualification: Fellow Australian Institute of Health Surveyors
        Field of Study: Environmental Health
        Institution: -----
        Trade Qualification: No

7)   Name of Qualification: Master
        Field of Study: Building Energy Systems
        Institution: Sydney University
        Trade Qualification: No

8)   Name of Qualification: Bachelor
        Field of Study: Animal Surgery
        Institution: Adelaide University
        Trade Qualification: No

9)   Name of Qualification: Diploma
        Field of Study: Agricultural Economics
        Institution: UNE
        Trade Qualification: -----

2.3   Default Index Entries

Sometimes you will find that you cannot choose a specific index entry. This may be because there is not enough information given in a response, or it is too general to be useful in the coding process. There are special entries in the index called *default entries*, that may be used when this occurs. Because you need to know what options are available in the index **before** selecting a default entry, they appear as the last entry in a block of entries for a basic word.

2.3.1   *No Additional Information (NAI)*

There are three types of No Additional Information (NAI) entries: *NAI (about field of study)*, *NAI (about type of...)*, and *NAI (about level)*. The first two types, *NAI (about field of study)* and *NAI (about type of...)*, will come at the end of a basic and qualifying word section and should be selected **only when there is no additional information** that can be used to code the field of study. The other type, NAI (about level), will come at the end of a series of valid level words and should be selected **only when there is no additional information** that can be used to code the level of attainment.

NAI entries for Field of Study

Example:
        Name of Qualification: Certificate
        Field of Study: Engineering

Look up the basic word *engineering* in the coding index. Because there is no additional information about the type of engineering studied you should select the *NAI (about type of engineering)* entry.

      7600   Engineering/ NAI (about type of engineering)/ <u>Certificate</u>

The code 7600 is assigned to this response.

Example:
      Name of Qualification: Certificate of Vocational Studies
      Field of Study: -----

Look up the basic word *studies* and the qualifying word *vocational* in the coding index. Because there is no additional information about the field of study you should select the *NAI (about field of study)* entry.

      7888   Studies, Vocational/ NAI (about field of study)/ <u>Certificate</u>

The code 7888 is assigned to this response.

NAI entries for Level of Attainment

The third type of *NAI* entries are those that should be selected when there is no additional information about the level of the qualification.

Example:
      Name of Qualification: Printmaker
      Field of Study: Printmaking

You will find a number of level entries under *printmaking* in the index. Because there has been no information given about the level you cannot choose any of these. There is, however, an *NAI (about level)* entry.

      0482   Printmaking/ NAI (about level)

This entry should be selected and the code 0482 assigned to the response.

Refer to *Section 5.1 Missing Level of Attainment* for cases when there is no additional information about level in a response, and there is no *NAI (about level)* or *except above* entry in the index for a particular basic word.

2.3.2   *Except Above*

Except above entries are last in any block of qualifying or level words. *Except above* should be selected when you are able to match a basic word but are unable to match qualifying or level words.

Example:
      Name of Qualification: Master of Obstetrics
      Field of Study: Obstetrics

The basic word is *obstetrics* and can be matched exactly. The following options are given in the index.

      2214   Obstetrics/ <u>Diploma</u>
      2214   Obstetrics/ <u>Graduate Diploma</u>
      1214   Obstetrics/ except above

The level word *Master* cannot be match with any of the level words in the index. The *except above* entry must therefore be selected.

Example:

Name of Qualification:	Oncology
Field of Study:	-----

When matching the basic word *oncology* the following options are given.

3229   Oncology/ nursing

1218   Oncology/ except above

Nothing in the response mentions *nursing* so this entry cannot be chosen. You must select the *except above* entry and assign the code 1218.

Remember:

- It is **not** acceptable to select an *NAI (about field of study)* or *NAI (about type of...)* entry if there is **any** information given in the response about field of study.

- It is **not** acceptable to select an *NAI (about level)* entry if there is **any** information given in the response about level of attainment.

- If you cannot match on anything and there is no *except above* option, refer to *Section 5 Missing Information.*

2.3.3   *Coding Exercises*

1) Name of Qualification: Diploma
    Field of Study: Agriculture
    Institution: -----
    Trade Qualification: No

2) Name of Qualification: -----
    Field of Study: Vehicle Body Making
    Institution: -----
    Trade Qualification: -----

3) Name of Qualification: Certificate of Technology
    Field of Study: Design Drafting
    Institution: RMIT
    Trade Qualification: No

4) Name of Qualification: Associate Diploma of Administration
    Field of Study: Administration
    Institution: -----
    Trade Qualification: No

5) Name of Qualification: Diploma
    Field of Study: Secretarial
    Institution: -----
    Trade Qualification: No

6)   Name of Qualification: Certificate
      Field of Study: Midwifery
      Institution: -----
      Trade Qualification: -----

7)   Name of Qualification: Bachelor of Architecture
      Field of Study: -----
      Institution: Curtin Uni of Technology
      Trade Qualification: -----

8)   Name of Qualification: Doctorate
      Field of Study: Aesthetics
      Institution: Sydney Uni
      Trade Qualification: -----

9)   Name of Qualification: -----
      Field of Study: Survey Assisting
      Institution: -----
      Trade Qualification: -----

10)   Name of Qualification: Bachelor of Commerce
      Field of Study: -----
      Institution: Flinders Uni
      Trade Qualification: No

11)   Name of Qualification: -----
      Field of Study: Welfare Officer
      Institution: James Cook
      Trade Qualification: No

12)   Name of Qualification: PhD
      Field of Study: Gynaecology
      Institution: University of Melbourne
      Trade Qualification: No

13)   Name of Qualification: Master of Pathology
      Field of Study: Pathology
      Institution: Monash
      Trade Qualification: -----

2.4   Code To

Rather than have each entry repeated for every variation of wording, the index often has entries containing the words *code to*. These will direct you to look under another specific word or words to continue coding.

Some *code to* entries are:

>   Chemist: code to Chemistry
>   Electrics: code to Electrical
>   Glasscutting: code to Work, Glass
>   Italian: code to Languages
>   Making, Template: code to Patternmaking
>   Packer: code to Packing
>   Shedhand, Shearing: code to Practice, Shedhand
>   Styling, Hair: code to Hairdressing
>   Therapist: code to Therapy
>   Typist: code to Typing
>   Woodwork: code to Woodworking

Example:

Name of Qualification:	Bachelor
Field of Study:	Accountancy

If you look up *accountancy* in the index you will find the entry:

>   ????   Accountancy: code to Accounting

This tells you that the basic word has changed and you should continue coding using the new basic word, *accounting*. Match on *accounting* and then choose the *except above* option as none of the other entries match this response. Select *bachelor* for level of attainment.

