

1. Home (<https://www.gov.uk/>)
2. Entering and staying in the UK (<https://www.gov.uk/entering-staying-uk>)
3. Immigration adviser services (<https://www.gov.uk/entering-staying-uk/immigration-adviser-services>)

# Immigration Rules

From:

Home Office (<https://www.gov.uk/government/organisations/home-office>)

Published:

25 February 2016

Updated:

4 June 2020, see all updates (<https://www.gov.uk/guidance/immigration-rules/updates>)

Give feedback about this page (<https://www.gov.uk/contact/govuk>)

## Immigration Rules Appendix J: codes of practice for skilled work

Codes of practice for Tier 2 Sponsors, Tier 5 Sponsors, employers of work permit holders and Tier 1 migrants (where appropriate)

### Introduction

1. This Appendix sets out the skill level and appropriate salary rate for jobs, as referred to elsewhere in these Rules.
2. Table 8 of this Appendix also sets out advertising and evidential requirements for creative sector jobs, as referred to elsewhere in these Rules.

### Tables

3. Table 1 sets out PhD-level occupation codes.
4. Table 2 sets out occupations skilled to Regulated Qualifications Framework level 6 or above.
5. Table 3 sets out occupations skilled to Regulated Qualifications Framework level 4 or above.
6. Table 4 sets out occupations which are ineligible for Sponsorship in Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications, due to skill level, but which are still acceptable to support some indefinite leave to remain applications.
7. Table 5 sets out further lower-skilled occupations which are ineligible for Sponsorship in Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications.
8. Table 6 sets out occupations which are ineligible for Sponsorship in Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications, for reasons other than skill level.
9. Table 7 sets out the equivalent SOC 2010 codes in comparison to the SOC 2000 system, for all occupations that appear in Tables 1 to 5. This table is provided for applicants and Sponsors who relied on a SOC 2000 code in a previous application, and need to know the equivalent SOC 2010 code if the applicant is applying to continue working in the same occupation.
- \*10. Table 8 sets out creative sector codes of practice.

### Occupation codes

11. The Standard Occupational Classification (SOC) codes are based on the SOC 2010 system designed by the Office for National Statistics, except where otherwise stated. This system is designed to cover all possible jobs.
12. References to “job” refer to the most appropriate match for the job in question, as it appears in the tables in this Appendix. The job description must correlate with the most appropriate match, according to the SOC 2010 system. The example job tasks and related job titles listed in Tables 1 to 4 are taken from guidance published by the Office for National Statistics. Further guidance on jobs in Tables 5 and 6 is available from the guidance published on the Office for National Statistics website. The Home Office will apply the most appropriate match based on the job description in an application, even if this is not the match stated by the applicant or their Sponsor.
13. Where Appendix A of these Rules refers to an applicant continuing to work in the same occupation, this means:
- (i) the same SOC 2010 code as stated in the Certificate of Sponsorship Checking Service entry that led to the applicant’s previous grant,
  - (ii) a SOC 2010 code which Table 7 shows as being equivalent to the SOC 2000 code stated in the Certificate of Sponsorship Checking Service entry that led to the applicant’s previous grant, or
  - (iii) any SOC 2010 code, providing the change is due solely to reclassification within the SOC system by the Office for National Statistics and not due to a change in the applicant’s job.

### **Appropriate salary rates**

14. Where these Rules state that an applicant must be paid the appropriate rate for a job as set out in this Appendix, the rate will be determined as follows:
- (a) Where the most appropriate match for the job in question appears in Tables 1 to 4 or Table 8, the appropriate rate is as stated in the relevant Table.
  - (b) Where the most appropriate match for the job in question appears in one of Tables 1 to 4 and also appears in Table 8, the appropriate rate is as stated in Table 8, and the rates stated in Tables 1 to 4 do not apply.
  - (c) Table 7 is to be used for identifying the equivalent SOC 2010 code only. The appropriate rate must then be identified for that SOC 2010 code using the other tables, where relevant.
  - (d) Where both “new entrant” and “experienced worker” rates are stated in Tables 1 to 3, the “new entrant” rate will only apply if:
    - (i) the applicant:
      - (1) is applying as a Tier 2 (General) Migrant and scores points from the Post-Study Work provisions of Appendix A,
      - (2) is applying as a Tier 2 (General) Migrant and scores points from the Resident Labour Market Test provisions of Appendix A, on the basis that his Sponsor has carried out a university milkround,
      - (3) is applying as a Tier 2 (Intra-Company Transfer) Migrant in the Graduate Trainee sub-category,or
    - (4) was under the age of 26 on the date the application was made;and
  - (ii) the applicant is applying for entry clearance or leave to remain (not for indefinite leave to remain); and
  - (iii) the applicant is not applying for a grant of leave that would extend his total stay in Tier 2 and/or as a Work Permit Holder beyond 3 years and 1 month.
- The “experienced worker” rate will apply in all other cases.
- (e) Where Appendix K requires a job holder to have a minimum level of experience, the “experienced worker” rate will always apply.

- (f) The rates stated are per year and are based on the following weekly hours:
- (i) Where the source is the Annual Survey of Hours and Earnings, a 39-hour week;
  - (ii) Where the source is NHS Agenda for Change or the equivalent source for each of the devolved administrations, or the Royal Institute of British Architects, a 37.5-hour week;
  - (iii) Where the source is teachers' national pay scales, on the definition of a full-time teacher as used when determining those pay scales;
  - (iv) where the source is the National Grid submission to the Migration Advisory Committee, a 37-hour week;
  - (v) In all other cases, a 40-hour week.

Rates will be pro-rated based on the number of working hours stated on the Certificate of Sponsorship. The exceptions are 'Skilled chef as defined in the Shortage Occupation List in Appendix K' and 'Overhead linesworker at Linesman Erector 2 (LE2) level and above', where the appropriate rates cannot be pro-rated down for shorter working hours as they form a key part of the criteria recommended by the Migration Advisory Committee.

(g) In all cases, the pay must be compliant with National Minimum Wage regulations.

**Table 1 - Occupational skilled to PhD-level**

SOC code	Description	Skill level
2111 Chemical scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• develops experimental procedures, instruments and recording and testing systems;</li> <li>• conducts experiments to identify chemical composition, energy and chemical changes in natural substances and processed materials;</li> <li>• analyses results and experimental data;</li> <li>• tests techniques and processes for reliability under a variety of conditions;</li> <li>• develops procedures for quality control of manufactured products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Analytical chemist</li> <li>• Chemist</li> <li>• Development chemist</li> <li>• Industrial chemist</li> <li>• Research chemist</li> </ul> <p>Salary rates:            New entrant: £22,300            Experienced worker: £29,000</p> <p>[Source: Evidence from partners who responded to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p>	PhD

SOC code	Description	Skill level
2112 Biological scientists and biochemists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• studies the physical and chemical form, structure, composition and function of living organisms;</li> <li>• identifies and studies the chemical substances, including microbial infections, involved in physiological processes and the progress of disease;</li> <li>• performs tests to study physiological and pathological characteristics within cells and other organisms;</li> <li>• researches the effects of internal and external environmental factors on the life processes and other functions of living organisms;</li> <li>• observes the structure of communities of organisms in the laboratory and in their natural environment;</li> <li>• advises farmers, medical staff and others, on the nature of field crops, livestock and produce and on the treatment and prevention of disease;</li> <li>• monitors the distribution, presence and behaviour of plants, animals and aquatic life, and performs other scientific tasks related to conservation not performed by jobholders in SOC codes beginning “214”.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Biomedical scientist</li> <li>• Forensic scientist</li> <li>• Horticulturist</li> <li>• Microbiologist</li> <li>• Pathologist</li> </ul> <p>Salary rates:</p> <p>Biomedical scientists working in the health sector: See Table 9</p> <p>Other biomedical scientists: New entrant: £22,300 Experienced worker: £29,000</p> <p>[Source: Evidence from partners who responded to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p>	PhD

SOC code	Description	Skill level
2113 Physical scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• conducts experiments and tests and uses mathematical models and theories to investigate the structure and properties of matter, transformations and propagations of energy, the behaviour of particles and their interaction with various forms of energy;</li> <li>• uses surveys, seismology and other methods to determine the earth's mantle, crust, rock structure and type, and to analyse and predict the occurrence of seismological activity;</li> <li>• observes, records and collates data on atmospheric conditions from weather stations, satellites, and observation vessels to plot and forecast weather conditions;</li> <li>• applies mathematical models and techniques to assist in the solution of scientific problems in industry and commerce and seeks out new applications of mathematical analysis.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Geologist</li> <li>• Geophysicist</li> <li>• Medical physicist</li> <li>• Meteorologist</li> <li>• Oceanographer</li> <li>• Physicist</li> <li>• Seismologist</li> </ul> <p>Salary rates:  New entrant: £22,300  Experienced worker: £29,000</p> <p>[Source: Evidence from partners who responded to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p>	PhD

SOC code	Description	Skill level
2114 Social and humanities scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• studies society and the manner in which people behave and impact upon the world;</li> <li>• undertakes research across the humanities that furthers understanding of human culture and creativity;</li> <li>• traces the evolution of word and language forms, compares grammatical structures and analyses the relationships between ancient, parent and modern languages;</li> <li>• identifies, compiles and analyses economic, demographic, legal, political, social and other data to address research objectives;</li> <li>• administers questionnaires, carries out interviews, organises focus groups and implements other social research tools;</li> <li>• undertakes analyses of data, presents results of research to sponsors, the media and other interested organisations;</li> <li>• addresses conferences and publishes articles detailing the methodology and results of research undertaken.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Anthropologist</li> <li>• Archaeologist</li> <li>• Criminologist</li> <li>• Epidemiologist</li> <li>• Geographer</li> <li>• Historian</li> <li>• Political scientist</li> <li>• Social scientist</li> </ul> <p>Salary rates:  New entrant: £22,300  Experienced worker: £29,000</p> <p>[Source: Evidence from partners who responded to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p>	PhD

SOC code	Description	Skill level
<p>2119 Natural and social science professionals not elsewhere classified</p> <p>[Note: For immigration purposes this code includes researchers in research organisations other than universities.]</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans, directs and undertakes research into natural phenomena;</li> <li>• provides technical advisory and consulting services;</li> <li>• designs tests and experiments to address research objective and find solutions;</li> <li>• applies models and techniques to medical, industrial, agricultural, military and similar applications;</li> <li>• analyses results and writes up results of tests and experiments undertaken;</li> <li>• presents results of scientific research to sponsors, addresses conferences and publishes articles outlining the methodology and results of research undertaken;</li> <li>• designs and develops an appropriate research methodology in order to address the research objective;</li> <li>• compiles and analyses quantitative and qualitative data, prepares reports and presents results to summarise main findings and conclusions;</li> <li>• advises government, private organisations and special interest groups on policy issues;</li> <li>• writes journal articles, and books, and addresses conferences, seminars and the media to reveal research findings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Operational research scientist</li> <li>• Research associate (medical)</li> <li>• Research fellow</li> <li>• Researcher</li> <li>• Scientific officer</li> <li>• Scientist</li> <li>• Sports scientist</li> <li>• University researcher</li> </ul> <p>Salary rates:  New entrant: £22,300  Experienced worker: £29,000</p> <p>[Source: Evidence from partners who responded to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p>	<p>PhD</p>

SOC code	Description	Skill level
2150 Research and development managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• establishes product design and performance objectives in consultation with other business functions;</li> <li>• liaises with production departments to investigate and resolve manufacturing problems;</li> <li>• develops research methodology, implements and reports upon research investigations undertaken;</li> <li>• plans work schedules, assigns tasks and delegates responsibilities to the research and development team;</li> <li>• monitors the standards of scientific and technical research undertaken by the research team.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Creative manager (research and development)</li> <li>• Design manager</li> <li>• Market research manager</li> <li>• Research manager (broadcasting)</li> </ul> <p>Salary rates: New entrant: £30,000 Experienced worker: £37,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	PhD
2311 Higher education teaching professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares, delivers and directs lectures, seminars and tutorials;</li> <li>• prepares, administers and marks examinations, essays and other assignments;</li> <li>• advises students on academic matters and encourages independent research;</li> <li>• provides pastoral care or guidance to students;</li> <li>• participates in decision making processes regarding curricula, budgetary, departmental and other matters;</li> <li>• directs the work of postgraduate students;</li> <li>• undertakes research, writes articles and books and attends conferences and other meetings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fellow (university)</li> <li>• Lecturer (higher education, university)</li> <li>• Professor (higher education, university)</li> <li>• Tutor (higher education, university)</li> <li>• University lecturer</li> </ul> <p>Salary rates: New entrant: £26,500 Experienced worker: £33,000</p> <p>[Source: evidence from Universities UK, Universities and Colleges Employers Association and GuildHE in 2011, uplifted based on national changes in earnings]</p>	PhD

**Table 2 - Occupations skilled to Regulated Qualifications Framework (RQF) level 6 and above**

SOC code and description	Skill Level	
All occupations in Table 1		PhD
1115 Chief executives and senior officials	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• analyses economic, social, legal and other data, and plans, formulates and directs at strategic level the operation of a company or organisation;</li> <li>• consults with subordinates to formulate, implement and review company/organisation policy, authorises funding for policy implementation programmes and institutes reporting, auditing and control systems;</li> <li>• prepares, or arranges for the preparation of, reports, budgets, forecasts or other information;</li> <li>• plans and controls the allocation of resources and the selection of senior staff;</li> <li>• evaluates government/local authority departmental activities, discusses problems with government/local authority officials and administrators and formulates departmental policy;</li> <li>• negotiates and monitors contracted out services provided to the local authority by the private sector;</li> <li>• studies and acts upon any legislation that may affect the local authority;</li> <li>• stimulates public interest by providing publicity, giving lectures and interviews and organising appeals for a variety of causes;</li> <li>• directs or undertakes the preparation, publication and dissemination of reports and other information of interest to members and other interested parties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chief executive</li> <li>• Chief medical officer</li> <li>• Civil servant (grade 5 &amp; above)</li> <li>• Vice President</li> </ul> <p>Salary rates:            New entrant: £45,600            Experienced worker: £65,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
1121 Production managers and directors in manufacturing	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other managers to plan overall production activity and daily manufacturing activity, sets quality standards and estimates timescales and costs;</li> <li>• manages production to ensure that orders are completed to an agreed date and conform to customer and other requirements;</li> <li>• monitors production and production costs and undertakes or arranges for the preparation of reports and records;</li> <li>• oversees supervision of the production line and its staff, ensures targets are met.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Engineering manager</li> <li>• Managing director (engineering)</li> <li>• Operations manager (manufacturing)</li> <li>• Production manager</li> </ul> <p>Salary rates: New entrant: £24,500 Experienced worker: £34,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	1121 Production managers and directors in manufacturing
1122 Production managers and directors in construction	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other managers to plan overall production activity and construction activities, sets quality standards and estimates timescales and costs;</li> <li>• receives invitations to tender, arranges for estimates and liaises with client, architect and engineers for the preparation of contracts;</li> <li>• plans, directs and co-ordinates the construction and maintenance of civil and structural engineering works, including demolition, open-cast mining works and pipeline and piling;</li> <li>• receives reports upon work in progress to ensure that materials and construction methods meet with specifications and statutory requirements and that there are no deviations from agreed plans.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building Services manager</li> <li>• Construction manager</li> <li>• Director (building construction)</li> <li>• Owner (electrical contracting)</li> </ul> <p>Salary rates: New entrant: <b>£25,500</b> Experienced worker: <b>£33,400</b></p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
1123 Production managers and directors in mining and energy	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• co-ordinates the activities of mines, quarries, drilling operations and offshore installations;</li> <li>• determines staffing, material and other needs;</li> <li>• co-ordinates and supervises coal-face production activities and ensures compliance with health and safety regulations;</li> <li>• ensures that all haulage, storage, purification and distribution work is performed efficiently and in compliance with statutory and other regulations;</li> <li>• arranges for the provision of gas, water and electricity supplies;</li> <li>• ensures compliance with issues relating to the environmental impact of operations. Related job titles:</li> <li>• Operations manager (mining, water &amp; energy)</li> <li>• Quarry manager</li> </ul> <p>Salary rates: New entrant: £24,600 Experienced worker: £36,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1131 Financial managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation;</li> <li>• plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems;</li> <li>• determines staffing levels appropriate for accounting activities;</li> <li>• assesses and advises on factors affecting business performance.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Investment banker</li> <li>• Treasury manager</li> </ul> <p>Salary rates: New entrant: £29,900 Experienced worker: £43,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
1132 Marketing and sales directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other senior staff to determine the range of goods or services to be sold;</li> <li>• discusses employer's or clients' requirements, plans and monitors surveys and analyses of customers' reactions to products;</li> <li>• examines and analyses sales figures, advises on and monitors marketing campaigns and promotional activities;</li> <li>• controls the recruitment and training of staff;</li> <li>• produces and/or assesses reports and recommendations concerning marketing and sales strategies.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Marketing director</li> <li>• Sales director</li> </ul> <p>Salary rates:</p> <p>New entrant: £32,000 Experienced worker: £49,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1133 Purchasing managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• determines what goods, services and equipment need to be sourced;</li> <li>• devises purchasing policies, decides on whether orders should be put out to tender and evaluates suppliers' bids;</li> <li>• negotiates prices and contracts with suppliers and draws up contract documents;</li> <li>• arranges for quality checks of incoming goods and ensures suppliers deliver on time;</li> <li>• interviews suppliers' representatives and visits trade fairs; • researches and identifies new products and suppliers;</li> <li>• stays abreast of and ensures adherence to relevant legislation regarding tendering and procurement procedures.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bid manager</li> <li>• Purchasing manager</li> </ul> <p>Salary rates:</p> <p>New entrant: £30,000 Experienced worker: £39,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>1134 Advertising and public relations directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with client to discuss product/service to be marketed and develops the most appropriate strategy to deliver the objectives;</li> <li>• defines target group and implements strategy through appropriate media planning work;</li> <li>• conceives advertising campaign to impart the desired product image in an effective and economical way;</li> <li>• reviews and revises campaign strategy in light of sales figures, surveys, etc. and takes appropriate corrective measures if necessary;</li> <li>• stays abreast of changes in media, readership or viewing figures and advertising rates;</li> <li>• directs the arranging of conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Account director (advertising)</li> <li>• Head of public relations</li> </ul> <p>Salary rates:</p> <p>New entrant: £29,600</p> <p>Experienced worker: £48,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
1135 Human resource managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• determines staffing needs;</li> <li>• oversees the preparation of job descriptions, drafts advertisements and interviews candidates;</li> <li>• oversees the monitoring of employee performance and career development needs;</li> <li>• provides or arranges for provision of training courses;</li> <li>• undertakes industrial relations negotiations with employees' representatives or trades unions;</li> <li>• develops and administers salary, health and safety and promotion policies;</li> <li>• examines and reports on company and departmental structures, chains of command, information flows, etc. and evaluates efficiency of existing operations;</li> <li>• considers alternative work procedures to improve productivity;</li> <li>• stays abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Human resources manager</li> <li>• Personnel manager</li> <li>• Recruitment manager</li> </ul> <p>Salary rates:  New entrant: £27,000  Experienced worker: £35,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
1136 Information technology and telecommunications directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• develops in consultation with other senior management the IT/telecommunications strategy of the organisation;</li> <li>• directs the implementation within the organisation of IT/telecommunications strategy, infrastructure, procurement, procedures and standards;</li> <li>• develops the periodic business plan and operational budget for IT/telecommunications to deliver agreed service levels;</li> <li>• considers the required IT/telecommunications staffing levels, oversees recruitment and appointment of staff and directs training policy;</li> <li>• prioritises and schedules major IT/telecommunications projects;</li> <li>• ensures that new technologies are researched and evaluated in the light of the organisation's broad requirements.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• IT Director</li> <li>• Technical director (computer services)</li> <li>• Telecommunications director</li> </ul> <p>Salary rates: New entrant: £41,500 Experienced worker: £54,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1139 Functional managers and directors not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• helps to formulate and implement local government policy and ensures legal and statutory provisions are observed;</li> <li>• organises local authority office work and resources, negotiates contracted out services;</li> <li>• plans, organises, coordinates and directs the resources of a special interest organisation;</li> <li>• formulates and directs the implementation of an organisation's policies;</li> <li>• represents union, association or charity in consultation and negotiation with government, employees and other bodies;</li> <li>• stimulates public interest by providing publicity, giving lectures and interviews and organising appeals;</li> <li>• directs or undertakes the preparation, publication and dissemination of reports and other information pertaining to the organisation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Manager (charitable organisation)</li> <li>• Research director</li> </ul> <p>Salary rates: New entrant: £25,400 Experienced worker: £40,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>1150 Financial institution managers and directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• plans, organises, directs and co-ordinates the activities of financial institutions;</li> <li>• verifies that accounting, recording and information storage and retrieval procedures are adhered to;</li> <li>• authorises loans and mortgages in accordance with bank or building society policy;</li> <li>• promotes financial services, establishes contact with the local business community and professional firms;</li> <li>• preparing general reports and briefs on more complex cases for senior management;</li> <li>• ensures compliance with the statutory regulatory framework.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bank manager</li> <li>• Insurance manager</li> </ul> <p>Salary rates:</p> <p>New entrant: £29,000 Experienced worker: £36,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
1161 Managers and directors in transport and distribution	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• plans the optimum utilisation of staff and operating equipment, and co-ordinates maintenance activities to ensure least possible disruption to services;</li> <li>• examines traffic reports, load patterns, traffic receipts and other data and revises transport services or freight rates accordingly;</li> <li>• directs the movement, handling and storage of freight in transit, and reviews space utilisation, staffing and distribution expenditure to determine future distribution policies;</li> <li>• ensures that regulations regarding hours of work, the licensing of crews and transport equipment, the operational safety and efficiency of equipment, the insurance of vehicles and other statutory regulations are complied with;</li> <li>• ensures that harbour channels and berths are maintained and liaises with ship owners, crew, customs officials, dock and harbour staff to arrange entry, berthing and servicing of ships;</li> <li>• supervises day-to-day activities in a railway station;</li> <li>• arranges for maintenance of airport runways and buildings, liaises with fuel and catering crews to ensure adequate supplies and resolves any complaints and problems raised by airport users.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fleet manager</li> <li>• Transport manager</li> </ul> <p>Salary rates: New entrant: £25,600 Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1172 Senior police officers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with senior officers to determine staff, financial and other short- and long-term needs;</li> <li>• plans, directs and co-ordinates general policing for an area or functional unit;</li> <li>• directs and monitors the work of subordinate officers;</li> <li>• establishes contacts and sources of information concerning crimes planned or committed;</li> <li>• directs and co-ordinates the operation of record keeping systems and the preparation of reports. Related job titles:</li> <li>• Chief superintendent (police service)</li> <li>• Detective inspector</li> <li>• Police inspector</li> </ul> <p>Salary rates: New entrant: £37,800 Experienced worker: £55,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>1173 Senior officers in fire, ambulance, prison and related services</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other senior officials and/or government departments to determine staffing, financial and other short and long-term needs;</li> <li>• prepares reports for insurance companies, the Home Office, Scottish Home and Health Department, and other bodies as necessary;</li> <li>• advises on the recruitment, training and monitoring of staff;</li> <li>• fire officers plan, direct and co-ordinate an operational plan for one or more fire stations, attend fires and other emergencies to minimise danger to property and people, arrange for the salvaging of goods, immediate temporary repairs and security measures for fire damaged premises as necessary;</li> <li>• ambulance officers plan, organise, direct and co-ordinate the activities of ambulance personnel and control room assistants, for the provision of ambulance services for emergency and non-emergency cases;</li> <li>• prison officers interview prisoners on arrival and discharge/ departure, receive reports on disciplinary problems and decide on appropriate action, make periodic checks on internal and external security, and provide care and support to prisoners in custody;</li> <li>• revenue and customs, excise and immigration officers advise on the interpretation of regulations concerning taxes, duties and immigration requirements and enforce these regulations through monitoring of premises, examining goods entering the country to ensure correct duty is paid and establishing that passengers have the necessary authorisation for crossing national borders.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fire service officer (government)</li> <li>• Prison governor</li> <li>• Station officer (ambulance service)</li> </ul> <p>Salary rates:  New entrant: £37,800  Experienced worker: £49,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
<p>1181 Health services and public health managers and directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• implements policies of the board, ensures statutory procedures are followed, with particular emphasis on patient safety and the management of risk;</li> <li>• liaises with health care professionals to determine short and long-term needs and how to meet these objectives within budgetary constraints;</li> <li>• oversees the day-to-day management of the unit or service and provides leadership to staff;</li> <li>• uses statistical information to monitor performance and assist with planning;</li> <li>• negotiates and manages contracts with providers and purchasers of health care services;</li> <li>• manages staff, including recruitment, appraisal and development;</li> <li>• monitors and reports upon the effectiveness of services with a view to improving the efficiency of health care provision;</li> <li>• coordinates the promotion of public health and wellbeing in the actions and policies of public agencies and their social partners;</li> <li>• monitors and reports upon the state of public health and wellbeing.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Director of nursing</li> <li>• Health Service manager</li> <li>• Information manager (health authority: hospital service)</li> </ul> <p>Salary rates:  New entrant: £26,800  Experienced worker: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
<p>1184 Social services managers and directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• provides leadership and management to ensure services are delivered in accordance with statutory requirements and in line with the local authority social services department's policies and procedures;</li> <li>• determines staffing, financial, material and other short and long-term needs;</li> <li>• plans work schedules, assigns tasks and delegates responsibilities of social services staff;</li> <li>• monitors and evaluates departmental performance with a view to improving social service provision;</li> <li>• studies and advises upon changes in legislation that will impact upon social service provision;</li> <li>• liaises with representatives of other relevant agencies.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Care manager (local government: social services)</li> <li>• Service manager (welfare services)</li> </ul> <p>Salary rates:  New entrant: £25,500  Experienced worker: £29,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2121 Civil engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• undertakes research and advises on soil mechanics, concrete technology, hydraulics, water and waste water treatment processes and other civil engineering matters;</li> <li>• determines and specifies construction methods, materials, quality and safety standards and ensures that equipment operation and maintenance comply with design specifications;</li> <li>• designs foundations and earthworks;</li> <li>• designs structures such as roads, dams, bridges, railways, hydraulic systems, sewerage systems, industrial and other buildings and plans the layout of tunnels, wells and construction shafts;</li> <li>• organises and plans projects, arranges work schedules, carries out inspection work and plans maintenance control;</li> <li>• organises and establishes control systems to monitor operational efficiency and performance of materials and systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building engineer</li> <li>• Civil engineer (professional)</li> <li>• Highways engineer</li> <li>• Petroleum engineer</li> <li>• Public health engineer</li> <li>• Site engineer</li> <li>• Structural engineer</li> </ul> <p>Salary rates:  New entrant: £27,500  Experienced worker: £33,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2122 Mechanical engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• undertakes research and advises on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls;</li> <li>• determines materials, equipment, piping, capacities, layout of plant or system and specification for manufacture;</li> <li>• designs mechanical equipment, such as steam, internal combustion and other non-electrical motors for railway locomotives, road vehicles, aeroplanes and other machinery;</li> <li>• ensures that equipment, operation and maintenance comply with design specifications and safety standards;</li> <li>• organises and establishes control systems to monitor operational efficiency and performance of materials and systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aeronautical engineer (professional)</li> <li>• Aerospace engineer</li> <li>• Automotive engineer (professional)</li> <li>• Marine engineer (professional)</li> <li>• Mechanical engineer (professional)</li> </ul> <p>Salary rates:  New entrant: £28,900  Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2123 Electrical engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• supervises, controls and monitors the operation of electrical generation, transmission and distribution systems;</li> <li>• determines and specifies manufacturing methods of electrical systems;</li> <li>• ensures that manufacture, operation and maintenance comply with design specifications and contractual arrangements;</li> <li>• organises and establishes control systems to monitor the performance and safety of electrical assemblies and systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Electrical engineer (professional)</li> <li>• Electrical surveyor</li> <li>• Equipment engineer</li> <li>• Power engineer</li> <li>• Signal engineer (railways)</li> </ul> <p>Salary rates: Power system engineer, control engineer or protection engineer in the electricity transmission and distribution industry: £34,500</p> <p>[Source: National Grid submission to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Other electrical engineer - new entrant: £27,600 Other electrical engineer - Experienced worker: £38,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2124 Electronics engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• undertakes research and advises on all aspects of telecommunications equipment, radar, telemetry and remote control systems, data processing equipment, microwaves and other electronic equipment;</li> <li>• determines and specifies appropriate production and/or installation methods and quality and safety standards;</li> <li>• organises and establishes control systems to monitor performance and evaluate designs;</li> <li>• tests, diagnoses faults and undertakes repair of electronic equipment.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Avionics engineer</li> <li>• Broadcasting engineer (professional)</li> <li>• Electronics engineer (professional)</li> <li>• Microwave engineer</li> <li>• Telecommunications engineer (professional)</li> </ul> <p>Salary rates: New entrant: £27,400 Experienced worker: £33,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2126 Design and development engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• assesses product requirements, including costs, manufacturing feasibility and market requirements;</li> <li>• prepares working designs for steam, aero, turbine, marine and electrical engines, mechanical instruments, aircraft and missile structures, vehicle and ship structures, plant and machinery equipment, domestic electrical appliances, building systems and services, and electronic computing and telecommunications equipment;</li> <li>• arranges construction and testing of model or prototype and modifies design if necessary;</li> <li>• produces final design information for use in preparation of layouts, parts lists, etc.;</li> <li>• prepares specifications for materials and other components.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clinical engineer</li> <li>• Design engineer</li> <li>• Development engineer</li> <li>• Ergonomist</li> <li>• Research and development engineer</li> </ul> <p>Salary rates:  New entrant: £27,600  Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2127 Production and process engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• studies existing and alternative production methods, regarding work flow, plant layout, types of machinery and cost;</li> <li>• recommends optimum equipment and layout and prepares drawings and specifications;</li> <li>• devises and implements production control methods to monitor operational efficiency;</li> <li>• investigates and eliminates potential hazards and bottlenecks in production;</li> <li>• advises management on and ensures effective implementation of new production methods, techniques and equipment;</li> <li>• liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies;</li> <li>• undertakes research and develops processes to achieve physical and/or chemical change for oil, pharmaceutical, synthetic, plastic, food and other products;</li> <li>• designs, controls and constructs process plants to manufacture products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chemical engineer</li> <li>• Industrial engineer</li> <li>• Process engineer</li> <li>• Production consultant</li> <li>• Production engineer</li> </ul> <p>Salary rates:  New entrant: £23,600  Experienced worker: £33,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>2129 Engineering professionals not elsewhere classified</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• researches into problem areas to advance basic knowledge, evaluate new theories and techniques and to solve specific problems;</li> <li>• establishes principles and techniques to improve the quality, durability and performance of materials such as textiles, glass, rubber, plastics, ceramics, metals and alloys;</li> <li>• designs new systems and equipment with regard to cost, market requirements and feasibility of manufacture;</li> <li>• devises and implements control systems to monitor operational efficiency and performance of system and materials;</li> <li>• prepares sketches, drawings and specifications showing materials to be used, construction and finishing methods and other details;</li> <li>• examines and advises on patent applications;</li> <li>• provides technical consultancy services.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Acoustician (professional)</li> <li>• Ceramicist</li> <li>• Food technologist</li> <li>• Metallurgist</li> <li>• Patent agent</li> <li>• Project engineer</li> <li>• Scientific consultant</li> <li>• Technical engineer</li> <li>• Technologist</li> <li>• Traffic engineer</li> </ul> <p>Salary rates:  New entrant: £27,400  Experienced worker: £33,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2133 IT specialist managers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• plans, coordinates and manages the organisation’s IT provision or a specialist area of IT activity;</li> <li>• liaises with users, senior staff and internal/external clients to clarify IT requirements and development needs;</li> <li>• takes responsibility for managing the development of a specialist aspect of IT provision such as user support, network operations, service delivery or quality control;</li> <li>• supervises the technical team and coordinates training;</li> <li>• plans and monitors work and maintenance schedules to ensure agreed service levels are achieved;</li> <li>• reports on IT activities to senior management.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Data centre manager</li> <li>• IT manager</li> <li>• IT support manager</li> <li>• Network operations manager (computer services)</li> <li>• Service delivery manager</li> </ul> <p>Salary rates:</p> <p>New entrant: £27,000 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p> <p>Experienced worker: £42,800 [Source: Incomes Data Services in 2014, uplifted based on national changes in earnings]</p>	RQF 6

