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ONAL

ATION 2000

ptions of unit groups

Government Agency responsible for compiling, the United Kingdom's economic, social and demographic figures and labour market data, as well as the periodic review of the economy. The Director of ONS is also Head of the Government Statistical Service for England and Wales and the agency carries out all its functions there.

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fication, the Government Statistical Service staff at the Institute for Employment Research: Iain Davies and Margaret Birch.

A Steering Group comprising staff from the Department for Education and Employment, the Civil Service Executive, the General Register Office for Scotland and the Research Agency.

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See below

Volume 1

	Page
.....	vii
.....	ix
.....	1
.....	1
.....	2
.....	3
.....	17
.....	18
.....	19

and Unit Groups of the Classification

.....	37
.....	69
Occupations	101
ations	155
.....	171
.....	207
ons	225
s	233
.....	261

	Page
Group structure of SOC2000 and	6
, Training and Experience for ps	12
employment, England and Wales, of SOC90 and SOC2000	15
employment, England and arison of SOC90 and SOC2000	16

tion was introduced in the United Kingdom. The Occupational Classification (SOC90), was developed by departments and agencies responsible for the collection and processing of occupational data. For many different functions, for example, to monitor labour market trends, SOC90 has become the

main tool for these purposes. It informs the job matching functions and provides career information for leavers from the labour force entrants and, via statistical analysis of trends, informs labour market policies – especially those which relate to training. While there are substantial benefits to be gained from this classification for these purposes, these gains are being eroded as the classification is kept up-to-date. As the pace of change in the work becomes differently organised, so the current SOC90 now appears out-of-date. Some parts of the classification, whilst other parts of the classification are out of date.

SOC90 was introduced. A decision was made by the Government in 1990, that new job titles would be positioned in the structure of the classification would be reviewed in 2001. In 1995 a revised index to SOC90 was introduced to the review process by revising the structure of the classification.

The structure remains unchanged. Jobs are classified in terms of their skill level. In the context of the classification, ‘skill’ is defined in terms of the qualifications, training and work experience required to perform the associated tasks in a particular job. The areas of the classification where changes in the work performed have been most apparent. These include information and communication technologies, culture, media, sports and leisure. These areas have also been subject to extensive scrutiny and to a number of reviews to which the United Kingdom was found to be one of the leading countries in this area of classification. The classification has been revised thoroughly.

The classification originally rested with the Central Statistical Office, although the Office of Population Censuses and Surveys. Following the transfer of the classification passed to the Office for National Statistics.

and from job to job and between different
ns can be expected to coincide exactly with
t or in a given locality. For this reason the
ng any standard or relative level in terms of
regulation of the terms and conditions of

e requirements of every potential user. It is
approach adopted in SOC2000 as in SOC90,
national standard, will ensure that SOC2000
users and producers of occupational data.

first introduced in 1990, is maintained by the Office for National Statistics (ONS). The day-by-day basis by responding to user queries, occupational areas and by developing databases of revising the classification. The OIU also publish revisions to the classification index

e, the OIU published a new coding index to the classification, the OIU began to consult 1996 regarding the need for and the nature of on, a number of deficiencies within SOC90

to titles to SOC90. The conceptual principles leading to ambiguities in the positioning of job

atching work, the Employment Service was nature of certain occupational categories. Job job preferences and the Employment Service vacancy information;

veloping rapidly, but were not well-defined in n technology occupations, customer service related occupations and a wide range of jobs g' and 'community work' occupations.

other developments. In 1992 the Statistical (stat) commenced a programme of work to ons across the European Union. This was ifications to an agreed implementation of the as ISCO 88(COM). Subsequently, countries on Census data to Eurostat classified to this e data showed that, for the UK, there appeared category termed *Corporate managers* (Elias, tions and enterprises with 10 employees or average percentage of its workforce classified upational structure between EU countries is dicative of a significant classification problem.

those from the *Review of Social Classifications*. In the UK for a long period, but had developed further. Starting in 1997, and undertaken as a joint project of the Social Research Council and the Office for National Statistics, the conceptual basis for social classification and the programme leading to the development of a new set of SOC90 as its main 'building blocks'³. Explicitly in this classification⁴, the associated number of issues that could be addressed in its

revision, an interdepartmental body was formed to coordinate recommendations regarding the nature of the revision. There was a clear indication of a need to update the Social Classification (IER) at the University of Warwick, in order to undertake the work required for revision - a revision in preparation for the Census of Population in 2001 and to regulate the scale of the revision of SOC90. It was decided to retain as much continuity with SOC90 as possible. The rapid changes in the structure of SOC90 and the rapid changes in the structure of the classification would create some discontinuity, but the requirement that the conceptual basis of the classification should not be altered. A decision was made to improve alignment with the International Standard Classification of Occupations (ISCO) if not due for revision before 2008. Besides the need for a significant constraint on the revision of the work. Earlier classifications had consumed a great deal of money⁶. Efficiency gains through access to the new data would offset this comparative reduction in resources

for operational users in both research/statistical work and in as consistent a way as possible; and to ensure that the statistics to understand the classificatory principles of the statistics are produced. The manual is

and Socio-economic Groups.

The new Socio-economic Classification will need to be re-based on the 2000.

The new Social Classification (CODOT), introduced in 1972 was preceded by a six-year period to develop. SOC2000 had to be completed within two

following sections. Section 3 gives a brief of the rules and conventions according to which SOC is updated. Section 5 sets out the classification of job-majors and Major Groups. Section 6 gives a list of job tasks which persons classified to the group and lists job titles which are classified to the group.

Alphabetical index of job titles, giving both the classification and the job title. This is designed for use in the classification of some guidance notes are provided on the classification and on how to locate exactly the classification of the job typically provided by informants. Volume 2.

ion

their economic activity four distinct concepts are measured in standard statistical sources. These

the person is or is not at some reference time a paid employment and those currently looking for work are classified as economically active and the remainder as inactive persons (e.g. most of those wholly unemployed and an occupation at some time in the past.

reference to a person's main job at the reference time may be determined by reference to the most important principles used in classifying occupations are

relationship of a person doing a job to the means of production (e.g. owner versus employee); and, for an employee, to the status of the workplace (e.g. apprentice/trainee, etc.). Not all these status distinctions are made and differences over time and between different

inctions should be built into the classification

the work done in a particular job contributes.
n product made or service performed at the
ied on. Thus the job of a person who is
l industrially to building, if employed by a
y a brewing firm. Most occupational groups
ustrial sectors; but there are some cases of
almost entirely with one particular industry.
C takes no account of information on industry,
s on coding included in Volume 2 of the SOC

of classification

e to all paid jobs performed by economically
ed as a set of tasks or duties to be carried out
basic element in the employment relationship.
y the worker in the case of self-employment)
employer and/or worker organisations and
obs are recognised primarily by the associated
rding to the concept of ‘skill level’ and ‘skill
efined with respect to the

*work experience recognised in
ed as being normally required
tently’.*

p/Office of Population

nowledge required for competent, thorough
reas of the classification it refers also to the
ed with, tools used, etc.).

ime deemed necessary for a person to become
sks associated with a job. This, in turn, is a
formal qualifications or the required amount
aining and qualifications, some tasks require
tasks, for competence to be acquired. Within
or groups and sub-major groups)⁷ reference

of Occupations (ILO, 1990), SOC90 and SOC2000 utilise four
d major groups, sub-major groups, minor groups and unit
merically by one, two, three or four digits.

competence associated with a general education, completes his/her compulsory education and school-leaving examination grades. Competent level will also involve knowledge of appropriate equipment and require short periods of work-related training. Occupations at this skill level within the SOC90 include postal workers and mail sorting assistants.

A second group of occupations, all of which require the same level of education as for occupations at the first skill level, require a longer period of work-related training or work experience. Occupations at this level include machine operation, driving, clerical and secretarial occupations.

Occupations that normally require a body of knowledge acquired through compulsory education but not to degree level. A third group, also into this category, as do a variety of trades and technical occupations and businesses. In the latter case, educational requirements include a lengthy period of vocational training may not be required for competent performance of tasks, but a significant period of training is required.

Occupations are termed 'professional' occupations and include occupations in enterprises or national/local government. These occupations require a degree or equivalent period of relevant education and training.

The SOC2000 and compares these with SOC90. As can be seen from the table, within groups, the skill specialisation criterion has been used to distinguish between occupations within each skill level. Thus, for example, within the professional group, science and technology professionals and skilled trades occupations, such as construction and building trades.

Group structure of SOC2000 and SOC90

		SOC90
Professionals	1a	Corporate managers and administrators
	2a	Science and engineering professionals
	2b	Health professionals
	2c	Teaching professionals
	2d	Other professional occupations
Managers	1b	Managers/proprietors in agriculture and services
	3a	Science and engineering associate professionals
	3b	Health associate professionals
Technicians	6a	Protective service occupations
	3c	Other associate professional occupations
	7a	Buyers, brokers and sales representatives
	9a	Other occupations in agriculture, forestry and fishing
Skilled trades	5b	Skilled engineering trades
	5a	Skilled construction trades
	5c	Other skilled trades
	4a	Clerical occupations
	4b	Secretarial occupations
	6b	Personal service occupations
	7b	Other sales occupations
Unskilled	8a	Industrial plant and machine operators, assemblers
	8b	Drivers and mobile machine operators
	9b	Other elementary occupations

in the order which best approximates their equivalent
 however that there is no exact correspondence at this level.

is apparent from Table 1. First, it can be seen that SOC2000 is incorporated within the codes used to define the major and the sub-major groups of the SOC2000, as opposed to the sub-major group structure of SOC90. For this reason, the classification of SOC2000 now reflects the major group structure according to the

from users of SOC90, as well as from the work *analyses* and the harmonisation activities. The development of SOC2000 was focused in a number

affected in some way by the rapid progress in technologies, at the forefront of these are the jobs created by the implementation of such technologies. It seemed that the changes were being implemented thoroughly.

a need of reform. The apparent inconsistency between theory and practice compared with practice in other EU countries. However, other strands of research evidence suggest that the structure of management structures in organisations is changing. The title 'manager' in jobs which should not

ns

led to an increasing demand for environmental management. It did not recognise many specific occupations within the structure. During consultations undertaken in 1999, users had expressed particular concern over

manufacturing processes

change in occupations that are associated with the manufacturing process. The continued development of

in manager' for the job known earlier as 'senior conductor'.

way from mass production to small batch, stimulated the demand for technically qualified rapid re-tooling and other adjustments to the widespread use of computerised production and the need for workers to hold the specialised skills.

moves towards a more 'self-service' approach, of competitively-priced alternative goods and for and supply of after-sales service, quality 'loyalty' schemes to attract and maintain customers to have given rise to a new set of occupations at the interface between the producers or distributors and consumers.

Communication technologies has facilitated the move outside 'normal' business hours and has enabled provision from remote call centres. Part of the move to latent demand and some may be a function of automation. The latter trend may have resulted in the need for a household member to: shop, pay bills, or receive mail, gas, water, etc. during 'normal' business hours. Social and informational communications or services, the rapid growth in this area combined with automation suggested the need for specific occupational skills in this area of work.

Review of occupations and the work content of jobs was a major task for the revision of SOC90. By far the most recent Census of Population and the Labour Force Survey is now somewhat dated, its information was not fully operationalised and gave useful information only from census form-fillers.

The 1996 Census of Population was a 1/2% sample of the population. The text response to questions on occupation, industry and training was extracted from approximately 115 thousand records in the database. Similar information was extracted from the 1996 Census of Training consisting of details of 63 thousand jobs and consisting of details of the job and qualifications required for the job. Occupational descriptions were obtained via the database of 291 thousand detailed descriptions of

to ensure that its interests in occupational classification were adequately reflected in the new classification. The team undertook a programme of research that was funded by SOC90. This took the form of a review of the data collected by SOC90 in this process. Through a selection of relevant information from a survey of employers, information was gained about the requirements for the new classification reflected in the revision process.

Useful in investigating processes of skill change were:

A cyclopaedia of statistical information structured by SOC90 (McKnight and Elias, 1997);

Information from an eight year period from agencies using the classification;

Employment detailed descriptions of a wide variety of occupations, advertising for job vacancies, careers guidance

Interviews with employers, including trades unions, trade associations, and government departments;

Scrutiny of SOC90 unit groups by the team and consultation with employers for the UK.

Information about the problem areas of the SOC and consultation with the construction of new occupational classification.

Some of the major changes that distinguish the new classification are:

(a)

From *managers and administrators* to *managers and administrators* (a division that has been made to this major group. This includes clerical work (e.g. administrative assistant)

New unit groups for *quality and customer care managers*, and new unit group exists for *natural environment and recreation*, and new unit groups for *hospitality and leisure services*, new unit groups

ers, *leisure and sports managers* and *travel*
eas, managers and proprietors of small retail
and a new unit group exists for *recycling and*

formation and communication technology
y and planning professionals are shown as
ware and programming occupations, which
are, networking and the software/hardware
p 2. Previously these were mainly classified
t advice and guidance received from industry

according to the type of research they perform.
those occupations in the public service which
which require a degree or equivalent level of

technical occupations)

been created to classify *IT service delivery*
technical knowledge of IT operations or provide
s shown for *paramedics* and for *medical and*
the professionals now distinguish *youth and*
and welfare officers. A separate minor group
groups for *physiotherapists, occupational*
ts.

better treatment for a large and growing group
sports and fitness. Three minor groups and
fy occupations in this area. In the area of
ntroduced, following our decision to move
New unit groups are included for *conservation*

repositioning of a number of unit groups from
ive service occupations. These include the
cers and prison service officers.

al occupations)

ministrative occupations that were previously
were created for administrative occupations
rds, communications and for general clerical

group 1 and skilled farm workers from major

s)

in major group 6 for *childcare and related
level service occupations*.

occupations)

been created to classify *customer service*

operatives)

number of unit groups in this major group,
statistical purposes due to the decline in this
ment.

ant number of unit groups that have been
SOC90. Particular attention is drawn to the
waitresses from major group 6 to this major
ted for what we term *elementary security*

occupational categories which are designed to
ich are similar in terms of the qualifications,
sociated with the competent performance of
ups also reflect the important aim of aligning
lassification ISCO 88, in which major groups

groups, 77 minor groups and 371 unit groups.
major groups, 81 minor groups and 353 unit

defined in terms of the general nature of the
ated with competent performance of tasks in
group.

Qualifications, Training and Occupations in SOC Major Groups

Qualifications, Training and Occupations in the Major Group

knowledge and experience of the production processes associated with the efficient functioning of businesses.

ent qualification, with some occupations requiring experience and/or a formal period of experience-related

rel vocational qualification, often involving a full-time training or further study. Some additional tasks are provided through a formal period of induction.

neral education. Certain occupations will require additional training to a well defined standard (e.g. typing

of training, often provided by means of a work-based programme.

eral education. Certain occupations will require further training, often provided by means of a work-based

d a programme of work-based training related to sales occupations require additional specific technical knowledge major group because the primary task involves selling.

perience necessary to operate vehicles and other mobile machinery, to operate and monitor industrial plant and assemble products from component parts according to strict standards and subject assembled parts to routine tests. Most occupations in this major group will specify a minimum standard of experience necessary for satisfactory performance of the associated tasks and a minimum period of formal experience-related training.

at this level will usually require a minimum general education level which is provided by the end of the period of schooling. Some occupations at this level will also have short periods of training in areas such as health and safety, food service requirements.

et of these and a wide variety of other changes the Occupation Information Unit reclassified a for England and Wales which was originally potential impact of SOC2000 in terms of the e comparisons must be treated with a degree s that the Census took place almost a decade 00 may now be populated quite differently. a is different from the process of coding. The discussion. The latter is a more routine process g these issues, a single quarter of the Labour he coding procedures adopted were somewhat SOC2000 unit groups was performed without odes.

eparately, changes in the occupational structure 1991 and 1996/7, with employment classified d SOC2000. In both of these charts four r group, indicating the percentage of total s placed furthest back show the occupational n by SOC2000. The two bars to the front of e changed by Winter 1996/7.

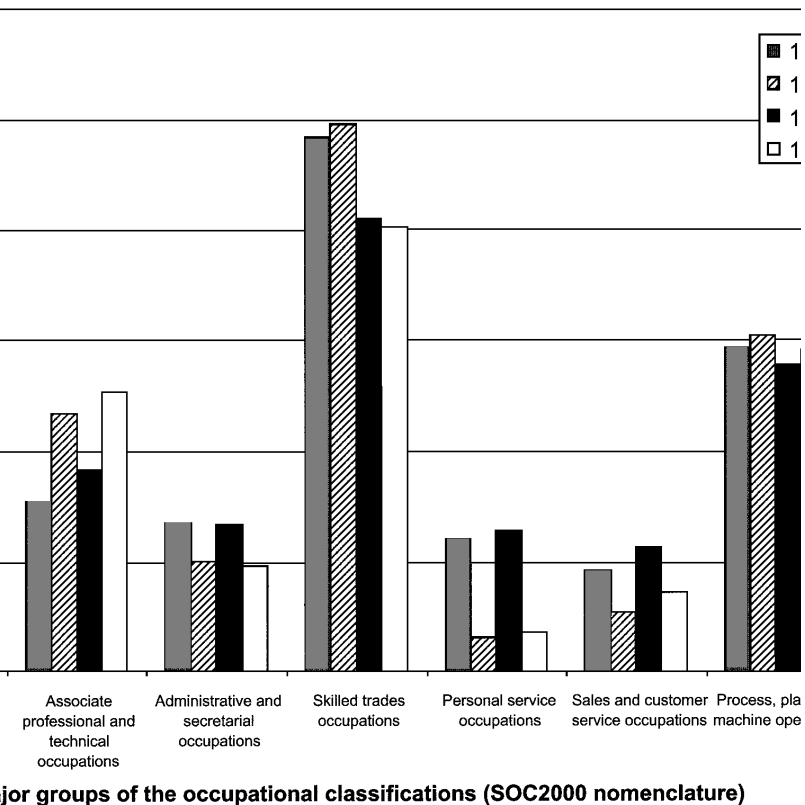
to SOC2000 will have a marked impact upon f employment. In major group 1 (*Managers* finition of managers reduces the size of this (4 per cent reduction for females and 2 per 3 (*Associate Professional and Technical* or men than for women. Major group 4) declines significantly for males and slightly (*Occupations*) declines sharply for males, by for females. The shift of waiters, waitresses (*Occupations*) has a marked effect upon the size ent of male employment to over 12 per cent o over 16 per cent.

000 is almost identical when comparing the arter of the Labour Force Survey. Although between 1991 and 1996/7, notably the decline the decline in administrative, clerical and ve effect of moving from the old to the new iod. There is one exception however. For

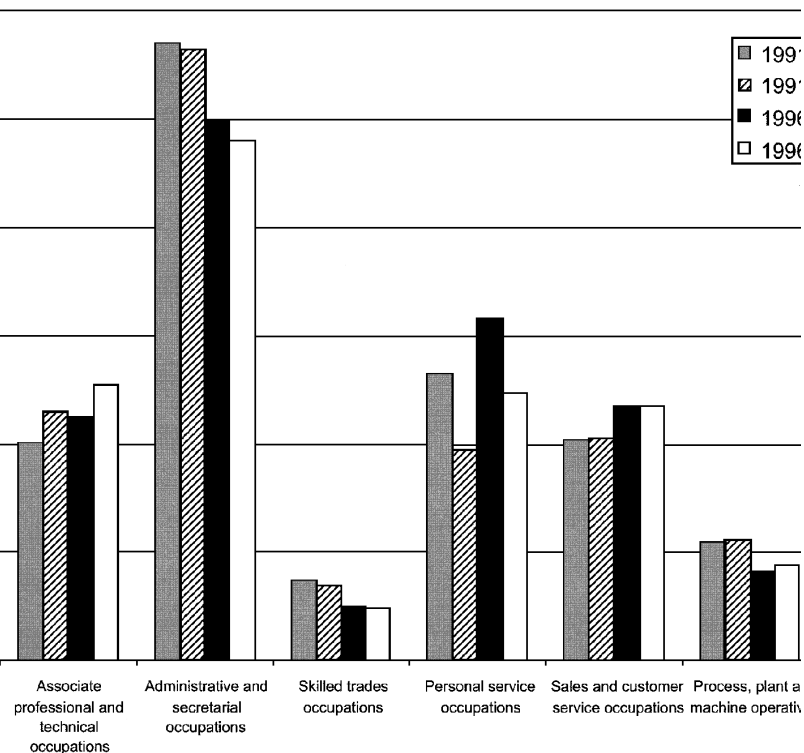
letion of a batch of interviews. The recoding of this same data to e coders.

nt decline in the proportion of employment
(*Senior Officials*) between 1991 and 1996/7.
trative occupations reveals some underlying
rial category.

ing structure of male employment, England and Wales, 1991 and a comparison of SOC90 and SOC2000



ing structure of female employment, England and Wales, 1991 and a comparison of SOC90 and SOC2000



or groups of the occupational classifications (SOC2000 nomenclature)

It of technological developments, use of new
or delivery of services etc. New occupations
ted or combined within and between existing
are introduced into the organisation of work.
ly important to warrant their recognition and
w index entries for Volume 2 may be required.

ffice for National Statistics, set up to support
anges. This will be taken into account in the
published an updated edition of Volume 2 in
production of more frequent updates to the
le held electronically.

y.uk

n (ISCO88): concepts, methods, reliability
y. OECD working paper DEELSA/ELSA/

d Occupational Classification’. Chapter 2 in

Population Censuses and Surveys (1990).
Volume 1. London: HMSO.

onal Standard Classification of Occupations,
Office.

of information on unit groups of the Standard
D. Rose and K. O’Reilly (eds.) *Constructing*
on for the UK. Swindon: ESRC/ONS.

Constructing Classes: towards a new social
C/ONS.

l report of the ESRC Review of Government

Classification 2000 (SOC2000) of Structure

consists of the following major groups:

5

Technical Occupations

l Occupations

ccupations

peratives

tructure of these major groups is defined as

Classification 2000 (SOC2000)

of Structure

Top Title

MANAGERS AND SENIOR OFFICIALS

CORPORATE MANAGERS

Corporate Managers And Senior Officials

Senior officials in national government
Directors and chief executives of major organisations
Senior officials in local government
Senior officials of special interest organisations

Construction Managers

Construction, works and maintenance managers
Managers in construction
Managers in mining and energy

Commercial Managers

Financial managers and chartered secretaries
Marketing and sales managers
Purchasing managers
Advertising and public relations managers
Personnel, training and industrial relations managers
Information and communication technology managers
Research and development managers

Quality And Customer Care Managers

Quality assurance managers
Customer care managers

Financial Institution And Office Managers

Financial institution managers
Office managers

Managers In Distribution, Storage And Retailing

Transport and distribution managers
Store and warehouse managers
Retail and wholesale managers

Top Title

Protective Service Officers

Officers in armed forces
Police officers (inspectors and above)
Fire officers in fire, ambulance, prison and related services
Security managers

Health And Social Services Managers

Hospital and health service managers
Nursing managers
Healthcare practice managers
Social services managers
Mental and day care managers

MANAGERS AND PROPRIETORS IN AGRICULTURE AND SERVICES

Managers In Farming, Horticulture, Forestry And Fishing

Farm managers
Rural environment and conservation managers
Managers in animal husbandry, forestry and fishing n.e.c.