>   3141   Accounting/ except above/ Bachelor

The code 3141 is assigned to this response.

Code to index entries can also apply to qualifying words.

Example:

Name of Qualification:	Certificate
Field of Study:	Template Making

In this example, the field of study is *template making*. If you look up *making* and then *template* in the coding index you will find the following entry.

>   ????   Making, Template: code to Patternmaking

This entry tells you to look under a new basic word to continue coding this response. Look up the new basic word *patternmaking* in the index. There is no qualifying word describing the type of *patternmaking*, so look at the *except above* entries. The level word *certificate* can be matched exactly.

>   7646   Patternmaking/ except above/ Certificate

The code 7646 is assigned to this response.

Remember:

- Whenever the coding process leads to a *code to* index entry, continue according to its instructions.

2.4.1   *Coding Exercises*

1)   Name of Qualification: Bachelor
        Field of Study: Linear Algebra
        Institution: Sydney University
        Trade Qualification: -----

2)   Name of Qualification: Certificate
        Field of Study: Aerobic Instruction
        Institution: -----
        Trade Qualification: -----

3)   Name of Qualification: -----
        Field of Study: Carriage Painting
        Institution: -----
        Trade Qualification: -----

4)   Name of Qualification: Grad Dip
        Field of Study: Japanese
        Institution: Deakin Uni
        Trade Qualification: -----

2.5   Summary

- **Exact Match Rule** – exact match on all basic words, all qualifying words following a comma (,) and all underlined level words.

- An exact match is where all the words in the index entry can be found in the response

- When an occupation title is given in the response, match on the equivalent field of study i.e. *butcher....butchery.*

- Where someone answers 'yes' to the trade qualification question, it can be matched with the level *trade certificate.*

- **Close Match Rule** – words following a slash (/), which are not underlined, can be closely matched.

- A close match is where the qualifying words in a response can be matched with an index entry that has the same or similar meaning.

- Index entries with *NAI (about field of study)* or *NAI (about type of...)* can be selected only when there is no more information in a response about the field of study.

- Index entries with *NAI (about level)* can only be selected when there is no information in a response about the level of attainment.

  Except above entries can be selected when a basic word can be matched but qualifying or level words cannot be matched.

- When normal coding procedures leads to a directive (*code to*) continue coding according to its instructions.

3. CODING MORE COMPLEX RESPONSES

People may not always give responses that are straightforward. Because of this, some guidelines have been developed on how to code more difficult responses.

3.1 Basic Word Hierarchy

Sometimes it is hard to distinguish the basic from the qualifying word. This is usually where a qualifying word may, in a different qualification, be a basic word. In order to make it clear which words should be used where and when, and to make the coding process easier in these cases, a hierarchy of basic words has been developed. There are four sets of basic words in this hierarchy:

- aide

- management and administration

- education and teaching

- nursing

3.1.1 *Aide*

Whenever *aide* is used in a response it is **always the basic word.**

Example:

     Name of Qualification: Nursing aide
     Field of Study: -----

In this case *aide* is the basic word. Look this up in the index and then look for the qualifying word *nursing*.

     7221   Aide, Nursing

The code 7221 is assigned to this response.

3.1.2 *Management and Administration*

Whenever a response contains either *management* or *administration*, it should **always** be used as the basic word **unless** *aide* is also used. If both *management* and *administration* are used in the one response, choose whichever is in the field of study as the basic word.

Example:

     Name of Qualification: Dip Education Administration
     Field of Study: -----

Even though in most cases *education* is a basic word, when *administration* or *management* is also in a response, they take precedence. Therefore, *administration* is the basic word in the example above. This is because this qualification is about the administrative aspect of education rather than teaching. Look up *administration* and then match on *education* and *diploma*.

     2112   Administration, Education/ <u>Diploma</u>

The code 2112 is assigned to this response.

Example:

Name of Qualification:	Bachelor of Administration
Field of Study:	Business Management

Because both *administration* and *management* are used in this response, select the one in the field of study as the basic word, i.e. *management*. Look this up and match on *business* then select the correct level.

> 3111   Management, Business/ <u>Bachelor</u>

The code 3111 is the correct code for this response.

3.1.3   *Teaching and Education*

Next in the hierarchy are the words *education* and *teaching*. Whenever either of these words are used in a response it is always the basic word **unless** *management, administration* or *aide* is also used. If *management, administration* or *aide* are also used, they take precedence over *education* and *teaching*. When both *education* and *teaching* are used, the rule is the same as for *management* and *administration*. That is, choose whichever is in the field of study as the basic word.

Example:

Name of Qualification:	Dip Teaching
Field of Study:	Adult Education

Because *education* appears in the field of study this is the basic word and *adult* is the qualifying word. Look these up in the index and then carefully select the level. Make sure that you select *diploma of teaching* and not *diploma*.

> 4329   Education, Adult/ <u>Diploma of Teaching (Dip T)</u>

The code 4329 is assigned to this response.

Example:

Name of Qualification:	Bachelor of Education
Field of Study:	Early childhood

In this case neither *education* or *teaching* are in the field of study. However, *education* does occur in the name of the qualification and you should use this as the basic word. Look up *education* and *early childhood* in the index. The level is *bachelor*.

> 3311   Education, Early Childhood/ <u>Bachelor</u>

Assign the code 3311 to this response.

Example:

Name of Qualification:	Dip T
Field of Study:	Pre-school

This is similar to the example above, in that neither *education* or *teaching* are in the name of the qualification or the field of study. *Dip T* is short for *diploma of teaching* (see *Section 1.2.1 Abbreviations*). Therefore, in this case, *teaching* is the basic word. Look this up and then match on the qualifying words *pre-school* and the level *diploma of teaching (dip t)*.

> 4311   Teaching, Pre-school/ <u>Diploma of Teaching (Dip T)</u>

The correct code for this response is 4311.

Example:

Name of Qualification:	Masters
Field of Study:	Nursing Education

Both *nursing* and *education* seem to be legitimate basic words but according to the hierarchy *education* should be used. This is because this qualification is about educating nurses, and not nursing itself. Therefore, look up *education* first as the basic word and then match with *nursing* as the qualifying word. Choose the entry with the level *master*.

> 1322   Education, Nursing/ <u>Master</u>

The code for this response is 1322.

3.1.4   *Nursing*

Nursing qualifications follow the pattern of those mentioned above, so that wherever *nursing* is mentioned in a response, it is **always** the basic word, **unless** *aide, management, administration, education* or *teaching* are also used. These words take precedence over *nursing* as the basic word. *Enrolled, registered* and other similar words are level words. Qualifying words for nursing would be such words as *dental, veterinary, psychiatric*, etc.