SOC code and description	Skill Level	
<p>2134 IT project and programme managers</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• works with client or senior management to establish and clarify the aims, objectives and requirements of the IT project or programme;</li> <li>• plans the stages of the project or programme, reviews actions and amends plans as necessary;</li> <li>• coordinates and supervises the activities of the project/programme team;</li> <li>• manages third party contributions to the programme or project;</li> <li>• monitors progress including project/programme budget, timescale and quality;</li> <li>• coordinates and oversees implementation of the project or programme;</li> <li>• reports on project or programme to senior management and/or client.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Implementation manager (computing)</li> <li>• IT project manager</li> <li>• Programme manager (computing)</li> <li>• Project leader (software design)</li> </ul> <p>Salary rates:</p> <p>New entrant: £31,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £39,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
<p>2135 IT business analysts, architects and systems designers</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with internal/external clients in order to analyse business procedure, clarify clients' requirements and to define the scope of existing software, hardware and network provision;</li> <li>• undertakes feasibility studies for major IT developments incorporating costs and benefits, and presents proposals to clients;</li> <li>• communicates the impact of emerging technologies to clients and advises upon the potential introduction of such technology;</li> <li>• provides advice and assistance in the procurement, provision, delivery, installation, maintenance and use of IT systems and their environments;</li> <li>• examines existing business models and flows of data and designs functional specifications and test plans for new systems in order to meet clients' needs;</li> <li>• researches, analyses, evaluates and monitors network infrastructure and performance;</li> <li>• works closely with clients to implement new systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business analyst (computing)</li> <li>• Data communications analyst</li> <li>• Systems analyst</li> <li>• Systems consultant</li> <li>• Technical analyst (computing)</li> <li>• Technical architect</li> </ul> <p>Salary rates:  New entrant: £29,100  Experienced worker: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2136 Programmers and software development professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines existing software and determines requirements for new/modified systems in the light of business needs;</li> <li>• undertakes feasibility study to design software solutions;</li> <li>• writes and codes individual programs according to specifications;</li> <li>• develops user interfaces;</li> <li>• tests and corrects software programs;</li> <li>• writes code for specialist programming for computer games, (for example, artificial intelligence, 3D engine development);</li> <li>• implements and evaluates the software;</li> <li>• plans and maintains database structures;</li> <li>• writes operational documentation and provides subsequent support and training for users.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Analyst-programmer</li> <li>• Database developer</li> <li>• Games programmer</li> <li>• Programmer • Software engineer</li> </ul> <p>Salary rates:  New entrant: £25,000  Experienced worker: £32,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2137 Web design and development professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with internal/external client in order to define the requirements for the website;</li> <li>• presents design options to the client;</li> <li>• designs web pages including graphics, animation and functionality to maximise visual effectiveness and facilitate appropriate access;</li> <li>• develops the website and applications;</li> <li>• designs and develops web interfaces for relational database systems;</li> <li>• establishes methods to ensure appropriate website security and recovery;</li> <li>• writes and publishes content for the website;</li> <li>• tests website interaction and performance prior to going 'live', and monitors and maintains functionality of the website;</li> <li>• activates the 'live' website.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Internet developer</li> <li>• Multimedia developer</li> <li>• Web design consultant</li> <li>• Web designer</li> </ul> <p>Salary rates: New entrant: £19,500 Experienced worker: £25,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2139 Information technology and telecommunications professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• undertakes the testing of software, systems or computer games for errors, identifies source of problems and proposes solutions;</li> <li>• develops, implements and documents test plans for IT software, systems and computer games;</li> <li>• develops quality standards and validation techniques;</li> <li>• makes recommendations concerning software/system quality;</li> <li>• examines IT system for potential threats to its security and integrity and draws up plans for disaster recovery if security is compromised;</li> <li>• deals with and reports on breaches in security.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• IT consultant</li> <li>• Quality analyst (computing)</li> <li>• Software tester • Systems tester (computing)</li> <li>• Telecommunications planner</li> </ul> <p>Salary rates: New entrant: £22,700 Experienced worker: £31,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2141 Conservation professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• promotes and implements local and national biodiversity action plans, particularly with regard to threatened species and habitats;</li> <li>• carries out environmental impact assessments and field surveys;</li> <li>• implements, evaluates and monitors schemes for the management and protection of natural habitats;</li> <li>• provides advice and information to government at national and local levels, clients, landowners, planners and developers to facilitate the protection of the natural environment;</li> <li>• liaises with other groups in the selection and maintenance of the Protected Site System including Special Areas of Conservation (SACs), Ramsar sites, and Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs);</li> <li>• maintains and develops knowledge in relevant policy areas within a national and European legislative context;</li> <li>• promotes conservation issues via educational talks, displays, workshops and literature and liaison with the media;</li> <li>• prepares applications for funding to other organisations, and assessing applications for funding from other organisations;</li> <li>• carries out research into aspects of the natural world.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Conservation officer</li> <li>• Ecologist</li> <li>• Energy conservation officer</li> <li>• Heritage manager</li> <li>• Marine conservationist</li> </ul> <p>Salary rates:  New entrant: £21,000  Experienced worker: £24,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2142 Environment professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• identifies contamination of land, air or water and assesses any adverse impact on the environment;</li> <li>• advises on and provides solutions for mitigating the effects of such contamination;</li> <li>• implements remediation works;</li> <li>• carries out environment-related desk-based research and fieldwork to collect, analyse and interpret data to determine their validity, quality and significance;</li> <li>• carries out environmental audits and environmental impact assessments;</li> <li>• communicates scientific and technical information to relevant audiences in an appropriate form, via reports, workshops, educational events, public hearings;</li> <li>• assists organisations to conduct their activities in an environmentally appropriate manner;</li> <li>• implements, reviews and advises on regulatory and legislative standards, guidelines and policies;</li> <li>• provides professional guidance to clients, government agencies, regulators and other relevant bodies, having regard for sustainable approaches and solutions.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Energy manager</li> <li>• Environmental consultant</li> <li>• Environmental engineer</li> <li>• Environmental protection officer</li> <li>• Environmental scientist</li> <li>• Landfill engineer</li> </ul> <p>Salary rates:  New entrant: £21,300  Experienced worker: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2211 Medical practitioners	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines patient, arranges for any necessary x-rays or other tests and interprets results;</li> <li>• diagnoses condition and prescribes and/or administers appropriate treatment/surgery;</li> <li>• administers medical tests and inoculations against communicable diseases;</li> <li>• supervises patient's progress and advises on diet, exercise and other preventative action;</li> <li>• refers patient to specialist where necessary and liaises with specialist;</li> <li>• prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials;</li> <li>• supervises the implementation of care and treatment plans by other healthcare providers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Anaesthetist</li> <li>• Consultant (Hospital Service)</li> <li>• Doctor</li> <li>• General practitioner</li> <li>• Medical practitioner</li> <li>• Paediatrician</li> <li>• Psychiatrist</li> <li>• Radiologist</li> <li>• Surgeon</li> </ul> <p>Medical professionals on the NHS junior doctor contract in place from October 2016:</p> <p>Foundation year 1 (F1) and equivalent: £27,146  Foundation year 2 (F2) and equivalent: £31,422  Specialty registrar (StR) at ST/CT1-2 and equivalent: £37,191  Specialty registrar (StR) at CT/ST3 and above £47,132</p> <p>Other medical professionals including those on contract with health services of devolved administrations:</p> <p>Foundation year 1 (F1) and equivalent: £22,862  Foundation year 2 (F2) and equivalent: £28,357  Specialty registrar (StR) and equivalent: £30,302  Specialty doctor and equivalent: £37,548  Salaried General practitioner (GP) and equivalent: £55,412  Consultant and equivalent: £76,001</p> <p>[Source: NHS Employers Pay and Conditions (M&amp;D) Circulars 3/2018, Workforce Policy Directorate Department of Health Northern Ireland]</p>	RQF 6

SOC code and description	Skill Level	
2212 Psychologists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• develops and administers tests to measure intelligence, abilities, aptitudes, etc. and assesses results;</li> <li>• develops treatment and guidance methods and gives treatment or guidance using a variety of therapy and counselling techniques;</li> <li>• observes and experiments on humans and animals to measure mental and physical characteristics;</li> <li>• analyses the effect of hereditary, social and physical factors on thought and behaviour;</li> <li>• studies psychological factors in the treatment and prevention of mental illness or emotional and personality disorders;</li> <li>• maintains required contacts with family members, education or other health professionals, as appropriate, and recommends possible solutions to problems presented;</li> <li>• applies professional knowledge and techniques within the workplace, addressing issues such as job design, work groups, motivation etc.;</li> <li>• applies psychological treatment methods to help athletes achieve optimum mental health and enhance sporting performance.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clinical psychologist</li> <li>• Educational psychologist</li> <li>• Forensic psychologist</li> <li>• Occupational psychologist</li> <li>• Psychologist</li> <li>• Psychometrist</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
2213 Pharmacists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form following prescriptions issued by medical doctors and other health professionals;</li> <li>• advises health professionals on the selection and appropriate use of medicines;</li> <li>• highlights a drug's potential side effects, identifies harmful interactions with other drugs and assesses the suitability of treatments for patients with particular health conditions;</li> <li>• checks that recommended doses are not being exceeded and that instructions are understood by patients;</li> <li>• maintains prescription files and records issue of narcotics, poisons and other habit-forming drugs;</li> <li>• liaises with other professionals regarding the development manufacturing and testing of drugs;</li> <li>• tests and analyses drugs to determine their identity, purity and strength;</li> <li>• ensures that drugs and medicaments are in good supply and are stored properly.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chemist (pharmaceutical)</li> <li>• Dispensary manager</li> <li>• Pharmaceutical chemist</li> <li>• Pharmacist</li> <li>• Pharmacy manager</li> </ul> <p>See Table 9</p>	RQF 6
2214 Ophthalmic opticians	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines eyes and tests vision of patient, identifies problems, defects, injuries and ill health;</li> <li>• prescribes, supplies and fits appropriate spectacle lenses, contact lenses and other aids;</li> <li>• advises patient on proper use of glasses, contact lenses and other aids, and on appropriate lighting conditions for reading and working;</li> <li>• refers patient to a specialist, where necessary;</li> <li>• carries out research with glass and lens manufacturers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ophthalmic optician</li> <li>• Optician</li> <li>• Optologist</li> <li>• Optometrist</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
2215 Dental practitioners	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines patient's teeth, gums and jaw, using dental and x-ray equipment, diagnoses dental conditions;</li> <li>• assesses and recommends treatment options to patients;</li> <li>• administers local anaesthetics;</li> <li>• carries out clinical treatments, restores teeth affected by decay etc., treats gum disease and other disorders;</li> <li>• constructs and fits braces, inlays, dentures and other appliances;</li> <li>• supervises patient's progress and advises on preventative action;</li> <li>• educates patients on oral health care;</li> <li>• refers patient to specialist, where necessary;</li> <li>• maintains patients' dental health records;</li> <li>• prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dental surgeon</li> <li>• Dentist</li> <li>• Orthodontist</li> <li>• Periodontist</li> </ul> <p>Salary rates:</p> <p>Foundation year 1 (F1) (Hospital dental services) and equivalent: £22,862  Foundation year 2 (F2) (Hospital dental services) and equivalent: £28,357  Specialty registrar (StR) and equivalent: £30,302  Specialty dentist: £37,548  Band A posts (e.g. Community practitioner) and equivalent: £35,314  Band B posts (e.g. Senior dental officer) and equivalent: £50,463  Band C posts (e.g. Specialist / managerial posts) and equivalent: £67,056  Consultant (Hospital dental services) and equivalent: £76,001</p> <p>[Source: NHS Employers Pay and Conditions (M&amp;D) Circulars 3/2018, Workforce Policy Directorate Department of Health Northern Ireland]</p>	RQF 6

SOC code and description	Skill Level	
2216 Veterinarians	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines animals, diagnoses condition and prescribes and administers appropriate drugs, dressings, etc., and arranges or undertakes any necessary x-ray or other tests;</li> <li>• inoculates animals against communicable diseases;</li> <li>• administers local or general anaesthetics and performs surgery;</li> <li>• investigates outbreaks of animal diseases and advises owners on feeding, breeding and general care;</li> <li>• euthanases old, sick, terminally ill and unwanted animals;</li> <li>• performs tasks relating to food safety policy, regulation of veterinary drugs, quality control of veterinary products;</li> <li>• performs ante-mortem inspection of animals destined for the food chain, and animal post-mortem examinations;</li> <li>• carries out expert witness work and undertakes teaching of veterinary students;</li> <li>• maintains records, raises and forwards reports and certificates in compliance with current legislation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Veterinarian</li> <li>• Veterinary practitioner</li> <li>• Veterinary surgeon</li> </ul> <p>Salary rates:</p> <p>New entrant: £27,100 Experienced worker: £36,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2217 Medical radiographers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• uses a range of imaging devices for diagnostic and therapeutic purposes;</li> <li>• assesses patients and interprets clinical requirements to determine appropriate radiographic treatments;</li> <li>• verifies identity of patient and ensures that necessary preparations have been made for the examination/treatment;</li> <li>• decides length and intensity of exposure or strength of dosage of isotope;</li> <li>• positions patient and operates x-ray, scanning or fluoroscopic equipment;</li> <li>• maintains records of all radiographic/therapeutic work undertaken;</li> <li>• plans course of treatment with clinical oncologists and physicists;</li> <li>• calculates radiation dosage and maps volume to be treated;</li> <li>• explains treatment to patient and management of any side effects;</li> <li>• carries out post-treatment reviews and follow-ups.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Medical radiographer</li> <li>• Radiographer</li> <li>• Sonographer</li> <li>• Therapeutic radiographer</li> <li>• Vascular technologist</li> </ul> <p>See Table 9</p>	RQF 6
2218 Podiatrists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines patient's feet to determine the nature and extent of disorder;</li> <li>• provides vascular and neurological assessment for the long term management of chronic disorders and high risk patients;</li> <li>• administers local anaesthetic where appropriate;</li> <li>• treats conditions of the skin, nails and soft tissues of feet by minor surgery, massage and heat treatment, padding and strapping or drugs;</li> <li>• prescribes, makes and fits pads and other orthotic appliances to correct and/or protect foot disorders;</li> <li>• those with advanced training may carry out minor surgery on the feet;</li> <li>• advises patients on aspects of foot care to avoid recurrence of foot problems;</li> <li>• delivers foot health education to groups such as the elderly, children, the homeless, those with medical problems such as arthritis;</li> <li>• refers patients who require further medical or surgical attention.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chiropodist</li> <li>• Chiropodist-podiatrist</li> <li>• Podiatrist</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
2219 Health professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• provides expert technical and technological support in the delivery of critical care;</li> <li>• provides high level support within surgical teams before, during and after surgery;</li> <li>• operate heart-lung machines during surgical procedures;</li> <li>• conducts medical education relevant to specialism and provides team leadership and supervision;</li> <li>• diagnoses and treats patients with a variety of hearing-related problems;</li> <li>• carries out a range of oral/dental treatments;</li> <li>• provides prosthetic devices to patients and advises on rehabilitation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Audiologist</li> <li>• Dental hygiene therapist</li> <li>• Dietician-nutritionist</li> <li>• Family planner</li> <li>• Occupational health adviser</li> <li>• Paramedical practitioner</li> </ul> <p>See Table 9</p>	RQF 6
2221 Physiotherapists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines medical reports and assesses patient to determine the condition of muscles, nerves or joints in need of treatment;</li> <li>• writes up patients' case notes and reports, maintains their records and manages caseload;</li> <li>• plans and undertakes therapy to improve circulation, restore joint mobility, strengthen muscles and reduce pain;</li> <li>• explains treatment to and instructs patient in posture and other exercises and adapts treatment as necessary;</li> <li>• offers advice and education on how to avoid injury and promote patient's future health and well-being;</li> <li>• supervises physiotherapy assistants;</li> <li>• monitors patient's progress and liaises with others concerned with the treatment and rehabilitation of patient, and refers patients requiring other specific medical attention.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Electro-therapist</li> <li>• Physiotherapist</li> <li>• Physiotherapy practitioner</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
2222 Occupational therapists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• considers the physical, psychological and social needs of a patient that may result from illness, injury, congenital condition or lifestyle problems;</li> <li>• devises, designs, initiates and monitors carefully selected and graded treatments and activities as part of the assessment and intervention process;</li> <li>• liaises with a wide variety of other professionals in planning and reviewing ongoing treatments;</li> <li>• trains students and supervises the work of occupational therapy assistants;</li> <li>• makes home visits to clients, families and carers to organise support and rehabilitation and assist them to deal and cope with disability;</li> <li>• counsels clients in ways to promote a healthy lifestyle, prevention of illness and/or preparation for coping with increasing stages of illness;</li> <li>• maintains patient records, manages caseloads.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Occupational therapist</li> </ul> <p>See Table 9</p>	RQF 6
2223 Speech and language therapists	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• assesses, tests and diagnoses a client's condition;</li> <li>• designs and initiates appropriate rehabilitation and/or remedial programmes of treatment;</li> <li>• treats speech and language disorders by coaching and counselling clients or through the use of artificial communication devices;</li> <li>• attends case conferences and liaises with other specialists such as doctors, teachers, social workers and psychologists;</li> <li>• counsels relatives to help cope with the problems created by a patient's disability;</li> <li>• writes reports and maintains client caseloads.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Language therapist</li> <li>• Speech and language therapist</li> <li>• Speech therapist</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
<p>2229 Therapy professionals not elsewhere classified</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness amongst the general population;</li> <li>• diagnoses and treats disorders of vision and eye movements, monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required;</li> <li>• manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure;</li> <li>• adopts a holistic approach in assessing the overall health of the patient, and treats by inserting needles under the skin at particular locations according to the disorder being treated;</li> <li>• administers aromatic herbs and oils and massage to relieve pain and restore health;</li> <li>• assesses and provides treatment for people with mental disabilities, or those suffering with mental illness, stress, and emotional and relationship problems;</li> <li>• diagnoses and treats behavioural problems in animals.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Art therapist</li> <li>• Chiropractor</li> <li>• Cognitive behavioural therapist</li> <li>• Dance movement therapist</li> <li>• Family therapist</li> <li>• Nutritionist</li> <li>• Osteopath</li> <li>• Psychotherapist</li> </ul> <p>See Table 9</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2231 Nurses	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• assists medical doctors and works with other healthcare professionals to deal with emergencies and pre-planned treatment of patients;</li> <li>• manages own case load;</li> <li>• monitors patient's progress, administers drugs and medicines, applies surgical dressings and gives other forms of treatment;</li> <li>• participates in the preparation for physical and psychological treatment of mentally ill patients;</li> <li>• plans duty rotas and organises and directs the work and training of ward and theatre nursing staff;</li> <li>• advises on nursing care, disease prevention, nutrition, etc. and liaises with hospital board/ management on issues concerning nursing policy;</li> <li>• plans, manages, provides and evaluates nursing care services for patients, supervises the implementation of nursing care plans;</li> <li>• delivers lectures and other forms of formal training relating to nursing practice.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• District nurse</li> <li>• Health visitor</li> <li>• Mental health practitioner</li> <li>• Nurse</li> <li>• Practice nurse</li> <li>• Psychiatric nurse</li> <li>• Staff nurse</li> <li>• Student nurse</li> </ul> <p>See Table 9</p>	RQF 6
2232 Midwives	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• monitors condition and progress of patient and baby throughout pregnancy;</li> <li>• delivers babies in normal births and assists doctors with difficult deliveries;</li> <li>• monitors recovery of mother in postnatal period and supervises the nursing of premature and other babies requiring special attention;</li> <li>• advises on baby care, exercise, diet and family planning issues;</li> <li>• supervises more junior staff and directs the work of the midwifery unit;</li> <li>• plans and manages midwifery care services;</li> <li>• delivers lectures and other forms of training in midwifery practice.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Midwife</li> <li>• Midwifery sister</li> </ul> <p>See Table 9</p>	RQF 6

SOC code and description	Skill Level	
<p>2312 Further education teaching professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• prepares, delivers and directs lectures, seminars and tutorials;</li> <li>• prepares, administers and marks examinations, essays and other assignments;</li> <li>• arranges instructional visits and periods of employment experience for students;</li> <li>• assists with the administration of teaching and the arranging of timetables;</li> <li>• liaises with other professional and commercial organisations to review course content.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• FE College lecturer</li> <li>• Lecturer (further education)</li> <li>• Teacher (further education)</li> <li>• Tutor (further education)</li> </ul> <p>Lecturer or equivalent (new entrant): £22,243  Senior lecturer / advanced teacher and equivalent: £35,217  Further education management / principal lecturer and equivalent: £38,597</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2314 Secondary education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• prepares and delivers courses and lessons in accordance with curriculum requirements and teaches one or more subjects;</li> <li>• prepares, assigns and corrects exercises and examinations to record and evaluate students' progress;</li> <li>• prepares students for external examinations and administers and invigilates these examinations;</li> <li>• maintains records of students' progress and development;</li> <li>• supervises any practical work and maintains classroom discipline;</li> <li>• undertakes pastoral duties;</li> <li>• supervises teaching assistants and trainees;</li> <li>• discusses progress with student, parents and/or other education professionals;</li> <li>• assists with or plans and develops curriculum and rota of teaching duties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Deputy head teacher (secondary school)</li> <li>• Secondary school teacher</li> <li>• Sixth form teacher</li> <li>• Teacher (secondary school)</li> </ul> <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)</p> <p>Qualified teachers and equivalent: £22,243</p> <p>Post-threshold teachers and equivalent: £35,217</p> <p>Leadership group, assistant head teacher and equivalent: £38,597</p> <p>Principal teacher and equivalent: £43,664</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	RQF 6

SOC code and description	Skill Level	
<p>2315 Primary and nursery education teaching professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• prepares and delivers courses and lessons in accordance with curriculum requirements and teaches a range of subjects;</li> <li>• prepares, assigns and corrects exercises and examinations to record and evaluate students' progress;</li> <li>• prepares students for external examinations and administers and invigilates these examinations;</li> <li>• maintains records of students' progress and development;</li> <li>• supervises students and maintains classroom discipline;</li> <li>• teaches simple songs and rhymes, reads stories and organises various activities to promote language, social and physical development;</li> <li>• undertakes pastoral duties;</li> <li>• supervises teaching assistants and trainees;</li> <li>• discusses progress with student, parents and/or other education professionals;</li> <li>• assists with or plans and develops curriculum and rota of teaching duties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Deputy head teacher (primary school)</li> <li>• Infant teacher</li> <li>• Nursery school teacher</li> <li>• Primary school teacher</li> </ul> <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)  Qualified teachers and equivalent: £22,243  Post-threshold teachers and equivalent: £35,217  Leadership group, assistant head teacher and equivalent: £38,597  Principal teacher and equivalent: £43,664</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2316 Special needs education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• creates a safe, stimulating and supportive learning environment for students;</li> <li>• assesses student’s abilities, identifies student’s needs and devises curriculum and rota of teaching duties accordingly;</li> <li>• gives instruction, using techniques appropriate to the student’s handicap;</li> <li>• develops and adapts conventional teaching methods to meet the individual student’s needs;</li> <li>• encourages the student to develop self-help skills to circumvent the limitations imposed by their disability;</li> <li>• prepares, assigns and corrects exercises to record and evaluate students’ progress;</li> <li>• supervises students in classroom and maintains discipline;</li> <li>• liaises with other professionals, such as social workers, speech and language therapists and educational psychologists;</li> <li>• updates and maintains students’ records to monitor development and progress; • discusses student’s progress with parents and other teaching professionals.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Deputy head teacher (special school)</li> <li>• Learning support teacher</li> <li>• Special needs coordinator</li> <li>• Special needs teacher</li> </ul> <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)  Qualified teachers and equivalent: £24,305  Post-threshold teachers and equivalent: £37,279  Leadership group, assistant head teacher and equivalent: £40,659  Principal teacher and equivalent: £45,726</p> <p>[Source: Teachers’ national pay scales from each devolved authority, lowest value selected]</p>	RQF 6

SOC code and description	Skill Level	
<p>2317 Senior professionals of educational establishments</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• considers staffing, financial, material and other short- and long-term needs;</li> <li>• arranges for evaluation of management, accounting, information storage and retrieval and other facilities;</li> <li>• provides administrative support to the academic team;</li> <li>• leads or contributes to decision making processes regarding curricula, budgetary, disciplinary and other matters;</li> <li>• controls administrative aspects of student admission, registration and graduation;</li> <li>• acts as secretary to statutory and other bodies/committees associated with the educational establishment;</li> <li>• drafts and interprets regulations and deals with queries and complaints procedures;</li> <li>• organises examinations, necessary invigilations and any security procedures required;</li> <li>• arranges for the preparation and publication of syllabuses and other official documents;</li> <li>• assists with recruitment, public relations and marketing activities;</li> <li>• coordinates and maintains quality assurance procedures. Related job titles:</li> <li>• Administrator (higher education, university)</li> <li>• Bursar</li> <li>• Head teacher (primary school)</li> <li>• Principal (further education)</li> <li>• Registrar (educational establishments)</li> </ul> <p>Salary rates:  New entrant: £29,300  Experienced worker: £40,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2318 Education advisers and school inspectors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• advises on all aspects of education and ensures that all statutory educational requirements are being met;</li> <li>• plans and advises on the provision of special schools for children with physical or learning disabilities;</li> <li>• appoints and controls teaching staff;</li> <li>• verifies that school buildings are adequately maintained;</li> <li>• arranges for the provision of school medical and meals services;</li> <li>• observes teaching, assesses learning level and discusses any apparent faults with teachers, heads of department and head teachers;</li> <li>• prepares reports on schools concerning teaching standards, educational standards being achieved, the spiritual, moral and social development of pupils, resource management etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Curriculum adviser</li> <li>• Education adviser</li> <li>• Education officer</li> <li>• School inspector</li> </ul> <p>Salary rates:  New entrant: £23,800  Experienced worker: £29,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2319 Teaching and other educational professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• designs and implements methods of assessing the performance of students, co-ordinates and undertakes the evaluation of assessments and awards grades of merit based upon performance;</li> <li>• co-ordinates the activities of private music and dancing schools, training centres and similar establishments;</li> <li>• provides private academic, vocational and other instruction to individuals or groups;</li> <li>• teaches English as a foreign language and assists in the tuition of foreign languages.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Adult education tutor</li> <li>• Education consultant</li> <li>• Music teacher</li> <li>• Nursery manager (day nursery)</li> <li>• Owner (nursery: children's)</li> <li>• Private tutor</li> <li>• TEFL</li> </ul> <p>Salary rates:  New entrant: £14,000  Experienced worker: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2412 Barristers and judges	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• becomes acquainted with the facts of a case through reading statements, law reports, and consulting with clients or other professionals;</li> <li>• advises client on the basis of legal knowledge, research and past precedent as to whether to proceed with legal action;</li> <li>• drafts pleadings and questions in preparation for court cases, appears in court to present evidence to the judge and jury, cross examines witnesses and sums up why the court should decide in their client's favour;</li> <li>• hears, reads and evaluates evidence, and instructs or advises the jury on points of law or procedure;</li> <li>• conducts trials according to rules of procedure, announces the verdict and passes sentence and/or awards costs and damages.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Advocate</li> <li>• Barrister</li> <li>• Chairman (appeals tribunal, inquiry)</li> <li>• Coroner</li> <li>• Crown prosecutor</li> <li>• District judge</li> </ul> <p>Salary rates:  New entrant: £20,800  Pupillage: £20,800  Experienced worker (not pupillage): £34,800</p> <p>[Source: The Bar Council in 2011, uplifted based on national changes in earnings and the Tier 2 (General) minimum salary threshold]</p>	RQF 6

SOC code and description	Skill Level	
2413 Solicitors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• draws up contracts, leases, wills and other legal documents;</li> <li>• undertakes legal business on behalf of client in areas of business law, criminal law, probate, conveyancing and litigation, and acts as trustee or executor if required;</li> <li>• instructs counsel in higher and lower courts and pleads cases in lower courts as appropriate;</li> <li>• scrutinises statements, reports and legal documents relevant to the case being undertaken and prepares papers for court;</li> <li>• represents clients in court.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Managing clerk (qualified solicitor)</li> <li>• Solicitor</li> <li>• Solicitor-partner</li> <li>• Solicitor to the council</li> </ul> <p>Salary rates: New entrant: £24,000 Experienced worker: £32,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2419 Legal professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• co-ordinates the activities of magistrates' courts and advises magistrates on law and legal procedure;</li> <li>• provides legal advice to individuals within Citizens Advice, Law Centres and other such establishments;</li> <li>• drafts and negotiates contracts on behalf of employers;</li> <li>• advises employers, local and national government and other organisations on aspects of law and legislative implications of decisions made;</li> <li>• represents public and private organisations in court as necessary.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Attorney</li> <li>• Justice's clerk</li> <li>• Lawyer</li> <li>• Legal adviser</li> <li>• Legal consultant</li> <li>• Legal counsel</li> <li>• Solicitor's clerk (articled)</li> </ul> <p>Salary rates: New entrant: £35,700 Experienced worker: £46,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2421 Chartered and certified accountants	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• plans and oversees implementation of accountancy system and policies;</li> <li>• prepares financial documents and reports for management, shareholders, statutory or other bodies;</li> <li>• audits accounts and book-keeping records;</li> <li>• prepares tax returns, advises on tax problems and contests disputed claim before tax official;</li> <li>• conducts financial investigations concerning insolvency, fraud, possible mergers, etc.;</li> <li>• evaluates financial information for management purposes;</li> <li>• liaises with management and other professionals to compile budgets and other costs;</li> <li>• prepares periodic accounts, budgetary reviews and financial forecasts;</li> <li>• conducts investigations and advises management on financial aspects of productivity, stock holding, sales, new products, etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Accountant (qualified)</li> <li>• Auditor (qualified)</li> <li>• Chartered accountant</li> <li>• Company accountant</li> <li>• Cost accountant (qualified) • <b>Financial controller (qualified)</b></li> <li>• <b>Management accountant (qualified)</b></li> </ul> <p><b>Salary rates:</b>  <b>New entrant: £20,200</b></p> <p><b>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</b></p> <p><b>Experienced worker: £30,000</b></p> <p><b>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</b></p>	RQF 6

SOC code and description	Skill Level	
<p>2423 Management consultants and business analysts</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• assesses the functions, objectives and requirements of the organisation seeking advice;</li> <li>• identifies problems concerned with business strategy, policy, organisation, procedures, methods and markets;</li> <li>• determines the appropriate method of data collection and research methodology, analyses and interprets information gained and formulates and implements recommendations and solutions;</li> <li>• advises governments, commercial enterprises, organisations and other clients in light of research findings;</li> <li>• runs workshops, and addresses seminars, conferences and the media to present results of research activity or to express professional views.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business adviser</li> <li>• Business consultant</li> <li>• Business continuity manager</li> <li>• Financial risk analyst</li> <li>• Management consultant</li> </ul> <p>Salary rates: New entrant: £22,800 Experienced worker: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>
<p>2424 Business and financial project management professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• finds out what the client or company wants to achieve;</li> <li>• agrees timescales, costs and resources needed;</li> <li>• draws up a detailed plan for how to achieve each stage of the project;</li> <li>• selects and leads a project team;</li> <li>• negotiates with contractors and suppliers for materials and services;</li> <li>• ensures that each stage of the project is progressing on time, on budget and to the right quality standards;</li> <li>• reports regularly on progress to the client or to senior managers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chief knowledge officer</li> <li>• Contracts manager (security services)</li> <li>• Project manager</li> <li>• Research support officer</li> </ul> <p>Salary rates: New entrant: £27,700 Experienced worker: £36,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2425 Actuaries, economists and statisticians	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• assesses the objectives and requirements of the organisation seeking advice;</li> <li>• uses a variety of techniques and theoretical principles to establish probability and risk in respect of e.g. life insurance or pensions;</li> <li>• uses appropriate techniques and theoretical principles to determine an appropriate method of data collection and research methodology, analyse and interpret information gained and formulate recommendations on issues such as future trends, improved efficiency;</li> <li>• designs and manages surveys and uses statistical techniques in order to analyse and interpret the quantitative data collected;</li> <li>• provides economic or statistical advice to governments, commercial enterprises, organisations and other clients in light of research findings;</li> <li>• addresses seminars, conferences and the media to present results of research activity or to express professional views.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Actuarial consultant</li> <li>• Actuary</li> <li>• Economist</li> <li>• Statistician</li> <li>• Statistical analyst</li> </ul> <p>Salary rates: New entrant: £29,300 Experienced worker: £37,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2426 Business and related research professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with production team to generate and develop ideas for film, television and radio programmes;</li> <li>• research sources for accurate factual material, finds suitable contributes to programmes or print features and deals with any copyright issues;</li> <li>• briefs presenters, scriptwriters or journalists as required via verbal or written reports;</li> <li>• provides administrative support for programme development such as booking facilities;</li> <li>• provides support to criminal intelligence or to military or other security operations by gathering and verifying intelligence data and sources;</li> <li>• presents findings in the required format, via written reports or presentations;</li> <li>• researches images for clients in a wide range of media using specialist picture libraries and archives, museums, galleries etc., or commissions new images;</li> <li>• liaises with client on the appropriate image/s to be used;</li> <li>• deals with copyright issues and negotiates fees.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Crime analyst (police force)</li> <li>• Fellow (research) • Games researcher (broadcasting)</li> <li>• Inventor</li> </ul> <p>Salary rates:  New entrant: £23,400  Experienced worker: £29,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2429 Business, research and administrative professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• coordinates the organisation's services and resources, liaising with other senior staff;</li> <li>• analyses internal processes and systems, recommends and implements procedural and policy changes;</li> <li>• recruits and manages staff, assigns and delegates tasks and duties, makes changes in procedures to deal with variations in workload;</li> <li>• develops plans, sets objectives and monitors and evaluates performance;</li> <li>• prepares and reviews operational and financial reports;</li> <li>• controls and administers budgets:</li> <li>• advises national and local government on the interpretation and implementation of policy decisions, acts and regulations, and provides technical assistance in the formulation of policy;</li> <li>• co-ordinates and directs the activities of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;</li> <li>• registers and maintains records of all births, deaths and marriages in local authority area, issues appropriate certificates and reports any suspicious causes of death to the coroner:</li> <li>• negotiates and monitors contracted out services provided by the private sector to local government studies and acts upon any legislation that may affect the local authority.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Civil servant (grade 6, 7)</li> <li>• Company secretary (qualified)</li> <li>• Policy adviser (government)</li> <li>• Registrar (government)</li> </ul> <p>Salary rates:            New entrant: £27,700            Experienced worker: £33,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2431 Architects	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with client and other professionals to establish building type, style, cost limitations and landscaping requirements;</li> <li>• studies condition and characteristics of site, taking into account drainage, topsoil, trees, rock formations, etc.;</li> <li>• analyses site survey and advises client on development and construction details and ensures that proposed design blends in with the surrounding area;</li> <li>• prepares detailed scale drawings and specifications for design and construction and submits these for planning approval;</li> <li>• monitors construction work in progress to ensure compliance with specifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Architect</li> <li>• Architectural consultant</li> <li>• Chartered architect</li> <li>• Landscape architect</li> </ul> <p>Salary rates:</p> <p>Part 1 graduate: £22,300  Part 2 graduate: £24,600  Part 3 graduate / newly-registered architect with less than 3 years' experience since registration: £29,000  Experienced worker: £33,200</p> <p>[Source: Royal Institute of British Architects in 2011, uplifted based on national changes in earnings]</p>	RQF 6