Managers And Proprietors In Hospitality And Leisure Activities

Hotel and accommodation managers
Circus and exhibition managers
Restaurant and catering managers
Publicans and managers of licensed premises
Amusement and sports managers
Travel agency managers

Managers And Proprietors In Other Service Industries

Property, housing and land managers
Transport managers and proprietors
Dressmaking and beauty salon managers and proprietors
Warehousekeepers and wholesale/retail dealers
Waste recycling and refuse disposal managers
Managers and proprietors in other services n.e.c.

Top Title

PROFESSIONAL OCCUPATIONS

SCIENCE AND TECHNOLOGY PROFESSIONALS

Science Professionals

Scientists
Biological scientists and biochemists
Astronomers, geologists and meteorologists

Engineering Professionals

Engineers
Mechanical engineers
Electrical engineers
Electronics engineers
Chemical engineers
Design and development engineers
Production and process engineers
Mining and quality control engineers
Engineering professionals n.e.c.

Information And Communication Technology Professionals

Strategy and planning professionals
Software professionals

HEALTH PROFESSIONALS

Health Professionals

Medical practitioners
Dentists
Pharmacists/pharmacologists
Dental practitioners
Opticians
Physiotherapists
Veterinarians

TEACHING AND RESEARCH PROFESSIONALS

Teaching Professionals

Higher education teaching professionals
Secondary education teaching professionals
Education officers, school inspectors
Primary and nursery education teaching professionals
Special needs education teaching professionals
Deans and senior administrators of educational establishments
Teaching professionals n.e.c.

Top Title

Research Professionals

Scientific researchers
Physical science researchers
Researchers n.e.c.

BUSINESS AND PUBLIC SERVICE PROFESSIONALS

Legal Professionals

Attorneys and lawyers, judges and coroners
Legal professionals n.e.c.

Business And Statistical Professionals

Chartered and certified accountants
Management accountants
Management consultants, actuaries, economists and statisticians

Architects, Town Planners, Surveyors

Architects
Town planners
Quantity surveyors
Chartered surveyors (not quantity surveyors)

Public Service Professionals

Public service administrative professionals
Social workers
Police officers
Police

Librarians And Related Professionals

Librarians
Archivists and curators

Top Title

ASSOCIATE PROFESSIONAL AND TECHNICAL OCCUPATIONS

SCIENCE AND TECHNOLOGY ASSOCIATE PROFESSIONALS

Science And Engineering Technicians

laboratory technicians
chemical/electronics technicians
engineering technicians
mechanical and civil engineering technicians
quality assurance technicians
science and engineering technicians n.e.c.

Architects And Building Inspectors

architectural technologists and town planning technicians
architects
building inspectors

Service Delivery Occupations

operations technicians
customer support technicians

HEALTH AND SOCIAL WELFARE ASSOCIATE PROFESSIONALS

Health Associate Professionals

physiotherapists
nurses
paramedics
medical radiographers
podiatrists
contact lensing opticians
pharmaceutical dispensers
medical and dental technicians

Therapists

physiotherapists
occupational therapists
speech and language therapists
therapists n.e.c.

Social Welfare Associate Professionals

social and community workers
housing and welfare officers

Top Title

TECTIVE SERVICE OCCUPATIONS

ective Service Occupations

s and other ranks
e officers (sergeant and below)
ervice officers (leading fire officer and below)
n service officers (below principal officer)
ective service associate professionals n.e.c.

TURE, MEDIA AND SPORTS OCCUPATIONS

tic And Literary Occupations

s
ors, writers
s, entertainers
ers and choreographers
cians
officers, producers and directors

gn Associate Professionals

nic designers
ct, clothing and related designers

a Associate Professionals

alists, newspaper and periodical editors
dcasting associate professionals
c relations officers
graphers and audio-visual equipment operators

ts And Fitness Occupations

s players
s coaches, instructors and officials
ss instructors
s and fitness occupations n.e.c.

NESS AND PUBLIC SERVICE ASSOCIATE FESSIONALS

sport Associate Professionals

affic controllers
aft pilots and flight engineers
and hovercraft officers
drivers

Top Title

1 Associate Professionals

associate professionals

Business And Finance Associate Professionals

ators, valuers and assessors

ers

ance underwriters

ce and investment analysts/advisers

ion experts

rters, exporters

cial and accounting technicians

ess and related associate professionals n.e.c.

And Related Associate Professionals

rs and purchasing officers

representatives

eting associate professionals

e agents, auctioneers

ervation Associate Professionals

ervation and environmental protection officers

tryside and park rangers

ic Service And Other Associate Professionals

c service associate professionals

nnel and industrial relations officers

ional and industrial trainers and instructors

rs advisers and vocational guidance specialists

ctors of factories, utilities and trading standards

ory examiners

opational hygienists and safety officers (health and

y)

onmental health officers

Top Title

ADMINISTRATIVE AND SECRETARIAL OCCUPATIONS

ADMINISTRATIVE OCCUPATIONS

Administrative Occupations: Government And Related Organisations

Service executive officers
Service administrative officers and assistants
government clerical officers and assistants
Officers of non-governmental organisations

Administrative Occupations: Finance

Cost controllers
Accounts and wages clerks, book-keepers, other financial
assistants
Computer clerks

Administrative Occupations: Records

Printing and other records assistants/clerks
Insurance and insurance clerks
Inventory control clerks
Transport and distribution clerks
Library assistants/clerks
Database assistants/clerks
Market research interviewers

Administrative Occupations: Communications

Telephone operators
Communication operators

Administrative Occupations: General

General office assistants/clerks

SECRETARIAL AND RELATED OCCUPATIONS

Secretarial And Related Occupations

Personal secretaries
Executive secretaries
Court secretaries
Company secretaries
Parliamentary assistants and other secretaries
Typists
Interpreter-translators

Top Title

UNRELATED TRADES OCCUPATIONS

UNRELATED AGRICULTURAL TRADES

Agricultural Trades

...ers
...gricultural trades
...eners and groundsmen/groundswomen
...gricultural and fishing trades n.e.c.

UNRELATED METAL AND ELECTRICAL TRADES

Blacksmithing, Foundry And Related Trades

...s and forge workers
...ders, core makers, die casters
...metal workers
...plate workers, shipwrights, riveters
...ing trades
...fitters

Machine Tool Machining, Fitting And Instrument Making Trades

...l machining setters and setter-operators
...makers, tool fitters and markers-out
...l working production and maintenance fitters
...sion instrument makers and repairers

Automotive Trades

...r mechanics, auto engineers
...le body builders and repairers
...electricians
...le spray painters

Electrical Trades

...ricians, electrical fitters
...ommunications engineers
...repairers and cable jointers
...ideo and audio engineers
...outer engineers, installation and maintenance
...rical/electronics engineers n.e.c.

Top Title

LEDED CONSTRUCTION AND BUILDING DES

Construction Trades

erectors
layers, masons
ers, roof tilers and slaters
bers, heating and ventilating engineers
enters and joiners
ers, window fabricators and fitters
construction trades n.e.c.

ing Trades

erers
ers and wall tilers
ers and decorators

TILES, PRINTING AND OTHER SKILLED DES

les And Garments Trades

ers and knitters
lsterers
er and related trades
rs and dressmakers
es, garments and related trades n.e.c.

ing Trades

anators, compositors and print preparers
ers
binders and print finishers
n printers

Preparation Trades

ers, meat cutters
rs, flour confectioners
mongers, poultry dressers
s, cooks

ed Trades n.e.c.

and ceramics makers, decorators and finishers
ture makers, other craft woodworkers
n makers (moulds)
cal instrument makers and tuners
smiths, silversmiths, precious stone workers
l arrangers, florists
craft occupations n.e.c.

Top Title

PERSONAL SERVICE OCCUPATIONS

HEALTHCARE AND RELATED PERSONAL SERVICE OCCUPATIONS

Healthcare And Related Personal Services

Healthcare auxiliaries and assistants
Ambulance staff (excluding paramedics)
Mental nurses
Hospitals and residential wardens
Nurses' assistants and home carers

Healthcare And Related Personal Services

Registered nurses
Nursing aides and related occupations
Group leaders/assistants
Mental health assistants

Mental Care Services

Mental nurses and assistants
Mental care occupations n.e.c.

RECREATION AND OTHER PERSONAL SERVICE OCCUPATIONS

Recreation And Travel Service Occupations

Recreation and leisure assistants
Travel agents
Travel and tour guides
Travel assistants
Travel assistants
Recreation and travel service occupations n.e.c.

Barbers and Related Occupations

Barbers, hairdressers, barbers
Beauty technicians and related occupations

Cemetery Keeping Occupations

Cemetery keepers and related occupations
Burial workers

Funeral Services Occupations n.e.c.

Funeral takers and mortuary assistants
Funeral control officers

**SALES AND CUSTOMER SERVICE
OCCUPATIONS**

SALES OCCUPATIONS

Assistants And Retail Cashiers

and retail assistants
cashiers and check-out operators
telephone salespersons

Related Occupations

door-to-door salespersons and credit agents
rent and other cash collectors
salesclerks/women and van salespersons
market and street traders and assistants
merchandise handlers and window dressers
other related occupations n.e.c.

CUSTOMER SERVICE OCCUPATIONS

Customer Service Occupations

call centre agents/operators
customer care occupations

Top Title

PROCESS, PLANT AND MACHINE OPERATIVES

PROCESS, PLANT AND MACHINE OPERATIVES

Process Operatives

Food and drink and tobacco process operatives
Glass and ceramics process operatives
Leather process operatives
Metallurgical and related process operatives
Paper process operatives
Plastics process operatives
Textile making and treating process operatives
Typographers
Process operatives n.e.c.

Plant And Machine Operatives

Coal and wood machine operatives
Crane and mine operatives
Heavy machinery workers and related operatives
Heavy plant operatives
Industrial working machine operatives
Water and sewerage plant operatives
Plant and machine operatives n.e.c.

Assemblers And Routine Operatives

Assemblers (electrical products)
Assemblers (vehicles and metal goods)
Machine inspectors and testers
Painters, graders, sorters
Panel exhaust and windscreen fitters
Printing cutters
Tooling machinists
Textile laboratory testers
Assemblers and routine operatives n.e.c.

Construction Operatives

Builders, scaffolders, riggers
Construction operatives
Construction and maintenance operatives
Construction operatives n.e.c.

TRANSPORT AND MOBILE MACHINE DRIVERS OPERATIVES

Transport Drivers And Operatives

Freight goods vehicle drivers
Truck drivers
Bus and coach drivers
Taxi cab drivers and chauffeurs
Driving instructors

p Title

transport operatives

ers (merchant navy); barge, lighter and boat
tives

transport operatives

port operatives n.e.c.

le Machine Drivers And Operatives

e drivers

lift truck drivers

cultural machinery drivers

le machine drivers and operatives n.e.c.

Job Title

MENTARY OCCUPATIONS

MENTARY TRADES, PLANT AND STORAGE RELATED OCCUPATIONS

Primary Agricultural Occupations

farm workers
horticulture workers
fishing and agriculture related occupations n.e.c.

Primary Construction Occupations

carpenters in building and woodworking trades
carpenters in other construction trades n.e.c.

Primary Process Plant Occupations

workers in foundries
metal cleaning process occupations
machine minders and assistants
packers, bottlers, canners, fillers
workers in process and plant operations n.e.c.

Primary Goods Storage Occupations

warehousemen, dockers and slingers
goods handling and storage occupations n.e.c.

MENTARY ADMINISTRATION AND SERVICE OCCUPATIONS

Primary Administration Occupations

clerk workers, mail sorters, messengers, couriers
primary office occupations n.e.c.

Primary Personal Services Occupations

hospital porters
porters
kitchen and catering assistants
waiters, waitresses
staff
amusement and theme park attendants
primary personal services occupations n.e.c.

p Title

entary Cleaning Occupations

ow cleaners
sweepers
ers, domestics
derers, dry cleaners, pressers
e and salvage occupations
entary cleaning occupations n.e.c.

entary Security Occupations

ity guards and related occupations
c wardens
ol crossing patrol attendants
ol mid-day assistants
ark attendants
entary security occupations n.e.c.

entary Sales Occupations

fillers
entary sales occupations n.e.c.

GROUP 1

SENIOR OFFICIALS

main tasks consist of the direction and co-ordination of businesses, including internal departments and external managers and supervisors. Working independently although allocated to separate minor groups

require a significant amount of knowledge and experience in administrative procedures or service requirements of various organisations and businesses.

divided into the following sub-major and minor

MANAGERS AND SENIOR OFFICIALS

MANUFACTURING CARE MANAGERS

MANUFACTURING AND OFFICE MANAGERS

MANUFACTURING, STORAGE AND RETAILING

MANAGERS

SERVICES MANAGERS

MANAGERS IN AGRICULTURE AND

HORTICULTURE, FORESTRY AND

MANAGERS IN HOSPITALITY AND LEISURE

MANAGERS IN OTHER SERVICE

R GROUP 11

MANAGERS

e government policy; direct the operations of
s and special interest organisations; organise
nce and construction operations in industry;
st functional activities within organisations;
s of financial institutions; organise and co-
e storage and distribution of freight, and the
emergency services, customs and excise, the
ordinate the provision of health and social care

ROUP 111

AND SENIOR OFFICIALS

ational and local government policy; plan,
s and plan and organise (usually with other
nd organisations employing over 500 people.

d into the following unit groups:

IONAL GOVERNMENT

ECUTIVES OF MAJOR

AL GOVERNMENT

CIAL INTEREST ORGANISATIONS

TASKS

- evaluates departmental activities, discusses problems with government officials and administrators, notes national and international opinion and formulates departmental policy;
- recommends or reviews potential policy or legislation and offers advice and opinions on current policy;
- investigates matters of concern to the general public or particular groups and recommends government action where appropriate;
- advises on interpretation and implementation of policy decisions, acts and regulations;

RELATED JOB TITLES

Chief executive (*major organisation*)

Company director (*major organisation*)

Director (*major organisation*)

General manager (*major organisation*)

Managing director (*major organisation*)

1113 SENIOR OFFICIALS IN LOCAL GOVERNMENT

Workers in this unit group participate in the formulation and implementation of local government policies, ensure that legal, statutory and other provisions concerning the running of a local authority are observed, organise local authority office work and resources.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry requirements. Candidates are recruited with a variety of academic qualifications or with relevant experience. Entry is also possible by internal promotion.

TASKS

- evaluates departmental performance, discusses problems with other officials and formulates departmental policies;
- negotiates and monitors contracted out services provided by the private sector;
- studies and acts upon any legislation that may affect the local authority;
- represents the authority in its dealings with other authorities and interest organisations;
- advises on the interpretation and implementation of local government policy.

RELATED JOB TITLES

Chief executive (*local government*)

Town clerk

GROUP 112

MANAGERS

plan, organise, direct and co-ordinate all activities and manage the construction, maintenance and construction operations

divided into the following unit groups:

MAINTENANCE MANAGERS

FUNCTION

AND ENERGY

- establishes causes of breakdowns, arranges for any necessary repairs, keeps records of faults and checks completed maintenance work for compliance with statutory regulations.

RELATED JOB TITLES

Engineering manager
Factory manager
Production manager
Service manager
Shift manager
Works manager

1122 MANAGERS IN CONSTRUCTION

Managers in construction plan, organise, direct, co-ordinate the construction and maintenance of civil and structural engineering works including houses, flats, factories, roads and runways, bridges, tunnels and railway works, harbour, dock and marine works and water supply, drainage and sewage works.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards. Entry is possible with either a degree or equivalent qualification, relevant experience or without academic qualifications. On-the-job training is provided and professional qualifications are available.

TASKS

- co-ordinates the activities of mines, quarries, drilling operations and offshore installations;
- determines staffing, material and other needs;
- co-ordinates and supervises coal-face production activities and ensures compliance with health and safety regulations;
- ensures that all haulage, storage, purification and distribution work is performed efficiently and in compliance with statutory and other regulations;
- arranges for the provision of gas, water and electricity supplies.

RELATED JOB TITLES

Operations manager (*mining, water and energy*)

Overman/woman

Quarry manager

GROUP 113

MANAGERS

se on specialist functions or fields of activity
minister policies concerning the legal, financial,
public relations, personnel, information and
and development operations of an organisation.

and into the following unit groups:

AND CHARTERED SECRETARIES

MANAGERS

C RELATIONS MANAGERS

AND INDUSTRIAL RELATIONS

UNICATION TECHNOLOGY

MENT MANAGERS

collection and analysis of accounting, budgetary
and related information;

- liaises with other managers to determine
company financial policy and staffing levels
appropriate for accounting activities;
- advises on company law or practice and ensures
that company's articles and memorandum of
association are adhered to;
- maintains share registers in accordance with the
Companies Act and deals with all matters relating
to the sale, transfer and purchase of shares.

RELATED JOB TITLES

Company registrar
Company treasurer
Credit manager
Finance manager
Financial director
Merchant banker

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with A levels/H grades, a BTEC/SQA award, a degree or equivalent qualification. Off- and on-the-job training is provided and professional qualifications are available.

TASKS

- assesses the type, quality, quantity and price of items and dates when they must be available;
- decides on whether orders should be put out to tender and evaluates suppliers' quotes;
- negotiates contract with supplier and draws up contract documents;
- arranges for quality checks of incoming goods;
- interviews suppliers' representatives and visits trade fairs.

RELATED JOB TITLES

Purchasing director
Purchasing manager
Supplies manager

1134 ADVERTISING AND PUBLIC RELATIONS MANAGERS

Advertising and public relations managers plan, organise, direct and co-ordinate the advertising, public relations and public information activities of an organisation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards, although most entrants possess A levels/H grades, a degree or equivalent qualification. Entry is also possible with professional qualifications and/or relevant experience. Off- and on-the-job training is provided. NVQs/SVQs in both Advertising and Public Relations are available at Levels 3 and 4.

TASKS

- determines staffing needs;
- prepares job descriptions, drafts advertisements and interviews candidates;
- monitors employee performance and discusses career development needs with employees;
- provides or arranges for provision of training courses;
- undertakes industrial relations negotiations with employees representatives or trade unions;
- develops and administers salary, health and safety and promotion policies;
- examines and reports upon company and departmental structures, chains of command, information flows, etc. and evaluates efficiency of existing operations;
- considers alternative work procedures to improve productivity.

RELATED JOB TITLES

Human resources manager
Industrial relations manager
Personnel manager
Training manager
Works study manager

1136 INFORMATION AND COMMUNICATION TECHNOLOGY MANAGERS

Job holders in this unit group plan, organise, direct and co-ordinate the work necessary to operate and provide information communication technology services, to maintain and develop associated network facilities and to provide software and hardware support.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry requirements. Candidates are recruited with a variety of academic qualifications and/or relevant experience. Off- and

TASKS

- establishes product design and performance objectives in consultation with other business functions;
- liaises with production departments to investigate manufacturing problems and investigations;
- develops research methodology, implements and reports upon research investigations undertaken;
- plans work schedules, assigns tasks and delegates responsibilities of the research and development team;
- monitors the standards of scientific and technical research undertaken by research team.

RELATED JOB TITLES

Director of research
Laboratory manager
Research manager

GROUP 114

CUSTOMER CARE MANAGERS

plan, organise, co-ordinate and direct resources necessary for receiving and dealing with the responses, complaints and further needs of purchasers and users of a product or service.

divided into the following unit groups:

UNIT GROUPS

- **UNIT 1142 CUSTOMER CARE MANAGERS**
 - attends meetings with managers to discuss quality related problems and possible methods for quality improvement.

RELATED JOB TITLES

Quality assurance manager

Quality control manager

Quality manager

1142 CUSTOMER CARE MANAGERS

Workers in this unit group plan, organise, co-ordinate and direct resources necessary for receiving and dealing with the responses, complaints or further requirements of purchasers and users of a product or service.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry requirements. Candidates are recruited with a variety of academic qualifications and/or relevant experience. Specialist qualifications may be required for work within certain sectors.

TASKS

- develop and implement policies and procedures to deal effectively with customer requirements and complaints;

GROUP 115

AND OFFICE MANAGERS

ordinate and direct the day-to-day running of
ce companies and other financial institutions.

d into the following unit groups:

MANAGERS

RELATED JOB TITLES

Bank manager
Branch manager (*bank, building society*)
Building society manager
Post Office manager
Sub-postmaster

1152 OFFICE MANAGERS

Workers in this unit group plan, organise, direct and
co-ordinate the activities and resources of offices
within commercial, public and other organisations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will usually require GCSEs/S grades but is
possible with other academic qualifications and/or
relevant experience. Professional qualifications are
available in some occupations.

TASKS

- plans work schedules, assigns tasks and delegates responsibilities;
- advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records;
- ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to;

GROUP 116

TRANSPORT, STORAGE AND RETAILING

Managers in this unit group plan, organise, direct and co-ordinate the efficient and convenient transportation of goods and materials, storage and distribution of goods and materials, and service to customers.

Managers in this unit group are divided into the following unit groups:

TRANSPORT MANAGERS

STORAGE MANAGERS

RETAIL MANAGERS

Managers in this unit group plan, organise, direct and co-ordinate staffing and distribution expenditure to determine future distribution policies;

- 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;
- 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;
- supervises day-to-day activities in a railway station;
- 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.

RELATED JOB TITLES

Harbour master

Station master

Traffic manager

Transport manager

1162 STORAGE AND WAREHOUSE MANAGERS

Managers within this unit group plan, organise, direct and co-ordinate the procedures and resources necessary for the receipt, storage and warehousing of goods and for the maintenance of stocks at an optimal level.

degree or equivalent qualification. Entry is also possible through promotion after gaining sufficient experience. NVQs/SVQs in Retail Operations are available at Level 4.

TASKS

- provides information about merchandise to staff and customers;
- ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;
- maintains financial and other records and controls security arrangements for the premises;
- authorises payment for supplies received and decides on vending price and credit terms;
- examines quality of merchandise and ensures that effective use is made of advertising and display facilities.