Example:

Name of Qualification:	Enrolled Nurse
Field of Study:	-----

Nursing becomes the basic word because of the index entry *Nurse: code to Nursing*. As there is no field of study information select the *NAI (about type of nursing)* entry. *Enrolled* is the level.

> 7221   Nursing/ NAI (about type of nursing)/ <u>Enrolled (EN)</u>

The code 7221 is assigned to this response.

Example:

Name of Qualification:	Registered Nurse
Field of Study:	Geriatrics

Nursing is the basic word, *geriatrics* is the qualifying word and *registered* is the level.

> 3229   Nursing, Geriatrics/ <u>Registered (RN)</u>

The code 3229 is assigned to this response.

Example:

Name of Qualification:	Associate Diploma
Field of Study:	Dental Nursing

Nursing is the basic word, *dental* is the qualifying word and *associate diploma* is the level.

> 5225   Nursing, Dental/ <u>Associate Diploma</u>

The code 5225 is assigned to this response.

3.1.5   *Coding Exercises*

1)

Name of Qualification:	Diploma of Teaching
Field of Study:	Physical Education
Institution:	Monash University
Trade Qualification:	No

2)   Name of Qualification: Diploma of Education
        Field of Study: Music Teaching
        Institution: -----
        Trade Qualification: -----

3)   Name of Qualification: Diploma of Education
        Field of Study: French, German
        Institution: La Trobe Uni
        Trade Qualification: No

4)   Name of Qualification: Enrolled Nurse
        Field of Study: Nursing
        Institution: Meadowbank TAFE
        Trade Qualification: No

5)   Name of Qualification: Registered Nurse
        Field of Study: Psychiatric Nursing
        Institution: Phillip Institute of Technology
        Trade Qualification: -----

6)   Name of Qualification: Postgraduate Dip in Nursing
        Field of Study: Midwifery
        Institution: Curtin Uni of Technology
        Trade Qualification: No

7)   Name of Qualification: Bachelor
        Field of Study: Library Information Management
        Institution: University of New England
        Trade Qualification: -----

8)   Name of Qualification: Bachelor of Business
        Field of Study: Public Administration
        Institution: QIT
        Trade Qualification: No

9)   Name of Qualification: Dip Ed
        Field of Study: Teacher Librarianship
        Institution: -----
        Trade Qualification: -----

10)   Name of Qualification: PhD
        Field of Study: Educational Administration
        Institution: Curtin University
        Trade Qualification: -----

11)   Name of Qualification: Registered Dental Nurse
       Field of Study: Assisting with dental treatment
       Institution: -----
       Trade Qualification: -----

12)   Name of Qualification: Ph.D History
       Field of Study: History of Nursing
       Institution: Sydney Uni
       Trade Qualification: No

13)   Name of Qualification: Nurse Aide
       Field of Study: Nursing
       Institution: St John's Hospital Hobart
       Trade Qualification: -----

14)   Name of Qualification: Bachelor
       Field of Study: Nursing Education
       Institution: -----
       Trade Qualification: -----

15)   Name of Qualification: Teachers Aide
       Field of Study: -----
       Institution: -----
       Trade Qualification: -----

16)   Name of Qualification: Graduate Diploma
       Field of Study: Nursing Administration
       Institution: -----
       Trade Qualification: -----

17)   Name of Qualification: MA
       Field of Study: Sociology of Education
       Institution: -----
       Trade Qualification: -----

18)   Name of Qualification: Certificate of Administration
       Field of Study: Office Management
       Institution: -----
       Trade Qualification: No

3.2   Vague Basic Words

There are some basic words which by themselves do not provide enough detail to code a response effectively. We call these *vague basic words*. These words frequently appear in the name of the qualification.

Example:
>   Name of Qualification: Bachelor of Arts
>   Field of Study: Sociology

In this case we would ignore the word *arts* and use *sociology*. This is because the term *Bachelor of Arts* is the name of the qualification and is not really related to the field of study.

When a response contains a vague basic word, begin coding by checking to see if there is another basic word you can use. If there is no other basic word then use the vague word to begin coding.

Example:
>   Name of Qualification: Graduate Diploma of Business
>   Field of Study: -----

In this example there is no other choice for the basic word, so the word *business* is used. Exact match on business then choose *NAI (about type of business)* as no other information is given and then match on *graduate diploma*.

>   2100   Business/ NAI (about type of business)/ Graduate Diploma

The code 2100 is assigned to this response.

Example:
>   Name of Qualification: Bachelor of Veterinary Medicine
>   Field of Study: Science

In this example the field of study given is *science* which is a vague basic word. However, *veterinary medicine* is given in the name of the qualification. This provides much more detail about the qualification and should be used to code the response. The basic word is *medicine* and if you look this up in the index you will find the following index entry.

>   3251   Medicine, Veterinary/ Bachelor

The code assigned to this response is 3251.

In general, there are six basic words that are considered to be vague basic words:

>   Arts
>   Business
>   Commerce
>   Humanities
>   Engineering
>   Science

In some responses, qualifying words may be given with these vague basic words to form a legitimate field of study.

Example:
>   Name of Qualification: Graduate Diploma
>   Field of Study: Computer Science

Even though *science* is a vague basic word, in combination with *computer* it is a useful field of study. The basic word is *science*, *computer* is the qualifying word and *graduate diploma* is the level. The correct index entry is:

>   2541   Science, Computer/ Graduate Diploma

The code 2541 is assigned to this response.

Example:

Name of Qualification:	Diploma
Field of Study:	Graphic Arts

In this example, *graphic arts* is a legitimate field of study. The basic word is *arts*, with *graphic* as the qualifying word, and *diploma* as the level word.

    4484   Arts, Graphic/ <u>Diploma</u>

The code 4484 is assigned to the response.

There are some fields of study that are always vague, even when there is a qualifying word, e.g. *applied science, health science* and *social science*. Whenever these occur with more detailed information, ignore them and use the detailed information to code the response. If no other field of study information is available then use the vague field of study to code the response. The key to determining the correct basic word is to ask: "What is this qualification really about?"

Example:

Name of Qualification:	Bachelor Applied Science
Field of Study:	Civil Engineering

What is this qualification really about? Is it about *applied science* or *civil engineering? Civil engineering* tells us more about what this person has studied so it is the more useful field of study. Use *engineering* as the basic word to find the following entry.

    3621   Engineering, Civil/ <u>Bachelor</u>

Assign the code 3621 to this response.

