BRUNEI DARUSSALAM CENTRAL BANK

Brunei Darussalam
Financial Sector Manpower Survey
Data Reporting Guidelines

Version 1.1

Prepared by:
Financial Development
Brunei Darussalam Central Bank (BDCB)

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No.	Prepared by	Version	Effective Date
1	Financial Development, BDCB	1.0	16 April 2024
2		1.1	22 August 2024

Introduction

The Financial Sector Manpower Survey is a structured process for collecting and analysing relevant information about the workforce within the financial services sector. Its primary goal is to gain an understanding of the manpower demand in this sector, discern emerging employment trends, and identify potential gaps in skills and qualifications. This process examines various aspects of the workforce, including employee numbers, business areas, job positions, qualifications, work experiences, and areas of study.

The objectives of this study are:
i.   to understand manpower demand in the financial services sector;
ii. to gain insights into employment trends and opportunities; and
iii. to promote local employment through forecasting available job opportunities.

Important Notes

Data Submission Frequency	Annually
Data Submission Deadline	No later than 31 March of the current year
Data Reporting Period	**Current Workforce**: Data as of 31 December of the previous year **Future Workforce Needs**: Data range between 1 January and 31 December of the current year

- Input File must always conform to the following naming convention and have a unique file name:
  o < Data Provider ID>-MP-<Data Reporting of the Current Year>-<Submission Attempt>

    e.g., A10-MP-2024-1.xlsx

Note: All data providers will be assigned a unique Data Provider ID.

- Each row entry of the Input File MUST contain:
  o An employee identified by an ID Number. This is to ensure consistency in facilitating subsequent manpower data collection.

- The complete data requirements for the Input File can be found in the next section below.

- Upon submission, the data providers are required to complete the declaration form for our verification.

Data Requirements

Section A: Current Workforce

No.	Field Name	Field Option	Field Type	Field Length	Description
1.	Data Provider ID	Required	Text	3	Must contain the identification number assigned by BDCB to the Data Provider.
			Employee Profiles		
2.	ID Type	Required	Text	2	Must contain the employee's ID Type. Please refer to the **Catalogue Code:** ID Type
3.	ID Number	Required	Text	8-20	<u>Smart Card Identity Number</u> Must contain the employee's IC Number for the employee who possesses a National Identification Card (Smart Card Identity) issued by the Brunei Government, such as a Brunei Citizen (Yellow IC holder), Permanent Resident (Purple IC holder), and Expatriates Resident (Green IC Holder). e.g., ✓ 00012345 ✓ 01012345 ✓ 30012345 ✓ 31012345 ✓ 50012345 ✓ 51012345 IC Numbers must be 8 characters, and IC numbers of other countries must not be reported. <u>Passport Number</u> Must contain the employee's Passport Number for foreign nationalities that do not have **Brunei's IC** Number. Note: To remove special characters from the ID number.

No.	Field Name	Field Option	Field Type	Field Length	Description
4.	Residential Status	Required	Text	2	Must contain the **employee's** status of residence in Brunei Darussalam. Please refer to the **Catalogue Code:** <u>Residential Status</u>
5.	Nationality	Required	Number	3	Must contain the **employee's** Nationality. Please refer to the **Catalogue Code:** <u>Nationality</u>
6.	Date of Birth	Required	Date	11	Must contain the **employee's** Date of Birth. Must be a valid calendar date in the following format: DD-MMM-YYYY e.g., ✓ 21-Oct-2022 ✗ 21-10-2022 ✗ 21-10-22 ✗ 10-21-2022 ✗ 10 21 2022 ✗ 21st Oct 2022 ✗ 21 Oct 2022 ✗ 21 October 2022 ✗ 21 October 22 ✗ October 21, 2022 ✗ October 21 ✗ Blank Cell
7.	Gender	Required	Number	1	Must contain the **employee's** gender. Please refer to the **Catalogue Code:** <u>Gender</u>
8.	Employment Type	Required	Number	2	Must contain the **employee's** employment type. Please refer to the **Catalogue Code:** <u>Employment Type</u>

