

**UNESCO's International Standard Classification of Education provides a classification with a list of programmes and qualifications along with specific exclusions:**

0411	<i>Accounting and taxation</i>	The study of maintaining, auditing and recording financial transactions. Programmes and qualifications with the following main content are classified here: Accounting, Auditing, Bookkeeping, Tax accounting and Tax management.
0412	<i>Finance, banking and insurance</i>	The study of planning, directing, organising and controlling financial activities and services. It includes the control and monitoring of the financial resources of organisations, institutions and individuals, and the provision of financial services at the corporate and individual level. Programmes and qualifications with the following main content are classified here: Bank teller studies, Banking and finance, Finance theory, Insurance, Investment analysis, Investments and securities, Pension insurance, Social insurance and Stock-broking.
0413	<i>Management and administration</i>	The study of planning, directing and operating the functions and activities of organisations and institutions. Programmes in management also including administration, economics, finance etc. are included here if emphasis is given to management and administration. - 21 - Programmes and qualifications with the following main content are classified here: Administration, Educational management, Employment management, Entrepreneurship, Health administration, Logistic management, Management science, Office management, Organisational theory and behaviour, Personnel administration, Personnel management 'Start your own business' courses, Supply change management, Training management Inclusions: Study of leadership in the context of management is included here.
0414	<i>Marketing and advertising</i>	The study of promoting the exchange processes of goods and services between organisations and/or individuals, and the study of consumer behaviour and requirements. It includes the study of the role of product development, pricing, distribution, promotion and sales in order to maximise business performance. Programmes and qualifications with the following main content are classified here: Advertising Consumer behaviour Market research Marketing Merchandising Public relations.
0415	<i>Secretarial and office work</i>	The study of administrative procedures and practices, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme has secretarial work as its objective, rather than work as specialised assistants. Programmes and qualifications with the following main content are classified here: Administrative and secretarial services Clerical programmes Data entry Foreign language secretary programmes Keyboard skills Legal secretary programmes Medical secretary programmes Operation of office

		equipment Receptionist training Secretarial programmes Shorthand Switchboard operating Typing Inclusions Broad secretarial programmes comprising among other things computer courses are included here.
041 6	<i>Wholesale and retail sales</i>	The study of buying and selling goods and services, including stock management, pricing practices, loss prevention, sales systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included. - 23 - Programmes and qualifications with the following main content are classified here: Auctioneering Consumer services Demonstration techniques Purchasing Real-estate business Retailing Stock-keeping Ware-housing Wholesaling Inclusions Study of buying and selling buildings and properties is included here.
041 7	<i>Work skills</i>	The study of the structure and function of working life. It comprises programmes, mainly given as staff training, related to the working place and to work assignments. Programmes and qualifications with the following main content are classified here: Clients' needs Company knowledge Customer service training 'Introduction to work' courses Organization at work Quality assurance Trade union courses (general) Work development Inclusions Staff training related to the workplace or work assignments is included here. Exclusions Training related to the workplace or work assignments is excluded from this detailed field if it has more to do with personal development than work development and is included in detailed field 0031 'Personal skills'. Staff training which can be classified to any other field is excluded from this detailed field and included in the appropriate field (e.g. quality courses should, if technical, be included in the detailed fields under 071 'Engineering and engineering trades'.) Programmes in the work environment should be included in detailed field 1022 'Occupational health and safety'. Programmes, mostly at tertiary level, dealing with working life in general in terms of the labour market, the social partners, industrial psychology etc. are excluded from this detailed field and included in the detailed fields under 031 'Social and behavioural sciences'
048	<i>Study of business and administration where emphasis is not given towards any of the detailed fields under 041 is included in this field</i>	Inter-disciplinary programmes and qualifications to which the greatest intended learning time is devoted to business, administration and law are classified here. Inclusions Study of business and administration where emphasis is not given towards any of the detailed fields under 041 is included in this field.

Source: UNESCO, *International Standard Classification of Education. Fields of education and training 2013 (ISCED-F 2013) – Detailed field descriptions*, 2016