3.2.1   *Coding Exercises*

1)
Name of Qualification:	Bachelor of Applied Science
Field of Study:	Quantity Surveying
Institution:	Curtin Uni of Technology
Trade Qualification:	No

2)
Name of Qualification:	Master of Commerce
Field of Study:	Finance
Institution:	Uni of Melbourne
Trade Qualification:	No

3)
Name of Qualification:	Master of Humanities
Field of Study:	Literature
Institution:	Uni of Tasmania
Trade Qualification:	-----

4)
Name of Qualification:	Assoc Dip in Business
Field of Study:	Public Relations
Institution:	Charles Sturt Uni
Trade Qualification:	-----

5)   Name of Qualification: Associate Diploma of Arts
        Field of Study: Recreation Leadership
        Institution: Footscray Institute of Technology
        Trade Qualification: No

6)   Name of Qualification: Bachelor of Science
        Field of Study: Numerical Science
        Institution: ANU
        Trade Qualification: -----

7)   Name of Qualification: MEng
        Field of Study: Civil Engineering
        Institution: Sydney University
        Trade Qualification: No

3.3   Trade Qualifications

There are four reasons for collecting information about trade qualifications:

   i)   The respondent may provide only an occupation title

Example:
        Name of Qualification: Electrician
        Field of Study: -----

Electrician is an occupation title and does not necessarily indicate that the respondent has an *electrical* qualification. Collecting trade information separately helps to overcome this problem.

   ii)   The respondent may only provide field of study information

Example:
        Name of Qualification: -----
        Field of Study: Welding

This is similar to the above example. There is no way of determining the level of the qualification, unless information is collected elsewhere, i.e. the trade question.

   iii) The respondent may use the word certificate when referring to a trade qualification

Example:
        Name of Qualification: Hairdressing Certificate
        Field of Study: Hairdressing

The word *certificate* may be used by a respondent when referring to their *trade certificate*. Information from a separate trade qualification question can help in determining the correct level of a qualification.

   iv)   Users may require specific data on trade qualifications

The following are some simple rules which have been developed to help with matching information given in the trade question with correct index entries.

3.3.1 *Two Levels Given and Both are in the Index*

Whenever there are two levels given for one field of study, look up the coding index and check for both levels. If both are present in the index then code the response to whichever is the highest level of attainment.

Example:

Name of Qualification:	Certificate in Plumbing
Field of Study:	Plumbing
Institution:	TAFE
Trade Qualification:	Yes

In this example the person has stated that they have a *certificate* and have also said *yes* to the trade question. This means that are two levels to match: *certificate* and *trade certificate*. Remember that a positive response to the trade question is considered to be an exact match on the level *trade certificate* (see *Section 2.2.1 Exact Matching*). In the index, under the basic word *plumbing* both these levels occur.

    . . . .
    7726   Plumbing/ Certificate

    . . . .
    6626   Plumbing/ Trade Certificate

    . . . .

The first digit of the trade certificate entry is '6' while the first digit of the certificate entry is '7'. This means that trade certificate is a *higher* level of attainment. In this case the response should be coded to the trade certificate entry and the code 6726 assigned.

Example:

Name of Qualification:	Advanced Cert
Field of Study:	Mining
Institution:	----
Trade Qualification:	Yes

Again there are two levels given: *advanced certificate* and *trade certificate*. Both of these occur under the basic word *mining* but the *highest* level in this case, denoted by the *lowest* first digit, is *advanced certificate*. The code assigned to this response is 5652.

3.3.2 *Two Levels Given and Only One is in the Index*

As in the case above, two levels have been given, but the index has an entry for only one of the levels. When this occurs, the response must be referred to query resolution procedures.

Example:

Name of Qualification:	Diploma
Field of Study:	Pipefitting
Institution:	Kangaroo Point Tafe
Trade Qualification:	Yes

In this case you will find an index entry for *trade certificate* under *pipefitting* but there is no *diploma* entry. Because you cannot match both levels given, refer the response to query resolution.

A query should also be raised if neither level given in the response can be matched with an index entry.

3.3.3   *Coding Exercises*

1)   Name of Qualification: Bach of Ed
     Field of Study: Secondary
     Institution: Salisbury TAFE
     Trade Qualification: Yes

2)   Name of Qualification: Apprenticeship
     Field of Study: **Steam Engineering**
     Institution: **Footscray TAFE College**
     Trade Qualification: Yes

3)   Name of Qualification: Advanced Certificate
     Field of Study: Auto Electrician
     Institution: -----
     Trade Qualification: Yes

4)   Name of Qualification: Certificate
     Field of Study: Leadlighting
     Institution: Tas TAFE
     Trade Qualification: Yes

5)   Name of Qualification: Engineering
     Field of Study: Mechanics
     Institution: RMIT
     Trade Qualification: Yes

6)   Name of Qualification: Certificate
     Field of Study: Electronic Instrument Technician
     Institution: -----
     Trade Qualification: Yes

7)   Name of Qualification: 1st Class Certificate
     Field of Study: Sheetmetal
     Institution: Whyalla College of TAFE
     Trade Qualification: Yes

8)   Name of Qualification: City and Guilds
     Field of Study: Metal Fabrication
     Institution: -----
     Trade Qualification: Yes

9)   Name of Qualification: Associate Diploma
     Field of Study: Radar Plotting
     Institution: -----
     Trade Qualification: Yes

10)   Name of Qualification: Bookbinder
        Field of Study: -----
        Institution: Melb. College of Graphic Arts
        Trade Qualification: Yes

11)   Name of Qualification: Refrigeration Trade
        Field of Study: Refrigeration
        Institution: Granville TAFE College
        Trade Qualification: Yes

12)   Name of Qualification: Diploma
        Field of Study: Beauty Therapy
        Institution: Tas TAFE
        Trade Qualification: Yes

13)   Name of Qualification: Pre-apprenticeship
        Field of Study: Signwriting
        Institution: Melb College of Decoration
        Trade Qualification: Yes

14)   Name of Qualification: -----
        Field of Study: Die Setting
        Institution: RMIT
        Trade Qualification: Yes

3.4   Summary

- To help choose the basic word, use the following hierarchy:

        aide
        management and administration
        education and teaching
        nursing

  - If *aide* is used in a response it is **always** the basic word.

  - If either *management* or *administration* is used in a response it is **always** the basic word **unless** *aide* is also used.

  - If both *management* and *administration* are used then choose whichever appears in the field of study question as the basic word.

  - If either *education* or *teaching* is used in a response it is **always** the basic word **unless** *aide*, *management* or *administration* is also used.

  - If both *education* and *teaching* are used then choose whichever appears in the field of study question as the basic word.

  - If *nursing* is used in a response it is **always** the basic word **unless** *aide*, *management*, *administration*, *education* or *teaching* are also used.

- If a *vague* basic word is used in a response, check to see if there is a more detailed basic word that can be used.

  The six vague basic words are:
  arts
  business
  humanities
  commerce
  engineering
  science

- If more detailed information is not available then begin coding using the vague basic word.

- If both trade qualification information and another level of attainment are in a response, match both levels and code to whichever is the highest level of attainment (i.e. the lowest level of attainment code).