No.	Field Name	Field Option	Field Type	Field Length	Description
9.	Date of Appointment	Required	Date	11	Must contain the **employee's** appointment year. Must be a valid calendar date in the following format: DD-MMM-YYYY e.g., ✓ 21-Oct-2022 ✖ 21-10-2022 ✖ 21-10-22 ✖ 10-21-2022 ✖ 10 21 2022 ✖ 21st Oct 2022 ✖ 21 Oct 2022 ✖ 21 October 2022 ✖ 21 October 22 ✖ October 21, 2022 ✖ October 21 ✖ Blank Cell
10.	Job Position	Required	Text	-	Please state the title of the job position the employee currently holds.
11.	Business Area	Required	Number	3	Please choose the main business area that the job position can be mapped to. Please refer to the **Catalogue Code:** Business Area
12.	Exit	Conditionally Required	Number	1	Please state whether the employee is no longer with the employer or left the job position as at the reporting period. Please refer to the **Catalogue Code:** Decision
13.	Exit Type	Conditionally Required	Number	2	Please state the **employee's** exit type as at the reporting period. Please refer to the **Catalogue Code:** Exit Type

No.	Field Name	Field Option	Field Type	Field Length	Description
Job Profiles					
14.	Minimum Monthly Basic Salary	Required	Number	2	Please indicate the range based on the minimum monthly basic salary for this job position. Please refer to the **Catalogue Code:** Basic Salary
15.	Minimum Qualification Required	Required	Number	3	Please indicate the minimum qualification required for this job position. Please refer to the **Catalogue Code:** Qualification
16.	Area of Study Required #1	Required	Number	3	Please indicate the area of study required for this job position. Please refer to the **Catalogue Code:** Area of Study
17.	Area of Study Required #2	Optional	Number	3	
18.	Area of Study Required #3	Optional	Number	3	
19.	Minimum Number of Years of Experience Required	Required	Number	3	Please indicate number of years of experience required for this job position. Please refer to the **Catalogue Code:** Work Experience
20.	Professional Qualification #1	Required	Number	3	Please indicate other professional qualifications required for this job position. Please refer to the **Catalogue Code:** Professional Qualification
21.	Professional Qualification #2	Optional	Number	3	
22.	Professional Qualification #3	Optional	Number	3	
23.	Is this role directly involved in Islamic Finance?	Required	Number	1	Please indicate whether this job position is involved in Islamic Finance. "directly involved" indicates that the job scope of the role includes responsibilities or tasks that are

No.	Field Name	Field Option	Field Type	Field Length	Description
					integral to activities related to the field, rather than having a peripheral or indirect association. e.g., Islamic Product Development Manager, Syariah Compliance Officer, and Islamic Investment Analyst. Please refer to the **Catalogue Code:** Decision
24.	Is this role directly involved in Sustainable Finance?	Required	Number	1	Please indicate whether this job position is involved in Sustainable Finance. **"directly involved"** indicates that the job scope of the role includes responsibilities or tasks that are integral to activities related to the field, rather than having a peripheral or indirect association. e.g., Sustainable Finance Product Development Manager, and Sustainable Finance Strategist. Please refer to the **Catalogue Code:** Decision
25.	BDSOC Job Code	Optional	Text	6	Please choose the closest Brunei Darussalam Standard Occupation Classification (BDSOC) code to which this job position can be mapped. Please refer to the Manpower Data Template under the **'BDSOC' tab**.

Section B: Future Workforce Needs

No.	Field Name	Field Option	Field Type	Field Length	Description
1.	Data Provider ID	Required	Number	2	Must contain the identification number assigned by BDCB to the Data Provider.
2.	Job Position	Required	Text	-	Please state the title of the job position to be filled.
3.	Business Area	Required	Number	3	Please choose the main business area that the job position can be mapped to. Please refer to the **Catalogue Code:** Business Area
4.	Employment Type	Required	Number	2	Please indicate the employment type for this job position. Please refer to the **Catalogue Code:** Employment Type
5.	Hiring Reason	Required	Text	1	Please indicate the main reason for hiring for this job position. Please refer to the **Catalogue Code:** Hiring Reason
6.	Minimum Qualification Required	Required	Number	3	Please indicate the minimum qualification required for this job position. Please refer to the **Catalogue Code:** Qualification
7.	Area of Study Required #1	Required	Number	3	Please indicate the area of study required for this job position. Please refer to the **Catalogue Code:** Area of Study
8.	Area of Study Required #2	Optional	Number	3	
9.	Area of Study Required #3	Optional	Number	3	