SOC code and description	Skill Level	
2432 Town planning officers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• analyses information to establish the nature, extent, growth rate and likely development requirements of the area;</li> <li>• consults statutory bodies and other interested parties to ensure that local interests are catered for and to evaluate competing development proposals;</li> <li>• drafts and presents graphic and narrative plans affecting the use of public and private land, housing and transport facilities;</li> <li>• examines and evaluates development proposals submitted and recommends acceptance, modification or rejection;</li> <li>• liaises with national and local government and other bodies to advise on urban and regional planning issues.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Planning officer (local government: building and contracting)</li> <li>• Town planner</li> <li>• Town planning consultant</li> </ul> <p>Salary rates: New entrant: £25,000 Experienced worker: £31,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2433 Quantity surveyors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with client on project costs, formulates detailed cost plan and advises contractors and engineers to ensure that they remain within cost limit;</li> <li>• examines plans and specifications and prepares details of the material and labour required for the project;</li> <li>• prepares bills of quantities for use by contractors when tendering for work;</li> <li>• examines tenders received, advises client on the most acceptable and assists with preparation of a contract document;</li> <li>• measures and values work in progress and examines any deviations from original contract;</li> <li>• measures and values completed contract for authorisation of payment.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Quantity surveyor</li> <li>• Surveyor (quantity surveying)</li> </ul> <p>Salary rates: New entrant: £22,600 Experienced worker: £31,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2434 Chartered surveyors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• surveys, measures and describes land surfaces to establish property boundaries and to aid with construction or cartographic work;</li> <li>• surveys mines, prepares drawings of surfaces, hazards and other features to control the extent and direction of mining;</li> <li>• surveys buildings to determine necessary alterations and repairs;</li> <li>• measures shore lines, elevations and underwater contours, establishes high and low water marks, plots shore features and defines navigable channels.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building surveyor</li> <li>• Chartered surveyor</li> <li>• Hydrographic surveyor</li> <li>• Land surveyor</li> </ul> <p>Salary rates: New entrant: £26,000 Experienced worker: £31,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2435 Chartered architectural technologists	<p>Example job tasks:</p> <p>develops construction project briefs and design programmes;</p> <ul style="list-style-type: none"> <li>• advises clients on methods of project procurement and forms of contract;</li> <li>• advises on environmental, regulatory and legal requirements and assesses environmental impact;</li> <li>• prepares and presents design proposals and manages and coordinates design team;</li> <li>• monitors compliance with design, statutory and professional requirements, undertakes stage inspections;</li> <li>• administers contracts and certification and manages project handover;</li> <li>• evaluates and advises on refurbishment, recycling and deconstruction of buildings;</li> <li>• manages health and safety and carries out design stage risk assessments.</li> </ul> <p>Related job tasks:</p> <ul style="list-style-type: none"> <li>• Architectural technologist</li> </ul> <p>Salary rates: New entrant: £25,000 Experienced worker: £31,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>2436 Construction project managers and related professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• draws up budgets and timescales for new construction projects based on clients' requirements;</li> <li>• briefs project team, contractors and suppliers;</li> <li>• assembles information for invoicing at the end of projects;</li> <li>• plans work schedules for construction projects based on prior discussion with architects, surveyors etc.;</li> <li>• hires and may supervise site staff, establishes temporary site offices, takes delivery of materials;</li> <li>• regularly inspects and monitors progress and quality of work, ensures legal requirements are met;</li> <li>• identifies defects in work and proposes corrections;</li> <li>• records, monitors and reports progress;</li> <li>• forecasts the impact on traffic and transport of new developments (e.g. shopping centre);</li> <li>• assesses schemes to manage traffic such as congestion charging and parking controls;</li> <li>• examines accident 'blackspots' to improve road safety;</li> <li>• writes reports for funding bids and planning authorities and acts as expert witness.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Contract manager (building construction)</li> <li>• Project manager (building construction)</li> <li>• Transport planner</li> </ul> <p>Salary rates:  New entrant: £24,200  Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2442 Social workers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other health and social care professionals and agencies to identify those in need and at risk within the local community;</li> <li>• interviews individuals and groups to assess and review the nature and extent of difficulties;</li> <li>• undertakes and writes up assessments to specified standards;</li> <li>• arranges for further counselling or assistance in the form of financial or material help;</li> <li>• organises support and develops care plans to address service users' needs;</li> <li>• keeps case records, prepares reports and participates in team meetings;</li> <li>• gives evidence in court;</li> <li>• participates in training and supervision.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Psychiatric social worker</li> <li>• Senior practitioner (local government: social services)</li> <li>• Social worker</li> </ul> <p>See Table 9</p>	RQF 6
2443 Probation officers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• produces pre-sentence reports to the court about an individual's crime, their personal circumstances, the suitability of sentencing, the likelihood of re-offending and the future risk to the public;</li> <li>• enforces court orders and serves the public by providing a wide range of supervision programmes for those in receipt of a community sentence;</li> <li>• draws up probation plans with offenders and helps them follow it, advises them on any work and helps them with any family or social problems;</li> <li>• works with prisoners in giving advice on problems such as drug and alcohol abuse, addressing training needs, finding work and getting accommodation;</li> <li>• keeps accurate and comprehensive records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Inspector (National Probation Service)</li> <li>• Probation officer</li> <li>• Youth justice officer</li> </ul> <p>Salary rates:</p> <p>New entrant: £23,200 Experienced worker: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2449 Welfare professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• provides activities to assist young people develop and fulfil their potential as individuals and within the community;</li> <li>• advises and supports families experiencing stress or crisis;</li> <li>• acts as an advocate for and represents individuals and families at tribunals and similar hearings;</li> <li>• oversees, supervises and provides counselling for the process of adoption;</li> <li>• mentors and counsels those with mental health problems;</li> <li>• provides rehabilitation services to individuals;</li> <li>• manages volunteers and part-time workers, and liaises with other relevant professionals;</li> <li>• keeps records and controls budgets.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Children’s guardian</li> <li>• Rehabilitation officer</li> <li>• Social services officer</li> <li>• Youth worker (professional)</li> </ul> <p>Salary rates:  New entrant: £23,200  Experienced worker: £27,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2451 Librarians	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• selects and arranges for the acquisition of books, periodicals, audio-visual and other material;</li> <li>• collects, classifies and catalogues information, books and other material;</li> <li>• prepares and circulates abstracts, bibliographies, book lists, etc.;</li> <li>• identifies the information needs of clients, seeks out and evaluates information sources;</li> <li>• establishes information storage systems to deal with queries and to maintain up to date records;</li> <li>• manages library borrowing and inter-library loan facilities;</li> <li>• promotes library services through displays and talks</li> <li>• provides learning and cultural experiences through events such as author talks, reading groups, formal and informal teaching.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chartered librarian</li> <li>• Librarian</li> <li>• Technical librarian</li> <li>• University librarian</li> </ul> <p>Salary rates: New entrant: £17,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £20,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2452 Archivists and curators	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• examines, appraises and advises on the acquisition of exhibits, historic records, government papers and other material;</li> <li>• classifies material and arranges for its safe keeping and preservation;</li> <li>• maintains indexes, bibliographies and descriptive details of archive material and arranges for reproductions of items where necessary;</li> <li>• examines objects to identify any damage and carries out necessary restoration whilst preserving original characteristics;</li> <li>• makes sure that storage and display conditions protect objects from deterioration and damage;</li> <li>• allows access to original material or material not on display for researchers;</li> <li>• develops and promotes ideas for exhibitions and displays;</li> <li>• negotiates loans of material for specialist displays;</li> <li>• liaises with school and other groups or individuals, publicises exhibits and arranges special displays for general, specialised or educational interest;</li> <li>• answers verbal or written enquiries and gives advice on exhibits or other material.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Archivist</li> <li>• Conservator</li> <li>• Curator</li> <li>• Keeper (art gallery)</li> <li>• Museum officer</li> </ul> <p>Salary rates: New entrant: £17,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £21,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
2461 Quality control and planning engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• devises inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products;</li> <li>• ensures accuracy of machines, jigs, fixtures, gauges and other manufacturing and testing equipment;</li> <li>• prepares work flow charts for individual departments and compiles detailed instructions on processes, work methods and quality and safety standards for workers;</li> <li>• analyses plans, drawings, specifications and safety, quality, accuracy, reliability and contractual requirements;</li> <li>• prepares plan of sequence of operations and completion dates for each phase of production or processing;</li> <li>• oversees effective implementation of adopted processes, schedules and procedures.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Planning engineer</li> <li>• Quality assurance engineer</li> <li>• Quality control officer (professional)</li> <li>• Quality engineer</li> </ul> <p>Salary rates:  New entrant: £26,000  Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
<p>2462 Quality assurance and regulatory professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• develops and implements visual, physical, functional or other appropriate measures and tests of quality;</li> <li>• analyses and reports upon the results of quality control tests to ensure that production remains within specification;</li> <li>• considers the impact of legislation upon specification requirements;</li> <li>• examines current operating procedures to determine how quality may be improved;</li> <li>• examines operating procedures to ensure the process and the product meet regulatory standards and implements changes necessary to ensure compliance.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Compliance manager</li> <li>• Financial regulator</li> <li>• Patent attorney</li> <li>• Quality assurance manager</li> <li>• Quality manager</li> </ul> <p>Salary rates:  New entrant: £27,100  Experienced worker: £33,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
<p>2463 Environmental health professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• inspects businesses for compliance with legislation on health and safety, food hygiene and food standards and takes appropriate action in the event of non-compliance;</li> <li>• follows up complaints of unsafe workplaces, investigating accidents;</li> <li>• investigates outbreaks of food poisoning, infectious diseases or pests;</li> <li>• monitors radiation activity, levels of noise, air, land and water pollution and takes appropriate action when safety levels are exceeded;</li> <li>• ensures animal welfare for compliance with legislation, issues licences for premises such as pet shops, zoos and abattoirs;</li> <li>• gives talks at public enquiries and meetings, ensures compliance through education, advice and enforcement;</li> <li>• initiates legal proceedings and gives evidence in court.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Air pollution inspector</li> <li>• Environmental health officer</li> <li>• Food inspector</li> <li>• Public health inspector</li> <li>• Technical officer (environmental health)</li> </ul> <p>Salary rates: New entrant: £26,000 Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>
<p>2471 Journalists, newspaper and periodical editors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• determines subject matter and undertakes research by interviewing, attending public events, seeking out records, reviewing written work, attending film and stage performances etc.;</li> <li>• writes articles and features and submits draft manuscripts to newspaper, magazine, periodical or programme editor;</li> <li>• selects material for broadcast or publication, checks style, grammar, accuracy and legality of content and arranges for any necessary revisions;</li> <li>• liaises with production staff in checking final proof copies immediately prior to printing.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Broadcast journalist</li> <li>• Editor</li> <li>• Journalist</li> <li>• Radio journalist</li> <li>• Reporter</li> </ul> <p>Salary rates: New entrant: £22,500 Experienced worker: £27,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
2472 Public relations professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• discusses issues of business strategy, products, services and target client base with senior colleagues to identify public relations requirements;</li> <li>• writes, edits and arranges for the effective distribution of press releases, newsletters and other public relations material;</li> <li>• addresses individuals, clients and other target groups through meetings, presentations, the media and other events to enhance the public image of an organisation;</li> <li>• develops and implements tools to monitor and evaluate the effectiveness of public relations exercises.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Account manager (public relations)</li> <li>• Information officer (public relations)</li> <li>• PR consultant</li> <li>• Press officer</li> <li>• Public relations officer</li> </ul> <p>Salary rates: New entrant: £21,200 Experienced worker: £26,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2473 Advertising accounts managers and creative directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with client to discuss product service to be marketed, defines target group and assesses the suitability of various media;</li> <li>• conceives advertising campaign to impart the desired product image in an effective and economical way;</li> <li>• reviews and revises campaign in light of sales figures, surveys, etc.;</li> <li>• stays abreast of changes in media, readership or viewing figures and advertising rates;</li> <li>• arranges conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Account manager (advertising)</li> <li>• Advertising Manager</li> <li>• Campaign Manager</li> <li>• Creative Director</li> <li>• Projects Manager (advertising)</li> </ul> <p>Salary rates: New entrant: £23,200 Experienced worker: £29,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
3213 Paramedics	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• drives ambulance or accompanies driver to respond to calls for assistance at accidents, emergencies and other incidents;</li> <li>• assesses the nature of injuries, provides first aid treatment and ascertains appropriate method of conveying patient;</li> <li>• resuscitates and/or stabilises patient using relevant techniques, equipment and drugs;</li> <li>• transports and accompanies patients who either require or potentially require skilled treatment whilst travelling;</li> <li>• briefs other medical staff when handing over the patient, and completes patient report forms describing the patient's condition and any treatment provided.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ambulance paramedic</li> <li>• Emergency care practitioner</li> <li>• Paramedic</li> <li>• Paramedic-ECP</li> </ul> <p>See Table 9</p>	RQF 6
3415 Musicians	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• conceives and writes original music;</li> <li>• tunes instrument and studies and rehearses score;</li> <li>• plays instrument as a soloist or as a member of a group or orchestra;</li> <li>• scores music for different combinations of voices and instruments to produce desired effect;</li> <li>• auditions and selects performers and rehearses and conducts them in the performance of the composition.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Composer</li> <li>• Musician</li> <li>• Organist</li> <li>• Pianist</li> <li>• Song writer</li> <li>• Violinist</li> </ul> <p>Salary rates:</p> <p>New entrant: £20,400</p> <p>Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
3416 Arts officers, producers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• chooses writers, scripts, technical staff and performers, and assumes overall responsibility for completion of project on time and within budget;</li> <li>• directs actors, designers, camera team, sound crew and other production and technical staff to achieve desired effects;</li> <li>• breaks script into scenes and formulates a shooting schedule that will be most economical in terms of time, location and sets;</li> <li>• prepares rehearsal and production schedule for main events, design of sets and costumes, technical rehearsals and dress rehearsals;</li> <li>• ensures necessary equipment, props, performers and technical staff are on set when required;</li> <li>• manages health and safety issues;</li> <li>• selects, contracts, markets and arranges for the presentation and/or distribution of performance, visual and heritage arts.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Film editor</li> <li>• Production assistant (broadcasting)</li> <li>• Studio manager</li> <li>• Television producer</li> <li>• Theatrical agent</li> </ul> <p>Salary rates:  New entrant: £25,300  Experienced worker: £29,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
3512 Aircraft pilots and flight engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• studies flight plan, discusses it with flight deck crew and makes any necessary adjustments;</li> <li>• directs or undertakes routine checks on engines, instruments, control panels, cargo distribution and fuel supplies;</li> <li>• directs or undertakes the operation of controls to fly aeroplanes and helicopters, complying with air traffic control and aircraft operating procedures;</li> <li>• monitors fuel consumption, air pressure, engine performance and other indicators during flight and advises pilot of any factors that affect the navigation or performance of the aircraft;</li> <li>• maintains radio contact and discusses weather conditions with air traffic controllers;</li> <li>• performs specified tests to determine aircraft's stability, response to controls and overall performance;</li> <li>• accompanies pupil on training flights and demonstrates flying techniques.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Airline pilot</li> <li>• First officer (airlines)</li> <li>• Flight engineer</li> <li>• Flying instructor</li> <li>• Helicopter pilot</li> </ul> <p>Salary rates:  New entrant: £33,100  Experienced worker: £69,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p>	RQF 6

SOC code and description	Skill Level	
3532 Brokers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• advises client on the suitability of particular insurance schemes and places insurance on behalf of client;</li> <li>• discusses buying and or selling requirements of client and gives advice accordingly;</li> <li>• analyses information concerning market trends for commodities, financial assets and foreign exchange and advises client and employer on the suitability of a particular investment;</li> <li>• records and transmits buy and sell orders for stocks, shares and bonds and calculates transaction costs;</li> <li>• provides independent advice on the suitability of insurance schemes and places insurance on behalf of client;</li> <li>• arranges for the production of auction catalogues, fixes reserve prices, attends auction and bids on behalf of client, or negotiates purchase/sale by private treaty of goods not sold at auction;</li> <li>• obtains cargo space, fixes freight charges and signs and issues bills of loading;</li> <li>• collects freight charges from client and undertakes all necessary formalities concerning customs and the loading/unloading of cargo.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Foreign exchange dealer</li> <li>• Insurance broker</li> <li>• Investment administrator</li> <li>• Stockbroker</li> <li>• Trader (stock exchange)</li> </ul> <p>Salary rates:</p> <p>New entrant: 19,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £44,100</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016, 2017 or 2018 equivalent data available)]</p>	RQF 6

SOC code and description	Skill Level	
<p>3534 Finance and investment analysts and advisers</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• predicts the likely long- and short-term future performance of securities and other financial products and advises upon what will be an appropriate investment for their clients;</li> <li>• analyses the financial position of clients, taking into account outgoings, dependants and commitments;</li> <li>• advises on the relative merits of pension schemes, insurance policies and mortgages that best meet the needs of clients given their personal circumstances;</li> <li>• monitors information on the socio-economic environment and interprets the implications of such information for their clients;</li> <li>• prepares summary reports of findings for fund managers;</li> <li>• keeps up to date with financial products, legislation and requirements for compliance with the relevant regulatory authority;</li> <li>• identifies and attracts new clients by arranging visits and explaining the benefits of financial products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Financial adviser</li> <li>• Financial analyst</li> <li>• Financial consultant</li> <li>• Mortgage adviser</li> <li>• Pensions consultant</li> </ul> <p>Salary rates: New entrant: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £28,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>

SOC code and description	Skill Level	
3535 Taxation experts	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines accounts of industrial, commercial and other establishments to determine their tax liability and makes adjustments to claims where necessary;</li> <li>• considers particular problems concerning all forms of personal and company taxation;</li> <li>• stays abreast of all changes in tax law and precedent;</li> <li>• discusses disputed cases with accountants and other specialists;</li> <li>• represents Government, client or employer in contested claims before tax officials or an independent tribunal.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Tax adviser</li> <li>• Tax consultant</li> <li>• Tax inspector</li> <li>• Taxation specialist</li> </ul> <p>Salary rates: New entrant: £20,700 Experienced worker: £36,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
3538 Financial accounts managers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• develops and manages business accounts to increase sales of financial products;</li> <li>• takes responsibility for the efficient and effective operation of several business accounts;</li> <li>• manages teams handling insurance claims;</li> <li>• checks customers' credit rating with banks and credit reference agencies, and decides whether to offer credit;</li> <li>• establishes terms of credit and ensures timely payment by customer, renegotiates payment terms and initiates legal action to recover debts if necessary;</li> <li>• carries out and/or supervises general accounting and administrative work.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Accounts manager</li> <li>• Audit manager</li> <li>• Credit manager</li> <li>• Fund manager</li> <li>• Relationship manager (bank)</li> </ul> <p>Salary rates: New entrant: £23,400 Experienced worker: £29,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

SOC code and description	Skill Level	
3545 Sales accounts and business development managers	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• liaises with other senior staff to determine the range of goods or services to be sold, contributes to the development of sales strategies and setting of sales targets;</li> <li>• discusses employer's or client's requirements, carries out surveys and analyses customers' reactions to product, packaging, price, etc.;</li> <li>• compiles and analyses sales figures, prepares proposals for marketing campaigns and promotional activities and undertakes market research;</li> <li>• handles customer accounts;</li> <li>• recruits and trains junior sales staff;</li> <li>• produces reports and recommendations concerning marketing and sales strategies for senior management;</li> <li>• keeps up to date with products and competitors. Related job titles:</li> <li>• Account manager (sales)</li> <li>• Area sales manager</li> <li>• Business development manager</li> <li>• Product development manager</li> <li>• Sales manager</li> </ul> <p>Salary rates: New entrant: £26,500 Experienced worker: £34,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

**Table 2A - Occupations skilled to Regulated Qualifications Framework (RQF) level 3 which are eligible for Tier 2 (General) following their removal from the Shortage Occupation List.**

SOC code	Job Description	Skill level
----------	-----------------	-------------

SOC code	Job Description	Skill level
5249 Electrical and electronic trades not elsewhere classified	<p>The only occupation within this SOC which qualifies is overhead lines worker at Linesman Erector 2 (LE2) level.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, wiring diagrams and specifications to determine appropriate methods and sequence of operations;</li> <li>• places prepared parts and sub-assemblies in position, checks their alignment and secures with hand tools to install x-ray and medical equipment, aircraft instruments and other electronic equipment;</li> <li>• removes protective sheath from wires and cables and connects by brazing, soldering or crimping and applies conductor insulation and protective coverings;</li> <li>• examines for defect and repairs electronic and related equipment;</li> <li>• tests for correct functioning and makes any further necessary adjustments;</li> <li>• performs routine servicing tasks, such as cleaning and insulation testing;</li> <li>• assists with the erection of wood poles or steel towers to carry overhead lines;</li> <li>• connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment;</li> <li>• connects cables to test equipment and tests for balance, resistance, insulation and any defects;</li> <li>• locates and repairs faults to lines and ancillary equipment.</li> </ul> <p>Salary:</p> <p>Overhead lines worker at Linesman Erector 2 (LE2) level: £32,000</p> <p>[Source: Migration Advisory Committee]</p>	RQF 3

**Table 3 - Occupations skilled to Regulated Qualifications Framework (RQF) level 4 and above**

SOC code and description	Skill Level	
All occupations in Table 1	As stated in Table 1	PhD
All occupations in Table 2	As stated in Table 2	RQF 6

SOC code and description	Skill Level	
<p>1211 Managers and proprietors in agriculture and horticulture</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines financial, staffing and other short and long-term needs;</li> <li>• produces and maintains records of production, finance and breeding;</li> <li>• decides or advises on the types of crops and/or produce to be grown or livestock raised;</li> <li>• plans intensity and sequence of farm or horticultural operations and orders seed, fertiliser, equipment and other supplies;</li> <li>• markets and arranges for the sale of crops, livestock and other farm or horticultural produce.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Farm manager</li> <li>• Farm owner</li> <li>• Nursery manager (horticulture)</li> </ul> <p>New entrant: £18,300</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
<p>1213 Managers and proprietors in forestry, fishing and related services</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines financial, staffing and other short- and long-term needs;</li> <li>• manages and trains staff;</li> <li>• decides, or advises on, type of animal to be bred and/or trained, and selects, buys and trains animals accordingly;</li> <li>• plans and directs the establishment and maintenance of forest /woodland areas and regularly inspects forest work;</li> <li>• liaises with neighbouring landowners, contractors and local authorities;</li> <li>• oversees facilities such as visitor centres, nature trails, footpaths, etc.;</li> <li>• selects suitable breeding grounds for shellfish, sea and freshwater fish and purchases stock;</li> <li>• arranges rearing and feeding and ensures health of fish stocks;</li> <li>• oversees maintenance of equipment and fish habitats;</li> <li>• plans fishing voyages, maintains vessel/s and equipment and oversees operational safety;</li> <li>• arranges for sale of catch, liaises with onshore agents;</li> <li>• ensures observance of maritime laws and international fishing regulations.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cattery owner</li> <li>• Forest manager</li> <li>• Racehorse trainer</li> </ul> <p>Salary rates:  New entrant: £18,300  Experienced worker: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
<p>1241 Health care practice managers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules, assigns tasks and delegates responsibilities of practice staff;</li> <li>• oversees staff training and monitors training needs;</li> <li>• takes responsibility for health and safety matters within the practice;</li> <li>• negotiates contracts for services with other health care providers and purchasers;</li> <li>• maintains patient files on medical history, consultations made and treatment undertaken and/or drugs prescribed;</li> <li>• organises duty rosters for professional and support staff in practice;</li> <li>• takes responsibility for stock control of practice equipment, drugs etc.;</li> <li>• liaises with relevant outside organisations (e.g. NHS trust, PCT, social services, drug companies, professional bodies);</li> <li>• responsible for budgeting, pricing and accounting activities within the practice.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clinic manager</li> <li>• GP practice manager</li> <li>• Veterinary practice manager</li> </ul> <p>Salary rates: New entrant: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
<p>1242 Residential, day and domiciliary care managers and proprietors</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• plans work schedules, assigns tasks and delegates responsibilities to staff;</li> <li>• arranges for payment of bills, keeps accounts and adheres to health, safety and other statutory requirements;</li> <li>• maintains contact between service users and the local community and/or family and friends;</li> <li>• assesses service users' needs and ensures they have access to health and social care services as required;</li> <li>• creates a friendly, secure atmosphere to gain the trust and confidence of those using the service;</li> <li>• ensures that the physical comfort and all material needs of service users are provided and attempts to resolve problems that may arise.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Care manager</li> <li>• Day centre manager</li> <li>• Nursing home owner</li> <li>• Residential manager (residential home)</li> </ul> <p>Salary rates: New entrant: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £26,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
<p>1251 Property, housing and estate managers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• manages general upkeep, maintenance and security of the estate's amenities;</li> <li>• makes sure that the amenities meet health and safety standards and legal requirements;</li> <li>• advises on energy efficiency;</li> <li>• discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;</li> <li>• conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land, and deals with grant and subsidy applications;</li> <li>• negotiates land or property purchases and sales or leases and tenancy agreements and arranges legal formalities with solicitors, building societies and other parties;</li> <li>• maintains or arranges for the maintenance of estate accounts and records and produces financial forecasts;</li> <li>• acts as arbiter in disputes between landlord and tenant and ensures that both fulfil their legal obligations;</li> <li>• examines and assesses housing applications, advises on rent levels, investigates complaints and liaises with tenants' association and social workers to resolve any family problems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Estate manager</li> <li>• Facilities manager</li> <li>• Landlord (property management)</li> <li>• Property manager</li> </ul> <p>Salary rates: New entrant: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £26,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
<p>1255 Waste disposal and environmental services managers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• manages and delegates tasks to staff and co-ordinates the maintenance and optimum utilisation of waste disposal and related equipment to provide an efficient service;</li> <li>• monitors levels of waste disposal, recycling and related environmental services, compiles statistics and produces reports;</li> <li>• liaises with members of the local community to educate and promote the concept of recycling and appropriate waste management;</li> <li>• keeps up to date with new legislation and liaises with appropriate regulatory bodies to ensure compliance with legislation regarding waste disposal and environmental services;</li> <li>• co-ordinates the resources and activities relating to the procurement, collection, storage, processing and sale of scrap metal and related products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Environmental manager (refuse disposal) • Manager (local government: cleansing dept.)</li> <li>• Recycling plant manager</li> <li>• Scrap metal dealer</li> </ul> <p>Salary rates:  New entrant: £18,200  Experienced worker: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p>	<p>RQF 4</p>

SOC code and description	Skill Level	
1259 Managers and proprietors in other services not elsewhere	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;</li> <li>• authorises payment for supplies received and decides on vending price and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities;</li> <li>• manages agencies to provide services out-sourced by other organisations and businesses;</li> <li>• ensures maintenance of appropriate service levels to meet the objectives of the business.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Betting shop manager</li> <li>• Graphic design classified manager</li> <li>• Library manager</li> <li>• Plant hire manager</li> <li>• Production manager (entertainment)</li> </ul> <p>Salary rates: New entrant: £18,600 Experienced worker: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3116 Planning, process and production technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• supports planning and production engineers in assessing existing and alternative production methods;</li> <li>• works from, and helps implement, professional engineers' drawings and specifications for equipment and layout, and helps implement modifications required for existing plant machinery/layout;</li> <li>• works with engineers on production control methods to monitor operational efficiency and helps to eliminate potential hazards and bottlenecks in production;</li> <li>• liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies;</li> <li>• supports professional engineers in reviewing safety, quality, accuracy, reliability and contractual requirements;</li> <li>• supports implementation of plans of sequence of operations and completion dates for each phase of production or processing;</li> <li>• ensures implementation of inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products;</li> <li>• ensures accuracy of manufacturing and testing equipment;</li> <li>• ensures effective completion and implementation of detailed instructions on processes, work methods and quality and safety standards for workers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Process technician</li> <li>• Production controller</li> <li>• Production planner</li> </ul>	RQF 4

	<ul style="list-style-type: none"> <li>• Production technician</li> </ul> <p>Salary rates:  New entrant: £17,800  Experienced worker: £24,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3121 Architectural and town planning technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• investigates proposed design with regard to practicality, cost and use;</li> <li>• prepares building plans, drawings and specifications for use by contractors;</li> <li>• liaises with engineers and building contractors regarding technical construction problems and attends site meetings on behalf of architect;</li> <li>• surveys land and property uses and prepares report for planning authority;</li> <li>• issues development permits as authorised;</li> <li>• checks that completed work conforms to specifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Architectural assistant</li> <li>• Architectural technician</li> <li>• Construction planner</li> <li>• Planning enforcement officer</li> </ul> <p>Salary rates:  New entrant: £20,000  Experienced worker: £24,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3131 IT operations technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• administers, monitors and supports internal/external networks, servers, email, database and security systems;</li> <li>• configures and sets up new server systems;</li> <li>• schedules and performs system maintenance tasks, such as loading user applications, programs and data;</li> <li>• analyses systems and makes recommendations to improve performance;</li> <li>• identifies problems, agrees remedial action and undertakes emergency maintenance if required;</li> <li>• performs server backup and recovery operations and restarts systems following outages; • acts as a liaison between users, outside suppliers, and other technical teams.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Computer games tester</li> <li>• Database administrator</li> <li>• IT technician</li> <li>• Network administrator</li> <li>• Systems administrator</li> </ul> <p>Salary rates:  New entrant: £19,100  Experienced worker: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4

3218 Medical and dental technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments;</li> <li>• undertakes scaling and polishing of teeth, applies medicaments, carries out post-operative hygiene work and advises on preventative dentistry;</li> <li>• makes dentures, crowns, bridges, orthodontic and other dental appliances according to individual patient requirements;</li> <li>• measures patients for, and fits them with, surgical appliances, hearing aids and artificial limbs;</li> <li>• performs related medical tasks including treating hair and scalp disorders and conducting tests on glaucoma patients;</li> <li>• takes samples for clinical examination.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cardiographer</li> <li>• Dental hygienist</li> <li>• Dental technician</li> <li>• Medical technical officer</li> <li>• Orthopaedic technician</li> </ul> <p>See Table 9</p>	RQF 4
3219 Health associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness;</li> <li>• diagnoses and treats disorders of vision and eye movements,</li> <li>• monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required;</li> <li>• manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure;</li> <li>• inserts needles under the skin, administers aromatic herbs and oils and massages body to relieve pain and restore health;</li> <li>• advises and prescribes in areas of complementary and alternative medicine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Acupuncturist</li> <li>• Homeopath</li> <li>• Hypnotherapist</li> <li>• Massage therapist</li> <li>• Reflexologist</li> <li>• Sports therapist</li> </ul> <p>See Table 9</p>	RQF 4
3319 Protective service associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines, weighs and counts goods imported by ship or aircraft, ensures that the declared value of goods is satisfactory and that duties and taxes have been paid;</li> <li>• examines passports, visas, work permits and other immigration documents, and allows or refuses entry into the UK;</li> <li>• maintains revenue control at breweries, tobacco factories and other premises where dutiable goods are manufactured, processed or stored;</li> </ul>	RQF 4

	<ul style="list-style-type: none"> <li>• visits racecourses, greyhound stadiums and betting shops to ensure compliance with legal requirements;</li> <li>• broadcasts information on weather and maritime conditions, monitors shipping and provides instruction to navigators;</li> <li>• receives distress messages, alerts other appropriate rescue services and participates in search and rescue operations;</li> <li>• photographs, fingerprints and undertakes other forms of forensic examination at the scene of a crime;</li> <li>• analyses security requirements, advises clients, and develops, monitors and improves security measures;</li> <li>• supervises and assigns duties to security and detection staff.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Customs officer</li> <li>• Immigration officer</li> <li>• Operations manager (security services)</li> <li>• Scenes of crime officer</li> <li>• Security manager</li> </ul> <p>Salary rates: New entrant: £23,600 Experienced worker: £29,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3411 Artists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• conceives and develops ideas and ways of working for artistic composition;</li> <li>• selects appropriate materials, medium and method;</li> <li>• prepares sketches, scale drawings or colour schemes;</li> <li>• builds up composition into finished work by carving, sculpting, etching, painting, engraving, drawing, etc.;</li> <li>• approaches managers of galleries and exhibitions in order to get finished work displayed;</li> <li>• uses artistic skills to restore damaged artworks;</li> <li>• liaises with writers and publishers to produce book illustrations;</li> <li>• markets and sells finished work directly to customers;</li> <li>• produces works on commission basis for clients.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Artist</li> <li>• Illustrator</li> <li>• Portrait painter</li> <li>• Sculptor</li> </ul> <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3412 Authors, writers and translators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, observing etc.;</li> <li>• generates and develops creative ideas for literary material;</li> </ul>	RQF 4