- If either level cannot be matched (i.e. one is not in the index for a particular basic word) then refer the response to query resolution.

4.   MULTIPLE MATCHING

So far we have specified rules for coding using one basic word. However, some qualifications may have more than one field of study and so may have more than one basic word. Information may also be given on more than one qualification. We will now look at those cases where you may be required to select more than one index entry for a particular qualification or response.

4.1   Dual Titled Index Entries

If two or more basic words have been given for field of study, this is called a multiple title. Here are some typical multiple titles used by respondents:

> Fitting and Turning
> Typing and Shorthand
> Sales and Marketing
> Administration and Law
> Food and Nutrition
> Furnishing and Restoration
> Panelbeating and Spraypainting
> Speech and Drama
> Refrigeration and Airconditioning
> Radio and Television
> Textiles and Clothing
> Purchasing and Supply

Some of the more common multiple titles have been included in the index. Some examples are:

> Fitting + Turning
> Typing + Shorthand
> Sales + Marketing
> Furnishing + Restoration
> Food + Nutrition
> Speech + Drama
> Radio + Television
> Refrigeration + Airconditioning
> Textiles + Clothing

In the index, these two basic words are joined by a plus (+) sign. Where the index needs qualifying words, they are placed immediately after the basic words to which they refer.

Example:
> Name of Qualification: Trade Certificate
> Field of Study: Fitting and Turning

In this example both *fitting* and *turning* together describe the qualification, you cannot pick either one to represent the whole qualification. Look up *fitting* in the index and you will see that there a few entries with a plus (+) sign. Scan down these until you find *turning*, again you will find a number of entries that have *fitting + turning* with qualifying words. As there is no other information about the type of fitting and there is no *NAI (about type of fitting + turning)* entry, choose the *except above* entry and the corresponding level, *trade certificate*.

> 6643   Fitting + Turning/ except above/ <u>Trade Certificate</u>

The code 6643 is assigned to this response.

These qualifications may be expressed the other way round. The example above could have been *turning and fitting*. In this case you would first look up *turning*, and then look for *turning + fitting*. Because there is no such entry try swapping the order of the words and look for *fitting + turning*. If you cannot find an index entry after reversing the order of the words, code each basic word separately (see *Section 4.2 Different Fields of Study*).

Example:

Name of Qualification:	Advanced Certificate
Field of Study:	Purchasing and Supply

In the first instance you should look for *purchasing + supply*. When you cannot find this look for *supply + purchasing*. This is also not in the index which means you will have to code each basic word separately (see *Section 4.2 Different Fields of Study*).

4.1.1   *Coding Exercises*

1)
Name of Qualification:	Pre-apprenticeship Certificate
Field of Study:	Fabrication and Welding
Institution:	Campbelltown TAFE
Trade Qualification:	-----

2)
Name of Qualification:	Apprenticeship
Field of Study:	Tiling and Slating
Institution:	-----
Trade Qualification:	-----

3)
Name of Qualification:	
Field of Study:	Secretarial and Reception
Institution:	-----
Trade Qualification:	No

4)
Name of Qualification:	Trade Certificate
Field of Study:	Pastry and Cake
Institution:	-----
Trade Qualification:	Yes

5)
Name of Qualification:	Graduate Diploma
Field of Study:	Speech and Drama
Institution:	-----
Trade Qualification:	No

4.2   Different Fields of Study

The coding index does not list all possible combinations of two basic words as a joint title. Sometimes you may find that you have more than one basic word and both can be coded to different parts of the classification. In this section we look at single qualifications that have more than one field of study but only one level of attainment e.g. *certificate*. In most of these cases the level of attainment code for each field of study will be the same. However, there are cases where the level of attainment code will be different even though they may both have the same name. In such cases code to the highest level of attainment (i.e. the lowest first digit).

Example:

Name of Qualification:	Certificate
Field of Study:	Beauty Therapy and Make-up
Institution:	Flagstaff TAFE College
Trade Qualification:	No

In this example both fields of study can be matched under the basic words *therapy* and *make-up*. Institution information is required to match the level for *beauty therapy*.

6912	Therapy, Beauty/ <u>Certificate</u>/ from a TAFE or technical college
7912	Make-up/ <u>Certificate</u>

The field of study codes are the same but the level codes are different. Following the rule of coding to the highest level of attainment, the code 6912 is assigned to this response.

There are four possibilities when coding two fields of study:

i)   they are coded to two different broad fields (e.g. Broad Field 2 Health and Broad Field 5 Natural and Physical Sciences);

ii) they are coded to the same broad field (e.g. Broad Field 2 Health) but different narrow fields (e.g. Narrow Field 21 Medicine and Narrow Field 25 Veterinary Studies);

iii) they are coded to the same broad field (e.g. Broad Field 2 Health) and the same narrow field (e.g. Narrow Field 21 Medicine), but are in different detailed fields (e.g. Detailed Field 211 General Medicine and Detailed Field 218 Internal Medicine); and

iv) they are coded to the same broad field (e.g. Broad Field 2 Health) but one is coded to the broad or narrow field of study only and the other is coded to a more specific field of study within that broad or narrow field. That is, the codes are nested one within the other. For example:

  • one is coded to a broad field only (e.g. 200 Health) and the other is coded to a narrow field within that broad field (e.g. 210 Medicine);

  • one is coded a broad field only (e.g. 200 Health) and the other is coded to a detailed field within that broad field (e.g. 211 General Medicine); or

  • one is coded to a narrow field only (e.g. 210 Medicine) and the other is coded to a detailed field within that narrow field (e.g. 211 General Medicine).

4.2.1   *Different Broad Fields*

When more than one field of study is given and they are coded to different broad fields, i.e. the 2nd digits in the codes differ, it is difficult to choose between them. In such cases, in order to maintain consistency, code to the first field of study named.

Example:

Name of Qualification:	BA
Field of Study:	Japanese and Business

These are distinct fields of study. Neither one qualifies the other and so both are basic words. Begin coding by looking both up in the index and you will find the following entries.

????	Japanese: code to Languages	(follow this *code to*)
3442	Languages/ <u>Bachelor</u>	
3100	Business/NAI (about type of business)/ <u>Bachelor</u>	

The first digits are the same, so they are at the same level of attainment. However, the second digits differ indicating that they are in different broad fields of study. From the information given in the response we cannot assume one field is more important than the other. The rule is to code the first named field of study, *Japanese*, so the code 3442 is assigned.

4.2.2   *Same Broad Field of Study, Different Narrow Fields*

Sometimes two fields of study may be coded to the same broad field but are in different narrow fields. When this happens, take the digits in common and add trailing zeroes.