No.	Field Name	Field Option	Field Type	Field Length	Description
10.	Minimum Number of Years of Experience Required	Required	Number	3	Please indicate the minimum number of years of experience needed for this job position. Please refer to the **Catalogue Code:** Work Experience
11.	Professional Qualification #1	Required	Number	3	Please indicate other qualification required for this job position. Please refer to the **Catalogue Code:** Professional Qualification
12.	Professional Qualification #2	Optional	Number	3	
13.	Professional Qualification #3	Optional	Number	3	
14.	Minimum Monthly Basic Salary	Required	Number	2	Please indicate the range based on the minimum monthly basic salary for this job position. Please refer to the **Catalogue Code:** Basic Salary
15.	Is this role directly involved in Islamic Finance?	Required	Number	1	Please indicate whether this job position is involved in Islamic Finance. "directly involved" indicates that the job scope of the role includes responsibilities or tasks that are integral to activities related to the field, rather than having a peripheral or indirect association. *e.g., Islamic Product Development Manager, Syariah Compliance Officer, and Islamic Investment Analyst.* Please refer to the **Catalogue Code:** Decision
16.	Is this role directly involved in Sustainable Finance?	Required	Number	1	Please indicate whether this job position is involved in Sustainable Finance. "directly involved" indicates that the job scope of the role includes responsibilities or tasks that are

No.	Field Name	Field Option	Field Type	Field Length	Description
					integral to activities related to the field, rather than having a peripheral or indirect association. e.g., Sustainable Finance Product Development Manager, and Sustainable Finance Strategist. Please refer to the **Catalogue Code:** Decision
17.	BDSOC Code	Optional	Text	6	Please choose the closest Brunei Darussalam Standard Occupation Classification (BDSOC) code to which this job position can be mapped. Please refer to the Manpower Data Template under the **'BDSOC'** tab.

Catalogue Code

ID Type

Code	ID Type
SC	Smart Card Identity Number
PN	Passport Number

Residential Status

Code	Residential Status
BC	Brunei Citizen
PR	Permanent Resident
ER	Expatriates Resident

Nationality

Code	Nationality
100	Brunei Darussalam
101	Afghanistan
102	Albania
103	Algeria
104	Andorra
105	Angola
106	Antigua and Barbuda
107	Argentina
108	Armenia
109	Australia
110	Austria
111	Azerbaijan
112	Bahamas
113	Bahrain
114	Bangladesh
115	Barbados
116	Belarus
117	Belgium
118	Belize
119	Benin
120	Bhutan
121	Bolivia (Plurinational State of)
122	Bosnia and Herzegovina
123	Botswana
124	Brazil
125	Bulgaria

Code	Nationality
126	Burkina Faso
127	Burundi
128	Cabo Verde
129	Cambodia
130	Cameroon
131	Canada
132	Central African Republic
133	Chad
134	Chile
135	China
136	Colombia
137	Comoros
138	Congo
139	Costa Rica
140	Côte D'Ivoire
141	Croatia
142	Cuba
143	Cyprus
144	Czechia
145	Democratic People's Republic of Korea
146	Democratic Republic of the Congo
147	Denmark
148	Djibouti
149	Dominica
150	Dominican Republic
151	Ecuador
152	Egypt
153	El Salvador
154	Equatorial Guinea
155	Eritrea
156	Estonia
157	Eswatini
158	Ethiopia
159	Fiji
160	Finland
161	France
162	Gabon
163	Gambia (Republic of The)
164	Georgia
165	Germany
166	Ghana
167	Greece
168	Grenada
169	Guatemala

Code	Nationality
170	Guinea
171	Guinea Bissau
172	Guyana
173	Haiti
174	Honduras
175	Hungary
176	Iceland
177	India
178	Indonesia
179	Iran (Islamic Republic of)
180	Iraq
181	Ireland
182	Italy
183	Jamaica
184	Japan
185	Jordan
186	Kazakhstan
187	Kenya
188	Kiribati
189	Kuwait
190	Kyrgyzstan
191	Lao People's Democratic Republic
192	Latvia
193	Lebanon
194	Lesotho
195	Liberia
196	Libya
197	Liechtenstein
198	Lithuania
199	Luxembourg
200	Madagascar
201	Malawi
202	Malaysia
203	Maldives
204	Mali
205	Malta
206	Marshall Islands
207	Mauritania
208	Mauritius
209	Mexico
210	Micronesia (Federated States of)
211	Monaco
212	Mongolia
213	Montenegro