RELATED JOB TITLES

Baker's manager

Garden centre manager

Retail manager

Shop manager (*retail trade*)

Showroom manager

Wholesale manager

GROUP 117

SERVICE OFFICERS

ons of police stations, fire stations and prisons, staff and assist with inspections of goods and ve as commissioned officers in Her Majesty's health armed forces.

d into the following unit groups:

ICES

(INSPECTORS AND ABOVE)

, AMBULANCE, PRISON AND

authorities as requested or when faced with civil disorder, natural disaster or other emergency;

- monitors record keeping systems and prepares reports and expenditure estimates.

RELATED JOB TITLES

Captain

Commissioned officer

Flight-Lieutenant

Lieutenant

Lieutenant-Commander

Major

Squadron Leader

1172 POLICE OFFICERS

(INSPECTORS AND ABOVE)

Police officers plan, organise, direct and co-ordinate the resources and activities of a specific geographical or functional area of generalised or specialised police work.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is only possible by internal promotion from sergeant. Degree or equivalent qualification holders may obtain accelerated promotion. All police forces have age restrictions and medical requirements.

Entry to the prison service is also subject to age and height restrictions. Entry to senior positions within the ambulance service is largely by internal promotion from supervisory roles.

TASKS

- liaises with senior officials and/or government departments to determine staffing, financial and other short and long term needs;
- prepares reports for insurance companies, the Home Office, Scottish Home and Health Department, and other bodies as necessary;
- advises on the recruitment, training and monitoring of staff;
- 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;
- 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;
- prison officers interview prisoner on arrival and discharge/departure, receive reports on disciplinary problems and decide on appropriate action and make periodic checks on internal and external security;
- 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.

RELATED JOB TITLES

Chief immigration officer

Chief preventive officer

Fire officer

Governor (*prison service*)

Principal officer (*prison service*)

Station officer (*ambulance service*)

GROUP 118

SERVICES MANAGERS

organise, direct and co-ordinate the activities of the provision of primary and secondary health care and welfare services.

divided into the following unit groups:

SERVICE MANAGERS

MANAGERS

ERS

RE MANAGERS

RELATED JOB TITLES

Clinical manager
Health service manager
Manager (*hospital service*)

1182 PHARMACY MANAGERS

Pharmacy managers plan, organise, co-ordinate and direct the resources and activities of retail, hospital and industrial pharmacies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Pharmacists require an accredited university degree in pharmacy. Pharmacists working in hospital or industrial posts usually possess a postgraduate qualification. Professional qualifications are available and mandatory for pharmacists working in retail and hospital posts.

TASKS

- prepare and dispense medicines to hospital patients and on prescription to the general public;
- advise customers on how to use prescribed medicines and provide information on the sale of over the counter medicines;

1184 SOCIAL SERVICES MANAGERS

Job holders in this unit group plan, organise, direct and co-ordinate the resources necessary to protect the welfare of certain groups within local authorities including children and young people, families under stress, people with disabilities, elderly people and people who are mentally or physically ill.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually through internal promotion for those with the appropriate professional qualifications and relevant experience. Post-qualifying professional qualifications are available.

TASKS

- responsibility for meeting the statutory requirements of local authority social services departments;
- determines staffing, financial, material and other short and long term needs;
- plans work schedules, assigns tasks and delegates responsibilities of social services staff;
- monitors and evaluates departmental performance with a view to improving social service provision;
- studies and advises upon changes in legislation that will impact upon social service provision;
- liaises with representatives of other relevant agencies.

RELATED JOB TITLES

Social services manager

Team manager (*social services*)

1185 RESIDENTIAL AND DAY CARE MANAGERS

Managers in this group plan, organise, direct and co-ordinate the resources necessary in the provision and running of residential and day care establishments for persons who require specialised care and/or supervision.

GROUP 12

SECTORS IN AGRICULTURE AND SERVICES

agricultural, forestry, fishing and environmental
activities of restaurants, hotels, entertainment
travel and property agencies, independent shops,

GROUP 121

MANAGING, HORTICULTURE, AND FISHING

direct, and control the activities and resources
of these establishments and are responsible for the
environment.

divided into the following unit groups:

MANAGEMENT AND CONSERVATION MANAGERS

LAUNDRY, HORTICULTURE AND FISHING

TASKS

- determines financial, staffing and other short and long term needs;
- produces and maintains records of production, finance and breeding;
- decides or advises on the types of crops to be grown or livestock raised;
- plans intensity and sequence of farm operations and orders seed, fertiliser, farming equipment and other supplies;
- markets and arranges for the sale of crops, livestock and other farm produce.

RELATED JOB TITLES

Farm manager

Manager (*agriculture*)

Manager (*horticulture*)

and fishing not elsewhere classified in MINOR GROUP 121: Managers in Farming, Horticulture, Forestry and Fishing.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry requirements range from no qualifications to degree level or equivalent awards depending on the occupation. Off- and on-the-job training is provided. Professional qualifications and NVQs/SVQs are available in some areas.

TASKS

- determines staffing, financial and other long and short term needs and keeps records on finance, production and breeding;
- decides, or advises on, type of animal to be bred and/or trained and selects, buys and trains animals accordingly;
- plans and directs the establishment of forest nurseries, assumes responsibility for a particular area of forest/woodland and regularly inspects forest work;
- selects suitable breeding grounds for shellfish, sea and freshwater fish and purchases stock;
- advises farmers and horticulturists on cropping requirements, cultivation problems and gardening and grounds keeping;
- organises, co-ordinates and directs farming, fishing and forestry activities not elsewhere classified, including tree felling, agricultural contracting and offshore fishing.

RELATED JOB TITLES

Cattery owner
Fish farm manager
Kennels owner
Nursery manager (*horticulture*)
Racehorse trainer

GROUP 122

MANAGERS IN HOSPITALITY

AND SERVICE

direct and co-ordinate (usually with the help of staff) the activities of hotels, public houses and similar entertainment establishments, leisure and sports centres.

divided into the following unit groups:

RESTAURANT MANAGERS

BAR AND LUNcheon ROOM MANAGERS

CLUB MANAGERS

MANAGERS OF LICENSED PREMISES

CRUISE SHIP MANAGERS

RESIDENTIAL MANAGERS

- approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned;
- arranges for payment of bills, keeps accounts and adheres to licensing and other statutory regulations.

RELATED JOB TITLES

Caravan park owner
Guest house proprietor
Hotel manager
Hotelier

1222 CONFERENCE AND EXHIBITION MANAGERS

Conference and exhibition managers plan, organise, co-ordinate and direct the resources necessary for the staging of conferences, exhibitions and other similar events.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant experience. Larger

- purchases or directs the purchasing of supplies and arranges for preparation of accounts;
- 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;
- plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff;
- checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit.

RELATED JOB TITLES

Canteen manager
 Catering manager
 Fish and chip shopkeeper
 Restaurant manager
 Restaurateur

1224 PUBLICANS AND MANAGERS OF LICENSED PREMISES

Publicans and managers of licensed premises organise, direct and co-ordinate the activities and resources of non-residential and residential public houses and the bar and catering facilities at non-residential clubs.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal academic qualifications are required. Relevant experience is advantageous and candidates must be over 18 years of age. Larger chains offer accelerated promotion for holders of degrees or equivalent qualifications. Off- and on-the-job training is provided. NVQs/SVQs in On-Licensed Premises Management are available at Level 4.

TASKS

- maintains financial records for the establishment;
- arranges purchase of alcoholic and other beverages, bar snacks, cigarettes and other items and ensures that stocks are stored in proper conditions;

RELATED JOB TITLES

Leisure centre manager
Manager (*snooker; billiards hall*)
Riding school owner
Sports centre manager

1226 TRAVEL AGENCY MANAGERS

Travel agency managers plan, organise, direct and co-ordinate the resources and activities of travel agencies and booking offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades but is possible with other academic qualifications and/or relevant experience. Off- and on-the-job training is available. NVQs/SVQs in Travel Services are available at Level 4.

TASKS

- plans work schedules and assigns tasks and responsibilities;
- co-ordinates the activities of clerical, secretarial and other staff;
- discusses client's requirements and advises on road, rail, air and sea travel and accommodation;
- makes and confirms travel and accommodation bookings, arranges group holidays, tours and individual itineraries;
- advises on currency and passport/visa regulations and any necessary health precautions needed.

RELATED JOB TITLES

Manager (*travel agents*)
Travel manager

GROUP 123

TORS IN OTHER SERVICE

TRIES

te and direct the activities and resources of other personal services, small shops, waste elsewhere classified in SUB-MAJOR GROUP and Services.

d into the following unit groups:

LAND MANAGERS

PROPRIETORS

TY SALON MANAGERS AND

ESALE/RETAIL DEALERS

DISPOSAL MANAGERS

TORS IN OTHER SERVICES NEC

legal formalities with solicitors, building societies and other parties;

- maintains or arranges for the maintenance of estate accounts and records;
- acts as arbiter in disputes between landlord and tenant and ensures that both fulfil their legal obligations;
- examines and assesses housing applications, advises on rent levels, investigates complaints, maintains estate's amenities and liaises with tenants' association and social workers to resolve any family problems.

RELATED JOB TITLES

Housing manager
Property manager
Shopping centre manager

1232 GARAGE MANAGERS AND PROPRIETORS

Garage managers and proprietors plan, organise, direct and co-ordinate the day-to-day running of garages and specialist vehicle maintenance and repair establishments.

TASKS

- determines staffing, financial, material and other short and long term needs;
- controls the allocation, training and remuneration of hairdressing, beauty treatment and health club staff;
- provides clients with information and resolves any complaints or problems;
- undertakes and/or directs hair treatments, beauty therapy or health and fitness activities;
- checks and maintains any health and fitness equipment, and ensures that all safety requirements are met;
- prepares estimates, financial statements and other reports.

RELATED JOB TITLES

Hairdresser's manager
Manager (*hairdressing*)
Owner (*beauty salon*)

1234 SHOPKEEPERS AND WHOLESALE/RETAIL DEALERS

Workers in this unit group co-ordinate, direct and undertake the activities in the running of small independent retail and wholesale establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. There are a variety of NVQs/SVQs relevant to the activities of specialist retail establishments. NVQs/SVQs in Retail Operations are available at Levels 2, 3 and 4.

TASKS

- provides information about merchandise to staff and customers;
- ensures that adequate reserves of merchandise are held and orders new stock as required;

- studies legislation and liaises with waste enforcement regulation staff to ensure the compliance with legislation regarding waste disposal and recycling;
- co-ordinates the resources and activities relating to the procurement, collection, storage, processing and sale of scrap metal.

RELATED JOB TITLES

General dealer

Manager (*refuse disposal*)

Recycling manager

Scrap metal merchant

1239 MANAGERS AND PROPRIETORS IN OTHER SERVICES NEC

Workers in this unit group perform a variety of managerial tasks in other service industries not elsewhere classified in MINOR GROUP 123: Managers and Proprietors in Other Service Industries.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry requirements vary from company to company. Some companies do not require candidates to have academic qualifications but others require a degree or equivalent qualification. Off- and on-the-job training is provided.

TASKS

- determines staffing, financial, material and other short and long term requirements;
- ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;
- authorises payment for supplies received and decides on vending price and credit terms;
- examines quality of merchandise and ensures that effective use is made of advertising and display facilities.

GROUP 2

OCCUPATIONS

main tasks require a high level of knowledge in engineering, life sciences, social sciences, humanities and the practical application of an extensive body of knowledge by means of research and methods and other means.

require a degree or equivalent qualification, state qualifications and/or a formal period of

ed into the following sub-major and minor

Y PROFESSIONALS

ALS

UNICATION TECHNOLOGY

PROFESSIONALS

S

S

VICE PROFESSIONALS

L PROFESSIONALS

ERS, SURVEYORS

ONALS

PROFESSIONALS

GROUP 21

LOGY PROFESSIONALS

ke research and consultancy activities within
e development, installation and maintenance
ctrical systems; advise upon and direct the
; and provide consultancy and development
ormation technology.

GROUP 211

OF PROFESSIONALS

ing, directing and undertaking research and
y and consultancy services in the fields of
gy and meteorology.

d into the following unit groups:

AND BIOCHEMISTS

AND METEOROLOGISTS

composition, energy and chemical changes in
natural substances and processed materials;

- analyses results and experimental data;
- tests techniques and processes for reliability
under a variety of conditions;
- develops procedures for quality control of
manufactured products.

RELATED JOB TITLES

Analytical chemist
Chemist
Development chemist
Industrial chemist
Physical chemist
Research chemist

2112 BIOLOGICAL SCIENTISTS

AND BIOCHEMISTS

Biological scientists and biochemists examine and
investigate the morphology, structure, chemistry and

2113 PHYSICISTS, GEOLOGISTS AND METEOROLOGISTS

Physicists, geologists and meteorologists study relationships between matter, energy and other physical phenomena, the nature, composition and structure of the Earth and other planetary bodies and forecast weather conditions and electrical, magnetic, seismic and thermal activity.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree, although entry may also be possible with an appropriate BTEC/SQA award. Further specialist training is provided on the job. Higher degrees and professional qualifications are available.

TASKS

- 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 macro-molecules and living cells and their interaction with various forms of energy;
- 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;
- observes, records and collates data on atmospheric conditions from weather stations, satellites, and observation vessels to plot and forecast weather conditions;
- 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.

RELATED JOB TITLES

Geologist
Geophysicist
Mathematician
Meteorologist
Physicist
Seismologist

GROUP 212

PROFESSIONALS

technically supervise the construction, testing, structural, chemical, electrical and electronic technical aspects of production programmes, procedures to ensure efficiency and quality.

and into the following unit groups:

S

NT ENGINEERS

SS ENGINEERS

CONTROL ENGINEERS

NALS NEC

- determines and specifies construction methods, materials, quality and safety standards and ensures that equipment operation and maintenance comply with design specifications;
- 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;
- organises and plans projects, arranges work schedules, carries out inspection work and plans maintenance control;
- organises and establishes control systems to monitor operational efficiency and performance of materials and systems.

RELATED JOB TITLES

City engineer

Civil engineer

Mining engineer

Municipal engineer

Petroleum engineer

Structural engineer

2123 ELECTRICAL ENGINEERS

Electrical engineers undertake research and design, direct construction and manage the operation and maintenance of electrical equipment, power stations and other electrical products and systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Electrical engineers usually possess an accredited university degree. After qualifying, periods of appropriate training and experience are required before membership of a chartered engineering institution. Incorporated engineers possess an accredited university degree, BTEC/SQA award or a Modern Apprenticeship leading to an NVQ/SVQ at Level 4. All routes are followed by periods of appropriate training and relevant experience.

TASKS

- supervises, controls and monitors the operation of electrical generation, transmission and distribution systems;
- determines and specifies manufacturing methods of electrical systems;
- ensures that manufacture, operation and maintenance comply with design specifications and contractual arrangements;
- organises and establishes control systems to monitor the performance and safety of electrical assemblies and systems.

RELATED JOB TITLES

Electrical engineer (professional)
Generating engineer (*electricity supplier*)
Power engineer
Power transmission engineer

2124 ELECTRONICS ENGINEERS

Electronics engineers undertake research and design, direct construction and manage the operation and maintenance of electronic motors, communications systems, microwave systems, and other electronic equipment.

appropriate training and experience are required before membership of a chartered engineering institution. Incorporated engineers possess an accredited university degree, BTEC/SQA award or a Modern Apprenticeship leading to an NVQ/SVQ at Level 4. All routes are followed by periods of appropriate training and relevant experience.

TASKS

- undertakes research and develops processes to achieve physical and/or chemical change for oil, pharmaceutical, synthetic, plastic, food and other products;
- designs, controls and constructs process plants to manufacture products;
- ensures that production methods, materials and quality standards conform to specifications and safety requirements;
- manages the safe and efficient operation, maintenance and control of processing plant;
- prepares reports, feasibility studies and costings for major investments in processing facilities for increased capacity and novel product manufacture.

RELATED JOB TITLES

Chemical engineer

Plastics engineer (professional)

2126 DESIGN AND DEVELOPMENT ENGINEERS

Design and development engineers conceive engineering designs from product ideas or requirements in mechanical, electrical and electronic engineering.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Design and development engineers usually possess an accredited university degree. After qualifying, periods of appropriate training and experience are required before membership of a chartered engineering institution. Incorporated engineers

award or a Modern Apprenticeship leading to an NVQ/SVQ at Level 4. All routes are followed by periods of appropriate training and relevant experience.

TASKS

- studies existing and alternative production methods, regarding work flow, plant layout, types of machinery and cost;
- recommends optimum equipment and layout and prepares drawings and specifications;
- devises production control methods to monitor operational efficiency;
- investigates and eliminates potential hazards and bottlenecks in production;
- advises management on new production methods, techniques and equipment;
- liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies.

RELATED JOB TITLES

Process engineer
Production consultant
Production engineer

2128 PLANNING AND QUALITY CONTROL ENGINEERS

Planning and quality control engineers plan production schedules, work sequences, and manufacturing and processing procedures to ensure accuracy, quality and reliability.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Planning and quality control engineers usually possess an accredited university degree. After qualifying, periods of appropriate training and experience are required before membership of a chartered engineering institution. Incorporated engineers possess an accredited university degree, BTEC/SQA award or a Modern Apprenticeship

before membership of a chartered engineering institution. Incorporated engineers possess an accredited university degree, BTEC/SQA award or a Modern Apprenticeship leading to an NVQ/SVQ at Level 4. All routes are followed by periods of appropriate training and relevant experience.

TASKS

- researches into problem areas to advance basic knowledge, evaluate new theories and techniques and to solve specific problems;
- establishes principles and techniques to improve the quality, durability and performance of materials such as textiles, glass, rubber, plastics, ceramics, metals and alloys;
- designs new systems and equipment with regard to cost, market requirements and feasibility of manufacture;
- devises and implements control systems to monitor operational efficiency and performance of system and materials;
- prepare sketches, drawings and specifications showing materials to be used, construction and finishing methods and other details;
- examines and advises on patent applications;
- provides technical consultancy services.

RELATED JOB TITLES

Agricultural engineer

Ceramics engineer

Food technologist

Fuel engineer

Materials scientist

Metallurgist

Patent agent

Project engineer

Traffic engineer

GROUP 213

COMMUNICATION TECHNOLOGY

PROFESSIONALS

professionals advise clients as to the effective development and implement software for clients.

divided into the following unit groups:

2131 SOFTWARE PROFESSIONALS

UNIT GROUPS

RELATED JOB TITLES

Computer consultant
Software consultant

2132 SOFTWARE PROFESSIONALS

Software professionals are responsible for all aspects of the design, application, development and operation of software systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree or equivalent qualification, although entry with other academic qualifications and/or relevant experience is possible. There are a variety of vocational, professional and postgraduate qualifications available.

TASKS

- examines existing software and determines requirements for new/modified systems through consultation with clients and staff;
- undertakes feasibility studies of software solutions through specifying and costing functional details, equipment, staffing and operational procedures;
- investigates, plans, designs and develops software solutions within stated constraints;
- installs, implements and maintains the reliability and security of software systems as business functions;

R GROUP 22

FESSIONALS

ent for people and animals, conduct research
naceutical compounds.

ROUP 221

FESSIONALS

sical injuries, disorders and diseases, provide
corrective devices, carry out routine medical
patients, conduct research into treatments and
nd diagnose and treat sick or injured animals.

d into the following unit groups:

S

DLOGISTS

- diagnoses condition and prescribes and/or administers appropriate treatment/surgery;
- administers routine medical tests and inoculations against communicable diseases;
- supervises patient's progress and advises on diet, exercise and other preventative action;
- refers patient to specialist where necessary and liaises with specialist;
- prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials.

RELATED JOB TITLES

Anaesthetist
Consultant (*hospital service*)
Doctor
General practitioner
Medical practitioner

compound and dispense drugs and medicaments in hospitals and pharmacies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants possess a degree in pharmacy. To register with the Royal Pharmaceutical Society, entrants must have completed a one year period of training and passed a registration exam.

TASKS

- prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form;
- checks that recommended doses are not being exceeded and that instructions are understood by patients;
- maintains prescription files and records issue of narcotics, poisons and other habit-forming drugs;
- liaises with other professionals regarding the development, manufacturing and testing of drugs;
- tests and analyses drugs to determine their identity, purity and strength;
- ensures that drugs and medicaments are in good supply and are stored properly.

RELATED JOB TITLES

Chemist (*pharmaceutical/retail*)

Druggist

Pharmaceutical chemist

Pharmacist

Pharmacologist

2214 OPHTHALMIC OPTICIANS

Ophthalmic opticians test patient's vision, diagnose defects and disorders and prescribe glasses or contact lenses as required.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a degree in Optometry and must have passed the Professional Qualifying Examination of the

- refers patient to specialist, where necessary;
- prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials.

RELATED JOB TITLES

Dental surgeon

Dentist

Orthodontist

Periodontist

2216 VETERINARIANS

Veterinarians diagnose and treat animal injuries, diseases and disorders, and advise on preventative action.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants will require a university degree in veterinary science. Pre-entry experience in a veterinary practice may be required for entry to a university veterinary school.

TASKS

- examines animal and arranges or undertakes any necessary x-ray or other tests;
- diagnoses condition and prescribes and administers appropriate drugs, dressings, etc.;
- performs routine medical tests and inoculates animals against communicable diseases;
- administers local or general anaesthetics and performs surgery;
- investigates outbreaks of animal diseases and advises owners on feeding, breeding and general care.

RELATED JOB TITLES

Veterinarian

Veterinary officer

Veterinary surgeon

GROUP 23

RESEARCH PROFESSIONALS

organise and undertake teaching and research and inspect schools and training establishments.

GROUP 231

PROFESSIONALS

provide instruction in academic, technical, and inspect schools and training establishments.

divided into the following unit groups:

TEACHING PROFESSIONALS

TEACHING PROFESSIONALS

SCHOOL INSPECTORS

TEACHING PROFESSIONALS

EDUCATION TEACHING

ON TEACHING PROFESSIONALS

ADMINISTRATORS OF MENTS

LS NEC

TASKS

- prepares, delivers and directs lectures, seminars and tutorials;
- prepares, administers and marks examinations, essays and other assignments;
- advises students on academic matters and encourages independent research;
- participates in decision making processes regarding curricula, budgetary, departmental and other matters;
- directs the work of postgraduate students;
- undertakes research, writes articles and books and attends conferences and other meetings.

2313 EDUCATION OFFICERS, SCHOOL INSPECTORS

Education officers plan, organise and direct the educational activities and resources in a local authority education area, and undertake inspections of schools and other training establishments excluding universities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Education officers usually possess an education-related degree or postgraduate qualification and have gained relevant experience in teaching and/or school management. School inspectors must have completed a training and assessment programme in school inspection.

