About Types & Sub-Types

> Types & Subtypes provide a structure for Pastoral Care records. Types & Subtypes should *inform* record creators about which to choose based on the record they are creating.

What is a Type & Sub-Type?

In Pastoral Care in Schoolbox:

- a type establishes a certain category of organisation
- a subtype is a sub-category that *belongs* to a type

Each time a record is created, a type & sub-type must be chosen.

The available sub-types are defined by the type that has been chosen.

Structure of Types & Sub-Type Listing

On the following pages, each Type & Sub-Type is described in the following ways:

- **Author**
- **Target Audience**
- **Purpose & Description**

These define:

1) Who the intended author of the subtype is

2) Who the target audience of the subtype is

3) The purpose and description of the subtype, and possible reports that can be used with this subtype

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