Code	Nationality
214	Morocco
215	Mozambique
216	Myanmar
217	Namibia
218	Nauru
219	Nepal
220	Netherlands
221	New Zealand
222	Nicaragua
223	Niger
224	Nigeria
225	North Macedonia
226	Norway
227	Oman
228	Pakistan
229	Palau
230	Palestine
231	Panama
232	Papua New Guinea
233	Paraguay
234	Peru
235	Philippines
236	Poland
237	Portugal
238	Qatar
239	Republic of Korea
240	Republic of Moldova
241	Romania
242	Russian Federation
243	Rwanda
244	Saint Kitts and Nevis
245	Saint Lucia
246	Saint Vincent and the Grenadines
247	Samoa
248	San Marino
249	Sao Tome and Principe
250	Saudi Arabia
251	Senegal
252	Serbia
253	Seychelles
254	Sierra Leone
255	Singapore
256	Slovakia
257	Slovenia

Code	Nationality
258	Solomon Islands
259	Somalia
260	South Africa
261	South Sudan
262	Spain
263	Sri Lanka
264	Sudan
265	Suriname
266	Sweden
267	Switzerland
268	Syrian Arab Republic
269	Tajikistan
270	Thailand
271	Timor-Leste
272	Togo
273	Tonga
274	Trinidad and Tobago
275	Tunisia
276	Türkiye
277	Turkmenistan
278	Tuvalu
279	Uganda
280	Ukraine
281	United Arab Emirates
282	United Kingdom of Great Britain and Northern Ireland
283	United Republic of Tanzania
284	United States of America
285	Uruguay
286	Uzbekistan
287	Vanuatu
288	Venezuela, Bolivarian Republic of
289	Vietnam
290	Yemen
291	Zambia
292	Zimbabwe

Gender

Code	Gender
1	Male
2	Female

Employment Type

Code	Employment Type
10	Traineeship/Apprenticeship
11	Temporary hire/Contract-Based
12	Permanent hire

Minimum Monthly Basic Salary

Code	Minimum Monthly Basic Salary
20	B$500 or below
21	Between B$501 to B$1,000
22	Between B$1,001 to B$2,000
23	Between B$2,001 to B$3,000
24	Between B$3,001 to B$4,000
25	Between B$4,001 to B$5,000
26	Between B$5,001 to B$6,000
27	Between B$6,001 to B$7,000
28	Between B$7,001 to B$8,000
29	Between B$8,001 to B$9,000
30	Between B$9,001 to B$10,000
31	Between B$10,001 to B$15,000
32	Between B$15,001 to B$20,000
33	Between B$20,001 to B$25,000
34	Between B$25,001 to B$30,000
35	Between B$30,001 to B$35,000
36	Between B$35,001 to B$40,000
37	Between B$40,001 to B$45,000
38	Between B$45,001 to B$50,000
39	Between B$50,001 to B$55,000
40	Between B$55,001 to B$60,000
41	Between B$60,001 to B$70,000
42	Between B$70,001 to B$80,000
43	Between B$80,001 to B$90,000
44	Between B$90,001 to B$100,000
45	B$100,001 and above

Business Area

Code	Business Area
300	Account Operations
301	Actuarial
302	Actuarial - Other (General Insurance)
303	Actuarial - Other (Life Insurance)
304	Actuarial - Pricing (General Insurance)
305	Actuarial - Pricing (Life Insurance)
306	Actuarial - Product Development (General Insurance)
307	Actuarial - Product Development (Life Insurance)
308	Actuarial - Valuation (General Insurance)
309	Actuarial - Valuation (Life Insurance)
310	Agency
311	Applications Developer / Associate Software Engineer
312	Applications Support Engineer
313	Applications / Software Architect
314	Artificial Intelligence Applied Researcher
315	Assistant Managing Director/Chief Executive Officer/Country Head /General Manager
316	Assurance
317	Automation and Orchestration Engineer
318	Bancassurance Specialist
319	Bank Teller
320	Branch Management
321	Broker
322	Broker - Agriculture Insurance
323	Broker - Agriculture Reinsurance
324	Broker - Aviation Insurance
325	Broker - Aviation Reinsurance
326	Broker - Credit / Political / Terrorism Reinsurance
327	Broker - Credit / Political / Terrorism Insurance
328	Broker - Cyber Insurance
329	Broker - Cyber Reinsurance
330	Broker - Employee Health & Benefits / Employee Benefits
331	Broker - Engineering & Construction Insurance
332	Broker - Engineering & Construction Reinsurance
333	Broker - Financial Lines Insurance
334	Broker - Financial Lines Reinsurance
335	Broker - High Net Worth
336	Broker - Liability Insurance
337	Broker - Liability Reinsurance
338	Broker - Marine Insurance
339	Broker - Marine Reinsurance
340	Broker - Offshore Energy Insurance
341	Broker - Offshore Energy Reinsurance