TASKS

- advises on all aspects of education and ensures that all statutory educational requirements are being met;
- plans and advises on the provision of special schools for the physically and mentally handicapped;
- appoints and controls teaching staff;
- verifies that school buildings are adequately maintained;
- arranges for the provision of school medical and meals services;
- observes teaching, assesses learning level and discusses any apparent faults with teachers, heads of department and head teachers;
- prepares reports on schools concerning teaching standards, educational standards being achieved, the spiritual, moral and social development of pupils, resource management etc.

RELATED JOB TITLES

Curriculum development officer
Director of education
Education inspector
Education officer
HM Inspector of Schools

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is only possible with a Bachelor of Education or other relevant degree followed by a Postgraduate Certificate of Education. Further and higher professional qualifications are required for some teaching posts.

TASKS

- prepares courses and teaches a range of subjects;
- prepares, assigns and corrects exercises to record and evaluate students progress;
- supervises students in classroom and maintains discipline;
- teaches simple songs and rhymes and reads stories to promote language development;
- discusses progress with student, parents and/or other education professionals.

RELATED JOB TITLES

Head teacher (*primary/middle school*)

Infant teacher

Junior school teacher

Nursery school teacher

Primary school teacher

2316 SPECIAL NEEDS EDUCATION TEACHING PROFESSIONALS

Special needs education teaching professionals organise and provide instruction at a variety of different levels to children who are partially blind, deaf, physically or mentally handicapped, epileptic or suffering from speech defects or other learning difficulties.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is only possible with a Bachelor of Education or other relevant degree followed by a Postgraduate Certificate of Education. Further training for specialist needs teaching is available for those with sufficient teaching experience and is mandatory in many areas.

- arranges for evaluation of management, accounting, information storage and retrieval and other facilities;
- controls administrative aspects of student registration and admission;
- acts as secretary to statutory and other bodies/committees associated with the educational establishment;
- organises examinations, necessary invigilations and any security procedures required;
- arranges for the preparation, publication and despatch of syllabuses and other official documents.

RELATED JOB TITLES

Bursar

Registrar (*educational services*)

University administrator

2319 TEACHING PROFESSIONALS NEC

Workers in this unit group perform a variety of other education and teaching occupations not elsewhere classified in MINOR GROUP 231: Teaching Professionals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications, professional qualifications and/or relevant experience.

TASKS

- inspects and advises on the work of educational, training and similar establishments;
- 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;
- co-ordinates the activities of private music and dancing schools, training centres and similar establishments;

GROUP 232

PROFESSIONALS

planning, directing and undertaking scientific, and the application of theoretical principles and research objective.

and into the following unit groups:

SCIENTISTS

RESEARCHERS

RELATED JOB TITLES

Research associate (medical)
Research scientist
Scientific officer
Scientist

2322 SOCIAL SCIENCE RESEARCHERS

Social science researchers study the origin, structure and characteristics of language, analyse the behaviour of human beings, organise the collection of information for social surveys and independent research, and undertake subsequent analysis.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification but is possible with other academic qualifications and/or relevant experience.

TASKS

- traces the evolution of word and language forms, compares grammatical structures and analyses the relationships between ancient parent and modern languages;
- compiles and analyses economic, demographic, legal, political, social and other data to address research objective;

- undertakes research on people, incidents and other topics of interest for news, current affairs programmes, documentaries and entertainment broadcasts.

RELATED JOB TITLES

Research assistant (*university*)
Research associate (*university*)
Researcher (*broadcasting*)
University research fellow

GROUP 24

SERVICE PROFESSIONALS

use and act on behalf of clients in legal matters, and analyse financial information, perform management matters, and perform a variety of public and voluntary sectors.

GROUP 241

PROFESSIONALS

of individuals, businesses, organisations and judicial proceedings.

and into the following unit groups:

S, JUDGES AND CORONERS

SEC

- advises client on the basis of legal knowledge, research and past precedent as to whether to proceed with legal action;
- drafts pleadings and questions in preparation for court cases, appears in court to present evidence to the judge and jury, cross examine witnesses and sum up why the court should decide in their clients favour;
- undertakes legal business on behalf of client in areas of business law, probate, conveyancing and litigation and acts as trustee or executor if required;
- instructs counsel in higher and lower courts and pleads cases in lower courts as appropriate;
- hears, reads and evaluates evidence, and instructs or advises the jury on points of law or procedure;
- conducts trials according to rules of procedure, announces the verdict and passes sentence and/or awards costs and damages.

RELATED JOB TITLES

Articled clerk
Barrister
Coroner
Judge
Solicitor

GROUP 242

TYPICAL PROFESSIONALS

collect, record, summarise and analyse financial and other material, industrial, commercial and other establishments

divided into the following unit groups:

UNIT GROUP 1: ACCOUNTANTS

ACCOUNTANTS

UNIT GROUP 2: ACCOUNTANTS, ACTUARIES, ECONOMISTS

RELATED JOB TITLES

Accountant (qualified)

Auditor (qualified)

Certified accountant

Chartered accountant

Company accountant

2422 MANAGEMENT ACCOUNTANTS

Management accountants collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree or equivalent qualification. To qualify as an accountant, entrants must gain practical experience with an employer and successfully complete professional examinations. Exemptions to some professional examinations are available to those with appropriate academic qualifications.

TASKS

- evaluates financial information for management purposes;

- advises governments, commercial enterprises, organisations and other clients in light of research findings;
- addresses seminars, conferences and the media to present results of research activity or to express professional views.

RELATED JOB TITLES

Actuary

Business analyst

Economist

Management consultant

Management services officer

Statistician

GROUP 243

PLANNERS, SURVEYORS

conduct surveys to determine the exact position and dimensions of quantities for construction projects, and for commercial, residential, industrial and

divided into the following unit groups:

(NOT QUANTITY SURVEYORS)

RELATED JOB TITLES

Architect
Architectural consultant
Chartered architect
Landscape architect

2432 TOWN PLANNERS

Town planners direct or undertake the planning of the layout and the co-ordination of plans for the development of urban and rural areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess either an accredited degree or postgraduate qualification and must have completed at least two years work experience in town planning before gaining professional status.

TASKS

- analyses information to establish the nature, extent, growth rate and likely development requirements of the area;
- consults statutory bodies and other interested parties to ensure that local interests are catered for and to evaluate competing development proposals;

- examines tenders received, advises client on the most acceptable and assists with preparation of a contract document;
- measures and values work in progress and examines any deviations from original contract;
- measures and values completed contract for authorisation of payment.

RELATED JOB TITLES

Quantity surveyor

Quantity surveyor's assistant

Survey technician (*quantity surveying*)

2434 CHARTERED SURVEYORS (NOT QUANTITY SURVEYORS)

Chartered surveyors conduct surveys related to the measurement, management, valuation and development of land, natural resources, buildings, other types of property, and infrastructure such as harbours, roads and railway lines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry requirements to professional bodies vary. Entrants usually possess an accredited degree, equivalent qualification and/or postgraduate qualification. Entrants must also have successfully completed a probationary training period and professional assessment.

TASKS

- surveys, measures and describes land surfaces to establish property boundaries and to aid with construction or cartographic work;
- surveys mines, prepares drawings of surfaces, hazards and other features to control the extent and direction of mining;
- surveys buildings to determine necessary alterations and repairs;

GROUP 244

PROFESSIONALS

formulation and implementation of government departments; provide information, advice and support to groups; supervise, counsel and help offenders; and other duties.

divided into the following unit groups:

ADMINISTRATIVE PROFESSIONALS

- co-ordinates and directs the activities of Inland Revenue offices, Job Centres, Benefits Agency offices and other local offices of national government;
- develops and implements administrative policies of government departments, including pay arrangements, personnel and training policies and capital projects;
- 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.

RELATED JOB TITLES

Area officer (*local government*)
Civil servant (grade 6,7)
Divisional officer (*local government*)
Principal/Grade 7 (*government*)
Registrar of births, deaths and marriages
Superintendent registrar

2442 SOCIAL WORKERS

Social workers provide information, advice and support to protect the welfare of vulnerable groups including children, young people, families under stress, people with disabilities, elderly people and people who are mentally or physically ill.

TASKS

- 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;
- enforces court orders and serves the public by providing a wide range of supervision programmes for those in receipt of a community sentence;
- draw up probation plans with offenders and help them follow it, advise them on any work and help them with any family or social problems;
- works with prisoners in giving advice on problems such as drug and alcohol abuse, addressing training needs, finding work and getting accommodation.

RELATED JOB TITLES

Community service officer
Probation officer

2444 CLERGY

Members of the clergy provide spiritual motivation and guidance, conduct worship according to the form of service of a particular faith/denomination and perform related functions associated with religious beliefs and practices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades, A levels/H grades, a degree or equivalent qualification. Candidates must pass a residential selection procedure. Entrants then attend theological college where training includes theological instruction and practical pastoral experience. Training can last up to six years depending upon age, experience and denomination.

TASKS

- prepares and delivers sermons and talks and leads congregation in worship;

GROUP 245

RELATED PROFESSIONALS

obtain, organise, develop and make available
art objects, pictures, artefacts and other items

and into the following unit groups:

PROFESSIONAL

RELATED JOB TITLES

Assistant librarian
Branch librarian
Chartered librarian
Librarian

2452 ARCHIVISTS AND CURATORS

Archivists and curators collect, appraise and preserve
collections of recorded and other material of
historical interest.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although
entrants usually possess a degree or higher degree.
Many postgraduate courses require applicants to
have gained relevant practical experience prior to
entry. Training is typically received on-the-job.
Professional qualifications leading to NVQs/SVQs
in Curatorial and Conservation Skills at Levels 3, 4
and 5 are available.

TASKS

- examines, appraises and advises on acquisition
of exhibits, government papers and other
material;
- classifies material and arranges for its safe
keeping and preservation;

GROUP 3

ONAL AND TECHNICAL

ATIONS

main tasks require experience and knowledge
sume operational responsibility and to give
al sciences, engineering, life sciences, social
Managers and Senior Officials.

enance of complex equipment; legal, financial
n technology services; providing skilled support
ing in protective service occupations. Culture,
in this major group. Most occupations in this
el vocational qualification, often involving a
study. Some additional task-related training is
luction.

ed into the following sub-major and minor

Y ASSOCIATE PROFESSIONALS

G TECHNICIANS

UILDING INSPECTORS

UPATIONS

ARE ASSOCIATE

SSIONALS

TE PROFESSIONALS

UPATIONS

UPATIONS

TS OCCUPATIONS

CCUPATIONS

SSIONALS

SIONALS

UPATIONS

ICE ASSOCIATE

PROFESSIONALS

SIONALS

SOCIATE PROFESSIONALS

CIATE PROFESSIONALS

E PROFESSIONALS

ER ASSOCIATE PROFESSIONALS

GROUP 31

TECHNOLOGY ASSOCIATE

FUNCTIONS

Technicians perform a variety of technical support functions. They assist engineers, designers and architects, prepare technical drawings, provide technical support for IT operations and users.

GROUP 311

ENGINEERING TECHNICIANS

Perform a variety of technical support functions to assist the design, development and maintenance of engineering products. Carry out assurance related tasks, support the work of other technical support functions for various other technical support functions for

and into the following unit groups:

- MECHANICAL ENGINEERING TECHNICIANS**
- ELECTRICAL ENGINEERING TECHNICIANS**
- CIVIL ENGINEERING TECHNICIANS**
- CONSTRUCTION TECHNICIANS**
- MANUFACTURING TECHNICIANS**
- TECHNICAL ASSISTANTS**
- TECHNICAL SUPPORT TECHNICIANS**
- TECHNICAL SUPPORT TECHNICIANS NEC**

TASKS

- sets up and assists with the construction and the development of scientific apparatus for experimental, demonstration or other purposes;
- prepares and analyses body fluids, secretions and/or tissue to detect infections or to examine the effects of different drugs;
- 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;
- operates and services specialised scientific equipment, undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for some equipment are maintained;

RELATED JOB TITLES

Electrical technician
Electronics technician
Signals officer (*MOD*)

3113 ENGINEERING TECHNICIANS

Engineering technicians perform a variety of technical support functions to assist engineers with the design, development, operation, installation and maintenance of engineering systems and constructions.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants to training usually possess GCSEs/S grades. Professional training consists either of full-time study for a BTEC/SQA award followed by two years on-the-job training, or a Modern Apprenticeship leading to an NVQ/SVQ at Level 3 or 4.

TASKS

- plans and prepares work and test schedules based on specifications and drawings;
- sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data;
- prepares estimates of materials, equipment and labour required for engineering projects;
- diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment;
- visits and advises clients on the use and servicing of mechanical and chemical engineering products and services.

RELATED JOB TITLES

Commissioning engineer
Contracts engineer
Engineering technician
Engineer's assistant
Technician engineer

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades, a BTEC/SQA award or A levels/H grades. Training is typically received on-the-job, supplemented by training courses where instruction in specific techniques is required. Various industry specific NVQs/SVQs encompass aspects of quality control.

TASKS

- sets up scientific, electronic, or other technical equipment to perform functional and inspection tests;
- analyses and interprets the results of tests undertaken and writes up reports upon completion;
- supervises the work of routine inspection staff and notes any defects reported;
- assists quality control engineers in undertaking production audits;
- liaises with production engineers and staff to maintain the quality of output and to develop management quality systems.

RELATED JOB TITLES

NDT technician

QA co-ordinator

Quality assurance technician

3119 SCIENCE AND ENGINEERING TECHNICIANS NEC

Workers in this unit group perform a variety of technical support functions not elsewhere classified in MINOR GROUP 311: Science and Engineering Technicians.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry varies from employer to employer. Entrants usually possess GCSEs/S grades, a BTEC/SQA award or an Intermediate GNVQ/GSVQ Level II. Professional qualifications are available and may be required in some areas of work.

GROUP 312

3120 BUILDING INSPECTORS

al drawings, plans and charts, give technical
undertake inspections of buildings to ensure
ther requirements.

d into the following unit groups:

31201 LOGICISTS AND TOWN PLANNING

- issues development permits as authorised;
- checks that completed work conforms to specifications.

RELATED JOB TITLES

Architectural assistant

Architectural technician

Architectural technologist

Planning assistant (*local government*)

Planning enforcement officer

3122 DRAUGHTSPERSONS

Draughtspersons prepare technical drawings, plans,
maps, charts and similar items.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades, BTEC/
SQA awards, an appropriate GNVQ/GSVQ or A
levels/H grades. Further training consists of courses
of study and supervised practical experience.

TASKS

- examines design specification to determine general requirements;

- visits building sites, examines foundations and inspects drains to ensure compliance with regulations;
- inspects structural condition of buildings for insurance and mortgage purposes;
- prepares reports and recommendations on all inspections made.

RELATED JOB TITLES

Building control officer
Building inspector
Inspector (*NHBRC*)

GROUP 313

IT USER SUPPORT TECHNICIANS

responsible for the day-to-day running of computer systems and providing advice and guidance for IT users and customers.

divided into the following unit groups:

UNIT GROUPS

TECHNICAL SUPPORT

- acts as a liaison between users, outside suppliers, engineers and other technical groups;
- develops and maintains site administration documentation and configuration records.

RELATED JOB TITLES

Computer operator
Database manager
IT technician
Network technician
Systems administrator
Web master

3132 IT USER SUPPORT TECHNICIANS

IT user support technicians are responsible for providing technical support, advice and guidance for customers or IT users within an organisation, either directly or by telephone, e-mail or other network interaction.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant experience. Entrants typically possess GCSEs/S grades and A levels/H grades, BTEC/SQA awards, an Advanced GNVQ/GSVQ Level III or a degree. Training is usually provided on-the-job supplemented by specialised courses. Postgraduate and professional qualifications, and NVQs/SVQs in Support Users of Information Technology at Levels 2 and 3 are available.

GROUP 32

WELFARE ASSOCIATE

SIONALS

onals provide a variety of technical support
ment of patients, apply physical, therapeutic
n physical and psychological recovery, and
y services.

ROUP 321

E PROFESSIONALS

their tasks, provide nursing care for the sick
care for mothers and babies, administer first
nd other imaging equipment, fit hearing aids
ement disorders, provide a variety of technical

d into the following unit groups:

S

NSERS

CHNICIANS

registration training is available for a range of clinical
specialisms.

TASKS

- assists medical doctors, deals with emergencies
and prepares patients for examination;
- monitors patient's progress, administers drugs
and medicines, applies surgical dressings and
gives other forms of treatment;
- participates in the preparation for physical and
psychological treatment of mentally ill patients;

RELATED JOB TITLES

Midwife

Midwifery sister

3213 PARAMEDICS

Paramedics provide advanced first aid and life support treatment in emergency situations and transport sick and injured people who require skilled treatment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Paramedics must have completed at least 12 months experience as an ambulance technician (see Unit Group 6112: Ambulance staff (excluding paramedics)) before selection for paramedic training. Selection involves written and practical examinations in ambulance care and an interview. Entrants must then complete 8 weeks of assessed training to gain a Certificate for Ambulance Paramedic Skills.

TASKS

- drives ambulance or accompanies driver to respond to calls for assistance at accidents, emergencies and other incidents;
- ascertains nature of injuries, provides first aid treatment and assesses appropriate method of conveying patients;
- completes patient report forms describing patients condition and any treatment undertaken for the use of medical staff;
- transports and accompanies patients who either require or potentially require skilled treatment whilst travelling.

RELATED JOB TITLES

Ambulance paramedic

Paramedic

podiatric medicine. Courses combine theoretical and practical training. There is a lower age limit for entry of 18 years.

TASKS

- examines patient's feet to determine the nature and extent of disorder;
- treats conditions of the skin, nails and soft tissues of feet by minor surgery, massage and heat treatment, padding and strapping or drugs;
- prescribes, makes and fits pads and other appliances to correct and/or protect foot disorders;
- advises patient on aspects of foot care to avoid recurrence of foot problems;
- refers patients who require further medical or surgical attention.

RELATED JOB TITLES

Chiropodist

Chiropodist-podiatrist

3216 DISPENSING OPTICIANS

Dispensing opticians supply and fit spectacles and other optical aids according to prescription.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades, a BTEC/SQA award, an Intermediate GNVQ/GSVQ Level II or A levels/H grades followed by up to three years training and the successful completion of professional examinations.

TASKS

- interprets prescription and measures patient's face to determine distance between pupil centres, height of bridge of nose, etc.;
- advises patient on lens type and choice of spectacle frames;

3218 MEDICAL AND DENTAL TECHNICIANS

Workers in this unit group operate cardiographic and encephalographic testing equipment, give simple dental treatment, fit artificial limbs and hearing aids, and undertake related medical and dental tasks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades, BTEC/SQA awards, an Intermediate GNVQ/GSVQ Level II or A levels/H grades. Training may last up to five years depending upon the field and method of study. Professional qualifications and NVQs/SVQs at Level 3 are available in some areas.

TASKS

- operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments;
- undertakes scaling and polishing of teeth, applies medicaments, carries out post-operative hygiene work and advises on preventative dentistry;
- makes dentures, crowns, bridges, orthodontic and other dental appliances according to individual patient requirements;
- measures patient's for, and fits them with, surgical appliances, hearing aids and artificial limbs;
- performs related medical tasks including treating hair and scalp disorders and conducting tests on glaucoma patients.

RELATED JOB TITLES

Audiologist
Cardiographer
Dental hygienist
Dental technician
Medical technical officer

GROUP 322

THERAPISTS

physical, therapeutic and other treatments or psychological recovery from illness and injury, and

and into the following unit groups:

UNITS

THERAPISTS

RELATED JOB TITLES

Chartered physiotherapist
Physiotherapist
Superintendent physiotherapist

3222 OCCUPATIONAL THERAPISTS

Occupational therapists work with people who have a physical or mental disability or mental illness in order to maximise self-confidence and independent functioning.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess A levels/H grades, an Advanced GNVQ/GSVQ Level III, a BTEC/SQA award or equivalent qualifications followed by training on an approved degree scheme necessary for state registration as an occupational therapist. There is a lower age limit of 18 years to enter training.

TASKS

- considers the physical, psychological and social needs of a patient;
- designs, initiates and monitors carefully selected and graded activities as part of the assessment and intervention process;

RELATED JOB TITLES

Speech and language therapist

Speech therapist

3229 THERAPISTS NEC

Workers in this unit group plan and apply physical and therapeutic treatments and activities to assist recovery from illness and to minimise the effects of disabilities not elsewhere classified in MINOR GROUP 322: Therapists.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess an accredited degree or postgraduate qualification. Training can take between two to five years depending upon the chosen method of study. Courses provide a mixture of theoretical study and practical experience. Membership of professional bodies may be mandatory in some areas.

TASKS

- 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;
- diagnoses and treats disorders of vision and eye movements, monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required;
- manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure;
- inserts needles under the skin, administers aromatic herbs and oils and massages body to relieve pain and restore health;
- assesses and provides treatment for people with mental disabilities, or those suffering with mental illness.

GROUP 323

COMMUNITY PROFESSIONALS

organise and provide social welfare and related housing needs of individuals or localities, disabilities or illnesses, investigate cases of abuse or

divided into the following unit groups:

COMMUNITY WORKERS

OFFICERS

- works with tenants to improve facilities on housing estates, helps set up credit unions, encourages parents to establish playgroups, works with other groups to find solutions to shared concerns or problems.

RELATED JOB TITLES

Community worker

Day centre officer

Youth leader

Youth worker

3232 HOUSING AND WELFARE OFFICERS

Housing and welfare officers assess and address housing needs of particular localities and individuals, assist the blind, deaf, sick, elderly, physically handicapped and mentally ill with problems relating to their condition, investigate cases of child neglect or ill treatment and perform other welfare tasks not elsewhere classified.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant work experience. NVQs/SVQs in Housing are available at Levels 2, 3 and 4. Professional qualifications are available and may be required for some posts.

R GROUP 33

ICE OCCUPATIONS

serve in the armed forces, the police force, fire
protective service roles.

ROUP 331

ICE OCCUPATIONS

majesty's, foreign and Commonwealth armed
v and order, fight fires and advise on fire
discipline at prisons and detention centres, and
ice roles.

and into the following unit groups:

ANT AND BELOW)

LEADING FIRE OFFICER AND

S (BELOW PRINCIPAL OFFICER)

SOCIATE PROFESSIONALS NEC

- stands watch and guards military establishments and other buildings;
- trains and exercises using various military equipment and tactics;
- patrols areas of possible military activity;
- leads and trains new recruits and lower ranks.