	<ul style="list-style-type: none"> <li>• selects material for publication, checks style, grammar and accuracy of content, arranges for any necessary revisions and checks proof copies before printing;</li> <li>• negotiates contracts with freelance agents and with buyer on behalf of writer;</li> <li>• writes instruction manuals and user guides, technical reports, catalogues and indexes, prepares sales literature and writes technical articles for trade journals;</li> <li>• converts documents or spoken statements from original or source language into another language;</li> <li>• provides communication support for the hard of hearing or the visually impaired.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Copywriter</li> <li>• Editor (books)</li> <li>• Interpreter</li> <li>• Technical author</li> <li>• Translator</li> <li>• Writer</li> </ul> <p>Salary rates: New entrant: £20,400 Experienced worker: £25,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3413 Actors, entertainers and presenters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• studies script, play or book and prepares and rehearses interpretation;</li> <li>• assumes character created by a playwright or author and communicates this to an audience;</li> <li>• performs singing, comedy, acrobatic, illusion and conjuring routines;</li> <li>• trains animals to perform entertaining routines and may perform with them;</li> <li>• introduces and presents radio and television programmes, reads news bulletins and makes announcements;</li> <li>• conducts interviews and prepares reports for news broadcasts, current affairs programmes and documentaries;</li> <li>• plays pre-recorded music at nightclubs, discotheques, and private functions.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Actor</li> <li>• Disc jockey</li> <li>• Entertainer</li> <li>• Presenter (broadcasting)</li> <li>• Singer</li> </ul> <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3414 Dancers and choreographers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• builds and maintains stamina, physical strength, agility and general health through fitness exercises and healthy eating;</li> <li>• attends rehearsals to develop and practice dance routines for performance;</li> <li>• participates in dance performance;</li> <li>• demonstrates and directs dance moves, monitors and analyses technique and</li> </ul>	RQF 4

	<p>performance, and determines how improvements can be made.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ballet dancer</li> <li>• Choreographer</li> <li>• Dancer Dance teacher</li> </ul> <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>3422 Product, clothing and related designers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with client to determine the purpose, cost, technical specification and potential uses/users of product;</li> <li>• undertakes research to determine market trends, production requirements, availability of resources and formulates design concepts;</li> <li>• prepares sketches, designs, patterns or prototypes for textiles, clothing, footwear, jewellery, fashion accessories, set props, wigs, ceramics, plastics, motor vehicles, domestic appliances and engineering products;</li> <li>• prepares sketches, designs, mock-ups and storyboards for consideration by theatre/film director or client;</li> <li>• submits design to management, sales department or client for approval, communicates design rationale and makes any necessary alterations;</li> <li>• specifies materials, production method and finish for aesthetic or functional effect, and oversees production of sample and/or finished product;</li> <li>• observes and manages intellectual property issues.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Design consultant</li> <li>• Fashion designer</li> <li>• Furniture designer</li> <li>• Interior designer</li> <li>• Kitchen designer</li> <li>• Textile designer</li> </ul> <p>Salary rates: New entrant: £21,600 Experienced worker: £25,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>
<p>3513 Ship and hovercraft officers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• allocates duties to ship's officers and co-ordinates and directs the activities of deck and engine room ratings;</li> <li>• directs or undertakes the operation of controls to inflate air cushions, run engines and propel and steer ships, hovercraft and other vessels;</li> <li>• locates the position of vessel using electronic and other navigational aids such as charts and compasses and advises on navigation where appropriate;</li> <li>• monitors the operation of engines, generators and other mechanical and electrical equipment and undertakes any necessary minor repairs;</li> <li>• maintains radio contact with other vessels and coast stations;</li> <li>• prepares watch keeping rota and maintains a look-out for other vessels or</li> </ul>	<p>RQF 4</p>

	<p>obstacles;</p> <ul style="list-style-type: none"> <li>• maintains log of vessel's progress, weather conditions, conduct of crew, etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chief engineer (shipping)</li> <li>• Marine engineer (shipping)</li> <li>• Merchant navy officer</li> <li>• Petty officer</li> <li>• Tug master</li> <li>• Yacht skipper</li> </ul> <p>Salary rates: New entrant: £33,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £54,400</p> <p>[Source: Annual Survey of Hours and Earnings 2017 (no 2018 equivalent data available)]</p>	
3531 Estimators, valuers and assessors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines plans, drawings, specifications, parts lists, etc. and specifies the materials and components required;</li> <li>• assesses condition, location, desirability and amenities of property to be valued;</li> <li>• assesses costs of materials, labour and other factors such as required profit margins, transport costs, tariffs and fare structures, possible hazards, etc.;</li> <li>• prepares comprehensive estimates of time and costs and presents these in report or tender form;</li> <li>• examines insurance documents to assess extent of liability and gathers information about incident from police, medical records, ship's log, etc. and investigates potential fraudulent claims.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Claims assessor</li> <li>• Claims investigator</li> <li>• Engineering surveyor</li> <li>• Estimator</li> <li>• Loss adjuster</li> <li>• Valuer</li> </ul> <p>Salary rates: New entrant: £20,700 Experienced worker: £25,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3537 Financial and accounting technicians	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• maintains profit and loss accounts, budgets, cash flow forecasts and other accounting records;</li> <li>• produces, collates and reports financial information for managers;</li> <li>• liaises with clients to ensure that payments are made on time and credit limits are not exceeded;</li> </ul>	RQF 4

	<ul style="list-style-type: none"> <li>• ensures invoices and payments are correct and sent out on time;</li> <li>• monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Accounting technician</li> <li>• Business associate (banking)</li> <li>• Financial controller</li> <li>• Insolvency administrator</li> <li>• Managing clerk (accountancy)</li> </ul> <p>Salary rates: New entrant: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p> <p>Experienced worker: £31,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	
3539 Business and related associate professionals not elsewhere classified	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• studies particular department or problem area and assesses its interrelationships with other activities;</li> <li>• studies work methods and procedures by measuring work involved and computing standard times for specified activities, and produces report detailing suggestions for increasing efficiency and lowering costs;</li> <li>• analyses project components, organises them into a logical sequence and establishes the minimum time required for the project;</li> <li>• purchases services, receives payment from clients, processes contracts and deals with contractual arrangements;</li> <li>• canvasses political opinion, writes and distributes leaflets, writes and distributes press releases and other such material to promote the image and policies of a political party or election candidate, arranges fund raising activities, and organises and participates in election campaigns.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business systems analyst</li> <li>• Data analyst</li> <li>• Marine consultant</li> <li>• Planning assistant</li> <li>• Project administrator</li> <li>• Project coordinator</li> </ul> <p>Salary rates: New entrant: £18,100 Experienced worker: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3541 Buyers and procurement officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• attends trade fairs, shows and demonstrations to research new product lines and suppliers, checks catalogues;</li> <li>• keeps up with market trends and chooses products/services;</li> </ul>	RQF 4

- assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought;
- assesses bids from suppliers, finds suppliers and negotiates prices;
- helps negotiate contract with supplier and specifies details of goods or services required;
- looks at ways to improve supply networks, presents new ideas to senior management team;
- ensures that delivered items comply with order, monitors quality of incoming goods and returns unsatisfactory or faulty items, monitors performance and makes sure targets are met;
- supervises clerical, administrative and warehouse distribution staff, deals with recruitment and training;
- works closely with merchandisers who allocate stock and develop sales forecasts;
- maintains records and prepares reports as necessary.

Related job titles:

- Buyer
- Procurement officer
- Purchasing consultant

Salary rates:

New entrant: £21,400

Experienced worker: £25,100

[Source: Annual Survey of Hours and Earnings (ASHE) 2018]

3543 Marketing  
associate  
professionals

Example job tasks

- discusses business methods, products or services and targets customer group with employer or client in order to identify marketing requirements;
- establishes an appropriate quantitative and qualitative market research methodology and prepares proposals outlining programmes of work and details of costs;
- collates and interprets findings of market research and presents results to clients;
- discusses possible changes that need to be made in terms of design, price, packaging, promotion etc. in light of market research with appropriate departments;
- briefs advertising team on client requirements, monitors the progress of advertising campaigns and liaises with client on potential modifications.

Related job titles:

- Business development executive
- Fundraiser
- Market research analyst
- Marketing consultant
- Marketing executive

Salary rates:

New entrant: £18,900

Experienced worker: £22,900

[Source: Annual Survey of Hours and Earnings (ASHE) 2018]

RQF  
4

<p>3546 Conference and exhibition managers and organisers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses conference and exhibition requirements with clients and advises on facilities;</li> <li>• develops proposal for the event, and presents proposal to client;</li> <li>• allocates exhibition space to exhibitors;</li> <li>• plans work schedules, assigns tasks, and co-ordinates the activities of designers, crafts persons, technical staff, caterers and other events staff;</li> <li>• liaises closely with venue staff to ensure smooth running of the event;</li> <li>• ensures that Health and Safety and other statutory regulations are met.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Conference coordinator</li> <li>• Event organiser</li> <li>• Events manager</li> <li>• Exhibition organiser</li> <li>• Hospitality manager</li> </ul> <p>Salary rates: New entrant: £18,700 Experienced worker: £22,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	<p>RQF 4</p>
<p>3561 Public services associate professionals Civil servant (HEO, SEO)</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• manages the activities of government office staff, assigns tasks and responsibilities and makes changes in procedures to deal with variations in workload;</li> <li>• assists senior government officers with policy work, external liaison or general administrative work;</li> <li>• supervises a variety of administrative functions in government departments such as recruitment and training, the negotiation and arrangement of contracts, building and capital management, monitoring and authorising department expenditure etc.;</li> <li>• organises resources for the acceptance and recording of vacancy details, the selection of suitable applicants and other Job Centre activities;</li> <li>• authorises the payment of social security benefits, assesses the financial circumstances of claimants and investigates any state insurance contribution problems;</li> <li>• undertakes supervisory duties specific to the operation of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;</li> <li>• advises the public or companies on general tax problems and arranges for the issue, receipt and examination of tax forms, assessment of PAYE codes and the computation of tax arrears and rebates;</li> <li>• discusses business strategy, products, services and target client base with management to identify public relations requirements;</li> <li>• writes, edits and arranges for the distribution of press releases and other public relations material, addresses target groups through meetings, presentations, the media and other events to enhance the public image of the organisation, and monitors and evaluates its effectiveness.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Higher executive officer (government)</li> </ul>	<p>RQF 4</p>

	<ul style="list-style-type: none"> <li>• Principle revenue officer (local government)</li> <li>• Senior executive officer (government)</li> </ul> <p>Salary rates: New entrant: £22,800 Experienced worker: £29,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3563 Vocational and industrial trainers and instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assesses training requirements and prepares lectures, demonstrations and study aids;</li> <li>• supervises trainee development, assists trainees with difficulties and prepares regular progress reports on each trainee for management;</li> <li>• arranges work experience and instructional visits for trainees;</li> <li>• plans curriculum and rota of staff duties and updates or amends them in light of developments;</li> <li>• advises on training programmes and discusses progress or problems with staff and trainees;</li> <li>• devises general and specialised training courses in response to particular needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• IT trainer</li> <li>• NVQ assessor</li> <li>• Technical instructor</li> <li>• Training consultant</li> <li>• Training manager</li> </ul> <p>Salary rates: New entrant: £19,800 Experienced worker: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3564 Careers advisers and vocational guidance specialists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses an interview, questionnaire and/or psychological or other test to determine the aptitude, preferences and temperament of the client;</li> <li>• advises on appropriate courses of study or avenues into employment;</li> <li>• visits educational and other establishments to give talks and distribute information regarding careers;</li> <li>• liaises with employers to determine employment opportunities and advises schools, colleges or individuals accordingly;</li> <li>• organises careers forums and exhibitions and establishes and maintains contact with local employers, colleges and training providers;</li> <li>• monitors progress and welfare of young people in employment and advises them on any difficulties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Careers adviser</li> <li>• Careers consultant</li> <li>• Careers teacher</li> <li>• Placement officer</li> </ul> <p>Salary rates:</p>	RQF 4

	<p>New entrant: £20,700 Experienced worker: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>3565 Inspectors of standards and regulations</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines building plans to ensure compliance with local, statutory and other requirements;</li> <li>• inspects building structures, facilities and sites to determine suitability for habitation, compliance with regulations and for insurance purposes;</li> <li>• inspects measuring and similar equipment in factories and visits street traders, shops, garages and other premises to check scales, weights and measuring equipment;</li> <li>• inspects factories and other work sites to ensure adequate cleanliness, temperature, lighting and ventilation, checks for fire hazards and inspects storage and handling arrangements of dangerous materials;</li> <li>• visits sites during construction and inspects completed installations of electricity, gas or water supply;</li> <li>• draws attention to any irregularities or infringements of regulations and advises on ways of rectifying them;</li> <li>• investigates industrial accidents or any complaints made by the public;</li> <li>• verifies the weight of commercial vehicles, checks driver's licence and hours worked;</li> <li>• samples and tests river water, checks and advises on premises discharging effluent to prevent pollution;</li> <li>• checks fishing licences and prevents illegal fishing;</li> <li>• visits premises where animals are kept, advises on animal care and investigates complaints;</li> <li>• undertakes other inspections including chemicals, drugs, flight operations, etc.;</li> <li>• prepares reports and recommendations on all inspections made and recommends legal action where necessary.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building inspector</li> <li>• Driving examiner</li> <li>• Housing inspector</li> <li>• Meat hygiene inspector</li> <li>• Trading standards officer</li> </ul> <p>Salary rates: New entrant: £22,100 Experienced worker: £25,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 4</p>
<p>3567 Health and safety officers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• inspects workplace areas to ensure compliance with health and safety legislation;</li> <li>• helps to develop effective health and safety policies and procedures and carries out risk assessments;</li> <li>• instructs workers in the proper use of protective clothing and safety devices and conducts routine tests on that equipment;</li> <li>• compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly;</li> </ul>	<p>RQF 4</p>

	<ul style="list-style-type: none"> <li>• maintains contact with those off work due to illness;</li> <li>• counsels individuals on any personal or domestic problems affecting their work;</li> <li>• gives talks and distributes information on accident prevention, and keeps up to date with the relevant legislation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fire protection engineer (professional)</li> <li>• Health and safety officer</li> <li>• Occupational hygienist</li> <li>• Safety consultant</li> <li>• Safety officer</li> </ul> <p>Salary rates: New entrant: £26,600 Experienced worker: £29,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
4161 Office managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules, assigns tasks and delegates responsibilities;</li> <li>• advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records;</li> <li>• ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to;</li> <li>• plans, organises and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business support manager</li> <li>• Delivery office manager</li> <li>• Office manager</li> <li>• Practice manager</li> <li>• Sales administration manager</li> <li>• Sales office manager</li> </ul> <p>Salary rates: New entrant: £20,000 Experienced worker: £25,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
7220 Customer service managers and supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• develops and implements policies and procedures to deal effectively with customer requirements and complaints;</li> <li>• co-ordinates and controls the work of those within customer services departments;</li> <li>• discusses customer responses with other managers with a view to improving the product or service provided;</li> <li>• plans and co-ordinates the operations of help and advisory services to provide support for customers and users.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• After sales manager</li> </ul>	RQF 4

- Call centre supervisor
- Customer service manager
- Customer service supervisor
- Team leader (customer care)

Salary rates:

New entrant: £18,000

Experienced worker: £22,400

[Source: Annual Survey of Hours and Earnings (ASHE) 2018]

**Table 4 - Occupations which are ineligible for Sponsorship in Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications, due to skill level, but which may still apply to some indefinite leave to remain applications**

SOC code and description	Skill Level	
1162 Managers and directors in storage and warehousing	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with production, maintenance, sales and other departments to determine the materials and other items required for current and future production schedules and sales commitments;</li> <li>• reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources;</li> <li>• advises purchasing department on type, quality and quantity of goods required and dates by which they must be available;</li> <li>• prepares reports on expenditure and advises on materials and parts standardisation, future stores and stock control policies;</li> <li>• decides on storage conditions for particular items, allocates warehouse space and arranges for regular stock inspections to detect deterioration or damage.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Logistics manager</li> <li>• Warehouse manager</li> </ul> <p>Salary rate: £23,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>1190 Managers and directors in retail and wholesale</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• appoints staff, assigns tasks and monitors and reviews staff performance;</li> <li>• liaises with other staff to provide information about merchandise, special promotions etc. to customers;</li> <li>• ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;</li> <li>• ensures customer complaints and queries regarding sales and service are appropriately handled;</li> <li>• oversees the maintenance of financial and other records and controls security arrangements for the premises;</li> <li>• authorises payment for supplies received and decides on vending price, discount rates and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Managing director (retail trade)</li> <li>• Retail manager</li> <li>• Shop manager (charitable organisation)</li> <li>• Wholesale manager</li> </ul> <p>Salary rate: £21,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>
<p>1221 Hotel and accommodation managers and proprietors</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• analyses demand and decides on type, standard and cost of services to be offered;</li> <li>• determines financial, staffing, material and other short- and long-term needs;</li> <li>• ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required;</li> <li>• approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned;</li> <li>• arranges for payment of bills, keeps accounts and ensures adherence to licensing and other statutory regulations.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Caravan park owner</li> <li>• Hotel manager</li> <li>• Landlady (boarding, guest, lodging house)</li> </ul> <p>Salary rate: £20,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
<p>1223 Restaurant and catering establishment managers and proprietors</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans catering services and directs staff;</li> <li>• decides on range and quality of meals and beverages to be provided;</li> <li>• discusses customer's requirements for special occasions;</li> <li>• purchases or directs the purchasing of supplies and arranges for preparation of accounts;</li> <li>• verifies that quality of food, beverages and waiting service is as required, that kitchen and dining areas are kept clean and appropriate hygiene standards are maintained in compliance with statutory requirements;</li> <li>• plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff;</li> <li>• checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit;</li> <li>• determines staffing, financial, material and other short- and long-term requirements.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Café owner</li> <li>• Fish &amp; chip shopkeeper</li> <li>• Operations manager (catering)</li> <li>• Restaurant manager</li> <li>• Shop manager (take-away food shop)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Restaurant manager</li> <li>• Fast food restaurant manager</li> <li>• Assistant restaurant manager, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time)</li> </ul> <p>Salary rate: £20,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
<p>1224 Publicans and managers of licensed premises</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• arranges purchase of alcoholic and other beverages, bar snacks, cigarettes and other items and ensures that stocks are stored in proper conditions;</li> <li>• supervises bar, kitchen and cleaning staff and, if necessary, assists with the serving of drinks;</li> <li>• observes licensing laws and other statutory regulations and regulates behaviour of customers as necessary;</li> <li>• maintains financial records for the establishment; determines financial, staffing, material and other short- and long-term needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Landlady (public house) • Licensee</li> <li>• Manager (wine bar)</li> <li>• Publican</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Publican</li> <li>• Licensee or pub manager</li> </ul> <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>
<p>1225 Leisure and sports managers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• organises timetable of activities/schedule of programmes;</li> <li>• ensures that facilities are kept clean and in good condition and that appropriate health and safety requirements are adhered to;</li> <li>• keeps abreast of new trends and developments in recreational activities and arranges exhibitions, theatrical productions, concerts, demonstrations etc.;</li> <li>• advises on the facilities available and promotes publicity in relation to shows, games, races, new theme parks, etc.;</li> <li>• determines financial, staffing, material and other short- and long-term needs;</li> <li>• recruits, supervises and trains staff;</li> <li>• ensures custody of all cash receipts and organises regular stock checks.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Amusement arcade owner</li> <li>• Leisure centre manager</li> <li>• Social club manager</li> <li>• Theatre manager</li> </ul> <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
1226 Travel agency managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules and assigns tasks and responsibilities;</li> <li>• co-ordinates the activities of clerical, secretarial and other staff;</li> <li>• discusses client's requirements and advises on road, rail, air and sea travel and accommodation;</li> <li>• makes and confirms travel and accommodation bookings, arranges group holidays, tours and individual itineraries;</li> <li>• advises on currency and passport/visa regulations and any necessary health precautions needed;</li> <li>• determines financial, staffing, material and other short- and long-term needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Tourist information manager</li> <li>• Travel agency owner</li> <li>• Travel manager</li> </ul> <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
1252 Garage managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• ensures that necessary spare parts, materials and equipment are available or obtainable at short notice;</li> <li>• arranges for maintenance staff to perform necessary maintenance and repair work on vehicles or motorcycles;</li> <li>• checks completed work for compliance with safety and other statutory regulations;</li> <li>• maintains records of repair work to detect recurrent faults;</li> <li>• provides information about garage merchandise for staff and customers;</li> <li>• ensures the business accounts are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Garage director</li> <li>• Garage owner</li> <li>• Manager (repairing: motor vehicles)</li> </ul> <p>Salary rate: £30,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
1253 Hairdressing and beauty salon managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term needs;</li> <li>• controls the allocation, training and remuneration of staff;</li> <li>• provides clients with information and advice on styles and treatments, and resolves any complaints or problems;</li> <li>• ensures clients' records are maintained;</li> <li>• undertakes and/or directs hair treatments and/or beauty therapy;</li> <li>• checks and maintains any equipment, and ensures that all safety requirements are met;</li> <li>• demonstrates, advises on and sells hair and/or beauty products;</li> <li>• ensures financial accounts for the business are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Hairdressing salon owner</li> <li>• Health and fitness manager</li> <li>• Manager (beauty salon)</li> </ul> <p>Salary rate: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
1254 Shopkeepers and proprietors - wholesale and retail	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• defines the market position for the business, decides what to sell, forecasts demand and develops the brand image of the business;</li> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• oversees staff training, rotas and the allocation of work;</li> <li>• provides information about merchandise to staff and customers and ensures customer complaints are appropriately dealt with;</li> <li>• ensures that adequate reserves of merchandise are held and orders new stock as required;</li> <li>• maintains financial and other shop records and controls security arrangements for the premises;</li> <li>• authorises payment for supplies received and decides on vending price and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Antiques dealer</li> <li>• Fashion retailer</li> <li>• Newsagent</li> <li>• Shopkeeper</li> </ul> <p>Salary rate: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3111 Laboratory technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up and assists with the construction and the development of scientific apparatus for experimental, demonstration or other purposes;</li> <li>• prepares and analyses body fluids, secretions and/or tissue to detect infections or to examine the effects of different drugs;</li> <li>• grows cultures of bacteria and viruses, prepares tissue sections and other organic and inorganic material for examination and stains and fixes slides for microscope work;</li> <li>• operates and services specialised scientific equipment, undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for some equipment are maintained;</li> <li>• records and collates data obtained from experimental work and documents all work carried out.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Laboratory analyst</li> <li>• Laboratory technician</li> <li>• Medical laboratory assistant</li> <li>• Scientific technician</li> <li>• Water tester</li> </ul> <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3112 Electrical and electronics technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans and prepares work and test schedules based on specifications and drawings;</li> <li>• sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data;</li> <li>• plans installation methods, checks completed installation for safety and controls or undertakes the initial running of the new electrical or electronic equipment or system;</li> <li>• diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment;</li> <li>• visits and advises clients on the use and servicing of electrical and electronic systems and equipment.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Avionics technician</li> <li>• Electrical technician</li> <li>• Electronics technician</li> <li>• Installation engineer (Electricity Supplier)</li> </ul> <p>Salary rate: £27,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3113 Engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans and prepares work and test schedules based on specifications and drawings;</li> <li>• sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data;</li> <li>• prepares estimates of materials, equipment and labour required for engineering projects;</li> <li>• diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment;</li> <li>• inspects completed aircraft maintenance work to certify that it meets standards and the aircraft is ready for operation;</li> <li>• visits and advises clients on the use and servicing of mechanical and chemical engineering products and services.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aircraft technician</li> <li>• Commissioning engineer</li> <li>• Engineering technician</li> <li>• Manufacturing engineer</li> <li>• Mechanical technician</li> </ul> <p>Salary rate: £28,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3114 Building and civil engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up apparatus and equipment and undertakes field and laboratory tests of soil and work materials;</li> <li>• performs calculations and collects, records and interprets data;</li> <li>• sets out construction site, supervises excavations and marks out position of building work to be undertaken;</li> <li>• inspects construction materials and supervises work of contractors to ensure compliance with specifications and arranges remedial work as necessary.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building services consultant</li> <li>• Civil engineering technician</li> <li>• Survey technician</li> <li>• Technical assistant (civil engineering)</li> </ul> <p>Salary rate: £21,600 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>3115 Quality assurance technicians</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up scientific, electronic, or other technical equipment to perform functional and inspection tests;</li> <li>• analyses and interprets the results of tests undertaken and writes up reports upon completion;</li> <li>• supervises the work of routine inspection staff and notes any defects reported;</li> <li>• assists quality control engineers in undertaking production audits;</li> <li>• liaises with production engineers and staff to maintain the quality of output and to develop quality management systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Quality assurance technician</li> <li>• Quality control technician</li> <li>• Quality officer</li> <li>• Quality technician</li> <li>• Test technician</li> </ul> <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>
<p>3119 Science, engineering and production technicians not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up apparatus for experimental, demonstration or other purposes;</li> <li>• undertakes tests and takes measurements and readings;</li> <li>• performs calculations and records and interprets data;</li> <li>• otherwise assists technologists as directed.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• School technician</li> <li>• Technical assistant</li> <li>• Technician</li> <li>• Textile consultant</li> <li>• Workshop technician</li> </ul> <p>Salary rate: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
3122 Draughtspersons	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines design specification to determine general requirements;</li> <li>• considers the suitability of different materials with regard to the dimensions and weight and calculates the likely fatigue, stresses, tolerances, bonds and threads;</li> <li>• prepares design drawings, plans or sketches and checks feasibility of construction and compliance with safety regulations;</li> <li>• prepares detailed drawings, plans, charts or maps that include natural features, desired surface finish, elevations, electrical circuitry and other details as required;</li> <li>• arranges for completed drawings to be reproduced for use as working drawings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• CAD operator</li> <li>• Cartographer</li> <li>• Design technician</li> <li>• Draughtsman</li> </ul> <p>Salary rate: £24,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>3132 IT user support technicians</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• provides technical support to IT users;</li> <li>• advises users on how to resolve hardware and software problems;</li> <li>• installs and upgrades hardware, cables, operating systems and/or appropriate software;</li> <li>• facilitates user access to systems;</li> <li>• refers more complex or intractable problems to appropriate IT professionals;</li> <li>• researches possible solutions in user guides, technical manuals and other documents;</li> <li>• maintains a log of work in progress, calls received, actions taken and problems detected;</li> <li>• reports on commonly occurring queries to detect underlying problems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Customer support analyst</li> <li>• Help desk operator</li> <li>• IT support technician</li> <li>• Systems support officer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Senior PC support analyst</li> <li>• Senior PC support</li> <li>• Technical pre- or post-sales support</li> <li>• Senior database administrator or analyst</li> <li>• Database administrator or analyst</li> <li>• Computer engineers, installation and maintenance</li> </ul> <p>Salary rate: £24,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>
<p>3216 Dispensing opticians</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• interprets prescription and measures patient's face to determine distance between pupil centres, height of bridge of nose, etc.;</li> <li>• advises patient on lens type and choice of spectacle frames;</li> <li>• prepares detailed instructions for workshop;</li> <li>• ensures that completed spectacles conform to specification and fit the patient correctly and comfortably;</li> <li>• fits spectacles and advises patient on lens care and any other difficulties likely to be experienced.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dispensing optician</li> <li>• Optical dispenser</li> </ul> <p>Salary rate: £22,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
3217 Pharmaceutical technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• checks received prescriptions for legality and accuracy;</li> <li>• prepares drugs and medicines under the supervision of pharmacist;</li> <li>• prepares specialised, tailor-made drugs for intravenous administration by hospital medical staff;</li> <li>• labels and checks items prior to dispensing; • maintains records of prescriptions received and drugs issued;</li> <li>• advises patients or customers on the use of drugs prescribed or medication purchased over the counter;</li> <li>• checks stock levels, orders new stock from pharmaceutical companies and ensures that drugs are stored appropriately.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dispensing technician</li> <li>• Pharmaceutical technician</li> <li>• Pharmacy technician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs at NHS Agenda for Change band 4 or equivalent or above</li> </ul> <p>Salary rate: £20,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
3231 Youth and community workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• organises social, recreational and educational activities in local community and youth groups;</li> <li>• undertakes the day-to-day running of community centres and supervises the activities of part-time and voluntary workers;</li> <li>• liaises and supports voluntary workers running groups in village halls, churches, mosques and other places of worship;</li> <li>• advises individuals with particular needs or problems through informal discussion, individual counselling or formal group discussion;</li> <li>• helps set up credit unions, encourages parents to establish playgroups, works with other groups to find solutions to shared concerns or problems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Community development officer</li> <li>• Youth and community worker</li> <li>• Youth project coordinator</li> <li>• Youth worker</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3234 Housing officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• oversees the day-to-day running of rented properties including arranging for the signing of leases, rent collection and maintenance work;</li> <li>• interviews prospective tenants and allocates properties to waiting list applicants;</li> <li>• carries out regular inspections of properties to assess and ensure they are in a good state of repair;</li> <li>• ensures that special needs accommodation is suited to the needs of particular groups such as the elderly and disabled, and that statutory requirements for providing accommodation are met;</li> <li>• refers tenants to appropriate sources of benefits and welfare;</li> <li>• deals with payment of rents and arrears, arranges for legal action where necessary;</li> <li>• supports tenants' groups;</li> <li>• works closely with other agencies such as social services departments and welfare rights groups.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Housing adviser</li> <li>• Housing officer</li> <li>• Homeless prevention officer</li> <li>• Housing support officer</li> </ul> <p>Salary rate: £23,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3235 Counsellors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• meets clients face-to-face, working either one-to-one or with couples or families, or by telephone or internet;</li> <li>• encourages clients to discuss their feelings in relation to their problems, aiming to ensure that an understanding of the issues is achieved;</li> <li>• presents different perspectives to the problem areas identified;</li> <li>• refers to other appropriate sources of help;</li> <li>• keeps accurate and confidential records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Counsellor (welfare services)</li> <li>• Debt adviser</li> <li>• Drugs and alcohol counsellor</li> <li>• Student counsellor</li> </ul> <p>Salary rate: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3239 Welfare and housing associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• advises on rights and entitlements in relation to benefits, health, discrimination and welfare;</li> <li>• advises individuals and families experiencing problems about available resources to assist them;</li> <li>• assists and liaises with professionals in social work, the probation service and related welfare areas;</li> <li>• organises day, residential and home care services;</li> <li>• helps to put together care plans and follows professional's care plans;</li> <li>• maintains records and compiles reports on clients;</li> <li>• keeps up to date with legislation;</li> <li>• performs pastoral care duties, preaches sermons and conducts some services in accordance with the relevant faith or denomination.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Day centre officer</li> <li>• Health coordinator</li> <li>• Key worker (welfare services)</li> <li>• Outreach worker (welfare services)</li> <li>• Probation services officer</li> <li>• Project worker (welfare services)</li> </ul> <p>Salary rate: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3312 Police officers (sergeant and below)	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• receives instructions from senior officers and patrols an assigned area on foot, horseback, motorcycle, motor car or boat to check security and enforce regulations;</li> <li>• directs and controls traffic or crowds at demonstrations and large public events;</li> <li>• investigates complaints, crimes, accidents, any suspicious activities or other incidents;</li> <li>• interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects; • attends accidents;</li> <li>• prepares briefs or reports for senior officers; • works on station reception desk and or in communications room;</li> <li>• gives evidence in court cases.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Detective (police service)</li> <li>• Police constable</li> <li>• Police officer</li> <li>• Sergeant</li> <li>• Transport police officer</li> </ul> <p>Salary rate: £35,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>3313 Fire service officers (watch manager and below)</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• inspects premises to identify potential fire hazards and to check that fire fighting equipment is available and in working order and that statutory fire safety regulations are met;</li> <li>• arranges fire drills and tests alarm systems and equipment;</li> <li>• travels to fire or other emergency by vehicle and locates water mains if necessary;</li> <li>• operates hose pipes, ladders, chemical, foam, gas or powder fire extinguishing appliances;</li> <li>• rescues people or animals trapped by fire and administers first aid;</li> <li>• removes goods from fire damaged premises, clears excess water, makes safe any structural hazards and takes any other necessary steps to reduce damage to property;</li> <li>• attends and deals with bomb alerts and accidents involving spillage of hazardous substances;</li> <li>• advises on fire safety measures in new buildings;</li> <li>• supervises a watch.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fire engineer</li> <li>• Fire safety officer</li> <li>• Firefighter</li> <li>• Watch manager (fire service)</li> </ul> <p>Salary rate: £31,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
<p>3417 Photographers, audio-visual and broad-casting equipment operators</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects subject and conceives composition of picture or discusses composition with colleagues;</li> <li>• arranges subject, lighting, camera equipment and any microphones;</li> <li>• inserts lenses and adjusts aperture and speed settings as necessary;</li> <li>• operates scanning equipment to transfer image to computer and manipulates image to achieve the desired effect;</li> <li>• photographs subject or follows action by moving camera;</li> <li>• takes, records and manipulates digital images and digital video footage;</li> <li>• controls transmission, broadcasting and satellite systems for television and radio programmes, identifies and solves related technical problems;</li> <li>• checks operation and positioning of projectors, vision and sound recording equipment, and mixing and dubbing equipment;</li> <li>• operates equipment to record, edit and play back films and television programmes;</li> <li>• manages health and safety issues;</li> <li>• operates sound mixing and dubbing equipment to obtain desired mix, level and balance of sound.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Audio visual technician</li> <li>• Cameraman</li> <li>• Photographer</li> <li>• Projectionist</li> <li>• Sound engineer</li> <li>• Theatre technician (entertainment)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Audio visual technician</li> <li>• Senior audio visual technician</li> <li>• Photographer</li> <li>• Press photographer (regional)</li> <li>• Press photographer (National)</li> <li>• Film technician</li> <li>• Sound recordist</li> <li>• Camera operator (film, television production)</li> </ul> <p>Salary rate: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
3421 Graphic designers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with client to clarify aims of project brief, discusses media, software and technology to be used, establishes timetable for project and defines budgetary constraints;</li> <li>• undertakes research into project, considers previous related projects and compares costs of using different processes;</li> <li>• prepares sketches, scale drawings, models, colour schemes and other mock-ups to show clients and discusses any required alterations;</li> <li>• prepares specification and instructions for realisation of the project;</li> <li>• liaises with other parts of the production team to ensure graphic design fits with other elements, processes and timescales;</li> <li>• produces or oversees creation of the final product.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Commercial artist</li> <li>• Designer (advertising)</li> <li>• Graphic artist</li> <li>• Graphic designer</li> <li>• MAC operator</li> </ul> <p>Salary rate: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3443 Fitness instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assesses the fitness levels of clients;</li> <li>• devises programmes of training appropriate to the needs of clients with varying levels of strength, fitness and ability;</li> <li>• demonstrates and leads fitness activities and supervises exercise classes;</li> <li>• ensures that clients do not injure themselves through over exertion or using incorrect training techniques;</li> <li>• plans and monitors personal fitness schedules;</li> <li>• understands the health and safety aspects of different forms of exercise and ensures that any statutory requirements are met.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aerobics instructor</li> <li>• Fitness instructor</li> <li>• Gym instructor</li> <li>• Lifestyle consultant</li> <li>• Personal trainer</li> <li>• Pilates instructor</li> </ul> <p>Salary rate: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3511 Air traffic controllers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• maintains radio and/or radar or visual contact with aircraft and liaises with other air traffic controllers and control centres to direct aircraft in and out of controlled airspace and into holding areas ready for landing;</li> <li>• directs the movement of aircraft en route to its destination and ensures minimum distances are maintained between planes;</li> <li>• gives landing instructions to pilot and monitors descent of aircraft;</li> <li>• directs movement of aircraft and motor vehicles on runways, taxiways and in parking bays;</li> <li>• obtains information regarding weather conditions, navigational hazards, landing conditions, seating arrangements, loading of cargo, fuel and catering supplies;</li> <li>• calculates fuel consumption and optimum flying height, plans route and prepares flight plan for aircraft pilot;</li> <li>• discusses operational requirements with pilot, issues duty schedules for flight deck and cabin crews, maintains records of flight progress and authorises flight departure;</li> <li>• handles emergencies, unscheduled traffic and other unanticipated incidents.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Air traffic control officer</li> <li>• Air traffic controller</li> <li>• Air traffic services assistant</li> <li>• Flight planner</li> </ul> <p>Salary rate: £56,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015, 2016, 2017 or 2018 data available)]</p>	RQF 3