Code	Business Area
342	Broker - Onshore Energy Insurance
343	Broker - Onshore Energy Reinsurance
344	Broker - Personal Lines Insurance
345	Broker - Personal Lines Reinsurance
346	Broker - Property Catastrophe - Insurance
347	Broker - Property Catastrophe - Reinsurance
348	Broker - Property Insurance
349	Broker - Property Reinsurance
350	Business Analyst
351	Business Analyst / Artificial Intelligence
352	Business Architect
353	Business Controller / Finance Director
354	Business Intelligence
355	Business Management
356	Business Partner
357	Business Process Improvement
358	Business Valuation
359	Business Valuation Associate / Executive
360	Chief Sustainability Officer
361	Claims Liaison
362	Claims Management
363	Client Implementation
364	Client Investment Performance and Reporting
365	Client Portfolio
366	Client Service / Client Support Service
367	Client / Account Management
368	Compliance
369	Compliance Advisory
370	Corporate Finance
371	Corporate Finance - Bond Syndicate
372	Corporate Finance - Debt Capital Market (DCM)
373	Corporate Finance - Equity
374	Corporate Finance - Equity Capital Market (ECM)
375	Corporate Finance - Merger and Acquisition (M&A)
376	Credit and Lending Operations
377	Credit Risk / Credit Analyst
378	Customer Experience / User Experience
379	Customer Service
380	Cyber Risk / Cyber Analyst
381	Data Analyst
382	Data Analyst / Associate Data Engineer
383	Data Architect
384	Data Centre Operations
385	Data Engineer

Code	Business Area
386	Data Protection
387	Data Scientist
388	Data Scientist / Artificial Intelligence Scientist
389	Database Support
390	Database Support Engineer
391	Dealer
392	Deputy Managing Director / Chief Executive Officer / Country Head / General Manager
393	DevOps Engineer
394	Digital Transformation
395	Distribution
396	Economist
397	Embedded Systems Engineer
398	Employee Experience and Relations
399	Enterprise Architect
400	Enterprise Risk Management
401	Execution Trader
402	Financial Accounting
403	Financial Crime Compliance
404	Financial Forensics
405	Financial Planner
406	Financial Planning and Analysis Analyst
407	Financial Planning and Analysis Manager
408	Forensics Investigation
409	Fund Manager
410	Impact Indicators, Measurement and Reporting
411	Incident Investigation
412	Infrastructure Architect
413	Infrastructure Engineer
414	Innovation
415	Innovation and Process Excellence
416	Internal Audit
417	Investment Counsellor / Advisor
418	IT Audit
419	Know Your Customer / Customer Due Diligence
420	Learning and Organisation Development
421	Legal
422	Loan Syndication
423	Management Accounting
424	Managing Director / Chief Executive Officer / Country Head / General Manager
425	Market and Liquidity Risk
426	Mergers and Acquisitions
427	Network Engineer
428	Operational Risk
429	Operations and Support Manager