RELATED JOB TITLES

Airman/woman
Corporal
Petty officer
Private
Sapper
Sergeant
Sergeant-Major

3313 FIRE SERVICE OFFICERS (LEADING FIRE OFFICER AND BELOW)

Workers in this unit group co-ordinate and participate in fire fighting activities, advise on fire prevention and salvage goods during and after fires.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some brigades may specify certain GCSEs/S grades. Good colour vision without spectacles or contact lenses is required. Candidates must also pass a medical examination and a strength test. Initial training lasts between 3 and 4 months and is followed by a two year probationary period of assessment.

TASKS

- inspects premises to identify potential fire hazards and to check that statutory fire fighting equipment is available and in working order;
- arranges fire drills and tests alarm systems and equipment;
- travels to fire or other emergency by vehicle and locates water mains if necessary;
- operates hose pipes, ladders, chemical, foam, gas or powder fire extinguishing appliances;
- rescues people or animals trapped by fire and administers first aid;
- 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.

RELATED JOB TITLES

Fire officer (*coal mine*)

Fire fighter (*fire service*)

Fireman (*fire service*)

national borders, monitor maritime conditions, undertake search and rescue operations and perform other security and protective service occupations not elsewhere classified in MINOR GROUP 331: Protective Service Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

These posts have varying entry requirements. Some posts require no academic qualifications whereas others require GCSEs/S grades and/or relevant practical experience. Entry to some occupations is followed by periods of assessed probationary training and professional examinations.

TASKS

- 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;
- examines passports, visas, work permits and other immigration documents, and allows or refuses entry into the UK;
- maintains revenue control at breweries, tobacco factories and other premises where dutiable goods are manufactured, processed or stored;
- visits racecourses, greyhound stadiums and betting shops to ensure compliance with legal requirements;
- broadcasts information on weather and maritime conditions, monitors shipping and provides instruction to navigators;
- receives distress messages, alerts other appropriate rescue services and participates in search and rescue operations;
- photographs, fingerprints and undertakes other forms of forensic examination at the scene of a crime.

RELATED JOB TITLES

Coastguard
Coastguard officer
Customs and Excise officer
Emergency planning officer
Scenes of crime officer (civilian)

GROUP 34

SPORTS OCCUPATIONS

restore artistic works; write, edit and evaluate entertainment; arrange and perform musical presentations; present television and radio advertising equipment; promote the image of commercial and industrial products; compete in sports; provide training and instruction for sporting and

GROUP 341

LITERARY OCCUPATIONS

perform artistic work, write, evaluate and edit literary works, perform in films, theatre and other acts, compose musical compositions, and produce television

and into the following unit groups:

ARTISANS

ARTISTS AND DIRECTORS

TASKS

- conceives and develops ideas for artistic composition;
- selects appropriate materials, medium and method;
- prepares sketches, scale drawings or colour schemes;
- builds up composition into finished work by carving, sculpting, etching, painting, engraving and drawing;
- approaches managers of galleries and exhibitions in order to get finished work displayed.

Editor
Freelance writer
Interpreter
Script writer
Translator

3413 ACTORS, ENTERTAINERS

Actors and entertainers sing, portray roles in dramatic productions, perform comedy routines, gymnastic feats and tricks of illusion, train animals to perform and perform with them.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry does not depend on academic qualifications although some drama schools require candidates to have GCSEs/S grades or A levels/H grades. Entry to drama schools is usually based upon an audition. Some colleges prefer students to be under 25 years of age. Membership of the appropriate Trades Union is usually required. GNVQs/GSVQs and BTEC/SQA awards in Performing Arts are available.

TASKS

- studies script, play or book and prepares and rehearses interpretation;
- assumes character created by a playwright or author and communicates this to an audience;
- performs singing, comedy, illusion and conjuring routines;
- trains animals to perform entertaining routines and may perform with them;
- plays pre-recorded music at nightclubs, discotheques, and private functions.

RELATED JOB TITLES

Actor
Disc jockey
Entertainer
Singer (*entertainment*)

Entry to a degree or graduate diploma course requires A levels/H grades. Entrants to the performers' diploma course generally possess GCSEs/S grades and Associated Board examination passes in their chosen instrument(s) and will be required to audition for places.

TASKS

- conceives and writes original music;
- tunes instrument and studies and rehearses score;
- plays instrument as a soloist or as a member of a group or orchestra;
- scores music for different combinations of voices and instruments to produce desired effect;
- auditions and selects performers and rehearses and conducts them in the performance of the composition.

RELATED JOB TITLES

Cellist

Composer (music)

Musician

Organist

Pianist

Violinist

3416 ARTS OFFICERS, PRODUCERS AND DIRECTORS

Arts officers, producers and directors assume creative, financial and organisational responsibilities in the production of television programmes, films, stage presentations and the promotion and exhibition of other cultural activities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry does not depend on academic qualifications although many entrants possess BTEC/SQA awards, diplomas or degrees in theatre, drama, stage management or media related courses. Training is received on-the-job, supplemented by specialist courses.

GROUP 342

THE PROFESSIONALS

..., multimedia and other techniques to convey advertising purposes, design industrial and accessories.

and into the following unit groups:

RELATED DESIGNERS

RELATED JOB TITLES

Commercial artist

Graphic artist

Graphic designer

3422 PRODUCT, CLOTHING AND RELATED DESIGNERS

Product, clothing and related designers plan, direct and undertake the creation of designs for new industrial and commercial products, clothing and related fashion accessories.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants have usually completed a foundation course, an Advanced GNVQ/GSVQ Level III, a BTEC/SQA award, a degree and/or postgraduate qualification. NVQs/SVQs in Fashion Design and Design are available at Level 2.

TASKS

- liaises with client to determine the purpose, cost, technical specification and potential uses/users of product;
- undertakes research to determine market trends;

GROUP 343

TELEVISION AND RADIO BROADCASTING PROFESSIONALS

and edit literary material for newspapers and television and radio broadcasts, promote the image of the organisation, manage camera, sound, video and lighting equipment.

divided into the following unit groups:

TELEVISION AND PERIODICAL EDITORS

TELEVISION AND PERIODICAL EDITORS

TELEVISION AND PERIODICAL EDITORS

TELEVISION AND PERIODICAL EDITORS

RELATED JOB TITLES

Journalist

News editor (*newspaper*)

Reporter (*newspaper*)

Sports writer

Sub-editor

3432 BROADCASTING ASSOCIATE PROFESSIONALS

Broadcasting associate professionals introduce, present and participate in radio and television programmes, research material for broadcasts, and assume organisational and financial responsibility for the production of television and radio programmes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although entrants usually possess a degree and have experience in journalism and/or broadcasting. Training is usually on-the-job supplemented by professionally recognised training courses. NVQs/SVQs in Broadcast Journalism are available at Level 4.

- writes, edits and arranges for the effective distribution of press releases, news letters and other public relations material;
- addresses individuals, clients and other target groups through meetings, presentations, the media and other events to enhance the public image of an organisation;
- develops and implements tools to monitor and evaluate the effectiveness of public relations exercises.

RELATED JOB TITLES

Information officer

Press officer

Public relations consultant

Publicity assistant

3434 PHOTOGRAPHERS AND AUDIO-VISUAL EQUIPMENT OPERATORS

Workers in this unit group operate and assist with still, cine and television cameras and operate other equipment to record and project sound and vision for entertainment, commercial and industrial purposes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no set academic requirements although entrants usually possess GCSEs/S grades, A levels/H grades and are able to demonstrate proof of pre-entry work experience. A variety of BTEC/SQA awards, diplomas, degrees and postgraduate qualifications are available. NVQs/SVQs in Photography are available at Levels 2, 3 and 4.

TASKS

- selects subject and conceives composition of picture or discusses composition with colleagues;
- arranges subject, lighting, camera equipment and any microphones;
- checks that camera is loaded, inserts lenses and adjusts aperture and speed settings as necessary;

GROUP 344

LESS OCCUPATIONS

compete in sporting events for financial gain, and women to enhance performance, promote and officiate sporting events, and provide various forms of exercise and other recreational

and into the following unit groups:

INSTRUCTORS AND OFFICIALS

OCCUPATIONS NEC

RELATED JOB TITLES

Cricketer
Footballer
Golfer
Jockey

3442 SPORTS COACHES, INSTRUCTORS AND OFFICIALS

Sports coaches, instructors and officials work with amateur and professional sportsmen and women to enhance performance, encourage greater participation in sport, and organise and officiate sporting events according to established rules.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although individuals must have experience in their sport and the relevant coaching and refereeing qualifications. Applicants to coaching courses must normally be over 18 years old and hold a first aid certificate. Some courses encompass coaching awards within broader programmes of study such as BTEC/SQA awards. NVQs/SVQs are available in the context of certain sports.

TASKS

- assesses the fitness levels of clients;
- devises programmes of training appropriate to the needs of clients with varying levels of strength, fitness and ability;
- ensures that clients do not injure themselves through over exertion or using incorrect training techniques;
- plans and monitors personal fitness schedules;
- understands the health and safety aspects of different forms of exercise and ensures that any statutory requirements are met.

RELATED JOB TITLES

Aerobics instructor

Fitness consultant

Keep fit teacher

3449 SPORTS AND FITNESS OCCUPATIONS NEC

Workers in this unit group instruct and supervise clients in a variety of recreational activities such as climbing, canoeing and mountaineering.

TYPICAL ENTRY REQUIREMENTS

There are no formal academic requirements. Entrants must possess a variety of coaching qualifications recognised by the appropriate governing bodies and usually have considerable practical experience. Applicants to coaching courses must normally be 18 years old and hold a first aid certificate.

TASKS

- devises programmes of activities to suit the needs of clients with varying levels of strength, fitness and ability;
- understands the health and safety aspects of different forms of recreational activity and ensures that any statutory requirements are met;

GROUP 35

C SERVICE ASSOCIATE

SIONALS

sionals command and control the movement
ministrative work of legal practices; perform
d materials; provide technical sales advice to
nt, training and industrial relations activities;
y on behalf of clients; undertake the planning,
vironment; perform administrative functions
ctions of health and safety.

GROUP 351

ATE PROFESSIONALS

avigate aircraft and vessels, drive trains, perform
such craft, and plan and regulate the ground

d into the following unit groups:

RS

IGHT ENGINEERS

FFICERS

supervised practical experience leading to the
award of a Civil Aviation Authority licence.

TASKS

- 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;
- gives landing instructions to pilot and monitors descent of aircraft;
- directs movement of aircraft and motor vehicles on runways, taxiways and in parking bays;
- obtains information regarding weather conditions, navigational hazards, landing conditions, seating arrangements, loading of cargo, fuel and catering supplies;

air traffic control and aircraft operating procedures;

- 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;
- maintains radio contact and discusses weather conditions with air traffic controllers;
- performs specified tests to determine aircraft's stability, response to controls and overall performance;
- accompanies pupil on training flights and demonstrates flying techniques.

RELATED JOB TITLES

Airline captain

Airline pilot

Commercial pilot

Flight engineer

Flying instructor

Pilot

3513 SHIP AND HOVERCRAFT OFFICERS

Ship and hovercraft officers command and navigate ships and other craft, co-ordinate the activities of officers and deck and engine room ratings, operate and maintain communications equipment on board ship and undertake minor repairs to engines, boilers and other mechanical and electrical equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades and A levels/H grades. Good colour vision without spectacles or contact lenses is required for some posts and candidates must undergo a medical examination. Training lasts three to four years and combines taught courses and assessed training at sea.

TASKS

- allocates duties to ship's officers and co-ordinates and directs the activities of deck and engine room ratings;

- starts train when directed and operates controls to regulate speed;
- watches for track hazards, observes signals and temperature, pressure and other gauges;
- stops as directed to allow passengers to embark/disembark, the loading and unloading of freight and coupling/uncoupling of carriages and tubs;
- checks safety equipment, regulates the heating of passenger compartments and records engine defects or unusual incidents on the journey.

RELATED JOB TITLES

Engine driver (*railways*)

Locomotive driver

Train driver

GROUP 352 LEGAL PROFESSIONALS

Administrative work of legal practices and perform

and into the following unit group:

LEGAL PROFESSIONALS

RELATED JOB TITLES

Barrister's clerk
Conveyancer
Data protection officer
Legal assistant
Legal executive

GROUP 353

ASSOCIATE PROFESSIONALS

calculate the probable costs of projects, assess policies and assess liability regarding claims, advise clients on insurance, investment, taxation, matters, and assist accounting and financial affairs.

and into the following unit groups:

ESTIMATE ASSESSORS

ESTIMATORS

ESTIMATE ANALYSTS/ADVISERS

ESTIMATE TECHNICIANS

ASSOCIATE PROFESSIONALS NEC

- assesses condition, location, desirability and amenities of property to be valued;
- assesses costs of materials, labour time and other factors such as required profit margins, transport costs, tariffs and fare structures, possible hazards, etc.;
- prepares comprehensive estimates of time and costs and presents these in report or tender form;
- 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.

RELATED JOB TITLES

Building estimator
Estimator
Insurance assessor
Planner-estimator
Surveyor and valuer
Valuation surveyor
Valuer

RELATED JOB TITLES

Commodity trader

Financial broker

Foreign exchange dealer (*banking*)

Insurance broker

Shipbroker

Stockbroker

3533 INSURANCE UNDERWRITERS

Workers in this unit group identify and measure the risks associated with an activity, determine whether this risk is insurable and issue insurance policies which provide financial compensation in the event of loss.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although many employers expect entrants to study for the associateship examinations of the Chartered Insurance Institute. Entrants to professional examinations usually require GCSEs/S grades and A levels/H grades, an Advanced GNVQ/GSVQ Level III, or a BTEC/SQA award.

TASKS

- receives and assesses proposals and propositions for insurance from brokers and clients;
- identifies and evaluates the risks associated with a proposal;
- liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear;
- calculates premiums, provides quotations and, if acceptable to the client, issues policies;
- ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions;
- negotiates terms of reinsurance contracts.

3535 TAXATION EXPERTS

Taxation experts advise clients on tax matters and assess tax liabilities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with GCSEs/S grades or a BTEC/SQA award, although many entrants possess a degree or equivalent qualification. A professional qualification is required in either accountancy or taxation. Training is undertaken on-the-job and usually takes approximately four years to complete.

TASKS

- examines accounts of industrial, commercial and other establishments to determine their tax liability and makes adjustments to claims where necessary;
- considers particular problems concerning all forms of personal and company taxation;
- stays abreast of all changes in tax law and precedent;
- discusses disputed cases with accountants and other specialists;
- represents Government/client in contested claims before tax officials or an independent tribunal.

RELATED JOB TITLES

Inspector of taxes

Tax consultant

Tax senior

Taxation adviser

3536 IMPORTERS, EXPORTERS

Importers and exporters buy commodities from overseas for the home market and sell home-produced commodities to overseas markets.

Association of Chartered Certified Accountants and the Association of Accounting Technicians. These qualifications can be linked to NVQs/SVQs in Accounting at Levels 2, 3 and 4. Exemptions to professional examinations may be granted to those with certain academic qualifications.

TASKS

- maintains profit and loss accounts, budgets, cashflow forecasts and other accounting records;
- produces, collates and reports financial information for managers;
- liaises with clients to ensure that payments are made on time and credit limits are not exceeded;
- ensures invoices and payments are correct and sent out on time;
- monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors.

RELATED JOB TITLES

Accounting technician

Financial controller

3539 BUSINESS AND RELATED ASSOCIATE PROFESSIONALS NEC

Workers in this unit group advise on the effectiveness of an organisation's procedures, systems and methods, organise business conferences and exhibitions and perform other business and related occupations not elsewhere classified in MINOR GROUP 353: Business and Finance Associate Professionals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although entrants typically possess GCSEs/S grades, A levels/H grades, a BTEC/SQA award or equivalent qualifications. Professional qualifications are available and may be required by some employers.

GROUP 354

ASSOCIATE PROFESSIONALS

purchase raw materials, equipment and
to customers, undertake market research, and
y on behalf of clients.

and into the following unit groups:

BUYING OFFICERS

ASSOCIATE PROFESSIONALS

BUYERS

- prices merchandise, places repeat orders for fast selling goods and arranges for promotions or price reductions for slow selling lines;
- maintains records and prepares reports as necessary.

RELATED JOB TITLES

Assistant buyer

Buyer

Media buyer

Procurement officer

3542 SALES REPRESENTATIVES

Sales representatives provide advice to existing and potential customers, and receive orders for specialist machinery, equipment, materials and other products or services that require technical knowledge.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although entrants usually possess academic qualifications and/or relevant experience in a particular profession or speciality. Training is usually on-the-job. Professional qualifications and NVQs/SVQs at Levels 2 and 3 are available.

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

Account representative (*advertising*)

Commercial officer

Market researcher

Marketing consultant

3544 ESTATE AGENTS, AUCTIONEERS

Estate agents and auctioneers arrange for the valuation, sale, purchase, rental and leasing of property on behalf of clients.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common via membership of the Professional Society for Valuers, Auctioneers and Estate Agents. Entrants to professional training possess GCSEs/S grades, an NVQ/SVQ at Level 2, an Intermediate GNVQ/GSVQ Level II and/or relevant experience. Off- and on-the-job training is taken over a two year period.

TASKS

- discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;

GROUP 355

QUALIFYING PROFESSIONALS

for the planning, management, promotion and environment in ways that are of benefit to wildlife

and into the following unit groups:

ENVIRONMENTAL PROTECTION

RANGERS

- organises and supervises conservation projects and the work of part-time and voluntary staff;
- provides information to the public through setting up displays, writing leaflets, making presentations and addressing the media.

RELATED JOB TITLES

Conservation officer

Conservationist

Environmental protection officer

National park officer

3552 COUNTRYSIDE AND PARK RANGERS

Countryside and park rangers look after the countryside for the benefit of wildlife and the public through practical conservation, environmental education and liaison between land owners, local communities and visitors.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a BTEC/SQA higher award or degree although some employers may require a higher degree or postgraduate qualification. A majority of entrants have prior practical experience. A range of training courses from professional

GROUP 356

AND OTHER ASSOCIATE

PROFESSIONALS

Professionals supervise and undertake general government, advise upon and undertake various activities, give advice regarding careers, vocational training, undertake inspections and implement health and safety measures within the workplace. They undertake inspections to ensure compliance with

and into the following unit groups:

TE PROFESSIONALS

INDUSTRIAL RELATIONS OFFICERS

INDUSTRIAL TRAINERS AND

VOCATIONAL GUIDANCE

OFFICERS, UTILITIES AND TRADING

OFFICERS AND SAFETY OFFICERS

OFFICERS

TASKS

- co-ordinates activities of office staff, assigns tasks and responsibilities and makes changes in procedures to deal with variations in workload;
- assists senior government officers with policy work, external liaison or general administrative work;
- 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.;
- organises resources for the acceptance and recording of vacancy details, the selection of suitable applicants and other Job Centre activities;

- arranges meetings between management and employees or trades unions and assists with negotiations concerning pay and conditions of employment;
- advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues;
- provides practical recruitment and selection services to clients such as preparing advertisements, checking application forms and interviewing candidates.

RELATED JOB TITLES

Industrial relations officer

Personnel officer

Recruitment consultant

3563 VOCATIONAL AND INDUSTRIAL TRAINERS AND INSTRUCTORS

Vocational and industrial trainers provide instruction in manual, manipulative and other vocational skills and advise on, plan and organise vocational instruction within industrial, commercial and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal educational qualifications are required for entry, although most entrants have qualified in some other area of work. Professional qualifications are available from the Institute of Personnel and Development. NVQs/SVQs in Training and Development are available at Levels 3, 4 and 5.

TASKS

- assesses training requirements and prepares lectures, demonstrations and study aids;
- supervises trainee development, assists trainees with difficulties and prepares regular progress reports on each trainee for management;
- arranges work experience and instructional visits for trainees;

- liaises with employers to determine employment opportunities and advises schools, colleges or individuals accordingly;
- organises careers forums and exhibitions and establishes and maintains contact with local employers and/or training organisations and TECs;
- monitors progress and welfare of young people in employment and advises them on any difficulties.

RELATED JOB TITLES

Careers adviser

Careers officer

Placement co-ordinator

Placement officer

3565 INSPECTORS OF FACTORIES, UTILITIES AND TRADING STANDARDS

Inspectors of factories, utilities and trading standards undertake investigations and inspections to verify and ensure compliance with acts, regulations and other requirements regarding weights, measures and trade descriptions, the installation and safety of electrical, gas and water supplies and equipment and the welfare, health and safety in factories and all work sites subject to the provisions in the Factory Acts.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess A levels/H grades, a degree or equivalent qualification. Professional qualifications, postgraduate diplomas and NVQs/SVQs at Levels 3 and 4 are available and may be required in some occupations.

TASKS

- inspects measuring and similar equipment in factories and visits street traders, shops, garages and other premises to check scales, weights and measuring equipment;

TASKS

- verifies the weight of vehicles, checks drivers licence and the number of hours worked;
- takes regular samples of river water for laboratory analysis and removes any diseased fish from the river;
- visits premises discharging effluent into river and advises on ways of preventing pollution;
- prevents illegal fishing and inspects and verifies fishing licences;
- visits kennels, race courses, slaughterhouses and other areas where animals are kept, investigates any complaints and advises on animal care;
- provides first aid treatment for animals and undertakes humane killing where necessary;
- undertakes other inspections not elsewhere classified, including alkali, drugs, explosives, flight operations, horticulture, wages and mining inspections.

RELATED JOB TITLES

Driving examiner (*Dept of Transport*)

Fishery officer

Flight examiner

National Insurance inspector

Pollution control officer

RSPCA inspector

Water bailiff

3567 OCCUPATIONAL HYGIENISTS AND SAFETY OFFICERS (HEALTH AND SAFETY)

Workers in this unit group counsel employees on personal, domestic and other problems and grievances, advise on industrial health and safety and co-ordinate accident prevention and safety measures within an establishment or organisation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess an NVQ/SVQ at Level 4 in Occupational Health and Safety Practice or a national

Environmental Health requires candidates to possess an accredited degree or postgraduate qualification and to complete a year of assessed practical training and further professional examinations.

TASKS

- inspects and investigates housing and working conditions, conditions under which food, drink and drugs are manufactured and stored, atmospheric pollution, drainage, sewage and refuse disposal, noise levels, etc. to ensure compliance with government regulations;
- makes visits and inspections in accordance with a planned programme or in response to complaints;
- advises on ways of rectifying conditions that contravene regulations;
- prepares reports and recommendations on all inspections made;
- recommends legal action in cases of persistent contravention of regulations.