Example:

Name of Qualification:	Graduate Diploma
Field of Study:	Sociology and Law

This response has two distinct fields of study; *sociology* and *law*. Using these as basic words, the following index entries are selected.

2412	Sociology/ <u>Graduate Diploma</u>
2471	Law/ except above/ <u>Graduate Diploma</u>

Note that the *law* entry is an *except above* entry. This is because there is no information in the response that allows us to choose any other option. The codes indicate that both fields of study can be coded to a detailed field. In this case, however, the third digits of the codes differ indicating that they are coded to different narrow fields of study. Take the digits in common and make to a 4-digit code with trailing zeroes. The code for this response is 2400. In this case we are only coding to the broad field of study.

Example:

Name of Qualification:	Master
Field of Study:	Adult Education and ESL

The two basic words are *education*, with *adult* the qualifying word, and *ESL*. Look these up in the index to find the following index entries.

1329	Education, Adult/ <u>Master</u>
1391	ESL/ <u>Master</u>

The codes indicate that both fields of study can be coded to a detailed field. The first two digits of the codes are the same but the last two differ. This means that they are both coded to the same level of attainment and broad field, but are coded to different narrow fields of study. Take the digits in common and add zeroes to make a 4-digit code. The code assigned to this response is 1300.

4.2.3   *Same Broad Field, Same Narrow Field, Different Detailed Fields of Study*

In some cases two fields of study may be coded to the same broad and narrow fields but to different detailed fields of study. As before, take the digits in common, i.e. the first three digits and add a zero to make a 4-digit code.

Example:

Name of Qualification:	BSc in Physics and Chemistry
Field of Study:	-----

Both *physics* and *chemistry* are distinct fields of study and therefore both are basic words. Look both up in the index to find the following index entries.

     3521   Physics/ <u>Bachelor</u>

     3522   Chemistry/ <u>Bachelor</u>

In this case the first three digits are the same. This means that the level of attainment, and the broad and narrow fields of study are the same. The last digits are both non-zero indicating that both fields of study can be coded the detailed field level. However, the detailed fields are different and you cannot choose between them. To resolve this we take the digits in common and add a trailing zero. The code for this response is 3520. In this case we are only coding to the narrow field of study.

Example:

     Name of Qualification: Associate Diploma

     Field of Study: Building Technology and Building Inspection

The two basic words are *technology* and *inspection* with *building* as the qualifying word for both. Find these in the index and match on the level *associate diploma*.

     5729   Inspection, Building/ <u>Associate Diploma</u>

     5721   Technology, Building/ <u>Associate Diploma</u>

Both fields of study can be coded to the detailed field but they are different (the last digits are not the same) and one is not more correct than the other. As in the previous example, take the digits in common and add a zero to make a 4-digit code. The code assigned to this response is 5720.

4.2.4   *Nested Codes*

The term *nested codes* means it is possible to code two fields of study to different parts of the hierarchy within the same broad field, e.g. one is coded to the narrow field and one to the detailed field of the same broad field of study. In these cases the rule is to code to the lowest level of the structure, i.e. the code with the least number of trailing zeroes.

Example:

     Name of Qualification: Graduate Diploma

     Field of Study: Social Research and Anthropology

There are two fields of study, and therefore two basic words in this example; *research* and *anthropology*. The corresponding index entries are:

     2400   Research, Social/ <u>Graduate Diploma</u>

     2412   Anthropology/ <u>Graduate Diploma</u>

The first two digits of each code are the same, indicating that both the level and the broad field of study are the same. However, the code for *anthropology* has no zeroes indicating that it is coded to a detailed field of study. *Social research* has a code with two trailing zeroes indicating that it can only be coded to the broad field level. This means that the field of study code '412' is *nested* within the code '400', i.e. the code for *anthropology*, '412', is more detailed and is assigned to this response.

Example:

     Name of Qualification: Associate Diploma

     Field of Study: Animal Husbandry and Wool Production

Again in this example there are two fields of study; *animal husbandry* and *wool production*. The two basic words are *husbandry* and *production* and the corresponding index entries are:

| 5313 | Husbandry, Animal/ Associate Diploma |
| 5310 | Production, Wool/ Associate Diploma |

The first three digits of these codes are the same, indicating that the level of attainment as well as the broad and narrow fields of study are the same. In this case *wool production* can only be coded to the narrow field while *animal husbandry* can be coded to the detailed field within that narrow field. The more detailed code, 5313, is assigned to this response.

4.2.5   Two Fields of Study – Same Code

Sometimes the codes for two fields of study will be the same. This means that they are both in the same field of study in the classification. For coding purposes this is not a problem as the one code is assigned to the response.

Example:

| Name of Qualification: | Associate Diploma |
| Field of Study: | Horticultural Science and Viticulture |

Look up the basic word *science* and then the qualifying word *horticultural*. The second field of study is *viticulture*, look this up also. Match on *associate diploma* for both of these to find the following index entries.

| 5821 | Science, Horticultural/ Associate Diploma |
| 5821 | Viticulture/ Associate Diploma |

The codes for both of the fields of study are the same and the code 5821 is assigned to this response.

4.2.6   *Coding Exercises*

1)
Name of Qualification:	Bachelor of Business
Field of Study:	Accounting, Personnel Administration
Institution:	Brisbane CAE
Trade Qualification:	-----

2)
Name of Qualification:	Certificate
Field of Study:	Jig and Tool Drafting
Institution:	Footscray TAFE
Trade Qualification:	-----

3)
Name of Qualification:	Diploma in Engineering
Field of Study:	Civil and Computer Engineering
Institution:	Monash Uni
Trade Qualification:	No

4)
Name of Qualification:	Graduate Diploma of Business
Field of Study:	Administration and Public Policy
Institution:	Bond University
Trade Qualification:	-----

5)
Name of Qualification:	Postgraduate Dip in Urban and Regional Planning
Field of Study:	Planning
Institution:	Curtin Uni of Technology, Perth
Trade Qualification:	-----

6)   Name of Qualification: Certificate
        Field of Study: Public Relations and Reception
        Institution: Granville TAFE College
        Trade Qualification: No

7)   Name of Qualification: Bachelor of Science
        Field of Study: Sports Science and Medicine
        Institution: Australian Institute of Sport
        Trade Qualification: No

8)   Name of Qualification: B Built Environment
        Field of Study: Architecture
        Institution: -----
        Trade Qualification: -----

9)   Name of Qualification: Trade Certificate
        Field of Study: Fuel Injection Fitting & Mechanics
        Institution: -----
        Trade Qualification: Yes

10)   Name of Qualification: Bachelor
        Field of Study: Veterinary Science & Animal Husbandry
        Institution: Uni of Adelaide
        Trade Qualification: No

4.3   More Than One Qualification

Sometimes a respondent will give details on more than one qualification. The rule is to code to the qualification with the highest level of attainment, i.e the code with the lowest first digit.