Code	Business Area
430	Operations Centre Support
431	Operations Risk and Control
432	Performance and Rewards
433	Placement
434	Portfolio Management
435	Portfolio Management - Equity
436	Portfolio Management - Fixed Income
437	Portfolio Management - FX & Derivatives
438	Portfolio Management - Hedge Fund
439	Portfolio Management - Infrastructure
440	Portfolio Management - Other Products
441	Portfolio Management - Private Equity & Venture Capital
442	Portfolio Management - Real Estate
443	Product
444	Product Development
445	Product Manager
446	Product Origination and Structuring
447	Product Origination and Structuring - Commodities
448	Product Origination and Structuring - Equities
449	Product Origination and Structuring - Fixed Income/Credit
450	Product Origination and Structuring - Foreign Exchange
451	Product Origination and structuring - Infrastructure
452	Product Origination and Structuring - Interest Rates
453	Product Origination and Structuring - Trade and Supply Chain Financing
454	Product / Product Sales
455	Product / Product Sales - Trade and Supply Chain Financing
456	Product / Product Sales (exclude Trade and Supply Chain Financing)
457	Project Finance
458	Project Manager / Scrum Master
459	Quality Assurance Engineer
460	Quality Assurance Manager
461	Quality Engineer
462	Quantitative Trader
463	Radio Frequency Engineer
464	Relationship Management
465	Relationship Management - Commercial
466	Relationship Management - Corporate and Large Multi-National Companies
467	Relationship Management - Financial Institutions and Non-Bank Financial Institutions
468	Relationship Management - Private Banking
469	Relationship Management - Retail Banking
470	Relationship Management - Small and Medium Enterprises
471	Research
472	Research, Data and Sustainable Policy Development
473	Restructuring and Insolvency

Code	Business Area
474	Risk
475	Risk Analytics / Compliance Analytics
476	Risk Strategy
477	Sales and Distribution / Coverage
478	Security
479	Security Analyst
480	Security Architect
481	Security Engineer
482	Security Operations
483	Segment
484	Software Engineer
485	Solutions Architect
486	Strategy / Investment Strategy
487	Sustainability Advisory
488	Sustainability Officer
489	Sustainability Reporting
490	Sustainability Risk Management
491	Sustainable Insurance and Re-Insurance Solutions and Applications
492	Sustainable Investing
493	Sustainable Lending Instruments Structuring
494	Syariah Audit
495	Syariah Advisory
496	Syariah Review
497	Syariah Risk Management
498	SysOps Engineer
499	Systems Administrator / Associate Systems Support Engineer
500	Systems Support
501	Takaful Agent
502	Talent Attraction
503	Talent Management
504	Tax
505	Technology, Information and Cybersecurity Risk
506	Threat Analysis Manager
507	Trader
508	Trader - Commodities
509	Trader - Equities
510	Trader - Fixed Income / Credit
511	Trader - FX
512	Trader - Interest Rates
513	Transaction Banking Operations
514	Treasury Operations / Market Operations
515	UI Designer
516	Underwriting
517	Underwriting - Agriculture Insurance

Code	Business Area
518	Underwriting - Agriculture Reinsurance
519	Underwriting - Aviation Insurance
520	Underwriting - Aviation Reinsurance
521	Underwriting – Climate Risk (Re)Insurance
522	Underwriting - Credit / Political / Terrorism Insurance
523	Underwriting - Credit / Political / Terrorism Reinsurance
524	Underwriting - Cyber Insurance
525	Underwriting - Cyber Reinsurance
526	Underwriting - Employee Health & Benefits / Employee Benefits
527	Underwriting - Engineering & Construction Insurance
528	Underwriting - Engineering & Construction Reinsurance
529	Underwriting - Financial Lines Insurance
530	Underwriting - Financial Lines Reinsurance
531	Underwriting - High Net Worth
532	Underwriting - Liability Insurance
533	Underwriting - Liability Reinsurance
534	Underwriting - Marine Insurance
535	Underwriting - Marine Reinsurance
536	Underwriting - Offshore Energy Insurance
537	Underwriting - Offshore Energy Reinsurance
538	Underwriting - Onshore Energy Insurance
539	Underwriting - Onshore Energy Reinsurance
540	Underwriting - Personal Lines Insurance
541	Underwriting - Personal Lines Reinsurance
542	Underwriting - Property Insurance
543	Underwriting - Property Catastrophe - Insurance
544	Underwriting - Property Catastrophe - Reinsurance
545	Underwriting - Property Reinsurance
546	UI / UX Designer
547	Vulnerability Assessment and Penetration Testing
548	Wealth Planner
549	Corporate Services

Qualification

Code	Qualification
600	Doctoral Degree
601	Master's Degree
602	Post Graduate Diploma
603	Post Graduate Certificate
604	Bachelor's Degree
605	Foundation Degree
606	Advance Diploma
607	Higher National Diploma (HND)