RELATED JOB TITLES

Authorised meat inspector
Environmental health inspector
Environmental health officer
Public health officer

GROUP 4 AND SECRETARIAL ATIONS

ertake general administrative, clerical and
pecialist client-orientated clerical duties. The
classifying and distributing documents,
ronically and in storage files; typing, word-
ments; operating other office and business
one calls to an organisation; and routing

quire a good standard of general education.
ditional vocational training or professional

ed into the following sub-major and minor

IONS

ATIONS: GOVERNMENT AND

ATIONS: FINANCE

ATIONS: RECORDS

ATIONS: COMMUNICATIONS

ATIONS: GENERAL

D OCCUPATIONS

D OCCUPATIONS

GROUP 41

THE OCCUPATIONS

administrative and clerical work in government offices; perform specialist clerical tasks in relation to the administration of pension and insurance policies, the activities of libraries, market research and the maintenance of communications equipment and perform other general administrative and clerical work.

GROUP 411

OCCUPATIONS: GOVERNMENT AND NON-GOVERNMENTAL ORGANISATIONS

A wide variety of administrative and clerical work in government and non-governmental organisations.

Divided into the following unit groups:

UNIT GROUP 4111

GOVERNMENT OFFICERS

ADMINISTRATIVE OFFICERS AND ASSISTANTS

CLERICAL OFFICERS AND ASSISTANTS

GOVERNMENTAL ORGANISATIONS

- undertakes random or regular checks of work to assess output and quality;
- ensures that accounting, verifying, recording and other prescribed procedures are adhered to;
- advises on the purchase of office equipment and supplies;
- assists senior government officers with policy work, external liaison or general administrative work;
- undertakes administrative and supervisory duties specific to the operation of Inland Revenue offices, Job Centres, Benefits Agency offices and other local offices of national government.

RELATED JOB TITLES

Adviser (*Job Centre*)

Executive officer (*government*)

Revenue executive (*government*)

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades. Evidence of keyboard skills may also be required in some posts. Off- and on-the-job training is provided. NVQs/SVQs in Administration are available at Levels 2 and 3.

TASKS

- computes cost of product/services and maintains and balances records of financial transactions;
- prepares and checks invoices and verifies accuracy of records;
- receives and pays out cash and cheques and performs closely related clerical duties;
- operates data processing equipment to update and maintain data, correspondence and other records for storage or despatch;
- arranges, classifies and indexes publications, correspondence and other material in libraries and offices;
- performs other clerical duties not elsewhere classified including preparing financial information for management, proof reading printed material and drafting letters in reply to correspondence or telephone enquiries.

RELATED JOB TITLES

Administrative assistant (*local government*)

Clerical assistant (*local government*)

Clerical officer (*local government*)

Local government officer

4114 OFFICERS OF NON- GOVERNMENTAL ORGANISATIONS

Workers in this unit group perform a variety of administrative and clerical tasks in the running of trade associations, employers' associations, learned societies, trade unions, charitable organisations and similar bodies.

GROUP 412

OCCUPATIONS: FINANCE

Administrative and other tasks in relation to credit control, maintenance of financial records within firms, financial management, collection of payments from businesses and

divided into the following unit groups:

UNIT GROUPS: CLERKS, BOOK-KEEPERS, OTHER

RELATED JOB TITLES

Credit control clerk
Credit controller
Credit supervisor

4122 ACCOUNTS AND WAGES CLERKS, BOOK-KEEPERS, OTHER FINANCIAL CLERKS

Accounts and wages clerks, book-keepers, and other financial clerks, maintain and balance records of financial transactions, calculate hours worked, wages due and other relevant contributions/deductions and perform other financial and related clerical duties.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants typically possess GCSEs/S grades or equivalent qualifications. Training is typically provided on-the-job. NVQs/SVQs in Administration are available at Levels 1 and 2.

TASKS

- checks and records accuracy of daily records of financial transactions;

- receives and pays out cash, cheques, money orders, credit notes, foreign currency or travellers cheques;
- provides postal services, pays pensions, Job Seekers' Allowance and other state benefits to claimants, supplies official forms and documentation to the public, and performs other tasks specific to the activities of a post office.

RELATED JOB TITLES

Bank clerk

Box office clerk

Cashier (*bank, building society*)

Cashier (*bookmakers, turf accountants*)

Clerk (*bank, building society*)

Post office clerk

Ticket seller

GROUP 413

OCCUPATIONS: RECORDS

maintain, update and file correspondence, data, and information for storage and despatch.

Divided into the following unit groups:

RECORDS ASSISTANTS/CLERKS

GENERAL CLERKS

COMMUNICATION CLERKS

RECORDS CLERKS

PROPERTY CLERKS

INTERVIEWERS

RELATED JOB TITLES

Filing clerk
Lottery assistant
Records clerk
Technical clerk

4132 PENSIONS AND INSURANCE CLERKS

Pensions and insurance clerks provide general clerical support to senior colleagues and perform specialist clerical tasks in relation to the administration of pension and insurance policies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants usually possess GCSEs/S grades. Training is usually provided on-the-job. NVQs/SVQs in Insurance are available at Levels 2 and 3. Professional qualifications are also available.

TASKS

- answers queries from clients and assists in interpreting and completing information requested on forms;

- receives enquiries and orders from customers, and quotes prices, discounts, delivery dates and other relevant information;
- prepares requisitions, consignments and other despatch documents;
- checks requisitions against stock records and forwards to issuing department;
- adjusts stock records as orders are received, reports on damaged stock and prepares requisitions to replenish damaged stock.

RELATED JOB TITLES

Material controller

Progress chaser

Stock control clerk

Stock controller

4134 TRANSPORT AND DISTRIBUTION CLERKS

Workers in this unit group perform various clerical functions related to the transport and distribution of goods and freight.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants usually possess GCSEs/S grades. Training is usually provided on-the-job. NVQs/SVQs considering various aspects of road distribution and cargo operations are available at Levels 1, 2 and 3.

TASKS

- processes customer orders and forwards requisition documentation to storage and distribution personnel;
- formulates delivery loads, vehicle schedules and routes to be followed by delivery staff;
- monitors tachograph readings and maintains records of hours worked and distance travelled by drivers;

4136 DATABASE ASSISTANTS/ CLERKS

Database assistants and clerks create, maintain, preserve and update information held in electronic databases, computer files, voice-mailboxes and e-mail systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants usually possess GCSEs/S grades. Training is usually provided on-the-job.

TASKS

- receives, checks, prioritises and assembles information for inputting;
- operates keyboard to edit, update and create files, to enter data and to retrieve data or produce output;
- checks accuracy through validation of information inputted and monitoring the consistency of any output;
- reports failures to systems programmers and engineers;
- enters database to search for information and answer enquiries;
- performs general clerical duties including maintaining records and completing worksheets.

RELATED JOB TITLES

Computer clerk
Data entry clerk
Data processor
VDU operator

4137 MARKET RESEARCH INTERVIEWERS

Market research interviewers conduct interviews to collect information on the opinions and preferences of consumers, businesses, the electorate and other selected groups.

GROUP 414

FUNCTIONS: COMMUNICATIONS

transmits, receives and directs telephone calls, provides radio calls and operates other telecommunications equipment.

Divided into the following unit groups:

UNIT GROUPS

4142 COMMUNICATION OPERATORS

Workers in this unit group operate telecommunications equipment to transmit and receive signals and messages.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required. On-the-job training is provided.

TASKS

- receives messages, weather reports and other material to transmit;
- tunes transmitter to required channel or wavelength and relays or receives message to/from person or vehicle;
- uses a teleprinter or telex keyboard to transmit messages to other teleprinters or telexes;
- keeps record of messages sent and received;
- performs routine tests and maintenance on equipment and reports faults.

RELATED JOB TITLES

Communications operator

Control room operator (*emergency services*)

Radio operator

Telecommunications officer

Telex operator

GROUP 415

OCCUPATIONS: GENERAL

of clerical tasks and comprise people described in titles lacking specific details.

and into the following unit group:

MANAGERS/CLERKS

GROUP 42

RELATED OCCUPATIONS

retarial, clerical and organisational duties in

GROUP 421

RELATED OCCUPATIONS

d and audio dictation services, type, edit and
essors or personal computers, perform general
f management or other workers, and receive
government and other establishments.

d into the following unit groups:

AND OTHER SECRETARIES

TASKS

- sorts and files correspondence;
- writes down dictated matter in shorthand and transcribes it into typewritten form;
- transcribes audio dictation into typewritten form;
- maintain patients' records and arranges appointments;
- answers enquiries and refers patient to appropriate experts;
- organises and attends meetings and keeps records of proceedings.

RELATED JOB TITLES

Doctor's secretary
Medical secretary

typically require GCSEs/S grades. NVQs/SVQs in Administration are available at Levels 2, 3 and 4.

TASKS

- sorts and files correspondence;
- writes down dictated matter into shorthand and transcribes it into typewritten form;
- transcribes audio dictation into typewritten form;
- maintains administrative files and records of attendance;
- handles enquiries from parents and arranges meetings with members of staff.

RELATED JOB TITLES

School clerk

School secretary

4214 COMPANY SECRETARIES

Company secretaries (excluding qualified chartered secretaries) file and maintain company records, translate notes and dictation into typewritten form and perform other routine clerical tasks within commercial organisations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants to professional secretarial courses typically require GCSEs/S grades. NVQs/SVQs in Administration are available at Levels 2, 3 and 4.

TASKS

- sorts, distributes and files correspondence;
- writes down dictated matter into shorthand and transcribes it into typewritten form;
- transcribes audio dictation into typewritten form;
- arranges meetings, circulates agenda and keeps records of proceedings;
- directs enquiries to appropriate members of staff.

4216 RECEPTIONISTS

Receptionists receive and direct telephone calls and visitors to commercial, government and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although many employers expect entrants to possess GCSEs/S grades. There are a variety of relevant vocational qualifications available. NVQs/SVQs in Administration are available at Level 2 and encompass various aspects of reception work. Professional qualifications are also available.

TASKS

- receives callers and clients and directs them to the appropriate person or department;
- records the details of enquiries and makes appointments and reservations;
- deals with telephone enquiries;
- supplies brochures, pamphlets and other information for clients;
- records details of visitors, issues security passes and informs visitors of any actions to be taken in case of an emergency.

RELATED JOB TITLES

Doctor's receptionist

Receptionist

Secretary-receptionist

4217 TYPISTS

Workers in this unit group type letters, minutes, memos, reports and other documents from written or dictated matter, using typewriters, word processors or personal computers.

GROUP 5

S OCCUPATIONS

tasks involve the performance of complex
of initiative, manual dexterity and other
occupations require experience with, and
materials worked with and the requirements of
duced.

level of skill commensurate with a substantial
of work-based training programme.

ed into the following sub-major and minor

TRADES

TRICAL TRADES

G AND RELATED TRADES

G AND INSTRUMENT MAKING

ND BUILDING TRADES

OTHER SKILLED TRADES

TRADES

ES

R GROUP 51

LTURAL TRADES

ise animals and catch fish for consumption,
parks, sports pitches and other recreational

ROUP 511

RAL TRADES

ops and raise animals for consumption, grow
nd private and public gardens, parks, sports
form a variety of other skilled occupations

d into the following unit groups:

SMEN/GROUNDSWOMEN

ING TRADES NEC

- operates and maintains farm machinery such as combine harvesters, straw balers, milking machines and tractors;
- arranges for the sale of crops, livestock and other farm produce;
- maintains records of production, finance and breeding.

RELATED JOB TITLES

Agricultural contractor
Farmer
Herd manager
Small holder

5112 HORTICULTURAL TRADES

Horticultural trades workers intensively cultivate vegetables, plants, fruit, shrubs, trees and flowers in greenhouses, market gardens, nurseries and orchards.

TASKS

- levels ground and installs drainage system as required;
- prepares soil and plants and transplants, prunes, weeds and otherwise tends plant life;
- protects plants from pests and diseases;
- cuts and lays turf using hand and machine tools and repairs damaged turf;
- moves soil to alter surface contour of land using mechanical equipment and constructs paths, rockeries, ponds and other features;
- rolls, mows and waters grass.

RELATED JOB TITLES

Gardener

Greenkeeper

Groundsman/groundswoman

Landscape gardener

Turf cutter

5119 AGRICULTURAL AND FISHING TRADES NEC

Workers in this unit group perform a variety of agricultural and fishing occupations not elsewhere classified in MINOR GROUP 511: Agricultural Trades.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal academic qualifications are required. Training is typically received on-the-job. A variety of vocational and academic qualifications in fish farming, forestry, horse and other animal care are available. Professional qualifications are also available and may be mandatory in some areas.

TASKS

- 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;

GROUP 52

ELECTRICAL TRADES

in metal, erect and maintain metal structures
ing machinery, install and repair industrial
nufacture of metal goods, make and calibrate
motor vehicles, and install, test and repair
al/electronic equipment.

GROUP 521

FORGING AND RELATED TRADES

orkers shape, cast, finish and join metal, and
tures and fixtures.

d into the following unit groups:

BLACKSMITHS

SMITHS, DIE CASTERS

SHIPWRIGHTS, RIVETERS

TASKS

- heats or supervises the heating of metal to be forged in furnace;
- positions or directs the positioning of heated metal on anvil or other work surface;
- operates or directs operation of press or hammer and repositions workpiece between strokes;
- holds special forging tools against workpiece to shape and cut metal as required;
- bends or shapes metal by hand forging methods using hammers, punches, drifts and other hand tools;
- tempers and hardens forged pieces, as required, by quenching in oil or water;
- fits and secures horses shoes.

5213 SHEET METAL WORKERS

Sheet metal workers mark out, cut, shape and join sheet metal using hand or machine tools, to make and repair sheet metal products and components (excluding vehicle bodywork).

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades. Training is usually via apprenticeship including practical experience and technical training. Modern Apprenticeships in Engineering Materials Processing, Engineering Assembly and Engineering Construction are available at NVQ/SVQ Level 3.

TASKS

- examines drawings and specifications to assess job requirements;
- uses template, measuring instruments and tools to mark out layout lines and reference points;
- uses hand or machine tools to bend, roll, fold, press or beat cut sheet metal;
- assembles prepared parts and joins them by bolting, welding or soldering;
- finishes product by grinding, filing, cleaning and polishing;
- repairs damaged metal parts such as copper sheets and tubes by beating, riveting, soldering, welding and fitting replacement parts.

RELATED JOB TITLES

Coppersmith
Metal finisher
Panel beater (*metal trades*)
Sheet metal fabricator
Sheet metal worker

5214 METAL PLATE WORKERS, SHIPWRIGHTS, RIVETERS

Metal plate workers, shipwrights and riveters mark off, drill, shape, position, rivet and seal metal plates and girders to form structures and frameworks.

and technical training. NVQs/SVQs are available at Levels 1, 2 and 3. Modern Apprenticeships are available at NVQ/SVQ Level 3. To gain employment, welders must pass a Welder Approval Test to demonstrate the required skills.

TASKS

- selects appropriate welding equipment such as electric arc, gas torch, etc.;
- 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;
- guides electrode or torch along line of weld, burns away damaged areas, and melts brazing alloy or solder into joints;
- cleans and smoothes weld.

RELATED JOB TITLES

Arc welder
Electric welder
Fitter-welder
Solderer (*metal trades*)
Spot welder
Welder

5216 PIPE FITTERS

Workers in this unit group install and repair pipes in industrial and domestic premises.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, some employers may expect entrants to possess GCSEs/S grades. Training is usually via apprenticeship including practical experience and technical training. NVQs/SVQs in Mechanical Engineering Services (Plumbing) at Levels 2 and 3.

TASKS

- examines drawings and specifications to determine layout of piping;

GROUP 522

SETTING AND INSTRUMENT

TRADES

ing trades workers mark out metal for machine
ng, drilling, grinding, milling machines and
stall and repair plant and industrial machinery,
he manufacture of metal products and make,
l instruments.

ed into the following unit groups:

ERS AND SETTER-OPERATORS

TERS AND MARKERS-OUT

CTION AND MAINTENANCE

MAKERS AND REPAIRERS

- operates automatic or manual controls to feed tool to workpiece or vice versa and checks accuracy of machining;
- repositions workpiece, changes tools and resets machine as necessary during production run;
- instructs operators on the safe and correct method of operation of the machine.

RELATED JOB TITLES

Centre lathe turner

Machine setter (*metal trades*)

Machine tool setter

Setter (*metal trades*)

Setter-operator (*metal trades*)

Tool setter-operator

5222 TOOL MAKERS, TOOL

FITTERS AND MARKERS-OUT

Tool makers, tool fitters and markers-out mark out metal for machining and fit, assemble and repair machine and press tools, dies, jigs, fixtures and other tools.

NVQ/SVQ Level 3 are available. NVQs/SVQs in Aircraft Engineering Maintenance are available at Level 3. Further professional qualifications are required to become a licensed aircraft engineer.

TASKS

- examines drawings and specifications to determine appropriate methods and sequence of operations;
- fits and assembles parts and/or metal sub-assemblies to fine tolerances to make aircraft and marine engines, prototype metal products, agricultural machinery and machine tools;
- 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;
- examines operation of, and makes adjustments to, internal combustion and jet engines and motor vehicles;
- erects, installs, repairs and services plant and industrial machinery, including railway stock, textile machines, aircraft frames and engines, coin operated machines, locks, sewing machines, bicycles and gas and oil appliances.

RELATED JOB TITLES

Aircraft engineer

Aircraft fitter

Aircraft ground engineer

Bench fitter

Engineering fitter

Fitter and turner

Machine fitter

Maintenance fitter

Mechanic-fitter

Millwright

Plant fitter

5224 PRECISION INSTRUMENT MAKERS AND REPAIRERS

Precision instrument makers and repairers make, calibrate, test and repair precision and optical instruments such as barometers, compasses, cameras, calibrators, watches, clocks and chronometers.

GROUP 523

TRADES

maintain the bodies, engines, parts, sub- and exterior surfaces of vehicles.

and into the following unit groups:

5231 DIESEL AND MOTOR ENGINEERS AND REPAIRERS

5

- carries out routine maintenance checks on oil and air filters, brakes and other vehicle parts/systems.

RELATED JOB TITLES

Car mechanic
Diesel fitter
Garage mechanic
Motor fitter
Motor mechanic
Motor vehicle technician
Motorcycle mechanic
Vehicle mechanic
Vehicle patrolman/woman

5232 VEHICLE BODY BUILDERS AND REPAIRERS

Workers in this unit group construct and repair the bodies of road vehicles, railway coaches and aircraft, and fit interior and exterior fittings to vehicle bodies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements although some employers may require GCSEs/S grades or an equivalent qualification. Off- and on-the-job training is provided. NVQs/SVQs at Levels 2 and 3 are available. Modern Apprenticeships at NVQ/SVQ Level 3 are also available and take between three to four years to complete.

TASKS

- uses portable and bench test equipment to diagnose faults in electrical/electronic circuitry;
- removes faulty components and fits replacements using hand tools and by simple brazing/soldering;
- makes new parts using hand and machine tools;
- checks condition of electrical/electronic systems and carries out servicing tasks;
- installs additional electrical amenities such as radio/cassette players, aerials and radio suppressers.

RELATED JOB TITLES

Auto electrician

Automobile electrician

5234 VEHICLE SPRAY PAINTERS

Vehicle spray painters use spray equipment to apply paint, cellulose and other protective or decorative materials to the bodywork of motor vehicles, railway coaches and aircraft.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements although some employers may require GCSEs/S grades or an equivalent qualification. Off- and on-the-job training is provided. NVQs/SVQs at Levels 2 and 3 are available. Modern Apprenticeships at NVQ/SVQ Level 3 are also available and take between three to four years to complete.

TASKS

- applies masking material to protect areas not to be coated and removes any external fixtures;
- consults vehicle colour code, chooses appropriate paint or mixes paint to achieve desired consistency and colour;

GROUP 524

ALL TRADES

road and rail vehicles and aircraft and assemble, install and repair electronic equipment, components and systems for communications, radio and television, computing and other electronic functions.

Divided into the following unit groups:

ELECTRICAL FITTERS

ELECTRICAL ENGINEERS

WELDING JOINTERS

WELDING ENGINEERS

INSTALLATION AND MAINTENANCE

TELECOMMUNICATIONS ENGINEERS NEC

- cuts, bends and installs electrical conduit;
- assembles parts and sub-assemblies using hand tools and by brazing, riveting or welding;
- installs electrical plant, machinery and other electrical fixtures and appliances such as fuse boxes, generators, light sockets etc.;
- examines electrical plant or machinery, domestic appliances and other electrical assembly for faults using test equipment and replaces worn parts and faulty wiring.

RELATED JOB TITLES

Electrical contractor

Electrical engineer

Electrical fitter

Electrician

Maintenance electrician

5242 TELECOMMUNICATIONS ENGINEERS

Telecommunications engineers install, maintain and repair public and private telephone systems.

TASKS

- assists with the erection of wood poles or steel towers to carry overhead lines;
- removes protective sheath from cables, joins conductor wires by brazing, soldering or crimping and applies conductor insulation and protective coverings;
- connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment;
- connects cables to test equipment and tests for balance, resistance, insulation and any defects;
- locates and repairs faults to lines and ancillary equipment.

RELATED JOB TITLES

Cable jointer

Cable repairer (electric)

Overhead linesman

5244 TV, VIDEO AND AUDIO ENGINEERS

TV, video and audio engineers service and repair domestic television, video and audio appliances.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades or an equivalent qualification such as an Intermediate GNVQ/GSVQ Level II. Training is provided on- and off-the-job and may be supplemented by short courses delivered by manufacturers. NVQs/SVQs in Domestic Appliance Engineering are available at Level 3.

TASKS

- examines equipment and observes reception to determine nature of defect;
- uses electronic testing equipment to diagnose faults and check voltages and resistance;

- places prepared parts and sub-assemblies in position, checks alignment and secures with hand tools;
- carries out preventative servicing tasks, monitors the operation of computer equipment, and advises on hardware requirements and acquisition.

RELATED JOB TITLES

Computer engineer
 Computer maintenance engineer
 Computer service engineer
 Computer service technician

5249 ELECTRICAL/ELECTRONICS ENGINEERS NEC

Workers in this group perform a variety of electrical and electronic occupations not elsewhere classified in MINOR GROUP 524: Electrical Trades.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although entrants typically possess GCSEs/S grades. Training is usually by apprenticeship and combines practical work experience and technical training. NVQs/SVQs in Servicing Electronic Systems are available at Levels 2 and 3. Manufacturers may run specialised courses related to their products.

TASKS

- examines drawings, wiring diagrams and specifications to determine appropriate methods and sequence of operations;
- 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 not elsewhere classified;
- connects wire or cable to specified terminals or connectors by crimping, brazing, bolting or soldering;

R GROUP 53

N AND BUILDING TRADES

stone, brick and similar materials, construct and ventilating systems, fit windows, doors and native material to walls, floors and ceilings.