SOC code and description	Skill Level	
3520 Legal associate professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• runs chambers on behalf of principals, develops the practice, manages the flow of work, decides which cases to accept, arranges appropriate fees and prepares financial records;</li> <li>• collates information, drafts briefs and other documents;</li> <li>• interviews and advises clients, undertakes preparatory work for court cases;</li> <li>• attends court to assist barristers and solicitors in the presentation of a case;</li> <li>• assists in all aspects of property conveyancing and probate and common law practice.</li> </ul> <p>Related job title:</p> <ul style="list-style-type: none"> <li>• Barrister's clerk</li> <li>• Compliance officer</li> <li>• Conveyancer</li> <li>• Legal executive</li> <li>• Litigator</li> <li>• Paralegal</li> </ul> <p>Salary rate: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3533 Insurance underwriters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• receives and assesses proposals and propositions for insurance from brokers and clients;</li> <li>• identifies and evaluates the risks associated with a proposal;</li> <li>• liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear;</li> <li>• calculates premiums, provides quotations and, if acceptable to the client, issues policies;</li> <li>• ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions;</li> <li>• negotiates terms of reinsurance contracts.</li> </ul> <p>Related job title:</p> <ul style="list-style-type: none"> <li>• Account handler (insurance) • Commercial underwriter</li> <li>• Insurance inspector</li> <li>• Mortgage underwriter</li> <li>• Underwriter</li> </ul> <p>Salary rate: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3536 Importers and exporters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• investigates and evaluates home and overseas demand for particular commodities;</li> <li>• obtains orders from buyers and arranges payment by bill of exchange, letter of credit or other means;</li> <li>• arranges for shipment of commodities overseas and ensures that insurance and export licences are in order;</li> <li>• carries out customs clearance procedures for imports, arranges their storage and delivery and sells them personally or through a commodity broker;</li> <li>• advises home and overseas producers on the likely future demand for their goods.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Export controller</li> <li>• Export coordinator</li> <li>• Exporter</li> <li>• Import agent</li> <li>• Importer</li> </ul> <p>Salary rate: £25,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3542 Business sales executives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses customer requirements and advises them on the capabilities and limitations of the goods or services being sold;</li> <li>• quotes prices, credit details, delivery dates and payment arrangements and arranges for delivery and installation of goods if appropriate;</li> <li>• makes follow up visits to ensure customer satisfaction and to obtain further orders;</li> <li>• stays abreast of advances in product/field and suggests possible improvements to product or service;</li> <li>• maintains records and accounts of sales made and handles customer complaints.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Corporate account executive</li> <li>• Sales agent</li> <li>• Sales consultant</li> <li>• Sales executive</li> <li>• Technical representative</li> </ul> <p>Salary rate: £25,300 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
3544 Estate agents and auctioneers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;</li> <li>• conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land;</li> <li>• advises vendors and purchasers on market prices of property, accompanies clients to view property;</li> <li>• markets the property on behalf of the vendor, prepares written information and press advertisements;</li> <li>• negotiates land or property purchases, sales, leases or tenancy agreements and arranges legal formalities with solicitors, building societies and other parties;</li> <li>• makes inventories of property for sale, advises vendor of suitable reserve price, issues catalogues, conducts auction, notes bids and records sale.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Auctioneer</li> <li>• Auctioneer and valuer</li> <li>• Estate agent</li> <li>• Letting agent</li> <li>• Property consultant</li> </ul> <p>Salary rate: £28,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3550 Conservation and environmental associate professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists with ecological surveys to identify plant and animal species, map their habitat and draw up conservation plans;</li> <li>• implements schemes for the management and protection of natural habitats;</li> <li>• assists with environmental audits and impact assessments;</li> <li>• organises and supervises conservation projects and the work of part-time and voluntary staff;</li> <li>• provides information and education to the public through setting up displays, writing leaflets and making presentations;</li> <li>• organises guided walks and answers questions from the public about an area and its wildlife;</li> <li>• works with the emergency services in instances of fire, flood, injury or mountain rescue.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Conservation worker</li> <li>• Countryside ranger</li> <li>• National park warden</li> <li>• Park ranger</li> </ul> <p>Salary rate: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016, 2017 or 2018 equivalent data available)]</p>	RQF 3

SOC code and description	Skill Level	
3562 Human resources and industrial relations officers	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• undertakes research into pay differentials, productivity and efficiency bonuses and other payments;</li> <li>• develops and recommends personnel and industrial relations policies, assists with their implementation and drafts staff handbooks;</li> <li>• assists with negotiations between management and employees or trades unions concerning pay and conditions of employment;</li> <li>• interviews candidates for jobs;</li> <li>• advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues;</li> <li>• deals with grievance and disciplinary procedures, and with staff welfare and counselling provision.</li> </ul> <p>Related job types:</p> <ul style="list-style-type: none"> <li>• Employment adviser</li> <li>• Human resources officer • Personnel officer</li> <li>• Recruitment consultant</li> </ul> <p>Salary rate: £23,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
4112 National government administrative occupations	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists senior government officers with policy work, external liaison or general administrative work;</li> <li>• undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;</li> <li>• maintains and updates correspondence, documents, data and other records for storage in files or on computer;</li> <li>• classifies, sorts and files publications, correspondence etc. in offices and libraries;</li> <li>• responds to telephone enquiries and other forms of correspondence;</li> <li>• performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc.</li> </ul> <p>Related job types:</p> <ul style="list-style-type: none"> <li>• Administrative assistant (courts of justice)</li> <li>• Administrative officer (government)</li> <li>• Civil servant (EO)</li> <li>• Clerk (government)</li> <li>• Revenue officer (government)</li> </ul> <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>4114 Officers of non-governmental organisations</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• maintains and updates records of membership details, subscription fees, mailing lists, etc.;</li> <li>• circulates and reports information of relevance to members and interested parties;</li> <li>• arranges meetings, conferences and other events and circulates agenda and other relevant material;</li> <li>• receives and responds to written correspondence and telephone enquiries from members and other organisations;</li> <li>• assists with fund raising activities within a specified geographical area;</li> <li>• prepares and provides measures of organisational activity for senior officials.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Administrator (charitable organisation)</li> <li>• Organiser (trade union)</li> <li>• Secretary (research association)</li> <li>• Trade union official</li> </ul> <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>
<p>4134 Transport and distribution clerks and assistants</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• processes customer orders and forwards requisition documentation to storage and distribution personnel;</li> <li>• formulates delivery loads, vehicle schedules and routes to be followed by delivery staff;</li> <li>• monitors tachograph readings and maintains records of hours worked and distance travelled by drivers;</li> <li>• obtains customs clearance and processes import and export documentation necessary for the movement of goods between countries;</li> <li>• maintains records regarding the movement and location of freight, containers and staff.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Export clerk</li> <li>• Logistics controller</li> <li>• Shipping clerk</li> <li>• Transport administrator</li> <li>• Transport clerk</li> <li>• Transport coordinator</li> </ul> <p>Salary rates: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
4151 Sales administrators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• provides information to customers on products and prices;</li> <li>• fields telephone enquiries from prospective customers on behalf of the sales team;</li> <li>• prepares sales invoices and maintains records and accounts of sales activity;</li> <li>• handles customer complaints or forwards them to relevant member of sales team;</li> <li>• carries out general clerical duties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Marketing administrator</li> <li>• Sales administrator</li> <li>• Sales clerk</li> <li>• Sales coordinator</li> </ul> <p>Salary rate: £18,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
4214 Company secretaries	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• opens, sorts, distributes and files correspondence (both hard copy and electronic);</li> <li>• uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation;</li> <li>• deals directly with routine correspondence;</li> <li>• files and retrieves documents, sets up and maintains filing systems and reproduces copies of documentation as required;</li> <li>• keeps appointments diary, makes travel arrangements and arranges conference and other functions;</li> <li>• arranges meetings, circulates agenda and other meeting documents, attends meetings, and takes and prepares minutes;</li> <li>• answers, screens, handles and directs telephone requests and enquiries, takes messages and forwards to the appropriate member of staff;</li> <li>• undertakes reception responsibilities by greeting visitors and arranging refreshments;</li> <li>• ensures office supplies such as stationery and equipment are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Assistant secretary</li> <li>• Club secretary</li> <li>• Company secretary</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	RQF 3

SOC code and description	Skill Level	
<p>4215 Personal assistants and other secretaries</p>	<p>Example of tasks:</p> <ul style="list-style-type: none"> <li>• acts as a first point of contact for a manager or team with colleagues and people from outside organisations, fields telephone enquiries, takes and passes on messages;</li> <li>• arranges appointments, keeps business diary, organises travel arrangements, makes reservations and organises a variety of functions;</li> <li>• opens, sorts, distributes and files correspondence (in hard copy and electronic) and deals directly with routine correspondence;</li> <li>• uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation;</li> <li>• arranges and attends meetings, takes minutes and prepares records of proceedings;</li> <li>• translates documents and liaises with overseas clients and suppliers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Executive assistant</li> <li>• PA-secretary</li> <li>• Personal assistant</li> <li>• Personal secretary</li> <li>• Secretary</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
5111 Farmers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• feeds and waters animals, takes responsibility for livestock health and welfare, treats minor ailments and calls vet if necessary;</li> <li>• plants, propagates, sprays, fertilises and harvests field crops;</li> <li>• undertakes farm maintenance tasks such as fencing, hedging, cleaning and building maintenance;</li> <li>• operates and maintains farm machinery such as combine harvesters, straw balers, milking machines and tractors;</li> <li>• arranges for the sale of crops, livestock and other farm produce;</li> <li>• maintains records of production, finance and breeding;</li> <li>• ensures good environmental practice is observed in all tasks.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Agricultural contractor</li> <li>• Agricultural technician</li> <li>• Crofter (farming)</li> <li>• Farmer</li> <li>• Herd manager</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Herd managers</li> <li>• Livestock breeders</li> <li>• Pig breeders</li> <li>• Agricultural contractor jobs that require an RQF level 3 in Agricultural Crop Production, Mixed Farming or Livestock Production, or an NPTC Advanced National Certificate in Agriculture</li> </ul> <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5112 Horticultural trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares soil in field, bed or pot by hand or machine;</li> <li>• mixes soil, composts, fertilisers and/or organic matter and spreads fertiliser and manure;</li> <li>• sows seeds and bulbs and transplants seedlings;</li> <li>• propagates plants by taking cuttings and by grafting and budding, applies weed-killer, fungicide and insecticide to control pests and diseases;</li> <li>• prunes and thins trees and shrubs;</li> <li>• supports trees by staking and wiring.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Grower</li> <li>• Horticulturalist (market gardening)</li> <li>• Market Gardener</li> <li>• Nursery Assistant (agriculture)</li> <li>• Nurseryman</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Horticultural foreman</li> <li>• Horticultural nursery supervisor</li> <li>• Horticultural technician</li> <li>• Nursery stock production technician or specialist</li> </ul> <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5113 Gardeners and landscape gardeners	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• levels ground and installs drainage system as required;</li> <li>• prepares soil and plants and transplants, prunes, weeds and otherwise tends plant life;</li> <li>• protects plants from pests and diseases;</li> <li>• cuts and lays turf using hand and machine tools and repairs damaged turf;</li> <li>• prepares or interprets garden design plans;</li> <li>• moves soil to alter surface contour of land using mechanical equipment and constructs paths, rockeries, ponds and other features; • performs general garden maintenance.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Garden designer</li> <li>• Gardener</li> <li>• Gardener-handyman</li> <li>• Landscape gardener</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Gardening Team Supervisor or Manager</li> <li>• Landscaper jobs, where the job requires a Registration of Land-Based Operatives (ROLO) Gold Card</li> <li>• Garden Designer</li> </ul> <p>Salary rate: £18,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
5114 Groundsmen and greenkeepers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• levels ground and installs drainage system as required;</li> <li>• cuts and lays turf using hand and machine tools and repairs damaged turf;</li> <li>• moves soil to alter surface contour of land using mechanical equipment and constructs appropriate landscaping features and maintains such features;</li> <li>• monitors and maintains the quality and condition of turf;</li> <li>• rolls, mows and waters grass, marks out pitches.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Greenkeeper</li> <li>• Groundsman</li> <li>• Groundsperson</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Head Greenkeeper</li> <li>• Ground Manager</li> <li>• Head Groundsperson</li> </ul> <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5119 Agricultural and fishing trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• nets river fish and feeds and maintains them in spawning pens, cultivates and harvests oysters, mussels and clams on natural and artificial beds, treats water and diseased fish, and empties and cleans outdoor tanks;</li> <li>• navigates and maintains shipping vessels, assists with the shooting, hauling and repairing of fishing nets, prepares, lays and empties baited pots, and guts, sorts and stows fish;</li> <li>• establishes and maintains forest nurseries, forestry and woodland, and diagnoses and treats diseased trees;</li> <li>• patrols a designated area of the countryside to monitor damage, erosion, access to rights of way and the state of footpaths and other facilities, and carries out remedial maintenance work as necessary;</li> <li>• monitors and maintains the level of wildfowl on public and private estates.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aboricultural consultant</li> <li>• Bee farmer</li> <li>• Gamekeeper</li> <li>• Share fisherman</li> <li>• Trawler skipper</li> <li>• Tree surgeon</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Fishing vessel skippers in inshore areas, and limited and unlimited offshore areas</li> <li>• Fishing vessel mates in unlimited offshore areas</li> <li>• Forest officers and forest or woodland managers</li> <li>• Supervising tree surgeons and supervising arbori-culturists / arborists</li> <li>• Head gamekeepers, head river keepers and head ghillies</li> <li>• Managers in animal husbandry, forestry and fishing not elsewhere classified</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5211 Smiths and forge workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• reads and interprets order or blueprint to determine operational requirements;</li> <li>• heats or supervises the heating in furnace of metal to be forged;</li> <li>• positions or directs the positioning of heated metal on anvil or other work surface;</li> <li>• operates or directs operation of press or hammer and repositions workpiece between strokes;</li> <li>• uses special forging tools to shape and cut metal as required;</li> <li>• bends or shapes metal by hand forging methods using hammers, punches, drifts and other hand tools;</li> <li>• tempers and hardens forged pieces, as required, by quenching in oil or water;</li> <li>• fits and secures horses shoes.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Blacksmith</li> <li>• Chain repairer</li> <li>• Farrier</li> <li>• Pewtersmith</li> <li>• Steel presser</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5212 Moulders, core makers and die casters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• positions moulding frame over pattern, fills it with sand, loam, or plaster and compacts by hand or machine;</li> <li>• transfers mould unit to oven for baking or hardens by injecting carbon dioxide;</li> <li>• separates mould from pattern and repairs damage or imperfections in mould surfaces;</li> <li>• applies refractory bonding solution to moulds and dies to prevent molten metal fusing with sand;</li> <li>• fits cores in mould to form hollow parts in casting;</li> <li>• prepares casting pit with vents to allow the escape of gases, scoops molten metal from furnace using ladle and pours it into die or die casting machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Core Maker (metal trades)</li> <li>• Die Caster</li> <li>• Moulder (metal trades)</li> <li>• Pipe Maker (foundry)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require an engineering technician registered with the Engineering Council</li> <li>• Jobs which require an RQF level 3 qualification in Materials Processing and Finishing</li> <li>• Foundry or casting shop foremen</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
5213 Sheet metal workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to assess job requirements;</li> <li>• uses template, measuring instruments and tools to mark out layout lines and reference points;</li> <li>• uses hand or machine tools to bend, roll, fold, press or beat cut sheet metal;</li> <li>• assembles prepared parts and joins them by bolting, welding or soldering;</li> <li>• finishes product by grinding, filing, cleaning and polishing;</li> <li>• repairs damaged metal parts such as copper sheets and tubes by beating, riveting, soldering, welding and fitting replacement parts;</li> <li>• checks final product to ensure conformity with specifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Coppersmith</li> <li>• Panel beater (metal trades)</li> <li>• Sheet metal fabricator</li> <li>• Sheet metal worker</li> </ul> <p>Salary rate: £20,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5214 Metal plate workers, and riveters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications and uses rules, scribes and punches to mark out metal plate with guidelines and reference points;</li> <li>• cuts metal plate to markings using hand or machine tools;</li> <li>• uses machine tools to bend, curve, punch, drill and straighten metal plate as required;</li> <li>• uses hydraulic jacks to position and align metal platework or frame for welding and bolting;</li> <li>• selects suitable rivets and rivets together metal plates and girders;</li> <li>• seals seams with caulking compound, smoothes welds, fixes metal doors, metal collars, portholes, tank and hatch covers and performs other metal plate finishing tasks using a variety of hand and power tools.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boiler maker</li> <li>• Metal plate worker</li> <li>• Plater</li> <li>• Plater-welder</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC)</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5215 Welding trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects appropriate welding equipment such as electric arc, gas torch, etc.;</li> <li>• connects wires to power supply, or hoses to oxygen, acetylene, argon, carbon dioxide, electric arc, or other source and adjusts controls to regulate gas pressure and rate of flow;</li> <li>• cuts metal pieces using gas torch or electric arc;</li> <li>• guides electrode or torch along line of weld, burns away damaged areas, and melts brazing alloy or solder into joints;</li> <li>• cleans and smoothes weld;</li> <li>• checks finished workpiece for defects and conformity with specification.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fabricator-welder</li> <li>• Fitter-welder</li> <li>• Spot welder (metal)</li> <li>• Welder</li> <li>• Welding technician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• High integrity pipe welders where the job requires three or more years' related on-the-job experience</li> <li>• Welding foreman</li> <li>• Welding engineer or consultant</li> <li>• Welding fitter</li> <li>• Welding supervisor</li> <li>• Welding technician</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5216 Pipe fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine layout of piping;</li> <li>• measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic piping using hand or machine tools;</li> <li>• installs pipes for heating, ventilating, fire prevention, water and similar systems in industrial and construction settings, including oil rigs and terminals, sewerage systems and other mains networks;</li> <li>• fits piping into position and joins sections by welding, soldering, cementing, fusing, screwing or by other methods;</li> <li>• tests pipe work for leaks and makes necessary adjustments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Pipe engineer</li> <li>• Pipe fitter</li> <li>• Pipe welder-fitter</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Pipe fitter / welder jobs that require an Engineering Services Gold SKILLcard in Heating and Ventilation Fitting / Welding</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
5221 Metal machining setters and setter-operators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate method, sequence of operations and machine setting;</li> <li>• selects and fixes work-holding devices and appropriate cutting, shaping, grinding and/or forming tools;</li> <li>• sets machine controls for rotation speeds, depth of cut and stroke, and adjusts machine table, stops and guides;</li> <li>• operates automatic or manual controls to feed tool to workpiece or vice versa and checks accuracy of machining;</li> <li>• repositions workpiece, changes tools and resets machine as necessary during production run;</li> <li>• instructs operators on the safe and correct method of operation of the machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• CNC machinist</li> <li>• CNC programmer</li> <li>• Centre lathe turner</li> <li>• Miller (metal trades)</li> <li>• Tool setter</li> <li>• Turner</li> </ul> <p>Salary rate: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>5222 Tool makers, tool fitters and markers-out</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate method and sequence of operations;</li> <li>• marks out reference points using measuring instruments and tools such as punches, rules and squares;</li> <li>• operates hand and machine tools to shape workpieces to specifications and checks accuracy of machining;</li> <li>• assembles prepared parts, checks their alignment with micrometers, optical projectors and other measuring equipment and adjusts as necessary;</li> <li>• repairs damaged or worn tools.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Die maker</li> <li>• Engineer-toolmaker</li> <li>• Jig maker</li> <li>• Marker-out (engineering)</li> <li>• Tool fitter</li> <li>• Tool maker</li> </ul> <p>Salary rate: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
5223 Metal working production and maintenance fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate methods and sequence of operations;</li> <li>• fits and assembles parts and/or metal sub-assemblies to fine tolerances to make marine engines, prototype metal products, agricultural machinery and machine tools;</li> <li>• fits and assembles, other than to fine tolerances, prepared parts and sub-assemblies to make motor vehicles, printing and agricultural machinery, orthopaedic appliances and other metal goods;</li> <li>• examines operation of, and makes adjustments to, internal combustion engines and motor vehicles;</li> <li>• erects, installs, repairs and services plant and industrial machinery, including railway stock, textile machines, coin operated machines, locks, sewing machines, bicycles and gas and oil appliances.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Agricultural engineer</li> <li>• Bench fitter</li> <li>• Engineering machinist</li> <li>• Fabricator</li> <li>• Installation engineer</li> <li>• Maintenance fitter</li> <li>• Mechanical engineer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Fitter, turner or millwright jobs that require a completed Engineering Advanced Apprenticeship with an RQF level 3 qualification in Engineering Maintenance or Engineering Technology and Maintenance</li> </ul> <p>Salary rate: £24,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5224 Precision instrument makers and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings or specifications to determine appropriate methods, materials and sequence of operation;</li> <li>• marks out and machines aluminium, brass, steel and plastics using machine tools such as grinders, lathes and shapers;</li> <li>• tests watches and clocks for repair to diagnose faults and removes, repairs or replaces damaged and worn parts;</li> <li>• tests completed timepiece for accuracy using electronic or other test equipment;</li> <li>• carries out service tasks such as cleaning, oiling and regulating;</li> <li>• checks prepared parts for accuracy using measuring equipment, assembles parts and adjusts as necessary using hand and machine tools;</li> <li>• positions, aligns and secures optical lenses in mounts;</li> <li>• tests, adjusts and repairs precision and optical instruments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Calibration engineer</li> <li>• Horologist</li> <li>• Instrument maker</li> <li>• Instrument mechanic</li> <li>• Instrument technician</li> <li>• Optical technician</li> <li>• Precision engineer</li> <li>• Watchmaker</li> </ul> <p>Salary rate: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>5231 Vehicle technicians, mechanics and electricians</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• visually checks, test drives or uses test equipment to diagnose engine and mechanical faults;</li> <li>• removes, dismantles, repairs and replaces defective parts and prepares new parts using appropriate tools;</li> <li>• reassembles, tests, adjusts and tunes the appropriate parts, systems or entire engine;</li> <li>• carries out routine maintenance checks on oil and air filters, brakes and other vehicle parts/systems;</li> <li>• diagnoses faults in electrical/electronic circuitry, removes faulty components and fits replacements;</li> <li>• checks condition of electrical/electronic systems and carries out servicing tasks;</li> <li>• installs additional electrical amenities such as radio/CD players, aerials;</li> <li>• repairs and services air conditioning, heating and engine cooling systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Auto electrician</li> <li>• Car mechanic</li> <li>• HGV mechanic</li> <li>• Mechanic (garage)</li> <li>• MOT tester</li> <li>• Motor mechanic</li> <li>• Motor vehicle technician</li> <li>• Technician (motor vehicles)</li> <li>• Vehicle technician</li> </ul> <p>Salary rate: £21,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	<p>RQF 3</p>