Example:

        Name of Qualification: BA and Dip Ed
        Field of Study: English and Teaching

There are two qualifications named in this response; a *Bachelor of Arts (BA)* and a *Diploma of Education (Dip Ed)*. Begin by establishing the basic word in each qualification. To do this it is important that the correct qualification is matched with the correct field of study. In this example it is clear that the field of study *English* belongs with the *BA* and *teaching* is part of the *Dip Ed*. The basic word for the first qualification is *English*, while for the second it is *teaching* (see *Section 3.1 Basic Word Hierarchy*). The relevant index entries are:

        3441   English/ except above/ <u>Bachelor</u>
        2310   Teaching/ except above/ Diploma of Education (Dip Ed)

The first digits of the codes, i.e. the level of attainment, differ. Code to the highest qualification (i.e. the code with the lowest first digit). Therefore, the code 2310 is assigned to the response.

Sometimes two qualifications may be given and both have the same level of attainment in the ABSCQ e.g. both Advanced Certificate and Associate Diploma have a level of attainment of '5'. When this occurs, treat them as though they are the same level of attainment and code as per *Section 4.2 Different Field of Study*.

It is unusual for information to be given for more than two qualifications. However, when this does occur, repeat the guidelines above for all the qualifications.

4.3.1 *Coding Exercises*

1)   Name of Qualification: Associate Diploma in Applied Design/ Dip T
     Field of Study: Wood Design/ Secondary School Teaching
     Institution: TSIT
     Trade Qualification: -----

2)   Name of Qualification: Bachelor of Arts, Grad Dip Social Science
     Field of Study: English Literature, Social Research
     Institution: University of Tasmania
     Trade Qualification: No

3)   Name of Qualification: Grad Dip in Agricultural Management, Certificate in Orcharding
     Field of Study: -----
     Institution: Victorian College of Agriculture and Horticulture
     Trade Qualification: No

4)   Name of Qualification: G Dip, M Clinical Psych
     Field of Study: Drug Dependence Studies, Psychology
     Institution: -----
     Trade Qualification: -----

5)   Name of Qualification: MA, Ph.D
     Field of Study: Renaissance Studies, Philosophy of Education
     Institution: -----
     Trade Qualification: No

4.4   Summary

- When a dual title is used in a response look for a dual titled index entry (i.e. two basic words separated by a plus (+) sign).

- If a dual title cannot be found try reversing the word order (e.g. *fitting and turning....turning and fitting*).

- If a dual title cannot be found either way, code each word separately.

- If more than one field of study is given and they are coded to different broad fields, code to the first field named in the response.

- If two fields of study are given and they are coded to the same broad field but to different narrow fields, code to the broad field (i.e. take the digits in common and add trailing zeroes to make a 4-digit code).

- If two fields of study are given and they are coded to the same broad and narrow fields but to different detailed fields then code to the narrow field (i.e. take the digits in common and add trailing zero to make a 4-digit code).

- If two fields of study are coded to different parts of the hierarchy within the same broad field, code to the most detailed field possible, e.g. if one field of study is coded to the broad field and one to the narrow field, code to the narrow field etc.

- If more than one qualification is given, code the highest qualification (i.e. the lowest first digit).

5.   MISSING INFORMATION

As was seen in *Section 2.3 Default Index Entries*, information may be omitted from a response. Usually there will be an *NAI (about ...)* or an *except above* entry to select. This section looks at how to deal with those cases where there are no default index entries.

5.1   Missing Level of Attainment

Sometimes level of attainment information is not given in a response.

5.1.1   *Index Assigned Codes*

In some cases, matching the field of study with an index entry will lead directly to a level regardless of whether level information is given in the response or not.

Example:

Name of Qualification:	Medical Haematology
Field of Study:	-----

The basic word in this example is haematology. Look this up in the index to find the following entry.

> 1218   Haematology/ medical

There are some qualifications for which level information is extraneous. Based on research, a qualification in haematology is considered to have a level of attainment commensurate with Level 1 Higher Degree. This index entry can be selected and the code 1218 assigned to this response.

5.1.2   *Same Codes for Field of Study*

Other cases may not be as straightforward. If there is no level information given in the response, and the index does not include an *NAI (about level)* or an *except above* entry, then the field of study code can be used with a leading '0' assigned for level.

Example:

Name of Qualification:	Quality Management
Field of Study:	-----

If you look up *management* and then *quality* in the index you will find that there are only two options, and both require level information.

> 2699   Management, Quality/ <u>Graduate Diploma</u>
> 1699   Management, Quality/ <u>Master</u>

Neither of these can be chosen because there is no level information in the response. As the field of study codes (the last three digits) are the same, use '0' as the level. The code 0699 is assigned to this response.

5.1.3   *Different Codes for Field of Study*

Occasionally you will find that you cannot make a decision on a code because the field of study code for some entries changes according to the level of the qualification.

Example:

Name of Qualification:	-----
Field of Study:	Pathology

When you look up *pathology* in the index you will find the following block of entries.

5592	Pathology/ NAI (about type of pathology)/ <u>Associate Diploma</u>
3511	Pathology/ NAI (about type of pathology)/ <u>Bachelor</u>
2216	Pathology/ NAI (about type of pathology)/ <u>Diploma</u>
1216	Pathology/ NAI (about type of pathology)/ <u>Doctorate</u>
1216	Pathology/ NAI (about type of pathology)/ <u>Fellow</u>
1216	Pathology/ NAI (about type of pathology)/ <u>FRCPA</u>
2216	Pathology/ NAI (about type of pathology)/ <u>Graduate Diploma</u>
1216	Pathology/ NAI (about type of pathology)/ <u>Master</u>
5592	Pathology/ NAI (about type of pathology)/ <u>Technician Certificate</u>

There are three possible field of study codes that could be assigned; '216', '511' and '592'. This is because research has shown that the fields of study differ depending on the level of study undertaken. As there is no level information in the response you do not know which field of study code to assign. In this case you should refer to query resolution procedures.