ROUP 531

ION TRADES

fit metal framework for building construction, materials, cover roofs and exterior walls, install, tilating systems, construct and install wooden s and doors, and perform other miscellaneous

d into the following unit groups:

ND SLATERS

VENTILATING ENGINEERS

S

ICATORS AND FITTERS

NEC

TASKS

- examines drawings and specifications to assess job requirements;
- erects ladders, scaffolding or working cage;
- directs hoisting and positioning of girders and other metal parts and checks alignment;
- arranges for or undertakes bolting and welding of metal parts;
- checks alignment of metal parts using spirit level and plumb-rule.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though GCSEs/S grades are advantageous. Entry is typically through a Modern Apprenticeship or National Traineeship approved by the Construction Industry Training Board leading to an NVQ/SVQ in General Construction at Level 3.

TASKS

- measures roof or exterior wall and calculates required amounts of underfelt, tiles, slates or thatching material;
- cuts wooden battens, felt and underfelt to required size;
- lays and secures underfelt and covers with hot bitumen or other adhesive compound;
- lays, aligns and secures successive overlapping layers of roofing material;
- seals edges of roof with mortar and ensures that joints are watertight.

RELATED JOB TITLES

Felt roofer
Roof sheeter
Roof tiler
Roofer
Roofing contractor
Slater
Slater and tiler
Thatcher

5314 PLUMBERS, HEATING AND VENTILATING ENGINEERS

Workers in this unit group assemble, install, maintain and repair plumbing fixtures, heating and ventilating systems and pipes and pipeline systems in commercial, residential and industrial establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although GCSEs/S grades are advantageous. NVQs/SVQs in Mechanical Engineering Services are available

TASKS

- examines drawings and specifications to determine job requirements;
- selects and measures appropriate wood and cuts, shapes and drills to specification using saws, planes, chisels and other power or hand tools;
- aligns and fixes prepared wood pieces by screwing, nailing, gluing and dowelling to form frames, shop fronts, counter units, decking, theatrical sets, furniture, small wooden craft, scale models and wooden templates;
- checks accuracy of work with square, rule and spirit level;
- maintains and repairs woodwork and fittings.

RELATED JOB TITLES

Boat builder

Builder's joiner

Carpenter

Carpenter and joiner

Shop fitter

5316 GLAZIERS, WINDOW FABRICATORS AND FITTERS

Workers in this unit group install pre-glazed wooden, metal or PVC framework, and cut, fit and set glass in windows, doors, shop fronts, and other structural frames.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Entry is typically through a Modern Apprenticeship in Glazing Installation or Installing Architectural Glazing Systems leading to an NVQ/SVQ at Level 3.

TASKS

- examines drawings or specifications to determine job requirements;
- scores plain, coloured, safety and ornamental glass with hand cutter and breaks off glass by hand or with pliers;

- maintains and repairs steeples, industrial chimneys and other high structures, and installs and replaces lightning conductors.

RELATED JOB TITLES

Builder (*building and contracting*)

Builder and decorator

Building contractor

General builder

Steel fixer

Steeplejack

GROUP 532

TRADES

and cement mixtures to walls and ceilings, lay paper, tiles and other protective and decorative

into the following unit groups:

ERS

RS

RELATED JOB TITLES

Plasterer

Plastering contractor

5322 FLOORERS AND WALL TILERS

Workers in this unit group lay composition mixtures (other than mastic asphalt) to form flooring, plan, fit and secure carpet, underlay and linoleum and cover and decorate walls and floors with terrazzo and granolithic mixtures, tiles and mosaic panels.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though GCSEs/S grades are advantageous. Entry is typically through a Modern Apprenticeship or National Traineeship approved by the Construction Industry Training Board leading to an NVQ/SVQ in General Construction at Level 3.

TASKS

- examines drawings and specifications to determine job requirements;
- cleans floor surface, fixes wooden laying guides and mixes, pours and levels granite and terrazzo mixtures, bitumen, synthetic resin or other composition mixtures to form flooring;

- mixes adhesive or removes self-adhesive backing and positions covering material on wall, matching up patterns where appropriate and removing wrinkles and air bubbles by hand or brush;
- sketches outline of lettering or design onto surface and paints, or presses gold or similar leaf onto adhesive, as required to reproduce design;
- stains, waxes and french polishes wood surfaces by hand.

RELATED JOB TITLES

Decorator

French polisher

House painter

Painter

Painter and decorator

Sign writer

GROUP 54

OTHER SKILLED TRADES

es, make articles of clothing, soft furnishings
s, set and operate printing machines, prepare
based confectionery products, and prepare
ablishments, and perform a variety of other

GROUP 541

GARMENTS TRADES

ave fabrics into fibre and carpet, knit garments
of vehicles and planes, make soft furnishings,
e, fit and alter tailored articles of clothing.

d into the following unit groups:

TRADES

ERS

AND RELATED TRADES NEC

- sets controls to produce article of specified size and pattern;
- places fibre and yarn packages on machine and draws them through appropriate guides and tensioners;
- monitors machine operation to detect broken threads of yarn, the evenness of warp tension and the quality of output;
- removes completed garments and lengths of fabric from machine;
- cleans and oils machine and reports any mechanical faults.

RELATED JOB TITLES

Carpet weaver
Knitter
Net maker
Textile weaver
Weaver

5413 LEATHER AND RELATED TRADES

Workers in this unit group make and repair shoes, cut out, make up, sew, decorate and finish leather and leather substitute goods other than garments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is mainly on-the-job. NVQs/SVQs are available in some areas.

TASKS

- uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts;
- positions leather and rubber footwear component parts on lasts and shapes and joins uppers to insoles and soles;
- uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products;
- uses hand and machine tools to sew and stitch leather in the making and decoration of footwear and leather goods other than garments;
- prepares paper or paperboard master patterns of component parts of footwear;
- waxes, cleans and finishes footwear and other leather goods.

RELATED JOB TITLES

Clicker (*footwear mfr*)

Cobbler

Laster

Saddler

Shoe maker

Shoe repairer

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry may not depend on academic qualifications.
Training is mainly on-the-job.

TASKS

- marks out, cuts and sews corsets, light clothing and hoods and aprons and makes and repairs sails, boat covers and other canvas goods;
- fills and stuffs cushions, quilts, soft toys and furniture;
- examines sketches and draws out patterns for the manufacture of garments and upholstery;
- shapes and steams fabric into hats or hoods and gives final shape to fibre helmets and felt hats;
- performs other tasks not elsewhere classified, for example, forms mounts for wigs, makes powder puffs and buttons, shapes hat brims, and staples seams of industrial gloves.

RELATED JOB TITLES

Corsetiere

Cushion filler

Hat blocker

Sailmaker

GROUP 542

PRINTING TRADES

compose and set type and printing blocks, produce printing machines and bind the finished printed

divided into the following unit groups:

UNIT GROUPS AND PRINT PREPARERS

UNIT GROUPS

- examines proof copies and makes any necessary alterations to type;
- processes filmsetting or desktop publishing output to produce image on film or sensitised paper;
- treats plates and cylinders with ultraviolet light and chemicals to produce film positives;
- arranges and pastes printing material onto paper ready for photographing.

RELATED JOB TITLES

Compositor
Lithographic planner
Lithographic plate maker
Paste-up artist
Stereotyper
Type setter

5422 PRINTERS

Printers operate printing presses, prepare printing plates and compose and assemble type and printing blocks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is typically received on-the-job. National

- trims head, tail and fore-edge of book and gilds and marbles page edges as necessary;
- cuts board and cloth for book cover and spine;
- embosses lettering or decoration on cover by hand or machine;
- repairs worn bookbindings.

RELATED JOB TITLES

Binder's assistant
 Bookbinder
 Collator (*printing*)
 Darkroom technician
 Print finisher

5424 SCREEN PRINTERS

Screen printers set and operate screen printing machines and print lettering and designs on metal, glass, plastics, paper and other materials by hand or machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is typically received on-the-job. National Traineeships and Modern Apprenticeships in Machine Printing are available at NVQ/SVQ Levels 2 and 3 respectively.

TASKS

- positions item for printing against guide marks on work bench;
- pours colour into machine or directly onto screen and positions screen over item;
- operates squeegee by hand or machine to press colour through screen;
- dips wooden pattern block into colour tray and lays different colours on top of, and adjacent to, others to form the required pattern;
- examines screen print during run and makes any necessary adjustments.

GROUP 543

MEAT AND FLOUR CONFECTION TRADES

slaughter livestock, cut, trim and prepare meat, poultry and fish, and flour confectionery products, and prepares, serves and cleans food and other establishments.

Divided into the following unit groups:

UNIT GROUPS

UNIT GROUP 1

UNIT GROUP 2

RELATED JOB TITLES

Butcher
Butcher's cutter
Meat cutter
Slaughterer

5432 BAKERS, FLOUR CONFECTIONERS

Bakers and flour confectioners prepare and bake dough, pastry and cake mixtures and make and finish flour confectioners' products by hand.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job or by apprenticeship. Modern Apprenticeships and National Traineeships leading to NVQs/SVQs at Levels 2 and 3 are available.

TASKS

- weighs flour and other ingredients according to recipe;
- mixes ingredients using hand or machine and adds water or other liquids to obtain the required consistency;

5434 CHEFS, COOKS

Chefs and cooks plan menus and prepare, season and cook food in hotels, restaurants, clubs, private households and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements. Training is provided off- and on-the-job. NVQs/SVQs in Food Preparation and Cooking are available at Levels 1, 2 and 3. Modern Apprenticeships leading to an NVQ/SVQ at Level 3 are also available. Courses are also run by private cookery schools.

TASKS

- requisitions or purchases and examines foodstuffs to ensure quality;
- plans meals, prepares, seasons and cooks foodstuffs;
- plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils.

RELATED JOB TITLES

Caterer

Chef

Cook

Cook in charge

Head cook

GROUP 549

TRADES NEC

ty of craft and related trades not elsewhere
des Occupations.

d into the following unit groups:

WORKERS, DECORATORS AND

OTHER CRAFT WOODWORKERS

(S)

MAKERS AND TUNERS

THS, PRECIOUS STONE WORKERS

TRISTS

NS NEC

- 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;
- 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;
- 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.

RELATED JOB TITLES

Brick maker

Caster (*ceramics mfr*)

Ceramic artist

Glass blower

Glass cutter

Glass maker

Lithographer (*ceramics mfr*)

Potter

5493 PATTERN MAKERS (MOULDS)

Pattern makers (moulds) make patterns from wood, metal, plaster and plastics for use in making moulds for metal castings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal entry requirements, although some employers may require GCSEs/S grades. Training is typically provided by an apprenticeship combining technical training and practical work experience.

TASKS

- examines drawings and specifications to determine job requirements and appropriate materials;
- selects, measures, cuts and shapes wood using hand and machine tools to form wooden patterns;
- machines and fits metal castings and/or metal parts to form metal;
- pours plaster around wooden pattern and fills plaster mould with resin to form pattern;
- compares pattern dimensions with original drawings using callipers, micrometers, protractors, etc.;
- smoothes surface of pattern with grinding machine or emery cloth.

RELATED JOB TITLES

Engineer's pattern maker
Model maker (*engineering*)
Pattern maker (*metal trades*)
Wood pattern maker

5494 MUSICAL INSTRUMENT MAKERS AND TUNERS

Musical instrument makers and tuners make, adjust, string, tune and repair musical instruments, make bows and assemble, install and regulate piano action parts.

is either by apprenticeship or study for a pre-vocational qualification. These range from craft to degree level awards.

TASKS

- marks out and cleans stone and operates lathe, grinding wheel, or rotating disc to cut, shape and smooth stone;
- uses hand and machine tools to make mounts and then to set gems in prepared mounts;
- cuts blank metal pieces and uses hand and machine tools to beat, spin or form metal to required shape;
- assembles metal pieces by soldering, bolting, brazing and riveting to form tea services, tankards, jewellery and other precious metal articles;
- anneals, butts, decorates, etches out monographs, crests and designs using hand and machine tools;
- makes master pattern of articles using wood, wax, metal, or other materials.

RELATED JOB TITLES

Diamond mounter
Diamond polisher
Gem setter
Goldsmith
Manufacturing jeweller
Silversmith

5496 FLORAL ARRANGERS, FLORISTS

Floral arrangers and florists design and make up floral bouquets, wreaths, tributes and other floral arrangements for sale to the public.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers may request GCSEs/S grades. Off- and on-the-job training is provided. NVQs/SVQs in Floristry are available at Levels 2 and 3. Professional qualifications are also available.

- makes wigs, beards and other artificial hairpieces from human hair or synthetic materials;
- interweaves canes of willow, withy, bamboo, rattan or similar material to make baskets and other pieces of wickerwork;
- charges fireworks, cartridges and other munitions with explosive material;
- makes childrens toys, dolls, models, candles, artificial flowers and other fancy goods
- makes, maintains and adapts surgical and orthopaedic appliances.

RELATED JOB TITLES

Basket maker (not wire)

Billiard table fitter

Blind maker

Lampshade maker

Toy maker

Wig maker

GROUP 6

PERSONAL SERVICE OCCUPATIONS

These tasks involve the provision of a service to individuals who lack the ability or personal care capacity. The main tasks include the care of the sick and the elderly; the supervision of travel, personal care and hygiene.

Despite a good standard of general education and integrity, some occupations require professional qualifications.

These are divided into the following sub-major and minor

PERSONAL SERVICE OCCUPATIONS

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PERSONAL SERVICE OCCUPATIONS

PERSONAL SERVICE OCCUPATIONS

PERSONAL SERVICE OCCUPATIONS

PERSONAL SERVICE OCCUPATIONS NEC

GROUP 61

SERVICE OCCUPATIONS

professionals in the care of patients, supervise
st teachers with non-teaching duties, provide
provide other services in the care of animals.

GROUP 611

HEALTHCARE PERSONAL SERVICES

Health services transport patients by ambulance,
assist health professionals with the care of patients
in clinics and within the home.

Divided into the following unit groups:

UNIT GROUP 6111 NURSING ASSISTANTS

(INCLUDING PARAMEDICS)

UNIT GROUP 6112 DENTAL WARDENS

UNIT GROUP 6113 HOME CARERS

- prepares patient for examination and treatment;
- distributes and serves food, assists patients in feeding and prepares snacks and hot drinks;
- assists patients in washing, dressing, toiletry activities and general mobility;
- changes bed linen, makes beds and tidies wards.

RELATED JOB TITLES

Assistant nurse
Nursing assistant
Nursing auxiliary
Occupational therapy helper
Operating department assistant
Phlebotomist
Physiotherapy helper
Ward assistant
Ward orderly

entrants work towards the National Certificate for Dental Nurses.

TASKS

- prepares patient for examination;
- prepares and sterilises instruments;
- hands required equipment and medication to dentist during examination;
- assists with minor treatment, such as preparing materials for fillings;
- maintains records, processes and mounts x-ray films and undertakes reception duties.

RELATED JOB TITLES

Dental nurse

Dental surgery assistant

6114 HOUSEPARENTS AND RESIDENTIAL WARDENS

Houseparents and residential wardens are responsible for the care and supervision of children, young offenders and the elderly within residential homes and nurseries, schools or institutions for young offenders.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Entrants must typically be 18 years old and have experience of working in a care environment. Both off- and on-the-job training is available. BTEC/SQA awards and NVQs/SVQs covering various aspects of care are available.

TASKS

- creates friendly, secure atmosphere and tries to gain the trust and confidence of those in the home or under supervision;
- plans and participates in games and leisure activities to encourage emotional, social, physical and intellectual development;

RELATED JOB TITLES

- Care assistant
- Home care assistant
- Night care assistant
- Residential social worker

GROUP 612

CHILDREN'S PERSONAL SERVICES

Childminders supervise play and other activities for children during their non-teaching duties and care for children in their own homes and private households.

Childminders are divided into the following unit groups:

RELATED OCCUPATIONS

CHILD MINDERS

S

6122 CHILDMINDERS AND RELATED OCCUPATIONS

Childminders and related occupations perform a variety of domestic activities in the day-to-day care of children, and supervise and participate in their play, educational and other activities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry may not depend upon academic qualifications, although employers may expect a candidate to possess a qualification accredited the Council for Awards in Children's Care or other qualifications. Childminders must be registered with local authorities to verify their fitness to provide day care. NVQs/SVQs in Child Care and Education are available at Levels 2 and 3.

TASKS

- assists children to wash and dress;
- prepares and serves children's meals and supervises children during meals;
- mends, washes and irons children's clothes and tidies their rooms;
- supervises and participates in children's games, play, educational and other activities.

6124 EDUCATIONAL ASSISTANTS

Educational assistants assist teachers with, or relieve them of, a variety of non-teaching duties.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required by some employers, although entry is possible with relevant experience alone.

TASKS

- assists teacher with preparation or clearing up of classroom;
- looks after lesson materials such as paper, pencils and crayons;
- assists children with washing or dressing for outdoor and similar activities;
- makes simple teaching aids and constructs thematic displays of educational material or children's work;
- works with individual children as directed by the class teachers or other senior member of staff.

RELATED JOB TITLES

Classroom helper

Education care officer

Non-teaching assistant

School helper

Special needs helper

GROUP 613

THE SERVICES

and assistance to veterinarians, care for animals in kennels and stables, provide specialised grooming and services for animals, and searches for and captures stray or unruly dogs.

divided into the following unit groups:

ASSISTANTS

UNITS NEC

6139 ANIMAL CARE

OCCUPATIONS NEC

Workers in this unit group care for animals held in kennels, stables, zoos and similar establishments, provide specialised grooming, clipping and trimming services for animals, and searches for and captures stray or nuisance dogs in public areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible without formal academic qualifications, although some employers may ask for GCSEs/S grades. There are a variety of vocational qualifications available, including NVQs/SVQs in Animal Care at Levels 1 and 2, and in Dog Grooming at Levels 2 and 3.

TASKS

- feeds, washes, grooms, trims and exercises animals;
- cleans animals' quarters and renews bedding as necessary;
- checks animals for illness, treats minor ailments or calls for vet if further treatment is required;
- meets prospective owners and advises on animal selection and animal care;
- patrols public areas to search for and capture stray or nuisance dogs, and transports captured animals to kennels.

GROUP 62

PERSONAL SERVICE

OCCUPATIONS

Service Occupations provide services and activities, make travel arrangements for clients, provide hairdressing and beauty services, undertake work in households, public buildings and other premises, and control pests hazardous to public health.

GROUP 621

PERSONAL SERVICE OCCUPATIONS

Service Occupations organise and maintain services and recreational activities, advise upon and make travel arrangements to enhance the enjoyment, comfort and convenience of passengers.

Service Occupations are divided into the following unit groups:

ASSISTANTS

S

PERSONAL SERVICE OCCUPATIONS NEC

TASKS

- assesses likely outcome of event and establishes odds, accepts and records bets, issues receipts and pays out on winning bets;
- controls the progress of games of cards, roulette and other gambling activities according to established rules;
- maintains sports and leisure equipment and prepares equipment for use;
- supervises the use of swimming pools, gymnasium apparatus, fitness machines and other recreational equipment;
- maintains hygienic operation of swimming pools and associated facilities such as jacuzzis, showers and changing areas;

Travel agency clerk
Travel agent
Travel sales executive

6213 TRAVEL AND TOUR GUIDES

Travel and tour guides ensure that travel arrangements made for clients run smoothly and provide a range of services to enhance the enjoyment, comfort and safety of passengers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required by some employers. Spoken fluency in a foreign language is essential for some posts. NVQs/SVQs in Travel Services are available at Levels 2 and 3.

TASKS

- receives passengers, checks tickets and conducts them to their seats;
- makes announcements to passengers regarding the details of travel arrangements and deals with any queries;
- assists with the booking and transfer of luggage and other items;
- comments on places of interest during the journey;
- makes local arrangements for food and accommodation at stop over points;
- responds to enquiries and complaints, makes arrangements and takes bookings for excursions and other entertainment, and provides assistance and advice to holidaymakers.

RELATED JOB TITLES

Coach guide
Courier (*tour operator*)
Escort
Guide
Representative (*tour operator*)

with the arrival and departure of trains and the movement of goods and passengers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although entrants are required to take a medical examination and have normal colour vision. Training is provided off- and on-the-job. NVQs/SVQs in Rail Transport (Passenger) are available at Level 2.

TASKS

- examines and collects tickets at the ticket barrier of a railway station;
- helps with passenger enquiries and makes announcements over a public address system at stations;
- loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks;
- assists passengers with special needs to board and leave trains;
- checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train;
- inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train.

RELATED JOB TITLES

Conductor (*railways*)

Revenue protection officer (*railways*)

Ticket collector (*railways*)

Train guard

6219 LEISURE AND TRAVEL SERVICE OCCUPATIONS NEC

Workers in this unit group perform a variety of leisure and travel service occupations not elsewhere classified in MINOR GROUP 621: Leisure and Travel Service Occupations.

GROUP 622

RELATED OCCUPATIONS

style and treat hair, apply cosmetics and give

and into the following unit groups:

RELATED OCCUPATIONS

6222 BEAUTICIANS AND RELATED OCCUPATIONS

Beauticians and related workers give facial and body beauty treatments, apply cosmetics and dress wigs.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements for entry, although some colleges require candidates to possess GCSEs/S grades. NVQs/SVQs in Beauty Therapy are available at Levels 1, 2 and 3. Professional qualifications are also available.

TASKS

- discusses clients requirements, advises client on skin care and applies creams or lotions to the face or body;
- massages scalp, face and other parts of the body;
- uses waxing, sugaring and epilation techniques to remove any unwanted bodily hair;
- cleans, shapes and polishes finger and/or toe nails;
- applies make-up to hide blemishes or emphasise facial features;
- advises clients on diet and exercise to assist in weight loss and slimming.

RELATED JOB TITLES

Beautician
Make-up artist
Manicurist
Slimming consultant

GROUP 623

623 OCCUPATIONS

Workers supervise, co-ordinate and undertake cleaning, repairs, maintenance of hotels, schools, hostels and other residential buildings, offices, flats and other buildings.

Divided into the following unit groups:

623 RELATED OCCUPATIONS

RELATED JOB TITLES

Butler
Cook-housekeeper
Housekeeper
Valet

6232 CARETAKERS

Caretakers supervise and undertake the care and maintenance of church, school, office and other buildings and furnishings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is provided.

TASKS

- locks and unlocks doors and entrances at appropriate times;
- supervises and/or undertakes the cleaning and maintenance of premises;
- controls heating, lighting and security systems;
- undertakes minor repairs and notifies owner of need for major repairs;
- checks fire and safety equipment for adequate functioning.