SOC code and description	Skill Level	
5232 Vehicle body builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• diagnoses job requirements or ascertains work specifications from drawings or instructions;</li> <li>• selects, cuts, shapes and assembles materials to form parts of vehicle underframe, framework and body;</li> <li>• repairs damage to chassis and engine mountings using hydraulic rams, jacks and jigs;</li> <li>• hammers out dents in bodywork, fills in small depressions or corroded areas in solder, plastic or other filler compound and replaces body panels using hand and power tools;</li> <li>• installs and repairs interior fittings including seats, seatbelts and fascia in cars, sinks and special features in caravans and mobile shops;</li> <li>• positions, secures and repairs external fittings including windows, doors, door handles, catches and roof attachments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bodyshop technician</li> <li>• Car body repairer</li> <li>• Coach builder</li> <li>• Panel beater</li> <li>• Restoration technician (motor vehicles)</li> <li>• Vehicle builder</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5234 Vehicle paint technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• applies masking material to protect areas not to be coated and removes any external fixtures;</li> <li>• consults vehicle colour code, chooses appropriate paint or mixes paint to achieve desired consistency and colour;</li> <li>• uses hand or electrostatic spray gun to coat surfaces, adjusting nozzle and pressure valves of the gun as required;</li> <li>• removes masking materials and refits external fittings after completion of spraying;</li> <li>• cleans and maintains spray equipment, protective clothing and spraying booth.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Car paint sprayer</li> <li>• Coach painter</li> <li>• Paint technician (motor vehicles)</li> <li>• Vehicle refinisher</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5235 Aircraft maintenance and related trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, manuals and specifications to determine appropriate methods and sequence of operations;</li> <li>• fits and assembles parts and/or metal sub-assemblies to fine tolerances to make aircraft engines;</li> <li>• replaces engine components or complete engines, installs and tests electrical and electronic components and systems in aircraft;</li> <li>• examines and inspects airframes and aircraft components, including landing gear, hydraulic systems, and de-icers to detect wear, cracks, breaks, leaks, or other problems;</li> <li>• maintains, repairs and rebuilds aircraft structures, functional components, and parts;</li> <li>• maintains comprehensive repair logs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aeronautical engineer</li> <li>• Aircraft electrician</li> <li>• Aircraft engineer</li> <li>• Aircraft fitter</li> <li>• Aircraft mechanic</li> <li>• Maintenance engineer (aircraft)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Aircraft engineers</li> <li>• Licensed and military certifying engineer / inspector technician</li> <li>• Airframe fitter</li> </ul> <p>Salary rate: £29,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5236 Boat and ship builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine job requirements;</li> <li>• uses rules, scribes and punches to mark out metal plate with guidelines and reference points and cuts plates using appropriate tools;</li> <li>• uses machine tools to bend, curve, punch, drill and straighten metal plate as required and positions and aligns metal platework or frame for welding and bolting;</li> <li>• rivets together metal plates and girders, seals seams, smooths welds, fixes metal doors, collars, portholes, tank and hatch covers;</li> <li>• selects and measures appropriate wood and cuts, shapes and drills to specification using saws, planes, chisels and other power or hand tools;</li> <li>• aligns and fixes prepared wood pieces by screwing, nailing, gluing and dowelling to form decking, small wooden marine craft and their interiors and fittings;</li> <li>• maintains and repairs woodwork and fittings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boat builder</li> <li>• Fitter (boat building)</li> <li>• Frame turner (ship building)</li> <li>• Marine engineer</li> <li>• Ship's joiner</li> <li>• Shipwright</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC)</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5241 Electricians and electrical fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, specifications and wiring diagrams to determine the method and sequence of operations;</li> <li>• selects, cuts and lays wires and connects to sockets, plugs or terminals by crimping, soldering, brazing or bolting;</li> <li>• cuts, bends and installs electrical conduit;</li> <li>• assembles parts and sub-assemblies using hand tools and by brazing, riveting or welding;</li> <li>• installs electrical plant, machinery and other electrical fixtures and appliances such as fuse boxes, generators, light sockets etc.;</li> <li>• examines electrical plant or machinery, domestic appliances and other electrical assembly for faults using test equipment and replaces worn parts and faulty wiring.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Electrical contractor</li> <li>• Electrical engineer</li> <li>• Electrical fitter</li> <li>• Electrician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Electricians, as defined by the joint industry board (JIB) or the Scottish joint industry board (SJIB) grading definitions</li> <li>• Approved electricians, as defined by the JIB / SJIB grading definitions</li> <li>Technicians, as defined by the JIB / SJIB grading definitions</li> </ul> <p>Salary rate: £26,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5242 Tele-communications engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• installs internal cabling and wiring for telephone systems and fits and wires junction and distribution boxes;</li> <li>• fixes connecting wires from underground and aerial lines to premises and connects cable terminals to inside wiring;</li> <li>• installs telephones, switchboards and coin operated phone boxes;</li> <li>• uses testing equipment to locate defective components of circuitry and makes any necessary repairs;</li> <li>• tests installation and makes any further necessary adjustments;</li> <li>• assists with the erection of wooden poles or steel towers to carry overhead lines;</li> <li>• connects cables and tests for any defects;</li> <li>• locates and repairs faults to lines and ancillary equipment;</li> <li>• erects and maintains mobile telecommunications infrastructure.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Cable jointer</li> <li>• Customer service engineer (telecommunications)</li> <li>• Installation engineer (telecommunications)</li> <li>• Network officer (telecommunications)</li> <li>• Telecommunications engineer</li> <li>• Telephone engineer</li> </ul> <p>Salary rate: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5244 TV, video and audio engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines equipment and observes reception to determine nature of defect;</li> <li>• uses electronic testing equipment to diagnose faults and check voltages and resistance;</li> <li>• dismantles equipment and repairs or replaces faulty components or wiring;</li> <li>• re-assembles equipment, tests for correct functioning and makes any necessary further adjustments;</li> <li>• carries out service tasks such as cleaning and insulation testing according to schedule.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Installation engineer (radio, television and video)</li> <li>• Satellite engineer</li> <li>• Service engineer (radio, television and video)</li> <li>• Technician (radio, television and video)</li> <li>• Television engineer</li> </ul> <p>Salary rate: £26,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5245 IT engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• installs, tests and maintains computer-related hardware (processors, memory chips, circuit boards, displays, sensors, data storage devices, printers, etc.) according to given specifications;</li> <li>• diagnoses hardware related faults;</li> <li>• repairs or replaces defective components;</li> <li>• advises on and installs operating soft/firm ware and may carry out upgrades;</li> <li>• maintains documentation to track and log work in progress and completed.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Computer repairer</li> <li>• Computer service engineer</li> <li>• Hardware engineer (computer)</li> <li>• Maintenance engineer (computer servicing)</li> </ul> <p>Salary rate: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>5249 Electrical and electronic trades not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, wiring diagrams and specifications to determine appropriate methods and sequence of operations;</li> <li>• places prepared parts and sub-assemblies in position, checks their alignment and secures with hand tools to install x-ray and medical equipment, aircraft instruments and other electronic equipment;</li> <li>• removes protective sheath from wires and cables and connects by brazing, soldering or crimping and applies conductor insulation and protective coverings;</li> <li>• examines for defect and repairs electronic and related equipment;</li> <li>• tests for correct functioning and makes any further necessary adjustments;</li> <li>• performs routine servicing tasks, such as cleaning and insulation testing;</li> <li>• assists with the erection of wood poles or steel towers to carry overhead lines;</li> <li>• connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment;</li> <li>• connects cables to test equipment and tests for balance, resistance, insulation and any defects;</li> <li>• locates and repairs faults to lines and ancillary equipment.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Alarm engineer</li> <li>• Electronics engineer</li> <li>• Field engineer</li> <li>• Linesman</li> <li>• Service engineer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• LE1-equivalent line workers and cable jointers (Chargehands or Leadhands)</li> <li>• Electrical / electronics engineers not elsewhere classified</li> </ul> <p>Salary rates: Other line repairer and cable jointer: £26,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
5311 Steel erectors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to assess job requirements;</li> <li>• erects ladders, scaffolding or working cage;</li> <li>• directs hoisting and positioning of girders and other metal parts and checks alignment;</li> <li>• arranges for or undertakes bolting and welding of metal parts;</li> <li>• checks alignment of metal parts using spirit level and plumb rule.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Steel erector</li> <li>• Steel fabricator</li> <li>• Steel worker (structural engineering)</li> </ul> <p>Salary rate: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5312 Bricklayers and masons	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, photographs and specifications to determine job requirements;</li> <li>• marks and cuts stone using hammers, mallet and hand or pneumatic chisels;</li> <li>• spreads mortar on foundations and bricks, and places, levels and aligns bricks in mortar bed;</li> <li>• uses hand and power tools to shape, trim, carve, cut letters in and polish stone;</li> <li>• levels, aligns and embeds stone in mortar and faces brick, concrete or steel frame with stone to make and repair structures.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bricklayer</li> <li>• Dry stone waller</li> <li>• Stone mason</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Architectural Stone Carver</li> <li>• Stonemason</li> <li>• Bricklayer, where the job requires RQF level 3 in Bricklaying or Trowel Trades</li> </ul> <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5313 Roofers, roof tilers and slaters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• measures roof or exterior wall and calculates required amounts of underfelt, tiles, slates or thatching material;</li> <li>• cuts wooden battens, felt and underfelt to required size;</li> <li>• lays and secures underfelt and covers with hot bitumen or other adhesive compound;</li> <li>• lays, aligns and secures successive overlapping layers of roofing material;</li> <li>• seals edges of roof with mortar and ensures that joints are watertight.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Mastic asphalt spreader</li> <li>• Roof tiler</li> <li>• Roofer</li> <li>• Roofing contractor</li> <li>• Slater</li> <li>• Thatcher</li> </ul> <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5314 Plumbers and heating and ventilating engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine layout of system;</li> <li>• measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic using hand or machine tools;</li> <li>• installs fittings such as storage tanks, cookers, baths, toilets, taps and valves, refrigerators, boilers, radiators and fires;</li> <li>• tests completed installation for leaks and makes any necessary adjustments;</li> <li>• attaches fittings and joins piping by welding, soldering, cementing, fusing, screwing or other methods;</li> <li>• repairs burst pipes and mechanical and combustion faults and replaces faulty taps, washers, valves, etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Gas engineer</li> <li>• Gas service engineer</li> <li>• Heating and ventilating engineer</li> <li>• Heating engineer</li> <li>• Plumber</li> <li>• Plumbing and heating engineer</li> </ul> <p>Salary rate: £25,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5319 Construction and building trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects, measures and cuts steel bars, rods and wire to required lengths, positions and fixes reinforcements into position and tensions as required using hydraulic jacks;</li> <li>• lays bricks, tiles and building blocks to construct, repair and decorate buildings;</li> <li>• pours and levels concrete, prepares surfaces for painting and plastering, and mixes and applies plaster and paint;</li> <li>• installs plumbing fixtures, woodwork structures and fittings, and sets glass in frames;</li> <li>• maintains and repairs steeples, industrial chimneys and other high structures, and installs and replaces lightning conductors;</li> <li>• erects and repairs fencing;</li> <li>• checks and puts on diving suit and equipment and descends underwater to carry out construction, maintenance and repair tasks on sites such as oil rigs, harbours, bridges etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Acoustician</li> <li>• Builder</li> <li>• Building contractor</li> <li>• Fencer</li> <li>• Maintenance manager (buildings and other structures)</li> <li>• Property developer (building construction)</li> </ul> <p>Salary rate: £21,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5411 Weavers and knitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares machine for operation by setting input packages, feeding thread, fibre or yarn through guides, rollers, tensioners and conditioning devices, and securing to output packages, spools or cards;</li> <li>• sets controls to produce article of specified size and pattern;</li> <li>• places fibre and yarn packages on machine and draws them through appropriate guides and tensioners;</li> <li>• monitors machine operation to detect broken threads of yarn, the evenness of warp tension and the quality of output;</li> <li>• removes completed garments and lengths of fabric from machine;</li> <li>• cleans and oils machine and reports any mechanical faults;</li> <li>• hand knits garments and other items according to pattern.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Carpet weaver</li> <li>• Knitter</li> <li>• Knitwear manufacturer</li> <li>• Weaver</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5412 Upholsterers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• measures frame to be covered or examines drawings or other specifications and cuts material with shears, knife or scissors;</li> <li>• tacks and staples or otherwise secures webbing to furniture frame;</li> <li>• pads springs and secures padding by stitching, stapling, tacking, etc.;</li> <li>• pins sections of coverings together, joins by sewing and inserts trims, braids and buttons as required and fits upholstery unit to frame;</li> <li>• operates machine to compress padded spring assemblies and inserts them into mattress covers;</li> <li>• encases bed springs and padding with selected covering material by hand or machine stitching and fits castors where required;</li> <li>• replaces covering, padding, webbing or springs to repair upholstered furniture;</li> <li>• measures, cuts, pins, sews and trims fabrics to make curtains, cushions, loose covers and similar soft furnishings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Curtain fitter</li> <li>• Curtain maker</li> <li>• Soft furnisher</li> <li>• Trimmer (furniture mfr)</li> <li>• Upholsterer</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5413 Footwear and leather working trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts;</li> <li>• positions leather and rubber footwear component parts on lasts and shapes and joins uppers to insoles and soles;</li> <li>• uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products;</li> <li>• uses hand and machine tools to sew and stitch leather and/or other material in the making and decoration of footwear and leather goods other than garments;</li> <li>• prepares paper or paperboard master patterns of component parts of footwear;</li> <li>• waxes, cleans and finishes footwear and other leather goods.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cobbler</li> <li>• Leather worker (leather goods mfr)</li> <li>• Machinist (leather goods mfr)</li> <li>• Shoe machinist</li> <li>• Shoe repairer</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5414 Tailors and dress-makers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• takes customer's measurements and discusses required style and material;</li> <li>• prepares individual or adapts stock pattern;</li> <li>• examines fabrics or skins for flaws and prepares materials for cutting;</li> <li>• arranges pattern on correct grain of fabric, marks position and cuts out garment parts with hand shears, electric knife or cutting machine;</li> <li>• pins/tacks and fits garment on customer or dummy model and makes any necessary alterations;</li> <li>• sews garment parts together by hand or machine, makes buttonholes and sews on fasteners and trimmings;</li> <li>• shapes garment by pressing seams, pleats, etc.;</li> <li>• makes alterations to finished garments according to customer's requirements.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cutter (hosiery, knitwear mfr)</li> <li>• Dressmaker</li> <li>• Fabric cutter</li> <li>• Tailor</li> <li>• Tailoress</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Bespoke or handcraft tailor jobs that require a completed Bespoke Tailoring Apprenticeship leading to an RQF level 3 in Bespoke Cutting and Tailoring</li> <li>• Jobs that require a completed Modern Apprenticeship in Handicraft Tailoring leading to an RQF level 3 in Apparel Manufacturing Technology</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
<p>5419 Textiles, garments and related trades not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• marks out, cuts and sews corsets, light clothing and hoods and aprons and makes and repairs sails, boat covers and other canvas goods;</li> <li>• fills and stuffs cushions, quilts, soft toys and furniture;</li> <li>• examines sketches and draws out patterns for the manufacture of garments and upholstery;</li> <li>• shapes and steams fabric into hats or hoods and gives final shape to fibre helmets and felt hats;</li> <li>• performs other tasks not elsewhere classified, for example, forms mounts for wigs, makes buttons, shapes hat brims, and staples seams of industrial gloves.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clothing manufacturer</li> <li>• Embroiderer</li> <li>• Hand sewer</li> <li>• Sail maker</li> <li>• Upholstery cutter</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs that require Licentiate (LTI) or Associateship (Ctext ATI) of the Textile Institute</li> <li>• Pattern cutter jobs that require an ABC Level 3 Certificate in Pattern Cutting or an RQF level 3 in Apparel Technology</li> <li>• Head pattern graders</li> <li>• Pattern grader jobs that require a completed Advanced Apprenticeship in Textiles</li> </ul> <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
5421 Pre-press technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines from specification the kind and size of type to be used;</li> <li>• uses computer applications to generate images and text;</li> <li>• scans and retouches digital images to create sample proofs, plans and lays out artwork to match planned design;</li> <li>• examines proof copies, checks for quality and accuracy and makes any necessary alterations;</li> <li>• processes filmsetting or desktop publishing output to produce image on film and transfers to printing plates and digital output;</li> <li>• arranges and pastes printing material onto paper ready for photographing.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Compositor</li> <li>• Plate maker</li> <li>• Pre-press manager</li> <li>• Pre-press technician</li> <li>• Type setter</li> </ul> <p>Salary Rate: £19,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5422 Printers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• positions form or plate on machine, checks alignments and sets press;</li> <li>• mixes and loads inks and solvents, loads paper and regulates during print run;</li> <li>• prints and examines proof copies and adjusts press as necessary;</li> <li>• starts or directs start of printing run and monitors machine to ensure that printing proceeds smoothly;</li> <li>• pours colour into machine or directly on to screen and positions screen over item;</li> <li>• operates squeegee by hand or machine to press colour through screen;</li> <li>• dips wooden pattern block into colour tray and lays different colours on top of, and adjacent to, others to form the required pattern;</li> <li>• produces, transfers and outputs digital print images;</li> <li>• maintains, adjusts, repairs and cleans machine;</li> <li>• keeps production records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Lithographic printer</li> <li>• Machine minder (printing)</li> <li>• Print manager</li> <li>• Screen printer</li> <li>• Wallpaper printer</li> </ul> <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5423 Print finishing and binding workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• folds, collates and sews printed sheets by hand or machine;</li> <li>• compresses sewn book in nipping machine to expel air and reduce swelling caused by sewing;</li> <li>• trims head, tail and fore-edge of book and gilds and marbles page edges as necessary;</li> <li>• cuts board and cloth for book cover and spine;</li> <li>• embosses lettering or decoration on cover by hand or machine;</li> <li>• repairs worn book bindings;</li> <li>• sets up and supervises automatic binding and finishing machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Binder’s assistant</li> <li>• Book binder</li> <li>• Finishing supervisor (printing)</li> <li>• Print finisher</li> </ul> <p>Salary rate: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5431 Butchers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• slaughters animal and removes skin, hide, hairs, internal organs, etc.;</li> <li>• cuts or saws carcasses into manageable portions;</li> <li>• removes bones, gristle, surplus fat, rind and other waste material;</li> <li>• cuts carcass parts into chops, joints, steaks, etc. for sale;</li> <li>• prepares meat for curing or other processing; cleans tools and work surfaces.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Butcher</li> <li>• Butcher’s assistant</li> <li>• Butchery manager</li> <li>• Master butcher</li> <li>• Slaughterman</li> </ul> <p>Salary rate: £18,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5432 Bakers and flour confectioners	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• weighs ingredients according to recipe;</li> <li>• mixes ingredients using hand or machine to obtain the required consistency;</li> <li>• rolls and cuts pastry, stretches, kneads and moulds dough to form bread, rolls and buns;</li> <li>• fills and glazes pastry, mixes ingredients for cakes;</li> <li>• bakes bread, pastry and cakes;</li> <li>• makes cake decorations, spreads icing, fillings and toppings on products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Baker</li> <li>• Baker's assistant</li> <li>• Bakery manager</li> <li>• Cake decorator</li> <li>• Confectioner</li> </ul> <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5433 Fish-mongers and poultry dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• scrubs, de-scales, heads, guts, washes and bones fish;</li> <li>• cuts and slits fish for curing by hand or machine;</li> <li>• removes feathers and internal organs, extracts edible offal and cuts off feet and head from poultry carcasses and dresses as required;</li> <li>• cleans tools and work surfaces.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Butcher (fish, poultry)</li> <li>• Filleter (fish)</li> <li>• Fish processor</li> <li>• Fishmonger</li> <li>• Poultry processor</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Manual filleters of frozen fish, where the job requires an individual with three or more years' related on-the-job paid experience</li> <li>• Machine-trained operatives in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience</li> <li>• Quality controllers in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience</li> </ul> <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5434 Chefs	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• requisitions or purchases and examines foodstuffs from suppliers to ensure quality;</li> <li>• plans menus, prepares, seasons and cooks foodstuffs or oversees their preparation and monitors the quality of finished dishes;</li> <li>• supervises, organises and instructs kitchen staff and manages the whole kitchen or an area of the kitchen;</li> <li>• ensures relevant hygiene and health and safety standards are maintained within the kitchen;</li> <li>• plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chef</li> <li>• Chef-manager</li> <li>• Head chef</li> <li>• Pastry chef</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Skilled chef jobs where the pay is at least equal to the appropriate salary rates shown and the job requires three or more years relevant experience</li> </ul> <p>Skilled chefs that qualify for Tier 2 (General) by virtue of their inclusion on the Shortage Occupation List in Appendix K: Salary: £29,570</p> <p>[Source: Migration Advisory Committee]</p> <p>Other chef: £17,800 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p> <p>All rates apply after deductions for accommodation, meals, etc. Any overtime must also be paid at least at these rates.</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5436 Catering and bar managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans catering or bar services and supervises staff;</li> <li>• decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions;</li> <li>• purchases or directs the purchasing of supplies and arranges for preparation of accounts;</li> <li>• verifies that quality of food, beverages and waiting service are as required and that kitchen and dining areas are kept clean in compliance with statutory requirements;</li> <li>• checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bar manager</li> <li>• Catering manager</li> <li>• Floor manager (restaurant)</li> <li>• Kitchen manager</li> <li>• Steward (club)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Catering manager</li> <li>• Banqueting manager</li> <li>• Hotel food and beverage manager</li> </ul> <p>Salary rate: £17,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5441 Glass and ceramics makers, decorators and finishers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand tools and operates machinery to heat, bend, shape, press, drill and cut glass;</li> <li>• makes artificial eyes, laminated glass sheets or blocks, glass fibre tissue, wool, filament and matting, marks optical lenses and assembles rimless spectacles;</li> <li>• makes models and moulds from moulding clay and plaster for use in the making and casting of pottery and other ceramic goods;</li> <li>• throws, casts and presses clay by hand or machine to form pottery, stoneware or refractory goods such as bricks, crucibles, ornaments, sanitary furnishings, saggars, cups, saucers, plates and roofing tiles;</li> <li>• cuts and joins unfired stoneware pipes to form junctions and gullies, moulds sealing bands on clay pipes, prepares and joins porcelain or earthenware components and assists crucible makers and stone workers with their tasks;</li> <li>• applies decorative designs and finishes to glassware, optical glass and ceramic goods by grinding, smoothing, polishing, cutting, etching, dipping, painting or transferring patterns or labels.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ceramic artist</li> <li>• Glass blower</li> <li>• Potter (ceramics mfr)</li> <li>• Pottery worker</li> <li>• Sprayer (ceramics mfr)</li> <li>• Stained glass artist</li> </ul> <p>Salary rate: £19,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
5442 Furniture makers and other craft woodworkers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine job requirements and appropriate materials;</li> <li>• selects, measures, cuts and shapes wood using saws, chisels, planes, powered hand tools and woodworking machines;</li> <li>• assembles parts with crafted joints, nails, screws, dowels or adhesives and fits locks, catches, hinges, castors, drawers, shelves and other fittings;</li> <li>• removes, replaces or repairs damaged parts of wooden furniture;</li> <li>• measures floor area to be covered and lays wood blocks, parquet panels or hardwood strips;</li> <li>• matches and marks out veneers ready for cutting and examines and repairs defects in veneer or plywood sheets.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Antiques restorer</li> <li>• Cabinet maker</li> <li>• Coffin maker</li> <li>• Furniture restorer</li> <li>• Picture framer</li> <li>• Sprayer (furniture mfr)</li> </ul> <p>Salary rate: £18,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no equivalent 2018 data available)]</p>	RQF 3

SOC code and description	Skill Level	
5443 Florists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• orders and purchases fresh flowers, foliage and other floristry items such as ribbons, wire, cards, artificial flowers etc. from wholesalers or growers;</li> <li>• displays and cares for flowers, plants and ready-made floral arrangements in selling premises;</li> <li>• designs and makes up wreaths, bouquets, posies, corsages, headdresses and button holes using appropriate flowers, foliage, frame and trimmings;</li> <li>• confers with and advises customers regarding their design requirements and arranges for the delivery of floral arrangements as requested by the customer;</li> <li>• decorates buildings, halls, churches or other facilities for parties, weddings, etc.;</li> <li>• sells flowers, plants, foliage etc. to the public and performs retail duties such as keeping accounts.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Floral assistant</li> <li>• Floral designer</li> <li>• Florist</li> <li>• Flower arranger</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Florist managers and shop managers who manage purchasing and relationships with suppliers, manage and develop staff, and ensure that the business meets health and safety standards and other legal requirements</li> <li>• Senior florists and floral designers who manage the production and design of formal displays</li> </ul> <p>Salary rate: £19,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
5449 Other skilled trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand or machine tools to engrave letters, patterns and other designs on jewellery and stoneware;</li> <li>• constructs and covers wire frames for lampshades;</li> <li>• makes wigs, beards and other artificial hairpieces from human hair or synthetic materials;</li> <li>• interweaves canes of willow, withy, bamboo, rattan or similar material to make baskets and other pieces of wickerwork;</li> <li>• charges fireworks, cartridges and other munitions with explosive material;</li> <li>• makes children’s toys, dolls, models, candles, artificial flowers and other fancy goods;</li> <li>• makes, maintains and adapts surgical and orthopaedic appliances;</li> <li>• makes patterns for moulds, fits metal castings, pours plaster, fills plaster mould with resin and smooths surface;</li> <li>• makes musical instruments, makes and assembles parts for musical instruments, and tunes to improve pitch, tone and volume;</li> <li>• makes and repairs jewellery and decorative precious metal ware, sets, cuts and polishes gemstones and makes master patterns for articles of jewellery.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Diamond mounter</li> <li>• Engraver</li> <li>• Goldsmith</li> <li>• Paint sprayer</li> <li>• Piano tuner</li> <li>• Sign maker</li> <li>• Silversmith</li> <li>• Wig maker</li> </ul> <p>Salary rate: £20,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
6121 Nursery nurses and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• baths, dresses, prepares feed for and feeds babies, changes babies clothing whenever necessary;</li> <li>• supervises young children at mealtimes;</li> <li>• plans and organises games and other activities and supervises children's play;</li> <li>• reads stories, organises counting games to help develop language and number skills;</li> <li>• writes reports on children's development and maintains awareness of health and safety issues;</li> <li>• communicates with parents and colleagues on children's development and well-being.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Crèche assistant</li> <li>• Crèche worker</li> <li>• Nursery assistant</li> <li>• Nursery nurse</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Nursery nurse / practitioner</li> <li>• Nursery supervisor</li> <li>• Nursery room leader</li> <li>• Montessori teacher</li> <li>• Pre-school assistant</li> </ul> <p>Salary rate: £14,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
6123 Play-workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• supervises children’s games and encourages the development of physical, social and language skills;</li> <li>• provides play areas and prepares materials for a wide range of children’s activities;</li> <li>• encourages children’s independence, self-confidence and social interaction;</li> <li>• organises and supervises children on excursions;</li> <li>• organises and supervises children’s activities in accordance with Health and Safety regulations, deals accordingly with injuries and emergencies;</li> <li>• puts away equipment and cleans premises after use;</li> <li>• liaises with parents, carers and colleagues and keeps appropriate records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Playgroup assistant</li> <li>• Playgroup leader</li> <li>• Playgroup supervisor</li> <li>• Playworker</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Playgroup leader</li> <li>• Playgroup supervisor</li> </ul> <p>Salary rate: £12,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
6131 Veterinary nurses	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists the veterinary surgeon during surgical and medical treatments of animals;</li> <li>• prepares operating theatre, sterilises equipment and assists in theatre as required;</li> <li>• dispenses and administers medication and applies dressings to animals under direction from the veterinarian;</li> <li>• handles animals during treatment;</li> <li>• collects and analyses blood, urine and other samples;</li> <li>• cares for animals in hospital accommodation and keeps accurate records;</li> <li>• maintains the biosecurity of the veterinary premises;</li> <li>• advises clients on preventative medicine to maintain appropriate animal health and welfare.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Animal nurse</li> <li>• Veterinary nurse</li> </ul> <p>Salary rate: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
<p>6139 Animal care services occupations not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• feeds, washes, grooms, trims and exercises animals;</li> <li>• cleans animals' quarters and renews bedding as necessary;</li> <li>• houses, feeds, exercises, trains, grooms horses, dogs and other animals in preparation for entry to shows, races and other events;</li> <li>• checks animals for illness, treats minor ailments or calls for vet if further treatment is required;</li> <li>• meets prospective owners and advises on animal selection and animal care;</li> <li>• patrols public areas to search for and capture stray or nuisance dogs, and transports captured animals to kennels.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Animal technician</li> <li>• Canine beautician</li> <li>• Groom</li> <li>• Kennel assistant</li> <li>• Kennel maid</li> <li>• Stable hand</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Head lad and travelling head lad for horseracing stables</li> <li>• Head groom for horseracing stables and performance horse stud farms</li> <li>• Competition groom</li> <li>• Stud hand, stallion handler, foaling specialists in performance horse • stud farms</li> <li>• Head riding instructor</li> <li>• Work rider</li> </ul> <p>Salary rate: £14,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no equivalent data available)]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
6141 Nursing auxiliaries and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• performs basic clinical tasks such as taking patients' temperature and pulse, weighing and measuring, performing urine tests and extracting blood samples;</li> <li>• prepares patient for examination and treatment;</li> <li>• distributes and serves food, assists patients in feeding and prepares snacks and hot drinks;</li> <li>• assists patients in washing, dressing, toiletry activities and general mobility;</li> <li>• changes bed linen, makes beds and tidies wards.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Auxiliary nurse</li> <li>• Health care assistant (hospital service)</li> <li>• Health care support worker</li> <li>• Nursing assistant</li> <li>• Nursing auxiliary</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs at NHS Agenda for Change band 3 or equivalent or above</li> </ul> <p>See Table 9</p>	RQF3/ Lower-skilled
6143 Dental nurses	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares patient for examination;</li> <li>• prepares and sterilises instruments and follows guidelines to maintain sterile conditions within the surgery;</li> <li>• hands required equipment and medication to dentist during examination;</li> <li>• assists with minor treatment, such as preparing materials for fillings;</li> <li>• removes water and saliva from patient's mouth during treatment;</li> <li>• maintains records, processes and mounts x ray films and undertakes reception duties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dental assistant</li> <li>• Dental nurse</li> <li>• Dental nurse-receptionist</li> <li>• Dental surgery assistant</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Registered dental nursing jobs that require registration with the General Dental Council (GDC) (Dental nurse is a protected title)</li> </ul> <p>See Table 9</p>	RQF 3 / Lower-skilled

SOC code and description	Skill Level	
6144 Houseparents and residential wardens	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• creates friendly, secure atmosphere and tries to gain the trust and confidence of those in the home or under supervision;</li> <li>• plans and participates in games and leisure activities to encourage emotional, social, physical and intellectual development;</li> <li>• ensures that all material needs of residents are provided and endeavours to resolve any problems that they may have;</li> <li>• provides one-to-one counselling or group therapy;</li> <li>• establishes and maintains contact with members of the neighbouring community and/or the residents' family and friends;</li> <li>• maintains contact and discusses problems/progress with other staff and social workers;</li> <li>• keeps records and writes reports.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Foster carer</li> <li>• Matron (residential home)</li> <li>• Resident warden</li> <li>• Team leader (residential care home)</li> <li>• Warden (sheltered housing)</li> </ul> <p>Salary rate: £19,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
6146 Senior care workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• routinely oversees and monitors care workers and home carers;</li> <li>• takes responsibility for the shift and for the service while on duty;</li> <li>• responds to emergencies and provides guidance and support to care workers;</li> <li>• assists and enables service users to dress, undress, wash, use the toilet and bathe;</li> <li>• serves meals to service users at table or in bed, assists with feeding if required;</li> <li>• generally assists with service users' overall comfort and well being;</li> <li>• provides interest and activities to stimulate and engage the service user;</li> <li>• helps with daily activities such as letter writing, paying bills, collecting benefits;</li> <li>• undertakes light cleaning and domestic duties including meal preparation as required;</li> <li>• monitors service users' conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping;</li> <li>• liaises with professional staff in carrying out care plans etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Senior care assistant</li> <li>• Senior carer</li> <li>• Senior support worker (Local government: welfare services)</li> <li>• Team leader (nursing home)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Skilled senior care worker jobs in England and Northern Ireland which include responsibility for supervising staff, and require a relevant RQF level 2 or equivalent qualification in care and two or more years relevant experience</li> <li>• Skilled senior care worker jobs in Scotland which include responsibility for supervising staff, and require a relevant Scottish Credit and Qualifications Framework level 6 or equivalent qualification in care and registration with the Scottish Social Services Council as a Supervisor</li> <li>• Skilled senior care worker jobs in Wales which require a relevant RQF level 3 or equivalent qualification in care and registration with the Care Council for Wales as an Assistant Manager, Senior Care Worker, Senior Care Officer or Senior Care Assistant</li> <li>• Senior care worker jobs where the individual has (or previously had) leave as a work permit holder which was granted for them to do the job</li> </ul> <p>Salary rate: £16,700</p> <p>These rates applies after deductions for accommodation, meals, etc. Any overtime must also be paid at least at this rate.</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
6214 Air travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• passengers at airport terminal, examines tickets and other documentation, checks in luggage and distributes boarding passes;</li> <li>• checks emergency equipment, distributes reading material, blankets and other items, and ensures that the aircraft is ready for the receipt of passengers;</li> <li>• welcomes passengers on board the aircraft, guides them to their seats and assists with any hand luggage;</li> <li>• ensures that sufficient stocks of meals and beverages are on board the aircraft prior to take off and serves passengers during the flight;</li> <li>• sells duty-free goods during the flight;</li> <li>• makes announcements on behalf of the pilot, demonstrates the use of emergency equipment and checks that safety belts are fastened;</li> <li>• directs and instructs passengers in the event of an emergency, ensures safety procedures are followed.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Air hostess</li> <li>• Cabin crew</li> <li>• Customer service agent (travel)</li> <li>• Flight attendant</li> <li>• Passenger service agent</li> </ul> <p>Salary rate: £19,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	RQF 3

SOC code and description	Skill Level	
6215 Rail travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines and collects tickets at the ticket barrier of a railway station;</li> <li>• helps with passenger enquiries and makes announcements over a public address system at stations;</li> <li>• loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks;</li> <li>• assists passengers with special needs to board and leave trains;</li> <li>• attends to the safety, welfare and comfort of passengers on trains and manages train crew;</li> <li>• checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train;</li> <li>• inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Retail service manager (railways)</li> <li>• Station assistant (underground railway)</li> <li>• Ticket inspector (railways)</li> <li>• Train conductor</li> <li>• Train manager</li> </ul> <p>Salary rate: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
7125 Merchandisers and window dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• monitors stock movements, considers customer requirements and assists customers in completing orders;</li> <li>• supplies information about the product to the retailer and sales staff and deals with customer enquiries;</li> <li>• consults with advertising and sales staff and advises retailers on the optimal display of a product and of any promotions;</li> <li>• implements plans from display designers or display managers or develops ideas and plans for merchandise display or window dressing;</li> <li>• prepares area for new display, constructs or assembles displays from a variety of materials, and dismantles existing displays and returns merchandise to relevant departments;</li> <li>• provides feedback about displays to senior managers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Merchandiser</li> <li>• Sales merchandiser</li> <li>• Visual merchandising manager</li> <li>• Window dresser</li> </ul> <p>Salary rate: £18,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
7130 Sales supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• directly supervises and coordinates the activities of sales and related workers;</li> <li>• establishes and monitors work schedules to meet sales and productivity targets;</li> <li>• liaises with managers and other departments to resolve operational problems;</li> <li>• determines or recommends staffing and other needs to meet sales and productivity targets;</li> <li>• reports as required to managerial staff on departmental activities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Sales supervisor (retail trade: delivery round)</li> <li>• Section manager (retail trade)</li> <li>• Shop supervisor (retail trade)</li> <li>• Supervisor (retail, wholesale trade)</li> <li>• Team leader (retail trade)</li> </ul> <p>Salary rate: £17,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
7215 Market research interviewers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• approaches members of the public, individuals, households and organisations to arrange and conduct face-to-face interviews, telephone interviews, focus groups, panel interviews etc.;</li> <li>• records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer;</li> <li>• collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews;</li> <li>• collates and reviews information collected and compiles reports to pass back to the organisation/individual commissioning the market research.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Interviewer (market research)</li> <li>• Market researcher (interviewing)</li> <li>• Telephone interviewer</li> <li>• Telephone researcher</li> <li>• Traffic enumerator</li> </ul> <p>Salary rate: £17,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
8124 Energy plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines job requirements from switchboard attendant or operating instructions;</li> <li>• opens valves and operates controls to regulate the flow of fuel to boiler or generating equipment;</li> <li>• operates remote control panel to load fuel and remove discharged fuel elements from nuclear reactors;</li> <li>• adjusts controls to maintain correct running speed of turbine or generator and monitors temperature and pressure controls on boilers;</li> <li>• records instrument readings periodically and shuts down turbine/generator or boiler as demand decreases;</li> <li>• carries out minor maintenance tasks and prescribed tests and reports any faults.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boilerman</li> <li>• Control room operator(electric)</li> <li>• Hydraulic engineman</li> <li>• Plant operator (electricity supplier)</li> <li>• Power station operator</li> </ul> <p>Salary rate: £19,700</p> <p>[Source: Annual Survey of Hours and Earnings 2018]</p>	RQF 3
8126 Water and sewerage plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• attends water filtration and purification plant, monitors chemical treatment and regulates treatment of water supply within strict guidelines;</li> <li>• opens and closes valves to regulate quantity and pressure of water and reports defective valves or abnormal water pressure;</li> <li>• stops water supply in an emergency and informs consumers likely to be affected;</li> <li>• regulates flow of raw sewage into screening plant, releases screened sewage and regulates its flow into detritus pits, sedimentation tanks and filtration beds;</li> <li>• cleans out screen compartments, sedimentation tanks and filtration beds manually or using mechanical scraper;</li> <li>• patrols sections of sewer, examines for any blockages or gas releases and clears blockages by flushing or by using boring rods;</li> <li>• digs trench and assists pipe layers to lay, renew or repair sewerage pipes.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Controller (water treatment)</li> <li>• Plant operator (sewage works)</li> <li>• Pump attendant</li> <li>• Water treatment engineer</li> <li>• Water treatment operator</li> </ul> <p>Salary rate: £24,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
8215 Driving instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• checks instruction and learning standards and discusses teaching plans with other instructors;</li> <li>• plans lessons in accordance with the needs and abilities of individual pupils;</li> <li>• explains driving techniques and assists pupil with difficulties;</li> <li>• familiarises pupil with the Highway Code and different road and traffic conditions;</li> <li>• advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Driving instructor</li> <li>• HGV instructor</li> <li>• Instructor (driving school)</li> <li>• Motorcycle instructor</li> </ul> <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

SOC code and description	Skill Level	
8232 Marine and waterways transport operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• ensures that necessary fuel supplies are on board and inspects engine, boilers and other mechanisms for correct functioning;</li> <li>• removes and repairs or replaces damaged or worn parts of plant and machinery and ensures that engine and plant machinery are well lubricated;</li> <li>• stows cargo, assists passengers to embark and disembark, watches for hazards and moors or casts off mooring ropes as required;</li> <li>• steers ship, under the supervision of a duty officer, checks navigational aids and keeps bridge, wheel and chartroom clean and tidy;</li> <li>• performs other deck duties, including servicing and maintaining deck gear and rigging, splicing wire and fibre ropes, greasing winches and derricks, opening up and battening down hatches, securing gangways and ladders and lowering and raising lifeboats.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Engine room attendant (shipping)</li> <li>• Engineer, nos (boat, barge)</li> <li>• Ferryman</li> <li>• Merchant seaman</li> <li>• Seaman (shipping)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Merchant navy master</li> <li>• Merchant navy chief officer</li> <li>• Merchant navy 2nd officer</li> <li>• Merchant navy 3rd officer</li> <li>• Merchant navy chief engineer officer</li> <li>• Merchant navy 2nd engineer officer</li> <li>• Merchant navy 3rd engineer officer</li> <li>• Merchant navy 4th engineer officer</li> <li>• Officer of the watch</li> <li>• Chief mate</li> <li>• Ship master</li> </ul> <p>Salary rate: £30,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

SOC code and description	Skill Level	
<p>9119 Fishing and other elementary agriculture occupations not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists with the shooting, hauling and repairing of nets, prepares, lays and empties baited pots at intervals, operates winches and lifting gear, and guts, sorts and stows fish;</li> <li>• harvests oysters, mussels, clams and seaweed off natural or artificial beds, nets river fish and maintains them in spawning pens, assists with feeding and water treatment, and empties and cleans outdoor tanks;</li> <li>• cleans animals' quarters and renews bedding as necessary;</li> <li>• extracts semen for storage, selects appropriate semen from store, injects recipient animal and issues certificate giving pedigree and date of insemination;</li> <li>• incubates eggs in hatchery and supplies chicks for meat and egg production and game birds for reserves;</li> <li>• plants cuttings or shrubs, maintains hedges by clipping, pruning and re-planting, and picks fruit, vegetables, hops and flowers;</li> <li>• performs other farming and related tasks not elsewhere classified including sorting and marking livestock, catching rabbits, cutting peat, shearing sheep and sexing chickens.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Horticultural worker</li> <li>• Labourer (landscape gardening)</li> <li>• Mushroom picker</li> <li>• Nursery worker</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Sheep Shearers with a recognised qualification equivalent to British Wool Marketing Board (BWMB) Bronze, Silver or Gold Seal</li> <li>• Chick sexers (vent sexers)</li> </ul> <p>Salary rate: £15,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF3/ Lower-skilled</p>

SOC code and description	Skill Level	
9273 Waiters and waitresses	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets tables with clean linen, cutlery, crockery and glassware;</li> <li>• presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines;</li> <li>• takes down orders for food and/or drinks and passes order to kitchen and/or bar;</li> <li>• serves food and drinks;</li> <li>• presents bill and accepts payment at end of the meal.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Head waiter</li> <li>• Silver service waiter</li> <li>• Steward (catering)</li> <li>• Waiter</li> <li>• Waitress</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Head waiter or waitress, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time)</li> <li>• Sommelier</li> </ul> <p>Salary rate: £12,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled

**Table 5 - Further lower-skilled occupations which are ineligible for Sponsorship in Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications**

SOC code and description	Related job titles	Skill level
3233 Child and early years officers	Child protection officer Education welfare officer Portage worker (educational establishments)	Lower-skilled
3315 Police community support officers	Civilian support officer (police service) Community support officer (police service) Police community support officer	Lower-skilled
4113 Local government administrative occupations	Administrative assistant (local government) Administrative officer (police service) Benefits assistant (local government) Clerical officer (local government) Local government officer nos	Lower-skilled
4121 Credit controllers	Credit control clerk Credit controller Debt management associate Loans administrator	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
4122 Book-keepers, payroll managers and wages clerks	Accounts administrator Accounts assistant Accounts clerk Auditor Bookkeeper Payroll clerk	Lower-skilled
4123 Bank and post office clerks	Bank clerk Cashier (bank) Customer adviser (building society) Customer service officer (bank) Post office clerk	Lower-skilled
4124 Finance officers	Deputy finance officer Finance officer Regional finance officer (PO)	Lower-skilled
4129 Financial administrative occupations not elsewhere classified	Cashier Finance administrator Finance assistant Finance clerk Tax assistant Treasurer Valuation assistant	Lower-skilled
4131 Records clerks and assistants	Admissions officer Clerical officer (hospital service) Filing clerk Records clerk Ward clerk	Lower-skilled
4132 Pensions and insurance clerks and assistants	Administrator (insurance) Claims handler Clerical assistant (insurance) Insurance clerk Pensions administrator	Lower-skilled
4133 Stock control clerks and assistants	Despatch clerk Material controller Stock control clerk Stock controller Stores administrator	Lower-skilled
4135 Library clerks and assistants	Information assistant (library) Learning resource assistant Library assistant Library clerk Library supervisor	Lower-skilled
4138 Human resources administrative occupations	Course administrator Human resources administrator Personnel administrator Personnel clerk	Lower-skilled
4159 Other administrative occupations not elsewhere classified	Administrative assistant Clerical assistant Clerical officer Clerk Office administrator	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
4162 Office supervisors	Administration supervisor Clerical supervisor Facilities supervisor Office supervisor	Lower-skilled
4211 Medical secretaries	Clinic coordinator Clinic administrator Medical administrator Medical secretary Secretary (medical practice)	Lower-skilled
4212 Legal secretaries	Legal administrator Legal clerk Legal secretary Secretary (legal services)	Lower-skilled
4213 School secretaries	Clerical assistant (schools) School administrator School secretary Secretary (schools)	Lower-skilled
4216 Receptionists	Dental receptionist Doctor's receptionist Medical receptionist Receptionist Receptionist-secretary	Lower-skilled
4217 Typists and related keyboard occupations	Audio typist Computer operator Typist Typist-clerk Word processor	Lower-skilled
5225 Air-conditioning and refrigeration engineers	Air conditioning engineer Air conditioning fitter Refrigeration engineer Refrigeration technician Service engineer (refrigeration)	Lower-skilled
5237 Rail and rolling stock builders and repairers	Coach repairer (railways) Mechanical fitter (railway and rolling stock) Railway engineer Rolling stock technician	Lower-skilled
5250 Skilled metal, electrical and electronic trades supervisors	Electrical supervisor Maintenance supervisor (manufacturing) Workshop manager	Lower-skilled
5315 Carpenters and joiners	Carpenter Carpenter and joiner Joiner Kitchen fitter Shop fitter	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
5316 Glaziers, window fabricators and fitters	Glass Cutter Glazier Installer (double glazing) Window fabricator Window fitter	Lower-skilled
5321 Plasterers	Fibrous plasterer Plasterer Plastering contractor	Lower-skilled
5322 Floorers and wall tilers	Carpet fitter Ceramic tiler Flooring contractor Mosaic floor layer	Lower-skilled
5323 Painters and decorators	Artexer French polisher Paper hanger Ship sprayer Wood stainer	Lower-skilled
5330 Construction and building trades supervisors	Builder's foreman Construction foreman Construction supervisor Maintenance supervisor Site foreman	Lower-skilled
5435 Cooks	Cook Cook-supervisor Head cook	Lower-skilled
6122 Childminders and related occupations	Au pair Child care assistant Child minder Nanny	Lower-skilled
6125 Teaching assistants	Classroom assistant School assistant Teaching assistant	Lower-skilled
6126 Educational support assistants	Education support assistant Learning support assistant Non-teaching assistant (schools) Special needs assistant (educational establishments) Support assistant (educational establishments)	Lower-skilled
6132 Pest control officers	Fumigator Pest control officer Pest control technician Pest controller	Lower-skilled
6142 Ambulance staff (excluding paramedics)	Ambulance care assistant Ambulance driver Ambulance technician Emergency medical technician	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
6145 Care workers and home carers	Care assistant Care worker Carer Home care assistant Home carer Support worker (nursing home)	Lower-skilled
6147 Care escorts	Bus escort Escort Escort-driver School escort	Lower-skilled
6148 Undertakers, mortuary and crematorium assistants	Crematorium technician Funeral director Pall bearer Undertaker	Lower-skilled
6211 Sports and leisure assistants	Croupier Leisure attendant Lifeguard Sports assistant	Lower-skilled
6212 Travel agents	Reservations clerk (travel) Sales consultant (travel agents) Travel adviser Travel agent Travel consultant	Lower-skilled
6219 Leisure and travel service occupations not elsewhere classified	Bus conductor Holiday representative Information assistant (tourism) Steward (shipping) Tour guide	Lower-skilled
6221 Hairdressers and barbers	Barber Colourist (hairdressing) Hair stylist Hairdresser	Lower-skilled
6222 Beauticians and related occupations	Beautician Beauty therapist Nail technician Tattooist	Lower-skilled
6231 Housekeepers and related occupations	Cook-housekeeper House keeper Lifestyle manager	Lower-skilled
6232 Caretakers	Caretaker Janitor Porter (college) Site manager (educational establishments)	Lower-skilled
6240 Cleaning and housekeeping managers and supervisors	Butler Cleaner-in-charge Cleaning supervisor Domestic supervisor Head house keeper Supervisor (cleaning)	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
7111 Sales and retail assistants	Retail assistant Sales adviser Sales assistant Sales consultant (retail trade) Shop assistant	Lower-skilled
7112 Retail cashiers and check-out operators	Check-out operator Forecourt attendant General assistant (retail trade: check-out) Till operator	Lower-skilled
7113 Telephone salespersons	Sales adviser (telephone sales) Telesales executive Telesales operator	Lower-skilled
7114 Pharmacy and other dispensing assistants	Dispenser Health care assistant (retail chemist) Optical assistant Pharmacy assistant	Lower-skilled
7115 Vehicle and parts salespersons and advisers	Car sales executive Car salesman Parts adviser (retail trade) Parts salesman (motor vehicle repair)	Lower-skilled
7121 Collector salespersons and credit agents	Agent (insurance) Canvasser Collector (insurance) Distributor (door-to-door sales) Insurance agent	Lower-skilled
7122 Debt, rent and other cash collectors	Collecting agent Collector (gas supplier) Debt collector Meter reader Vending operator	Lower-skilled
7123 Roundspersons and van salespersons	Dairyman (retail trade: delivery round) Ice-cream salesman Milkman (milk retailing) Roundsman Van salesman	Lower-skilled
7124 Market and street traders and assistants	Market assistant Market trader Owner (market stall) Stall holder Street trader	Lower-skilled
7129 Sales related occupations not elsewhere classified	Demonstrator Hire controller Sales representative (retail trade)	Lower-skilled
7211 Call and contact centre occupations	Call centre agent Call centre operator Customer service adviser (call centre) Customer service operator	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
7213 Telephonists	Call handler (motoring organisation) Operator (telephone) Switchboard operator (telephone) Telephonist Telephonist-receptionist	Lower-skilled
7214 Communication operators	Call handler (emergency services) Communications operator Control room operator (emergency services) Controller (taxi service)	Lower-skilled
7219 Customer service occupations not elsewhere classified	Customer adviser Customer service administrator Customer service adviser Customer service assistant Customer services representative	Lower-skilled
8111 Food, drink and tobacco process operatives	Baker (food products mfr) Bakery assistant Factory worker (food products mfr) Meat processor Process worker (brewery) Process worker (dairy)	Lower-skilled
8112 Glass and ceramics process operatives	Glass worker Kiln man (glass mfr) Process worker (fibre glass mfr)	Lower-skilled
8113 Textile process operatives	Hosiery worker Machinist (rope, twine mfr) Process worker (textile mfr) Spinner (paper twine mfr)	Lower-skilled
8114 Chemical and related process operatives	Gas producer operator Process technician (chemical mfr) Process worker (cement mfr) Process worker (nuclear fuel production)	Lower-skilled
8115 Rubber process operatives	Disc cutter (rubber mfr) Moulder (rubber goods mfr) Process worker (rubber reclamation) Tyre builder	Lower-skilled
8116 Plastics process operatives	Extrusion operator (plastics mfr) Fabricator (plastics mfr) Injection moulder Laminator (fibreglass) Process worker (plastic goods mfr)	Lower-skilled
8117 Metal making and treating process operatives	Degreaser (metal trades) Foreman (metal refining) Furnaceman (metal trades) Process worker (nickel mfr) Wire drawer	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
8118 Electroplaters	Electroplater Galvaniser Metal sprayer Powder coater	Lower-skilled
8119 Process operatives not elsewhere classified	Melting pot assistant (electric cable) Mixing plant foreman (asphalt mfr) Process worker (electrical engineering) Stone finisher (cast concrete products mfr)	Lower-skilled
8121 Paper and wood machine operatives	Box maker (cardboard) Guillotine operator (printing) Machinist (paper goods mfr) Sawyer Wood machinist	Lower-skilled
8122 Coal mine operatives	Coal miner Colliery worker Driller (coal mine)	Lower-skilled
8123 Quarry workers and related operatives	Derrickman (oil wells) Diamond driller (well sinking) Plant operator (quarry) Quarry operative	Lower-skilled
8125 Metal working machine operatives	Engineer, nos Machinist (metal trades) Metal polisher Process worker (metal trades)	Lower-skilled
8127 Printing machine assistants	Finishing operative (printing) Lithographer (printing) Machinist (printing) Print operator Printer's assistant	Lower-skilled
8129 Plant and machine operatives not elsewhere classified	Bench hand (metal trades) Cable maker (spring mfr) Laser operator Manufacturer (metal goods mfr) Saw doctor	Lower-skilled
8131 Assemblers (electrical and electronic products)	Assembler (electrical, electronic equipment mfr) Line operator (electrical) Solderer Team leader (electrical, electronic equipment mfr: assembly) Technical operator (circuit board mfr)	Lower-skilled
8132 Assemblers (vehicles and metal goods)	Assembler (metal trades) Lineworker (vehicle mfr) Manufacturing operator (metal trades) Process worker (metal trades: assembly) Team leader (motor vehicle mfr: assembly)	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
8133 Routine inspectors and testers	Quality assurance inspector Quality auditor Quality controller Quality inspector Test engineer	Lower-skilled
8134 Weighers, graders and sorters	Grader (food products mfr) Metal sorter Selector (ceramics mfr) Weighbridge clerk Weighbridge operator	Lower-skilled
8135 Tyre, exhaust and windscreen fitters	Tyre and exhaust fitter Tyre fitter Tyre technician Windscreen fitter	Lower-skilled
8137 Sewing machinists	Overlocker Seamstress Sewing machinist Stitcher Upholstery machinist	Lower-skilled
8139 Assemblers and routine operatives not elsewhere classified	Assembler Gluer (furniture mfr) Paint line operator Production assistant Riveter (soft toy mfr)	Lower-skilled
8141 Scaffolders, staggers and riggers	Bell hanger (church bells) Stage rigger (shipbuilding) Tackleman (steelworks)	Lower-skilled
8142 Road construction operatives	Asphalter Concrete finisher (building construction) Highways maintenance hand Paver Road worker	Lower-skilled
8143 Rail construction and maintenance operatives	Line Inspector (railways) Maintenance man (railway maintenance and repair) Relayer (railways) Trackman (railways) Ultrasonic engineer (railway maintenance and repair)	Lower-skilled
8149 Construction operatives not elsewhere classified	Asbestos remover Cable layer Demolition worker Dry liner General handyman Maintenance man Thermal insulation engineer	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
8211 Large goods vehicle drivers	Haulage contractor HGV driver Lorry driver Owner (heavy goods vehicle) Tanker driver	Lower-skilled
8212 Van drivers	Courier driver Delivery driver Driver Parcel delivery driver Van driver	Lower-skilled
8213 Bus and coach drivers	Bus driver Coach driver Coach operator Minibus driver PSV driver	Lower-skilled
8214 Taxi and cab drivers and chauffeurs	Chauffeur Mini cab driver Taxi driver Taxi owner	Lower-skilled
8221 Crane drivers	Crane driver Crane operator Haulage engine driver Winchman	Lower-skilled
8222 Fork-lift truck drivers	Fork lift driver Fork lift truck driver Fork truck operator Stacker-driver	Lower-skilled
8223 Agricultural machinery drivers	Agricultural machinist Attendant (agricultural machinery) Operator (agricultural machinery) Tractor driver (agriculture)	Lower-skilled
8229 Mobile machine drivers and operatives not elsewhere classified	Digger driver Dredger Excavator driver JCB driver Plant operator Rig operator	Lower-skilled
8231 Train and tram drivers	Train driver Train operator Tram driver	Lower-skilled
8233 Air transport operatives	Aircraft dispatcher Baggage handler Cargo handler (airport) Ramp agent Refueller (airport)	Lower-skilled
8234 Rail transport operatives	Railway worker Shunter Signalman (railways) Transport supervisor (railways)	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
8239 Other drivers and transport operatives not elsewhere classified	Bus inspector Operations assistant (freight handling) Test driver (motor vehicle mfr) Transport supervisor Yard foreman (road transport)	Lower-skilled
9111 Farm workers	Agricultural worker Farm labourer Farm worker Herdsman Shepherd	Lower-skilled
9112 Forestry workers	Forestry contractor Forestry worker Lumberjack	Lower-skilled
9120 Elementary construction occupations	Electrician's mate (building construction) Ground worker (building construction) Hod carrier Labourer (building construction)	Lower-skilled
9132 Industrial cleaning process occupations	Cleaner and greaser Factory cleaner Hygiene operator Industrial cleaner	Lower-skilled
9134 Packers, bottlers, canners and fillers	Factory worker (packing) Packaging operator Packer Paint filler	Lower-skilled
9139 Elementary process plant occupations not elsewhere classified	Factory worker Fitter's mate Labourer (engineering) Material handler	Lower-skilled
9211 Postal workers, mail sorters, messengers and couriers	Courier Leaflet distributor Mail sorter Messenger Postman	Lower-skilled
9219 Elementary administration occupations not elsewhere classified	General assistant Office junior Office worker Reprographic technician	Lower-skilled
9231 Window cleaners	Window cleaner Window cleaning contractor	Lower-skilled
9232 Street cleaners	Cleansing operative (street cleaning) Road sweeper Street cleaner	Lower-skilled
9233 Cleaners and domestics	Chambermaid Cleaner Domestic Home help School cleaner	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
9234 Launderers, dry cleaners and pressers	Carpet cleaner Dry cleaner Garment presser Laundry assistant Laundry worker	Lower-skilled
9235 Refuse and salvage occupations	Binman (local government: cleansing department) Hopper attendant (refuse destruction) Refuse disposal operative Salvage worker	Lower-skilled
9236 Vehicle valeters and cleaners	Car wash assistant Carriage service man (railways) Motor car polisher (garage) Vehicle valeter	Lower-skilled
9239 Elementary cleaning occupations not elsewhere classified	Amenity block attendant Chimney cleaner Sweep (chimney) Toilet attendant	Lower-skilled
9241 Security guards and related occupations	CCTV operator Park keeper Private investigator Security guard Security officer	Lower-skilled
9242 Parking and civil enforcement occupations	Car park attendant Community warden Parking attendant Traffic warden	Lower-skilled
9244 School midday and crossing patrol occupations	Dinner lady (schools) Lollipop man Lunchtime supervisor Midday supervisor School crossing patrol	Lower-skilled
9249 Elementary security occupations not elsewhere classified	Bailiff Commissionaire Court usher Door supervisor Doorman	Lower-skilled
9251 Shelf fillers	General assistant (retail trade) Grocery assistant Shelf filler Shelf stacker	Lower-skilled
9259 Elementary sales occupations not elsewhere classified	Code controller (wholesale, retail trade) Home shopper Order picker (retail trade) Trolley assistant (wholesale, retail trade)	Lower-skilled

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Skill level</b>
9260 Elementary storage occupations	Labourer (haulage contractor) Order picker Warehouse assistant Warehouse operator Warehouse supervisor Warehouseman	Lower-skilled
9271 Hospital porters	Hospital porter Porter (hospital service) Portering supervisor (hospital services)	Lower-skilled
9272 Kitchen and catering assistants	Catering assistant Crew member (fast food outlet) Kitchen assistant Kitchen porter	Lower-skilled
9274 Bar staff	Bar supervisor Barmaid Barperson Bartender Glass collector (public house)	Lower-skilled
9275 Leisure and theme park attendants	Arcade assistant Cinema attendant Ride operator Steward (sports ground) Usher Usherette	Lower-skilled
9279 Other elementary services occupations not elsewhere classified	Bingo caller Hotel assistant Night porter Porter (residential buildings) Stage hand (entertainment)	Lower-skilled

**Table 6 - Occupations which are ineligible for Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications for reasons other than skill level**

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Reason for ineligibility</b>
1116 Elected officers and representatives	Councillor (local government) Member of Parliament	Those subject to immigration control cannot stand for elections.
1171 Officers in armed forces	Army officer Flight-lieutenant Squadron-leader	Those subject to immigration control cannot apply for jobs in this occupation.
2444 Clergy	Chaplain Minister (religious organisation) Pastor Priest Vicar	Tier 2 applicants for this occupation must apply in the Tier 2 (Minister of Religion) category.

<b>SOC code and description</b>	<b>Related job titles</b>	<b>Reason for ineligibility</b>
3311 NCOs and other ranks	Aircraftman Aircraft technician (armed forces) Lance-corporal Sergeant (armed forces) Soldier Weapons engineer (armed forces)	Those subject to immigration control cannot apply for jobs in this occupation.
3314 Prison service officers (below principal officer)	Prison custodial officer Prison escort officer Prison officer Prison warden	Those subject to immigration control cannot apply for jobs in this occupation.
3441 Sports players	Cricketer Footballer Golfer	Applicants for this occupation must be sponsored in the Tier 2 (Sportsperson) category or Tier 5 (Temporary Worker) Creative and Sporting category.
3442 Sports coaches, instructors and officials	Referee Riding instructor Sports development officer Swimming teacher	Applicants for this occupation must be sponsored in the Tier 2 (Sportsperson) category or Tier 5 (Temporary Worker) Creative and Sporting category.

**Table 7 - Transition from SOC 2000 to SOC 2010 for applicants continuing to work in the same occupation**

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
1111 Senior officials in national government	RQF 6	1115 Chief executives and senior officials	RQF 6
1112 Directors and chief executives of major organisations	RQF 6	1115 Chief executives and senior officials 1131 Financial managers and directors	RQF 6
1113 Senior officials in local government	RQF 6	1139 Functional managers and directors not elsewhere classified 2424 Business and financial project management professionals	RQF 6
1114 Senior officials of special interest organisations	RQF 6	1139 Functional managers and directors not elsewhere classified 2424 Business and financial project management professionals	RQF 6
1121 Production, works and maintenance managers	RQF 6	1121 Production managers and directors in manufacturing	RQF 6

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
1122 Managers in construction	RQF 6	1122 Production managers and directors in construction 2436 Construction project managers and related professionals	RQF 6
1123 Managers in mining and energy	RQF 6	1123 Production managers and directors in mining and energy 2424 Business and financial project management professionals	RQF 6
1131 Financial managers and chartered secretaries	RQF 6	1131 Financial managers and directors	RQF 6
1132 Marketing and sales managers	RQF 6	1132 Marketing and sales directors	RQF 6
1132 Marketing and sales managers	RQF 6	3545 Sales accounts and business development managers	RQF 6
1133 Purchasing managers	RQF 6	1133 Purchasing managers and directors	RQF 6
1134 Advertising and public relations directors	RQF 6	1134 Advertising and public relations managers 2473 Advertising accounts managers and creative directors	RQF 6
1135 Personnel, training and industrial relations managers	RQF 6	1135 Human resource managers and directors	RQF 6
1135 Personnel, training and industrial relations managers	RQF 6	3563 Vocational and industrial trainers and instructors	RQF 4
1136 Information technology and telecommunications directors	RQF 6	1136 Information and communication technology managers 2133 IT specialist managers 2134 IT project and programme managers	RQF 6
1137 Research and development managers	PhD	1139 Functional managers and directors not elsewhere classified	RQF 6
1137 Research and development managers	PhD	2150 Research and development managers	PhD
1141 Quality assurance managers	RQF 6	2462 Quality assurance and regulatory professionals	RQF 6
1142 Customer care managers	RQF 4	7220 Customer service managers and supervisors	RQF 6
1151 Financial institution managers	RQF 6	1150 Financial institution managers and directors 2424 Business and financial project management professionals 3538 Financial accounts managers	RQF 6
1152 Office managers	RQF 4	3538 Financial accounts managers	RQF 6
1152 Office managers	RQF 4	4161 Office managers	RQF 4
1161 Transport and distribution managers	RQF 6	1161 Managers and directors in transport and distribution	RQF 6
1162 Storage and warehouse managers	RQF 3	1162 Managers and directors in storage and warehousing	RQF 3
1163 Retail and wholesale managers	RQF 3	1190 Managers and directors in retail and wholesale 7130 Sales supervisors	RQF 3

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
1172 Police officers (inspectors and above)	RQF 6	1172 Senior police officers	RQF 6
1173 Senior officers in fire, ambulance, prison and related services	RQF 6	1173 Senior officers in fire, ambulance, prison and related services	RQF 6
1174 Security managers	RQF 4	3319 Protective service associate professionals not elsewhere classified	RQF 4
1181 Health services and public health managers and directors	RQF 6	1181 Hospital and health service managers 2231 Nurses	RQF 6
1182 Pharmacy managers	RQF 6	2213 Pharmacists	RQF 6
1183 Healthcare practice managers	RQF 4	1241 Health care practice managers	RQF 4
1184 Social services managers and directors	RQF 6	1184 Social services managers 2424 Business and financial project management professionals	RQF 6
1185 Residential and day care managers	RQF 4	1242 Residential, day and domiciliary care managers and proprietors	RQF 4
1211 Farm managers	RQF 3	1211 Managers and proprietors in agriculture and horticulture	RQF 4
1212 Natural environment and conservation managers	RQF 6	2141 Conservation professionals 2142 Environment professionals	RQF 6
1219 Managers in animal husbandry, forestry and fishing not elsewhere classified	RQF 4	1211 Managers and proprietors in agriculture and horticulture 1213 Managers and proprietors in forestry, fishing and related services	RQF 4
1219 Managers in animal husbandry, forestry and fishing not elsewhere classified	RQF 4	5119 Agricultural and fishing trades not elsewhere classified	RQF3/ Lower-skilled
1221 Hotel and accommodation managers	RQF 3	1221 Hotel and accommodation managers and proprietors	RQF 3
1222 Conference and exhibition managers	RQF 4	3546 Conference and exhibition managers and organisers	RQF 4
1223 Restaurant and catering managers	RQF 3/ Lower-skilled	1223 Restaurant and catering establishment managers and proprietors 5436 Catering and bar managers	RQF 3/ Lower-skilled
1224 Publicans and managers of licensed premises	RQF 3/ Lower-skilled	1224 Publicans and managers of licensed premises	RQF 3/ Lower-skilled
1225 Leisure and sports managers	RQF 3	1225 Leisure and sports managers	RQF 3
1226 Travel agency managers	RQF 3	1226 Travel agency managers and proprietors	RQF 3
1231 Property, housing and land managers	RQF 4	1251 Property, housing and estate managers	RQF 4
1232 Garage managers and proprietors	RQF 3	1252 Garage managers and proprietors	RQF 3
1233 Hairdressing and beauty salon managers and proprietors	RQF 3	1253 Hairdressing and beauty salon managers and proprietors	RQF 3

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
1234 Shopkeepers and wholesale / retail dealers	RQF 3	1254 Shopkeepers and proprietors - wholesale and retail	RQF 3
1235 Recycling and refuse disposal managers	RQF 4	1255 Waste disposal and environmental services managers	RQF 4
1239 Managers and proprietors in other services not elsewhere classified	RQF 4	1259 Managers and proprietors in other services not elsewhere classified	RQF 4
2111 Chemists	PhD	2111 Chemical scientists	PhD
2112 Biological scientists and research chemists	PhD	2112 Biological scientists and biochemists	PhD
2113 Physicists, geologists and meteorologists	PhD	2113 Physical scientists	PhD
2121 Civil engineers	RQF 6	2121 Civil engineers	RQF 6
2122 Mechanical engineers	RQF 6	2122 Mechanical engineers	RQF 6
2123 Electrical engineers	RQF 6	2123 Electrical engineers	RQF 6
2124 Electronics engineers	RQF 6	2124 Electronics engineers	RQF 6
2125 Chemical engineers	RQF 6	2127 Production and process engineers	RQF 6
2126 Design and development engineers	RQF 6	2126 Design and development engineers	RQF 6
2127 Production and process engineers	RQF 6	2127 Production and process engineers	RQF 6
2128 Planning and quality control engineers	RQF 6	2127 Production and process engineers 2461 Quality control and planning engineers	RQF 6
2128 Planning and quality control engineers	RQF 6	3116 Planning, process and production technicians	RQF 4
2129 Engineering professionals not elsewhere classified	RQF 6	2129 Engineering professionals not elsewhere classified	RQF 6
2131 IT strategy and planning professionals	RQF 6	2139 Information technology and telecommunications professionals not elsewhere classified	RQF 6
2132 Software professionals	RQF 6	2135 IT business analysts, architects and systems designers 2136 Programmers and software development professionals 2139 Information technology and telecommunications professionals not elsewhere classified	RQF 6
2211 Medical practitioners	RQF 6	2211 Medical practitioners	RQF 6
2212 Psychologists	RQF 6	2212 Psychologists	RQF 6
2213 Pharmacists / pharmacologists	RQF 6	2213 Pharmacists	RQF 6
2214 Ophthalmic opticians	RQF 6	2214 Ophthalmic opticians	RQF 6
2215 Dental practitioners	RQF 6	2215 Dental practitioners	RQF 6
2216 Veterinarians	RQF 6	2216 Veterinarians	RQF 6

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
2311 Higher education teaching professionals	PhD	2311 Higher education teaching professionals	PhD
2312 Further education teaching professionals	RQF 6	2312 Further education teaching professionals	RQF 6
2313 Education officers, school inspectors	RQF 6	2318 Education advisers and school inspectors	RQF 6
2314 Secondary education teaching professionals	RQF 6	2314 Secondary education teaching professionals	RQF 6
2315 Primary and nursery education teaching professionals	RQF 6	2315 Primary and nursery education teaching professionals	RQF 6
2316 Special needs education teaching professionals	RQF 6	2316 Special needs education teaching professionals	RQF 6
2317 Registrars and senior administrators of educational establishments	RQF 6	2317 Senior professionals of educational establishments	RQF 6
2319 Teaching professionals not elsewhere classified	RQF 6	2319 Teaching and other educational professionals not elsewhere classified	RQF 6
2321 Scientific researchers	PhD	2119 Natural and social science professionals not elsewhere classified	PhD
2322 Social science researchers	PhD	2114 Social and humanities scientists	PhD
2329 Researchers not elsewhere classified	PhD	2119 Natural and social science professionals not elsewhere classified	PhD
2329 Researchers not elsewhere classified	PhD	2426 Business and related research professionals	RQF 6
2411 Solicitors and lawyers, judges and coroners	RQF 6	2412 Barristers and judges 2413 Solicitors 2419 Legal professionals not elsewhere classified	RQF 6
2419 Legal professionals not elsewhere classified	RQF 6	2419 Legal professionals not elsewhere classified	RQF 6
2421 Chartered and certified accountants	RQF 6	2421 Chartered and certified accountants	RQF 6
2422 Management accountants	RQF 6	2421 Chartered and certified accountants	RQF 6
2423 Management consultants, actuaries, economists and statisticians	RQF 6	2423 Management consultants and business analysts 2425 Actuaries, economists and statisticians	RQF 6
2431 Architects	RQF 6	2431 Architects	RQF 6
2432 Town planners	RQF 6	2432 Town planning officers	RQF 6
2433 Quantity surveyors	RQF 6	2433 Quantity surveyors	RQF 6
2434 Chartered surveyors (not quantity surveyors)	RQF 6	2434 Chartered surveyors	RQF 6
2441 Public service administrative professionals	RQF 6	2429 Business, research and administrative professionals not elsewhere classified	RQF 6
2442 Social workers	RQF 6	2442 Social workers	RQF 6
2443 Probation officers	RQF 6	2443 Probation officers	RQF 6

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
2451 Librarians	RQF 6	2451 Librarians	RQF 6
2452 Archivists and curators	RQF 6	2452 Archivists and curators	RQF 6
3111 Laboratory technicians	RQF 3	3111 Laboratory technicians	RQF 3
3112 Electrical / electronics technicians	RQF 3	3112 Electrical and electronics technicians	RQF 3
3113 Engineering technicians	RQF 3	3113 Engineering technicians	RQF 3
3114 Building and civil engineering technicians	RQF 3	3114 Building and civil engineering technicians	RQF 3
3115 Quality assurance technicians	RQF 3	3115 Quality assurance technicians	RQF 3
3119 Science, engineering and production technicians not elsewhere classified	RQF 3	3116 Planning, process and production technicians	RQF 4
3119 Science, engineering and production technicians not elsewhere classified	RQF 3	3119 Science and engineering technicians not elsewhere classified	RQF 3
3121 Architectural and town planning technicians	RQF 4	2435 Chartered architectural technologists	RQF 6
3121 Architectural and town planning technicians	RQF 4	3121 Architectural technologists and town planning technicians	RQF 4
3122 Draughtspersons	RQF 3	3122 Draughtspersons	RQF 3
3123 Building inspectors	RQF 4	3565 Inspectors of standards and regulations	RQF 4
3131 IT operations technicians	RQF 4	3131 IT operations technicians	RQF 4
3132 IT user support technicians	RQF 3/ Lower-skilled	3132 IT user support technicians	RQF 3/ Lower-skilled
3211 Nurses	RQF 6	2231 Nurses	RQF 6
3212 Midwives	RQF 6	2232 Midwives	RQF 6
3213 Paramedics	RQF 4	3213 Paramedics	RQF 6
3214 Medical radiographers	RQF 6	2217 Medical radiographers	RQF 6
3215 Chiropodists	RQF 6	2218 Podiatrists	RQF 6
3216 Dispensing opticians	RQF 3	3216 Dispensing opticians	RQF 3
3217 Pharmaceutical dispensers	RQF3/ Lower-skilled	3217 Pharmaceutical technicians	RQF3/ Lower-skilled
3218 Medical and dental technicians	RQF 4	2219 Health professionals not elsewhere classified	RQF 6
3218 Medical and dental technicians	RQF 4	3218 Medical and dental technicians	RQF 4
3221 Physiotherapists	RQF 6	2221 Physiotherapists	RQF 6
3222 Occupational therapists	RQF 6	2222 Occupational therapists	RQF 6
3223 Speech and language therapists	RQF 6	2223 Speech and language therapists	RQF 6
3229 Therapists not elsewhere classified	RQF 6	2229 Therapy professionals not elsewhere classified	RQF 6

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
3229 Therapists not elsewhere classified	RQF 6	3219 Health associate professionals not elsewhere classified	RQF 4
3231 Youth and community workers	RQF 3	2449 Welfare professionals not elsewhere classified	RQF 6
3231 Youth and community workers	RQF 3	3231 Youth and community workers 3239 Welfare and housing associate professionals not elsewhere classified	RQF 3
3232 Housing and welfare officers	RQF 3	3234 Housing officers 3235 Counsellors 3239 Welfare and housing associate professionals not elsewhere classified	RQF 3
3312 Police officers (sergeant and below)	RQF 3	3312 Police officers (sergeant and below)	RQF 3
3313 Fire service officers (leading fire officer and below)	RQF 3	3313 Fire service officers (watch manager and below)	RQF 3
3319 Protective service associate professionals not elsewhere classified	RQF 4	3319 Protective service associate professionals not elsewhere classified	RQF 4
3411 Artists	RQF 4	3411 Artists	RQF 4
3412 Authors, writers	RQF 4	3412 Authors, writers and translators	RQF 4
3413 Actors, entertainers	RQF 4	3413 Actors, entertainers and presenters	RQF 4
3414 Dancers and choreographers	RQF 4	3414 Dancers and choreographers	RQF 4
3415 Musicians	RQF 6	3415 Musicians	RQF 6
3416 Arts officers, producers and directors	RQF 6	3416 Arts officers, producers and directors	RQF 6
3421 Graphic designers	RQF 3	2137 Web design and development professionals	RQF 6
3421 Graphic designers	RQF 3	3421 Graphic designers	RQF 3
3422 Product, clothing and related designers	RQF 4	3422 Product, clothing and related designers	RQF 4
3431 Journalists, newspaper and periodical editors	RQF 6	2471 Journalists, newspaper and periodical editors	RQF 6
3432 Broadcasting associate	RQF 6	3416 Arts officers, producers and professionals directors	RQF 6
3433 Public relations officers	RQF 6	2472 Public relations professionals	RQF 6
3434 Photographers and audio-visual equipment operators	RQF3/ Lower-skilled	3417 Photographers, audio-visual and broadcasting equipment operators	RQF3/ Lower-skilled
3443 Fitness instructors	RQF 3	3443 Fitness instructors	RQF 3
3511 Air traffic controllers	RQF 3	3511 Air traffic controllers	RQF 3
3512 Aircraft pilots and flight engineers	RQF 6	3512 Aircraft pilots and flight engineers	RQF 6
3513 Ship and hovercraft officers	RQF 4	3513 Ship and hovercraft officers	RQF 4
3520 Legal associate professionals	RQF 3	3520 Legal associate professionals	RQF 3
3531 Estimators, valuers and assessors	RQF 4	3531 Estimators, valuers and assessors	RQF 4