5.1.4   *Coding Exercises*

1)   Name of Qualification: -----
     Field of Study: Saw Doctoring
     Institution: South East College of TAFE
     Trade Qualification: -----

2)   Name of Qualification: Logic
     Field of Study: -----
     Institution: James Cook
     Trade Qualification: -----

3)   Name of Qualification: -----
     Field of Study: Insurance Administration
     Institution: WA TAFE
     Trade Qualification: -----

4)   Name of Qualification: -----
     Field of Study: Welding Technology
     Institution: TAFE
     Trade Qualification: -----

5)   Name of Qualification: Tectonics
     Field of Study: -----
     Institution: -----
     Trade Qualification: -----

6)   Name of Qualification: Social Planning
     Field of Study: -----
     Institution: -----
     Trade Qualification: -----

7)   Name of Qualification: Fellow
        Field of Study: Renal Medicine
        Institution: RACP
        Trade Qualification: -----

8)   Name of Qualification: Certificate
        Field of Study: Critical Care Nursing
        Institution: -----
        Trade Qualification: -----

9)   Name of Qualification: Hat Making
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

10)   Name of Qualification: Animal Science
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

5.2   Missing Field of Study

Sometimes level information will be provided without a field of study. When this occurs use the level information to code the response. Follow the usual coding procedures and choose the basic word and any qualifying words present.

Example:

        Name of Qualification: Advanced Certificate
        Field of Study: -----

The basic word is *certificate*, *advanced* tells us what type of certificate this is so it is a qualifying word. Look up *certificate* in the index and you will find the following entry.

        5000   Certificate, Advanced

The code assigned to this response is 5000. Note that the code '000' is assigned for the field of study. This means that there is no field of study given for this.

5.2.1   *Coding Exercises*

1)   Name of Qualification: Pre-vocational Certificate
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

2)   Name of Qualification: Pre-apprenticeship
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

3)   Name of Qualification: Bachelor degree
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

4)   Name of Qualification: HNC
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

5)   Name of Qualification: PhD
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

5.3   Summary

- If level information is missing from a response and the correct index entry has *NAI (about level)*, select this entry.

- If level information is missing from a response and there is no *NAI (about level)* entry, assign a zero '0' for level where the field of study code is the same for all levels given in the index.

- If the field of study code differs according to the level of attainment, refer the response to query resolution procedures.

- If level information is given in a response but there is no field of study, use the level information given to code the response.

6.   GENERAL CODING EXERCISES

1)   Name of Qualification: Bachelor of Arts
        Field of Study: Music composing
        Institution: -----
        Trade Qualification: -----

2)   Name of Qualification: D Div
        Field of Study: -----
        Institution: Catholic Inst of Sydney
        Trade Qualification: -----

3)   Name of Qualification: Assoc Dip Applied Science
        Field of Study: Sport and Exercise
        Institution: Northern Rivers CAE
        Trade Qualification: -----

4)   Name of Qualification: Dip Ed
        Field of Study: Primary School Teaching
        Institution: Uni of Tasmania
        Trade Qualification: -----

5)   Name of Qualification: Master
        Field of Study: Medical Engineering
        Institution: Uni NSW
        Trade Qualification: No

6)   Name of Qualification: Master Degree
        Field of Study: Visual & Fine Arts
        Institution: -----
        Trade Qualification: -----

7)   Name of Qualification: City & Guilds
        Field of Study: Bricklaying
        Institution: City & Guilds
        Trade Qualification: Yes

8)   Name of Qualification: Certificate in Architecture
        Field of Study: Gardens and Grounds
        Institution: -----
        Trade Qualification: -----

9)   Name of Qualification: Associate Diploma
        Field of Study: Architectural Technology and Practice
        Institution: -----
        Trade Qualification: -----

10)   Name of Qualification: Diploma of Commerce
        Field of Study: Secretarial Studies
        Institution: Footscray College of TAFE
        Trade Qualification: No

11)   Name of Qualification:
        Field of Study: Safety Engineering
        Institution: Chisholm
        Trade Qualification: -----

12)   Name of Qualification: Dip
        Field of Study: Nursing Teacher
        Institution: -----
        Trade Qualification: -----

13)   Name of Qualification: Certificate
        Field of Study: Intensive Care Nursing
        Institution: -----
        Trade Qualification: -----

14)   Name of Qualification: Certificate
        Field of Study: Gerontological and Community Health Nursing
        Institution: -----
        Trade Qualification: No

15)   Name of Qualification: Graduate Diploma
        Field of Study: Multicultural Studies
        Institution: -----
        Trade Qualification: No

16)   Name of Qualification: Fellow Chartered Institute of Loss Adjusters
        Field of Study: -----
        Institution: -----
        Trade Qualification: -----

17)   Name of Qualification: Trade Certificate
        Field of Study: Iron Moulding
        Institution: -----
        Trade Qualification: Yes

18)   Name of Qualification: Certificate
        Field of Study: Metal Pattern Making
        Institution: Reid TAFE, ACT
        Trade Qualification: Yes

19)   Name of Qualification: Post Grad Dip
        Field of Study: Manipulative Therapy
        Institution: Curtin Uni
        Trade Qualification: -----

20)   Name of Qualification: Dip T
        Field of Study: Deafness Education
        Institution: -----
        Trade Qualification: -----

21)   Name of Qualification: Advanced Cert
        Field of Study: Broadcasting and Journalism
        Institution: -----
        Trade Qualification: -----

22)   Name of Qualification: Assoc Dip
        Field of Study: Conservation & Natural Resource Management
        Institution: -----
        Trade Qualification: -----

23)   Name of Qualification: Bachelor of Administration
        Field of Study: Nursing Management
        Institution: -----
        Trade Qualification: No

24)   Name of Qualification: BSc, LLB
        Field of Study: -----
        Institution: Uni of Sydney
        Trade Qualification: -----

25)   Name of Qualification: BSc
        Field of Study: Env Stud
        Institution: Griffith Uni
        Trade Qualification: -----

26)   Name of Qualification: B App Sc
        Field of Study: Technology Studies & Chemistry
        Institution: -----
        Trade Qualification: No

27)   Name of Qualification: Certificate
        Field of Study: Patisserie Decorating
        Institution: -----
        Trade Qualification: -----

28) Name of Qualification: Dip
     Field of Study: Hothouse Plant Nursery
     Institution: -----
     Trade Qualification: Yes

29) Name of Qualification: Assoc Dip
     Field of Study: Management
     Institution: Bond Uni
     Trade Qualification: -----

30) Name of Qualification: Adv Cert
     Field of Study: Catering
     Institution: -----
     Trade Qualification: Yes

31) Name of Qualification: B Health Science
     Field of Study: Nursing
     Institution: Charles Sturt Uni
     Trade Qualification: No

32) Name of Qualification: Bachelor of Commerce
     Field of Study: Accounting & Finance
     Institution: UC
     Trade Qualification: No

33) Name of Qualification: Associate Diploma of Applied Science
     Field of Study: Wilderness Reserves and Wildlife
     Institution: Qld Agricultural College
     Trade Qualification: No

34) Name of Qualification: Grad Dip
     Field of Study: Statistics and Operations Research
     Institution: -----
     Trade Qualification: -----

35) Name of Qualification: Apiculture
     Field of Study: Apiculture
     Institution: Qld Agricultural College
     Trade Qualification: No