Code	Qualification
608	Diploma
609	Higher National Technical Education Certificate (HNTec)
610	GCE "A" Level
611	IGCSE "A" Level
612	IB Diploma
613	Brunei Higher Religious Education Certificate (STPU)
614	National Technical Education Certificate (NTec)
615	Skill Certificate 3 (SC3)
616	GCE "O" Level (Grades A–C)
617	IGCSE and GCSE "O" Level (Grade A* - C)
618	Brunei Religious Education Certificate (SPU) (Grades A-C)
619	BTEC Level 2 Diploma
620	Industrial Skills Qualifications (ISQ)
621	Skill Certificate 2 (SC2)
622	GCE "O" Level (Grades D-E)
623	IGCSE "O" Level (Grade D-E)
624	Brunei Religious Education Certificate (SPU) (Grades D)
625	BTEC Level 2 Extended Certificate
626	Skill Certificate 1 (SC1)
627	BTEC Level Introductory Certificate

Area of Study

Code	Area of Study
700	Accounting
701	Business Administration
702	Business Analytics
703	Communication
704	Cybersecurity
705	Economics
706	Finance
707	Human Resources
708	Information Technology
709	International Affairs
710	Islamic Finance
711	Legal
712	Marketing
713	Mathematics
714	Risk Management
715	Statistics
716	Sustainable Finance
717	Syariah

Work Experience

Code	Work Experience
800	No experience needed or less than 1 year of experience
801	Between 1 and 2 years of experience
802	Between 3 and 4 years of experience
803	Between 5 and 6 years of experience
804	Between 7 and 9 years of experience
805	Between 10 and 15 years of experience
806	Between 16 and 20 years of experience
807	Between 21 and 25 years of experience
808	Above 25 years of experience

Professional Qualification

Code	Professional Qualification
900	Not Required
901	Association of Chartered Certified Accountants (ACCA)
902	CBI: Certificate in Climate Risk
903	CBI: Certificate in Green and Sustainable Finance
904	CBI: Professional Bank Certificate (PBC)
905	Certification in Agile Project and Delivery Management
906	Certified Financial Analyst (CFA)
907	Certified Financial Planner (CFP)
908	Certified Information Security Manager (CISM)
909	Certified Information Systems Auditor (CISA)
910	Certified Information Systems Security Professional (CISSP)
911	Certified Internal Auditor (CIA)
912	Certified Islamic Special Risk Management
913	Certified Professional Shariah Audit (CPSA)
914	Certified Public Accountant (CPA)
915	Certified Risk and Information System Control (CRISC)
916	Certified Shariah Advisor (CSA)
917	Certified Shariah Advisor and Auditor (CSAA)
918	Chartered Alternative Investment Analyst (CAIA)
919	Chartered Financial Consultant (ChFC)
920	Chartered Insurance (CI)
921	Financial Modeling & Valuation Analyst (FMVA)
922	**Financial Planning Practitioners' Programme (FPPP)**
923	Financial Risk Manager (FRM)
924	Fiqh Muamalat Professional Programme (FMPP)
925	Islamic Financial Planner (IFP)
926	LIBF: Certificate in Relationship Management (CERTRM)
927	LIBF: Certificate in Retail Digital Banking (CertRDB)

Code	Professional Qualification
928	LIBF: Financial Risk Management in Banks (FRMB)
929	LIBF: Level 4 Diploma in Business and Commercial Banking & Conduct (DipBB&C)
930	LIBF: Level 5 Professionalism, Conduct and Ethics (PCE)
931	LIBF: Managing Operational Risk & Governance (MOPR)
932	LIBF: Strategic Management & Innovation in Banking (SMIB)
933	PRINCE2 Practitioner
934	Project Management Professional (PMP)
935	QEFITA: Qualifying Examination for Insurance & Takaful Agents

Decision

Code	Decision
1	Yes
2	No

Hiring Reason

Code	Reason for Hiring
N	New role
R	Replacement
I	Internal Transfer/Redeployment

Exit Type

Code	Exit Type
60	Contract Expiry
61	Resignation
62	Retirement
63	Transfer to another entity
64	Termination
65	Retrenchment
66	Death/Disability
67	Internal Transfer/Redeployment

BDSOC

Please refer to the Manpower Data Template under the 'BDSOC' tab.