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
3532 Brokers	RQF 6	3532 Brokers	RQF 6
3533 Insurance underwriters	RQF 3	3533 Insurance underwriters	RQF 3
3534 Finance and investment analysts / advisers	RQF 6	3534 Finance and investment analysts and advisers	RQF 6
3535 Taxation experts	RQF 6	3535 Taxation experts	RQF 6
3536 Importers, exporters	RQF 3	3536 Importers and exporters	RQF 3
3537 Financial and accounting technicians	RQF 4	3537 Financial and accounting technicians	RQF 4
3539 Business and related associate professionals not elsewhere classified	RQF 4	3539 Business and related associate professionals not elsewhere classified 3546 Conference and exhibition managers and organisers	RQF 4
3541 Buyers and purchasing officers	RQF 4	3541 Buyers and procurement officers	RQF 4
3542 Sales representatives	RQF 3	3542 Business sales executives 4151 Sales administrators	RQF 3
3543 Marketing associate professionals	RQF 4	3543 Marketing associate professionals	RQF 4
3544 Estate agents, auctioneers	RQF 3	3544 Estate agents and auctioneers	RQF 3
3551 Conservation and environmental protection officers	RQF 4	2141 Conservation professionals 2142 Environment professionals	RQF 6
3552 Countryside and park rangers	RQF 3	3550 Conservation and environmental associate professionals	RQF 3
3561 Public services associate professionals	RQF 4	2429 Business, research and administrative professionals not elsewhere classified	RQF 6
3561 Public services associate professionals	RQF 4	3561 Public service associate professionals	RQF 4
3562 Personnel and industrial relations officers	RQF 3	3562 Human resources and industrial relations officers	RQF 3
3563 Vocational and industrial trainers and instructors	RQF 3	3563 Vocational and industrial trainers and instructors	RQF 4
3564 Careers advisers and vocational guidance specialists	RQF 4	3564 Careers advisers and vocational guidance specialists	RQF 4
3565 Inspectors of factories, utilities and trading standards	RQF 6	3565 Inspectors of standards and regulations	RQF 4
3566 Statutory examiners	RQF 4	3565 Inspectors of standards and regulations	RQF 4
3567 Occupational hygienists and safety officers (health and safety)	RQF 4	2219 Health professionals not elsewhere classified	RQF 6
3567 Occupational hygienists and safety officers (health and safety)	RQF 4	3567 Health and safety officers	RQF 4
3568 Environmental health officers	RQF6	2463 Environmental health professionals 3565 Inspectors of standards and regulations	RQF 6
4111 Civil Service executive officers	RQF 3	3561 Public services associate professionals	RQF 4
4111 Civil Service executive officers	RQF 3	4112 National government administrative occupations	RQF 3

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
4114 Officers of non-governmental organisations	RQF 3	4114 Officers of non-governmental organisations	RQF 3
4134 Transport and distribution clerks	RQF 3	4134 Transport and distribution clerks and assistants	RQF 3
4137 Market research interviewers	RQF 3	7215 Market research interviewers	RQF 3
4214 Company secretaries	RQF 3	4214 Company secretaries	RQF 3
4215 Personal assistants and other secretaries	RQF 3	4215 Personal assistants and other secretaries	RQF 3
5111 Farmers	RQF 3/ Lower-skilled	5111 Farmers	RQF3/ Lower-skilled
5112 Horticultural trades	RQF 3/ Lower-skilled	5112 Horticultural trades	RQF3/ Lower-skilled
5113 Gardeners and landscape gardeners	RQF 3/ Lower-skilled	5113 Gardeners and groundsmen / groundswomen 5114 Groundsmen and greenkeepers	RQF3/ Lower-skilled
5119 Agricultural and fishing trades not elsewhere classified	RQF 3/ Lower-skilled	5119 Agricultural and fishing trades not elsewhere classified 6139 Animal care services occupations not elsewhere classified	RQF3/ Lower-skilled
5211 Smiths and forge workers	RQF 3	5211 Smiths and forge workers	RQF 3
5212 Moulders, core makers, die casters	RQF3/ Lower-skilled	5212 Moulders, core makers and die casters	RQF3/ Lower-skilled
5213 Sheet metal workers	RQF 3	5213 Sheet metal workers	RQF 3
5214 Metal plate workers, and riveters	RQF3/ Lower-skilled	5214 Metal plate workers, shipwrights, riveters 5236 Boat and ship builders and repairers	RQF3/ Lower-skilled
5215 Welding trades	RQF3/ Lower-skilled	5215 Welding trades	RQF3/ Lower-skilled
5216 Pipe fitters	RQF3/ Lower-skilled	5216 Pipe fitters	RQF3/ Lower-skilled
5221 Metal machining setters and setter-operators	RQF 3	5221 Metal machining setters and setter-operators	RQF 3
5222 Tool makers, tool fitters and markers-out	RQF 3	5222 Tool makers, tool fitters and markers-out	RQF 3
5223 Metal working production and maintenance fitters	RQF3/ Lower-skilled	5223 Metal working production and maintenance fitters 5235 Aircraft maintenance and related trades	RQF3/ Lower-skilled
5224 Precision instrument makers and repairers	RQF 3	5224 Precision instrument makers and repairers	RQF 3

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
5231 Motor mechanics, auto engineers	RQF 3	5231 Vehicle technicians, mechanics and electricians	RQF 3
5232 Vehicle body builders and repairers	RQF 3	5232 Skilled metal, electrical and electronic trades supervisors	RQF 3
5233 Auto electricians	RQF 3	5231 Vehicle technicians, mechanics and electricians	RQF 3
5234 Vehicle spray painters	RQF 3	5234 Vehicle paint technicians	RQF 3
5241 Electricians, electrical fitters	RQF3/ Lower-skilled	5241 Electricians and electrical fitters	RQF3/ Lower-skilled
5242 Telecommunications engineers	RQF 3	5242 Telecommunications engineers	RQF 3
5243 Lines repairers and cable jointers	RQF3/ Lower-skilled	5249 Electrical and electronic trades not elsewhere classified	RQF3/ Lower-skilled
5244 TV, video and audio engineers	RQF 3	5244 TV, video and audio engineers	RQF 3
5245 Computer engineers, installation and maintenance	RQF 3	3132 IT user support technicians	RQF 3
5245 Computer engineers, installation and maintenance	RQF 3	5245 IT engineers	RQF3/ Lower-skilled
5249 Electrical / electronics engineers not elsewhere classified	RQF 3	5249 Electrical and electronic trades not elsewhere classified	RQF3/ Lower-skilled
5311 Steel erectors	RQF 3	5311 Steel erectors	RQF 3
5312 Bricklayers, masons	RQF3/ Lower-skilled	5312 Bricklayers and masons	RQF3/ Lower-skilled
5313 Roofers, roof tilers and slaters	RQF 3	5313 Roofers, roof tilers and slaters	RQF 3
5314 Plumbers, heating and ventilating engineers	RQF 3	5314 Plumbers and heating and ventilating engineers	RQF 3
5319 Construction trades not elsewhere classified	RQF 3	5319 Construction and building trades not elsewhere classified	RQF 3
5411 Weavers and knitters	RQF 3	5411 Weavers and knitters	RQF 3
5412 Upholsterers	RQF 3	5412 Upholsterers	RQF 3
5413 Leather and related trades	RQF 3	5413 Footwear and leather working trades	RQF 3
5414 Tailors and dressmakers	RQF3/ Lower-skilled	5414 Tailors and dressmakers	RQF3/ Lower-skilled
5419 Textiles, garments and related trades not elsewhere classified	RQF3/ Lower-skilled	5419 Textiles, garments and related trades not elsewhere classified	RQF3/ Lower-skilled
5421 Originators, composers and print preparers	RQF 3	5421 Pre-press technicians	RQF 3
5422 Printers	RQF 3	5422 Printers	RQF 3

<b>SOC 2000 code and description, as stated on previous Certificate of Sponsorship</b>	<b>Skill level (SOC 2000)</b>	<b>SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship</b>	<b>Skill level (SOC 2010)</b>
5423 Bookbinders and print finishers	RQF 3	5423 Print finishing and binding workers	RQF 3
5424 Screen printers	RQF 3	5422 Printers	RQF 3
5431 Butchers, meat cutters	RQF 3	5431 Butchers	RQF 3
5432 Bakers, flour confectioners	RQF 3	5432 Bakers and flour confectioners	RQF 3
5433 Fishmongers, poultry dressers	RQF3/ Lower-skilled	5433 Fishmongers and poultry dressers	RQF3/ Lower-skilled
5434 Chefs, cooks	RQF3/ Lower-skilled	5434 Chefs	RQF3/ Lower-skilled
5491 Glass and ceramics makers, decorators and finishers	RQF 3	5441 Glass and ceramics makers, decorators and finishers	RQF 3
5492 Furniture makers, other craft woodworkers	RQF 3	5442 Furniture makers and other craft woodworkers	RQF 3
5493 Pattern makers (moulds)	RQF 3	5449 Other skilled trades not elsewhere classified	RQF 3
5494 Musical instrument makers and tuners	RQF 3	5449 Other skilled trades not elsewhere classified	RQF 3
5495 Goldsmiths, silversmiths, precious stone workers	RQF 3	5449 Other skilled trades not elsewhere classified	RQF 3
5496 Floral arrangers, florists	RQF3/ Lower-skilled	5443 Florists	RQF3/ Lower-skilled
5499 Hand craft occupations not elsewhere classified	RQF 3	5449 Other skilled trades not elsewhere classified	RQF 3
6111 Nursing auxiliaries and assistants	RQF3/ Lower-skilled	6141 Nursing auxiliaries and assistants	RQF3/ Lower-skilled
6113 Dental nurses	RQF3/ Lower-skilled	6143 Dental nurses	RQF3/ Lower-skilled
6114 Houseparents and residential wardens	RQF 3	6144 Houseparents and residential wardens	RQF 3
6115 Care assistants and home carers	RQF3/ Lower-skilled	6146 Senior care workers	RQF3/ Lower-skilled
6121 Nursery nurses	RQF3/ Lower-skilled	6121 Nursery nurses and assistants	RQF3/ Lower-skilled
6123 Playgroup leaders / assistants	RQF3/ Lower-skilled	6123 Playworkers	RQF3/ Lower-skilled
6131 Veterinary nurses	RQF 3	6131 Veterinary nurses	RQF 3
6131 Veterinary nurses	RQF 3	6139 Animal care services occupations not elsewhere classified	RQF3/ Lower-skilled

SOC 2000 code and description, as stated on previous Certificate of Sponsorship	Skill level (SOC 2000)	SOC 2010 code(s) and description(s), the most relevant of which must be stated on new Certificate of Sponsorship	Skill level (SOC 2010)
6214 Air travel assistants	RQF 3	6214 Air travel assistants	RQF 3
6215 Rail travel assistants	RQF 3	6215 Rail travel assistants	RQF 3
7125 Merchandisers and window dressers	RQF 3	7125 Merchandisers and window dressers	RQF 3
8124 Energy plant operatives	RQF 3	8124 Energy plant operatives	RQF 3
8126 Water and sewerage plant operatives	RQF 3	8126 Water and sewerage plant operatives	RQF 3
8215 Driving instructors	RQF 3	8215 Driving instructors	RQF 3
8217 Seafarers (merchant navy); barge, lighter and boat operatives	RQF3/ Lower-skilled	8232 Marine and waterways transport operatives	RQF3/ Lower-skilled
9119 Fishing and agriculture related occupations not elsewhere classified	RQF3/ Lower-skilled	9119 Fishing and other elementary agriculture occupations not elsewhere classified	RQF3/ Lower-skilled
9224 Waiters, Waitresses	RQF3/ Lower-skilled	9273 Waiters and waitresses	RQF3/ Lower-skilled

**Table 8 - Creative sector codes of practice**

<b>Ballet</b>	
Appropriate salary rate	Payment should be commensurate with industry standards set out at: <a href="http://www.equity.org.uk">www.equity.org.uk</a> ;

<b>Ballet</b>	
Exemptions from advertising for those deemed to be making an additional contribution to the UK labour market	<p>1. The dancer is required for continuity The applicant has worked for a period of one month or more during the past year on the same production outside the UK prior to coming to the UK. The “same production” means one which is largely the same in terms of direction and design as the production outside the UK. The Sponsor must be able to supply proof that the dancer is currently working, or has worked, on the same production outside the UK and has done so, or did so, for at least one month during the past year, e.g. contract of employment, press cuttings, cast list.</p> <p>2. The dancer has international status The applicant is internationally famous in their field. (This is different to being well-known only in one country). The Sponsor must be able to supply proof that the dancer has international status, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes.</p> <p>3. The dancer is engaged by a unit company A unit company is a ballet company which exists in a country outside the UK and has put on at least one production in that country. The Sponsor must be able to supply proof that the company has put on at least one production in its home country, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes; and proof that the applicant is engaged by the unit company for the production in the UK, e.g. contract of employment.</p> <p>4. The dancer is recruited from a specified school for a specified company The applicant is recruited from: (a) the English National Ballet School for English National Ballet; (b) the Royal Ballet School for the Royal Ballet; or (c) the Royal Ballet School or Elmhurst School for Dance for Birmingham Royal Ballet. The Sponsor must be able to supply proof that, at the time of recruitment, the applicant was or recently had been a student at the school concerned, e.g. a letter of confirmation from the school, and proof that the applicant has been engaged by the company concerned, e.g. contract of employment, letter of confirmation from the company.</p>
Required advertising media for other posts	At least one of: <ul style="list-style-type: none"> <li>• The Stage</li> <li>• Dance Europe</li> <li>• The Spotlight Link</li> </ul>
<b>Dancers (in dance forms other than ballet)</b>	
Appropriate salary rate	Payment should be commensurate with industry standards set out at: <a href="http://www.equity.org.uk">www.equity.org.uk</a> ;

<b>Dancers (in dance forms other than ballet)</b>	
Exemptions from advertising for those deemed to be making an additional contribution to the UK labour market	<p>1. The dancer is required for continuity The applicant has worked for a period of one month or more during the past year on the same production outside the UK prior to it coming to the UK. The “same production” means one which is largely the same in terms of direction and design as the production outside the UK. The Sponsor must be able to supply proof that the dancer is currently working or has worked on the same production outside the UK and has done so, or did so, for at least one month during the past year, e.g. contract of employment, press cuttings, cast list.</p> <p>2. The dancer has international status The applicant is internationally famous in their field. (This is different to being well-known only in one country.) The Sponsor must be able to supply proof that the dancer has international status, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes.</p> <p>3. The dancer is engaged by a unit company A unit company is a dance company which exists in a country outside the UK and has put on at least one production in that country. The Sponsor must be able to supply proof that the company has put on at least one production in its home country, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes; and proof that the individual is engaged by the unit company for the production in the UK, e.g. contract of employment.</p> <p>4. The dancer performs in a certain style unlikely to be available in the EEA It would not be reasonable to expect the sponsor to engage an EEA national because a style is required which would be unlikely to be available in the EEA labour force. The Sponsor must be able to supply proof that: (a) a certain style is required; and (b) the individual performs in that style, e.g. press cuttings, awards, publicity material, proof of training.</p>
Required advertising media for other posts At least one of:	<p>Dance agencies The Stage Dance Europe Juice The Spotlight</p>
<b>Performers in film and television</b>	
Appropriate salary rate	Payment should be at least at the level of the appropriate UK market rates, which can be obtained from Equity at <a href="http://www.equity.org.uk">www.equity.org.uk</a> or from 020 767 00246. No worker may be paid less
Exemptions from advertising for those deemed to be making an additional	<p>1. The work is for continuity The Sponsor must be able to supply proof that the overseas national has worked on, or will be working on the same production overseas for at least one month. Where a Sponsor wishes to issue a Certificate of Sponsorship for reasons of continuity involving a performer that has worked on the same piece of work overseas for less than one month, the Sponsor must notify Equity at least 5 working days prior to the issuing of the certificate with details of the filming schedules. This is in order to verify that the migrant is being genuinely engaged for reasons of continuity. Sponsors may issue Certificates of Sponsorship for performers to enter the UK to</p>

<p><b>Performers in the UK and television market</b></p>	<p>undertake post-production work only and provided that such post-production work solely relates to their own role in the film or TV production. For such Certificate of Sponsorship, neither the one month requirement nor prior notice to Equity procedure applies. The Sponsor must be able to supply documentary proof that the performer has worked on, or will be working on, the same production outside the UK for at least a month e.g. contracts, press cuttings, cast lists, etc.</p> <p>2. The performer has international status The Sponsor must be able to provide proof the applicant is known internationally, or they have demonstrable international box-office appeal e.g. press cuttings, awards, accolades, publicity material, television/radio interviews, film and TV credits; or documentary proof that the performer has demonstrable international box-office appeal through international box office figures for films they have starred in or led as a principal performer.</p> <p>3. Highly specialist or unusual roles For certain highly specialist or unusual roles, it may not be possible or reasonable to recruit from the EEA because the role requires specific or specialist attributes, including but not limited to: physical appearance; physical talent and linguistic or vocal skills. In such circumstances, where appropriate, Sponsors should first attempt to conduct searches in the EEA as set out in category 3 to a reasonable degree. However, it is recognised that the extent of such searches within the EEA shall be proportionate to the rarity and specialty of the attributes of the role. The Sponsor must be able to provide proof:</p> <ul style="list-style-type: none"> <li>• that the role requires certain highly specialist attributes; and</li> <li>• that the performer possesses those attributes; and</li> <li>• of the casting process and casting considerations; and</li> <li>• of reasonable and appropriate searches in the EEA (if applicable); and</li> <li>• a list of any EEA candidates who were unavailable at the required time.</li> </ul> <p>4. Featured guest in an entertainment programme, or subject of a factual programme The applicant must be a featured guest on an entertainment programme or subject of a factual programme. For example, actors, comedians or other performers booked to appear on a chat show or a professional variety show, or scheduled to be subject of an arts programme or documentary. The Sponsor must be able to provide:</p> <ul style="list-style-type: none"> <li>• A formal letter from the broadcaster or producer or copy of the relevant section of the commissioning agreement confirming the reason the migrant is required (e.g. to feature in an entertainment programme); and</li> <li>• The name of the programme concerned; and</li> <li>• Details of any recording or filming schedules.</li> </ul> <p>5. Performers who are tied to the finance of the production The applicant must be necessary to a production because the finance is contingent on the particular performer being cast in the film or TV production. The Sponsor must be able to provide a formal letter of confirmation from the production's principal financier.</p> <p>6. Performers who do not meet the key criteria but who are commercially important The applicant must be commercially important to the production. This may be demonstrated by a formal letter in support from a principal financier, or distributor. The Sponsor must give prior notice to Equity providing supporting evidence detailing: description of the role and film, and the reasons why advertising was not appropriate and a letter in support. The sponsor must provide Equity with:</p>
--	--

<b>Performers in film and television</b>	
	<ul style="list-style-type: none"> <li>• the details of the performer(s) required, role, description of the production; and</li> <li>• the reasons why the role has not been advertised; and,</li> <li>• a formal letter in support of the migrant from a financier or distributor; and</li> <li>• if the performer is an up-and-coming performer, or cast to appeal to a particular overseas audience, then evidence of their CV, reviews, previous work, awards/accolades, and/or evidence of audience appeal would be required.</li> </ul> <p>7. International Co-productions</p> <p>Sponsors issuing CoSs to performers taking part in international co-productions structured under one of the UK's bilateral co-production treaties, or under the European Convention on Cinematographic Co-Production, need to provide the following evidence:</p> <ul style="list-style-type: none"> <li>• Provisional approval from the UK Film Council certification department that the film is being structured as an official co-production; or</li> <li>• Interim certification from the UK Film Council Certification Department.</li> </ul>
Required advertising media for other posts	A resident labour search in accordance with standard industry practice, which will normally involve engagement of casting agents within the EEA and contacting performers' agents, and may include advertising on Equity's job information service
Additional evidence required for stunt performers	The sponsor must also demonstrate that the applicant possesses the equivalent qualifications, skills and competence to UK industry standards. This may be demonstrated by either 1) a reference in support from a UK-based expert with demonstrable knowledge of the UK stunt industry; or 2) evidence of competence at a level equivalent to UK industry
<b>Performers in theatre or opera</b>	
Appropriate salary rate	Payment should be commensurate with industry standards set out at: <a href="http://www.equity.org.uk">www.equity.org.uk</a> ;

<b>Performers in theatre or opera</b>	
Exemptions from advertising for those deemed to be making an additional contribution to the UK labour market	<p>1. The performer is required for continuity The applicant has worked for a period of one month or more during the past year, on the same production outside the UK prior to it coming to the UK. The “same production” means one which is largely the same in terms of direction and design as the production outside the UK. The Sponsor must be able to provide proof that the performer is currently working, or has worked, on the same production outside the UK and has done so, or did so, for at least one month during the past year, e.g. contract of employment, press cuttings, cast list.</p> <p>2. The performer has international status The applicant is internationally famous in his field. (This is different to being well-known only in one country.) The Sponsor must be able to provide proof that the performer has international status, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes.</p> <p>3. The performer is engaged by a unit company A unit company is a theatre or opera company which exists in a country outside the UK and has put on at least one production in that country. The Sponsor must be able to provide proof that the company has put on at least one production in its home country, e.g. press cuttings, awards, publicity material, television/radio interviews, programmes; and proof that the individual is engaged by the unit company for the production in the UK, e.g. contract of employment.</p> <p>4. The performer has a certain attribute unlikely to be available in the EEA The role requires an attribute which would be unlikely to be available in the EEA labour force, e.g. a certain physical appearance, physical talent, or linguistic or vocal skill. The Sponsor must be able to provide proof that (a) the role requires a certain attribute; and (b) the individual has that attribute.</p> <p>5. The performer is the subject of an exchange under one of the UK theatre industry’s exchange programmes The applicant satisfies the requirements of either of the exchange programmes with the United States and Australia operated by the theatre industry. Sponsors wishing to use this category must contact Equity in the first instance: Stephen Spence at <a href="mailto:sspence@equity.org.uk">sspence@equity.org.uk</a> or on 020 76700233.</p>
Required advertising media for other posts	<p>At least one of:</p> <ul style="list-style-type: none"> <li>• The Stage</li> <li>• PCR</li> </ul>
<b>Workers in film and television</b>	
Appropriate salary rate	Payment of migrant workers in all cases must not be below the UK market rates found on the PACT and BECTU websites at <a href="http://www.pact.co.uk">www.pact.co.uk</a> and <a href="http://www.bectu.org.uk">www.bectu.org.uk</a> . No worker may be paid less
Exemptions from advertising for those	<p>1. The worker is a Senior Creative Grade The applicant must possess the skills and experience of a Senior Creative Grade for the following roles:</p> <ul style="list-style-type: none"> <li>• Producer</li> </ul>

<p><b>Workers in film and television</b></p>	
<p>additional contribution to the UK labour market</p>	<ul style="list-style-type: none"> <li>• Director</li> <li>• Director of Photography (Cinematographer)</li> <li>• Production Designer</li> <li>• Costumer Designer</li> <li>• Hair/Make Up Supervisor</li> <li>• Editor</li> <li>• Composer</li> <li>• Visual Effects Supervisor</li> <li>• Sound Designer</li> <li>• Script Writer</li> </ul> <p>The Sponsor must be able to provide documentary proof that the worker has the skills and experience in that role e.g. film and TV credits, qualifications, CV, press cuttings, awards, accolades, publicity material, television/radio interviews.</p> <p>2. The worker is required for production continuity</p> <p>The applicant must be providing significant creative input and have worked on or will be working in a post involving creative input on the same piece of work overseas for at least one month. The sponsor must demonstrate that the applicant has a direct working relationship with a Senior Creative Grade as listed in Category 1. For example, a first assistant editor might work directly with an Editor on the same piece of work overseas. No more than one additional worker may be sponsored in addition to a Senior Creative Grade, other than in exceptional circumstances, where there is a case based on production continuity. Sponsors must be able to provide:</p> <ul style="list-style-type: none"> <li>• Evidence that the role involves creative input and the worker possesses the skills and qualifications for the role, e.g. copies of qualifications, CV, credits, press cuttings, awards, accolades; and</li> <li>• Evidence that the worker is currently, or has worked on, or will be working on the same production outside the UK for at least a month and evidence of current working relationship with a key Creative grade in Category 1 i.e. contracts, letters of engagement, casting lists, CV, references in support, credits, press cuttings; and</li> <li>• In the circumstances where more than one additional worker is sponsored, the case must be set out in supporting documentation from the Sponsor.</li> </ul> <p>3. Other key creative workers</p> <p>The applicant must be providing key creative input and have a significant previous working relationship with a Senior Creative Grade as listed in Category 1. A “significant” previous working relationship entails an established pattern of joint working on a number of previous productions rather than isolated or random examples. No more than one additional worker may be sponsored in addition to a Senior Creative Grade, other than in exceptional circumstances, where there is a creative case.</p> <p>The Home Office will notify BECTU promptly of the issuing of certificates of sponsorship for camera, editing and grip grades, and 1st Assistant Directors and BECTU may request sight of the evidence in support for such grades.</p> <p>The Home Office will notify the Production Guild promptly of the issuing of certificates of sponsorship for the following grades: Executive Producer (when providing the functions of a Line Producer or Financial Controller/Production Accountant), Line Producer, Co-Producer, 1st Assistant Director, Unit Production Manager, Production Supervisor, Financial Controller, Production Accountant and the Production Guild may request sight of the evidence in support</p>

<b>Workers in film and television</b>	
	<p>for such roles.</p> <p>Sponsors must be able to provide:</p> <ul style="list-style-type: none"><li>• Evidence that the applicant is in a creative or technical role and possesses the skills and qualifications for the role, e.g. copies of qualifications, CV, credits, press cuttings, awards, accolades etc; and</li><li>• Evidence of the applicant’s previous working relationship with a key Creative Grade in category 1.e.g. CV, references in support, credits, press cuttings; and</li><li>• In the circumstances where more than one additional worker is sponsored per Department head, the case must be set out in a supporting documentation from the Sponsor.</li></ul> <p>4. The role is highly specialist, where advertising is demonstrably not appropriate For certain highly specialist roles, it would not be reasonable to expect an employer to undertake a resident labour market search. One example would be a role which requires particular attributes considered unlikely to be available from the resident labour force, for example where the role involves the application of highly specialist skills or new technology or proprietary technology or special effect, or unique knowledge. The Sponsor must be able to provide documentary proof that it would not be reasonable to expect the sponsor to undertake a resident labour market search e.g. in relation to the above example, proof that the role requires certain highly specialised skills e.g. job description; and that the applicant possesses those skills e.g. qualifications, CV, credits. For all roles under this category, UKBA will notify BECTU promptly of the issuing of certificates of sponsorship and BECTU may request sight of the evidence in support for such grades.</p> <p>5. International Co-productions Sponsors issuing certificates of sponsorship to workers taking part in international co-productions structured under one of the UK’s bilateral co-production treaties, or under the European Convention on Cinematographic Co-Production, need to provide the following evidence:</p> <ul style="list-style-type: none"><li>• Provisional approval from the UK Film Council certification department that the film is being structured as an official co-production; or</li><li>• Interim certification from the UK Film Council Certification Department.</li></ul>

<b>Workers in film and television</b>	
Required advertising media for other posts	<ul style="list-style-type: none"> <li>• For roles where formal advertising is not the usual industry practice for recruiting for a particular role: For these roles, the sponsor must carry out suitable and reasonable searches of the resident labour market, such as contacting agents, organisations, diary services or semi-formal worker networks. Where such informal recruitment methods are used, the sponsor must demonstrate a reasonable period within which it has searched the resident labour market, this should be for a least a period of two weeks.</li> <li>• Where formal advertising is usual for a role: For these roles, the sponsor must advertise the role to suitably qualified resident workers in an appropriate journal, newspaper, website or online directory. The choice of advertising medium should be appropriate for the particular role. The following advertising media may be appropriate: searching relevant online directories such as the Knowledge Online, Production Base, or through industry organisations such as the Production Guild. Other forms of advertising may be appropriate depending on the type of role. For longer terms contracts, advertisements in Guardian Media, Broadcast, Screen International, Marketing Week would be appropriate.</li> </ul> <p>Under this category, in the case of camera, editing and grip grades, and 1st Assistant Directors, the Home Office shall promptly notify BECTU of the issuing of certificates of sponsorship and BECTU may request sight of the evidence of the steps to search for resident labour for these roles.</p> <p>Under this category, in the case of Executive Producer (when providing the functions of a Line Producer or Financial Controller/Production Accountant) Line Producer, Co-Producer, 1st Assistant Director, Unit Production Manager, Production Supervisor, Financial Controller, Production Accountant grades, the Home Office will promptly notify the Production Guild of the issuing of a certificate of sponsorship and the Production Guild may request sight of the</p>
Additional evidence required for Personal Assistants to Directors and Producers of international status	<p>Sponsors may issue a Certificate of Sponsorship to a single, non-technical, non-creative personal assistant who supports a Director or Producer under category 1, who has demonstrable international status i.e. are known worldwide for international box office success.</p> <p>The Sponsor must notify BECTU promptly of the issuing of a certificate under this category for a PA to a Director and must notify the Production Guild promptly of the issuing of a certificate for a PA to a Producer. They may request sight of the evidence in support for such roles. Sponsors issuing certificates to migrants under this category must be able to supply proof that:</p> <ul style="list-style-type: none"> <li>• the migrant has a significant previous working relationship with the Director or Producer (a “significant” previous working relationship entails an established pattern of joint working on a number of previous productions rather than isolated or random examples); and</li> <li>• the migrant works only as a personal assistant to the Director/Producer and does not undertake creative or technical duties; and</li> <li>• the Director or Producer is of international status i.e. known worldwide , or they have demonstrable box-office appeal worldwide.</li> <li>• the worker has the skills and experience in that role e.g. a reference in support from the Director or Producer, film and TV credits, qualifications, and CV</li> <li>• the Director or Producer has international status e.g. press cuttings, awards, accolades, publicity material, television/radio interviews, film and TV credits; or, documentary proof that they have demonstrable worldwide box-office appeal through box</li> </ul>

## **Models in the fashion industry**

### **Appropriate salary rate**

Payments should be commensurate with industry standards and comply with the National Minimum Wage rate to which they are entitled by the law in force at the relevant time.

### **Exemptions from advertising for those deemed to be making an additional contribution to the UK labour market**

#### 1 Top models

These are people who are recognised not just as models but may, also, be personalities in their own right. They are high earners and, for the most part, will come to the UK with pre-booked work. A sponsor must be able to supply evidence that the model has international status, e.g publications, publicity materials, press engagements, relevant social media presence.

#### 2 Commercial models

These are those models who have sufficient a level of experience that they are already established, if not in the UK, certainly in their own or other markets. They may already be known to UK clients or will certainly have been pre-marketed, however, photographs alone are not sufficient, except for models flying in for a particular job. Sponsors issuing a CoS must be able provide the following evidence:

- i. Evidence of previous engagements or of commercial status in the UK, and/or
- ii. Evidence of working in markets other than the UK

#### 3 The model is required for continuity

The model has worked for the same client, within the past two years, prior to coming to the UK. The sponsor must be able to provide evidence, e.g confirmation of past and intended bookings.

#### 4 New faces

Will have experience but may be entirely new to the UK market, or on a second or third visit. The New Face Model will have shown considerable promise and, being the 'latest' face, are likely be much sought after, particularly by photographers and print or digital media alike. Models must meet 65% of the eligibility criteria for the Modelling Industry, as endorsed by the British Fashion Council. Sponsors must be able to provide evidence of which criteria are met.

### **Required endorsement for those falling outside the above criteria**

A British Fashion Council approved panel will be put in place to endorse specific models with real potential that are unable to fulfil the required four criteria, which is most likely to occur within the New Faces category. Applications will still be required to be scored against the criteria and the supporting documents submitted to the Panel to enable them to make a decision. Sponsors must be able to demonstrate panel approval when issuing a CoS.

## **Table 9: Minimum rates of pay for health sector workers by administration and band**

Appendix J Table 9

[Source: rates of pay defined by the NHS Agenda for Change 2018-19 in England and the equivalent rates for each of the devolved administrations]

Jobs at RQF level 6 and above require that payments start at Band 5 or equivalent

The relevant Tier 2 minimum salary as described in Table 11CA of Appendix A will apply if higher than the appropriate rate shown below.

<b>Band or equivalent</b>	<b>England</b>	<b>Scotland</b>	<b>Wales</b>	<b>Northern Ireland</b>
Band 3	£17,787	£18,843	£17,787	£17,406
Band 4	£20,150	£21,349	£20,150	£19,951
Band 5	£23,023	£23,597	£23,023	£22,795
Band 6	£28,050	£28,748	£28,050	£27,772
Band 7	£33,222	£34,050	£33,222	£32,893
Band 8a	£42,414	£43,471	£42,414	£41,995
Band 8b	£49,242	£50,470	£49,242	£48,756
Band 8c	£59,090	£60,563	£59,090	£58,504
Band 8d	£70,206	£72,675	£70,206	£70,206
Band 9	£84,507	£86,532	£84,507	£84,507