GROUP 629

S OCCUPATIONS NEC

arrangements for clients, prepare bodies for funerals, and investigate and destroy pests

UARY ASSISTANTS

RELATED JOB TITLES

Bearer (*funeral directors*)

Embalmer

Funeral director

Undertaker

6292 PEST CONTROL OFFICERS

Pest control officers investigate the presence of pests that are hazardous to public health or cause nuisance, lay traps to capture pests and treat areas of infestation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry qualifications, though some employers may expect entrants to possess GCSEs/S grades. Training is provided on-the-job, supplemented by specialist courses covering different aspects of pest control.

TASKS

- receives reports from public, property owners and authorities regarding the presence of pests and infestations;
- visits sites to investigate the presence of rodents, infestations and other pests that may be hazardous to public health;
- lays traps to capture pests, and fumigates and disinfects areas to remove infestations;
- advises property owners on courses of action to prevent the return of pests;

GROUP 7

CUSTOMER SERVICE

OCCUPATIONS

These tasks require the knowledge and experience in the following areas: a degree of knowledge in respect of sales, replenish stocks of goods for retail clients and additional services to customers; a degree of knowledge of sales techniques, a degree of knowledge of the goods being sold, familiarity with cash and credit transactions, and record keeping associated with those tasks.

These occupations require a general education and skills in interpersonal communication. They require a degree of specific knowledge regarding the goods and services included in this major group because the primary tasks are related to the

These occupations are divided into the following sub-major and minor

RETAIL CASHIERS

OCCUPATIONS

OCCUPATIONS

OCCUPATIONS

GROUP 71

OCCUPATIONS

goods and services in retail and wholesale sales, obtain orders and collect payments for , replenish stocks of goods in stores, create sales related occupations.

GROUP 711

RETAIL CASHIERS

goods and services in retail or wholesale change in respect of sales, and obtain, receive services.

and into the following unit groups:

COUNTER ASSISTANTS

CHECK-OUT OPERATORS

FUNCTIONS

- receives full or partial payment, writes bill, receipt or docket and packages merchandise for customer;
- arranges goods on display stands, undertakes stock checks and assists with the receipt of deliveries from suppliers into the stock room;
- handles returns and deals with customer complaints.

RELATED JOB TITLES

Counter assistant
Retail assistant
Sales assistant
Shop assistant

7112 RETAIL CASHIERS AND

CHECK-OUT OPERATORS

Retail cashiers and check-out operators accept payments from customers and give change in respect of sales or services.

TASKS

- assesses the characteristics of product/service being sold and decides on its main selling points;
- telephones potential customers, explains purpose of call, discusses their requirements and advises on the goods/services being offered;
- quotes prices, credit terms and delivery conditions and records details of orders agreed;
- receives orders for goods/services by telephone and records relevant details;
- stays abreast of advances in product/services field.

RELATED JOB TITLES

Telephone canvasser

Telephone salesperson

GROUP 712

SALES RELATED OCCUPATIONS

holds to obtain orders and collect payments, in streets and open spaces from portable and similar serviced articles, and undertake a variety of sales occupations 712: Sales Related Occupations.

divided into the following unit groups:

DEBT, RENT AND CREDIT AGENTS

CASH COLLECTORS

DOOR-TO-DOOR SALESPEOPLE

SALES ASSISTANTS

WINDOW DRESSERS

SALES PERSONS NEC

RELATED JOB TITLES

Canvasser
Collector-salesperson
Credit agent
Door-to-door salesman/woman
Insurance agent

7122 DEBT, RENT AND OTHER CASH COLLECTORS

Debt, rent and other cash collectors collect payments due or overdue from households and businesses and empty cash from prepayment meters or machines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is typically provided on-the-job. This may be supplemented by specialised training courses within larger agencies.

TASKS

- receives payment at centralised office or calls on household/business premises;

- calls out, rings bell or otherwise attracts attention to the items on sale;
- sells goods, records deliveries, takes further orders or articles requiring servicing and collects cash or prepares bill;
- returns to depot and hands in unsold goods and cash.

RELATED JOB TITLES

Driver-salesman/woman

Ice-cream salesman/woman

Milkman/woman (*milk retailing*)

Roundsman/woman

Van salesman/woman

7124 MARKET AND STREET TRADERS AND ASSISTANTS

Market and street traders and assistants sell goods (other than refreshments) from stalls, barrows and other portable containers in streets and market places.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- displays products on stall or barrow;
- calls out to attract attention to goods on offer;
- sells goods at fixed price or by bargaining with customer;
- accepts payment and may wrap goods;
- cleans up site on completion of each day's trading.

RELATED JOB TITLES

Market assistant

Market trader

Stall holder

Street trader

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job, supplemented by short courses covering practical skills and details of the product or service being sold. NVQs/SVQs in Selling are available at Levels 2 and 3.

TASKS

- assesses characteristics of goods/services being sold and decides on main selling points;
- advises vendors and purchasers on market prices of property, accompanies clients to view property and assists with purchasing arrangements;
- advises clients and agents on insurance related problems, seeks new outlets for business and quotes premiums, bonus rates, tax concessions, etc.;
- obtains orders for advertising, financial, catering, printing and transportation services;
- organises parties in private households to sell clothing, fashion accessories, giftware and other goods;
- provides demonstrations of a product within retail stores, exhibitions and trade fairs to promote interest amongst potential customers;
- negotiates agreements for the passage of supply lines over or under land/property and the siting of supporting structures and other items.

RELATED JOB TITLES

Advertising representative
Demonstrator
Negotiator (*estate agents*)
Sales representative (*retail trade*)
Wayleave officer

GROUP 72

CUSTOMER CARE OCCUPATIONS

Workers in this unit group respond to enquiries regarding products or services and perform a variety of tasks in the provision of customer care at the point of sale.

UNIT GROUP 721

TELEPHONE CUSTOMER CARE OCCUPATIONS

Workers in this unit group respond to telephone and other enquiries regarding products or services, provide information, deal with customer complaints, and provide assistance at the point of sale.

This unit group is divided into the following unit groups:

UNIT GROUP 7212

TELEPHONE CUSTOMER CARE OPERATORS

TELEPHONE CUSTOMER CARE ASSISTANTS

- maintains details of calls received, the action taken as a result of a call and updates customer records as required;
- arranges for field staff to visit the caller if further assistance is required.

RELATED JOB TITLES

Answer line operator
Sales order clerk
Telephone adviser

7212 CUSTOMER CARE

TELEPHONE CUSTOMER CARE OCCUPATIONS

Workers in this unit group provide information to existing and potential clients regarding the products and services offered by an organisation, and further services to customers after the point of sale.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although many employers expect candidates to have completed a relevant qualification.

GROUP 8

MACHINE OPERATIVES

se main tasks require the knowledge and industrial plant and equipment; to assemble to strict rules and procedures and to subject and assist in the operation of various transport

pecify that a particular standard of education ve an associated period of formal experience- licences issued by statutory or professional

ed into the following sub-major and minor

MACHINE OPERATIVES

OPERATIVES

OPERATIVES

ES

MACHINE DRIVERS AND

OPERATIVES

S AND OPERATIVES

GROUP 81

MACHINE OPERATIVES

operate and attend machinery to manufacture, process, and pack foodstuffs, clothing, paper, plastics, rubbers, textiles, chemicals, glass, ceramics, electrical products, operate plant and machinery to produce, process, and pack foodstuffs, extract coal and other minerals from the earth, operate and maintain land and water treatment systems, perform routine maintenance on motor vehicles, metal goods, electrical products, perform a wide variety of tasks in relation to the construction of buildings, underground piping systems, railway tracks

GROUP 811

OPERATIVES

operate and attend machinery to bake, freeze, heat, crush, mix, process, and pack foodstuffs, and tobacco leaves, prepare natural and synthetic fibres into yarn, thread, twine, rope and other textile products, prepare material for printing or dyeing fabrics, and produce and process rubber, plastic, metal, synthetic and other materials

divided into the following unit groups:

FOOD PROCESS OPERATIVES

TOBACCO PROCESS OPERATIVES

TEXTILE OPERATIVES

PLASTIC PROCESS OPERATIVES

GLASS OPERATIVES

CERAMIC OPERATIVES

MINERAL EXTRACTING PROCESS OPERATIVES

C

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though some GCSEs/S grades can be an advantage. Off- and on-the-job training is available. NVQs/SVQs in Food and Drink Manufacturing Operations are available at Levels 1, 2 and 3. NVQs/SVQs in Tobacco Processing are available at Level 2.

TASKS

- directs loading of furnace with prescribed quantities and types of ingredients;
- sets timing and temperature controls, monitors pressure gauges, adjusts controls as necessary and regulates level of glass in furnace as required;
- operates controls to rotate rotary furnaces and create a vacuum in vacuum furnaces, ensures that static furnaces are correctly positioned and switches on current;
- monitors temperature of drying and annealing kilns and reports any significant deviations from schedule sheet;
- cuts off heat supply after firing/ heating/drying and cleans furnace and kiln areas.

RELATED JOB TITLES

Glass furnace operator

Kiln burner (*glass, ceramics mfr*)

Kiln placer

Kiln setter

8113 TEXTILE PROCESS OPERATIVES

Workers in this unit group operate machines to prepare natural and synthetic fibres for processing, spin and twist fibre into yarn, thread, twine, rope and other similar material, and estimate the quantities of colouring matter required for printing and dyeing fabrics.

TYPICAL ENTRY ROUTS AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/ SVQs in Manufacturing Textiles are available at Levels 1, 2 and 3.

TASKS

- sets controls, starts machinery and monitors the passage of material processed;

TASKS

- loads prescribed quantities of ingredients into plant equipment, starts operational cycle, monitors instruments and gauges indicating conditions affecting the operation of the plant and adjusts controls as necessary;
- prepares dye, bleaching, water repellent, fixing salt and other chemical solutions to finish and treat textiles;
- regulates input of polymer into melting unit, extrudes polymer, gathers extruded filaments and feeds strands through rolling, cutting and treatment units to produce synthetic fibre;
- operates kilns, furnaces and ovens to produce charcoal, coke and other carbon products;
- operates machines to coat film and tape with sensitising material and otherwise impregnate materials by immersion, split and mould mica and produce asbestos pipes and sheets;
- cuts and trims skins, hides and pelts, removes wool, hair, flesh and other waste material, and washes, limes, tans, dyes and otherwise treats hides for making into leather, skin and fur products;
- withdraws samples for quality control testing, removes and regulates discharge of batch material upon completion of processing.

RELATED JOB TITLES

Colour mixer

Dye house operative (*textile mfr*)

Nylon spinner

Paint maker

Process worker (*chemical mfr*)

8115 RUBBER PROCESS OPERATIVES

Workers in this unit group attend and operate masticating, calendering, mixing, forming, shaping, moulding, extruding, cutting, trimming and winding machines to make and repair rubber products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job, supplemented by specialised courses. NVQs/SVQs in Plastic Processing Operations are available at Levels 1 and 2. Modern Apprenticeships in Polymer Processing leading to an NVQ/SVQ at Level 3 are available.

TASKS

- prepares machine for operation by affixing any necessary attachments;
- weighs and mixes ingredients, loads machine with plastic to be worked or regulates flow from feed conveyor or hopper;
- monitors controls regulating temperature, pressure, etc. and operates moulding, extruding, calendering, thermoforming and covering machines;
- inspects plastic products for defects, takes measurements and repairs plastic belting and sheathing;
- trims, cuts and performs other finishing operations on plastic using hand and machine tools;
- makes artificial eyes and contact lens discs, and makes and repairs spectacle frames and plastic parts of artificial limbs and other orthopaedic appliances.

RELATED JOB TITLES

Extruder operator (*plastics mfr*)

Fabricator (*plastics mfr*)

Fibreglass laminator

Injection moulder (*plastics goods mfr*)

Plastic moulder

Jigger (*metal trades*)
Rolling mill operator
Wire drawer

8118 ELECTROPLATERS

Electroplaters operate continuous plant to coat metal parts and articles electrolytically, form metal articles by electro- and vacuum-deposition, dip and spray articles with another metal, plastic powder or other material and treat articles chemically to produce desired surface finishes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Product Coating are available at Levels 2 and 3.

TASKS

- cleans and rinses article or preshaped former to be coated;
- masks area not to be covered with wax, resistant adhesive tape or other material;
- fits appropriate nozzle on spray gun, loads spray gun with appropriate coating material and prepares electrolytic solutions;
- sets machine, plant, or equipment controls to regulate electric current and temperature of molten zinc, tin, chromium, copper or other non-ferrous metal;
- immerses articles in plating solutions or sprays article until required thickness of coating has been deposited;
- removes article from solution and centrifuges, if necessary, to remove excess molten metal before cooling.

RELATED JOB TITLES

Anodiser
Electroplater
Galvaniser

GROUP 812

PLANT OPERATIVES

and machinery to produce paper, wood and mining equipment to extract coal and other minerals, turbines, electrical substations and other machinery to cut, shape and finish metal, operate water and sewerage systems, and perform other

divided into the following unit groups:

PLANT OPERATIVES

RELATED OPERATIVES

UNITES

PLANT OPERATIVES

PLANT OPERATIVES

OPERATIVES NEC

and staples, and fits metal strips and corner pieces to strengthen container as required;

- examines job requirements, ascertains necessary ingredients and loads machines to beat, mix and crush wood, cork and pulp for further processing;
- attends and operates ovens, kilns, milling, filtering, straining, calendering, coating, drying, finishing, winding and other machines to produce and/or treat wood, paper, paperboard, leatherboard and plasterboard;
- sets and adjusts edge guides, stops and blades of cutting machine, threads material through rollers or loads into machine hopper, starts and monitors operation of machine, removes completed work and clears machine of waste material.

RELATED JOB TITLES

Case maker

Guillotine operator (*paper goods mfr*)

Sawyer (wood)

Wood machinist

Power loader (*coal mine*)

Underground worker

8123 QUARRY WORKERS AND RELATED OPERATIVES

Quarry workers erect supports in underground workings, set and detonate explosives to loosen rocks, and set up and operate drilling equipment to extract minerals (other than coal) from the ground, and operate machinery to wash, crush or separate coal, stone and ores.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Drilling Operations and Process Operations (Extractive Industries) are available at Level 2. There is a lower age limit of 18 for underground work.

TASKS

- inspects blasting area, drills shot holes, inserts explosives and detonates charges to loosen large pieces of rock/ore;
- assembles drilling and cutting tools, operates controls to start machines and to regulate the speed and pressure of cutting and drilling;
- erects timber or metal supports to shore up tunnel and assists tunnel miner with the excavation of vertical shafts and underground tunnels;
- conveys goods and materials to and from the workface, loads and unloads mine cars and transfers materials from underground and surface conveyors to bunkers, tubs and rail trucks;
- operates agitators/vibrators to separate minerals and ensures that screened, filtered, crushed and separated material is discharged to appropriate chutes or conveyors;
- performs other mining and quarrying tasks not elsewhere classified including digging clay from open pits, operating high-pressure hoses to wash china clay from open pit faces and otherwise assisting miners.

Boiler operator

Stoker

Substation attendant (*electricity supplier*)

Unit operator

8125 METAL WORKING MACHINE OPERATIVES

Metal working machine operatives operate machines to cut, shape, abrade and otherwise machine metal, use hand and power tools to remove surplus metal and rough surfaces from castings, forgings or other metal parts, and clean, smooth and polish metal workpieces.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job. NVQs/SVQs in Engineering Machining are available at Level 1.

TASKS

- secures workpiece in drilling, boring, milling, planing, grinding, lapping, honing, electrochemical, or other shaping machines, or loads metal stock on to press;
- sets controls, starts machine and operates controls to feed tool to workpiece or vice versa and repositions workpiece during machining as required;
- withdraws workpiece and examines accuracy using measuring instruments;
- operates burning, chipping and grinding equipment to remove defects from metal parts, and files, chisels, burns and saws off surplus metal;
- smoothes rough surfaces with hand tools, abrasive belts and wheels, compressed air, jets of vapour, or blasting with shot, grit, sand or other abrasive material;
- selects and secures polishing head to machine tool, prepares head with emery, grease or other substance, sets speed and angle of polishing head, and operates controls to feed polishing head to workpiece or vice versa.

- digs trench and assists pipelayers to lay, renew or repair sewerage pipes.

RELATED JOB TITLES

Filter attendant (*water works*)

Plant operator (*sewage/water works*)

Sewerman

Turncock

Water treatment plant operator

8129 PLANT AND MACHINE OPERATIVES NEC

Plant and machine operatives n.e.c. operate a variety of plant and machinery not elsewhere classified in MINOR GROUP 812: Plant and Machine Operatives.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs are available in some areas.

TASKS

- operates acetylene torches and other cutting equipment to dismantle boilers, cars, ships, railway track, engines, machinery and other scrap metal;
- bends, coils, crimps and spins metal wires in the manufacture of cables, springs, rope and other wire goods;
- operates machines in the manufacture of nuts, bolts, nails, screws, pins, rivets, etc.;
- fills grease gun with grease of appropriate grade, and applies grease or oil to grease points or lubrication holes in machinery or equipment and over bearings, axles and other similar parts;
- ensures that rollers in rope haulage system are well greased and running freely;
- inspects machines and equipment, and reports any faults.

GROUP 813

ROUTINE OPERATIVES

perform routine tasks in the wiring of electrical equipment, the manufacture of vehicles, electrical, metal and non-metallic products, parts and materials, fit and assemble motor vehicles, mark out and cut material for electrical components, perform routine laboratory tests of products and perform routine assembly operations not elsewhere specified.

Divided into the following unit groups:

WIRING OF ELECTRICAL PRODUCTS)

WIRING OF METAL AND METAL GOODS)

TESTING OF TESTERS

WIRING OF TESTERS

WIRING OF SCREEN FITTERS

TESTERS

ROUTINE OPERATIVES NEC

- selects, cuts and connects wire to appropriate terminals by crimping or soldering;
- positions and secures switches, transformers, tags, valve holders or other parts and connects capacitors, resistors, transistors or sub-assemblies to appropriate terminals by soldering;
- lays out and secures wire to make harnesses and operates machine to wind heavy and light coils of wire or copper for transformers, armatures, rotors, stators and light electrical equipment;
- assembles previously prepared electrical or electronic components by winding, bolting, screwing or otherwise fastening using an assembly machine or hand tools.

RELATED JOB TITLES

Armature winder

Assembler (*electrical, electronic equipment*)

Coil winder

Wireman/woman

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers require candidates to possess GCSEs/S grades. Training is typically received on-the-job, supplemented by training courses where instruction in specific techniques is required. Various NVQs/SVQs encompass aspects of quality control.

TASKS

- examines articles for surface flaws such as cracks, dents, defective sealing or broken wires by visual inspection or using aids such as microscopes or magnifying glasses;
- checks sequence of assembly operations and checks assemblies and sub-assemblies against parts lists to detect missing items;
- sets up test equipment, connects items/system to power source/pressure outlet, etc. and operates controls to check performance and operation of electrical plant and machinery and electronics systems;
- examines yarn packages, textile fabrics and garments, wood or wood products, paper and paperboard, plastics and rubber materials, food products, food storage containers, etc., checks specifications, marks any repairable defects and rejects faulty items;
- reports any recurrent or major defects and recommends improvements to production methods.

RELATED JOB TITLES

Engineering inspector

Examiner (*manufacturing*)

Passer (*manufacturing*)

Quality control inspector (*manufacturing*)

Test engineer

Viewer (*electrical goods mfr*)

8135 TYRE, EXHAUST AND WINDSCREEN FITTERS

Tyre, exhaust and windscreen fitters fit, repair and adjust tyres, exhausts and windscreens on cars, buses, motorcycles and other motor vehicles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job, or through training programmes within larger companies. NVQs/SVQs in Vehicle Maintenance (Service Replacement) are available at Levels 1 and 2.

TASKS

- carries out inspection and assesses the nature and extent of repair necessary;
- removes wheel, exhaust or windscreen using semi-automatic machinery or hand and power tools;
- separates tyre from wheel and fits replacement tyre using automatic machine or by using a wheel stand and hand tools;
- inflates tyre to correct pressure, refits wheel to axle and balances wheel using balancing machine;
- replaces faulty parts of exhaust and refits exhaust or windscreen to vehicle.

RELATED JOB TITLES

Exhaust fitter (vehicles)

Tyre and exhaust fitter

Tyre fitter

Windscreen fitter

TASKS

- examines natural and synthetic fabrics of all types to identify imperfections and determine best method of repair;
- operates standard and specialised machines to sew and repair garments and other textile, fabric, fur and skin products;
- performs hand sewing tasks in the making and finishing of fur, sheepskin, leather, upholstery, mats, carpets, umbrellas and other textile products;
- embroiders decorative designs on, or secures trimmings to, textile fabric with hand or machine stitching;
- cleans and oils machine and reports or remedies any mechanical faults.

RELATED JOB TITLES

Burler

Clothing machinist

Lockstitch machinist

Overlocker

Seamstress

Sewing machinist (*clothing mfr*)

8138 ROUTINE LABORATORY TESTERS

Routine laboratory testers perform routine checks, at various stages of production, to verify the physical, chemical and other quality related characteristics of materials and products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers may require GCSEs/S grades. Training is available both off- and on-the-job. NVQs/SVQs in Laboratory and Associated Technical Activities are available at Levels 2, 3 and 4.

TASKS

- examines test card to determine type of test required;

- sets up and operates machines to apply colour to wallpaper and to coat articles (other than ceramic) with paint, cellulose or other protective/decorative material;
- performs miscellaneous painting and coating tasks not elsewhere classified including, staining articles, applying transfers, operating french polishing machines, removing surplus enamel from components and marking design outlines on articles.

RELATED JOB TITLES

Assembler

Dipper's assistant

Enameller

Shoe machinist

GROUP 814

MAINTENANCE OPERATIVES

erecting scaffolding and working platforms, maintain highways and railway tracks, lay and repair a variety of tasks in relation to the construction, maintenance and repairs.

divided into the following unit groups:

RIGGING

MAINTENANCE OPERATIVES

UNIT GROUP 814 MAINTENANCE OPERATIVES

UNIT GROUP 814 MAINTENANCE OPERATIVES NEC

- erects jib, derrick and similar hoisting equipment and installs ropes, pulleys and other lifting tackle;
- forms rope slings, ladders, netting and other rigging and measures, cuts and repairs wire or fibre rope.

RELATED JOB TITLES

Rigger
Scaffolder
Stager (*shipbuilding*)

8142 ROAD CONSTRUCTION OPERATIVES

Workers in this unit group construct, repair and maintain roads and lay paving slabs and kerbstones to form pavements and street gutters.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is typically provided on-the-job. All sites are required to have a 'trained operative' registered with the Street Workers Qualification Register. Trained operatives are required to attend accredited assessment centres. NVQs/SVQs in Highway Maintenance and Road Building are available at Levels 1 and 2.

- checks tightness of bolts and wedges, replaces damaged rail chairs and repacks ballast under sleepers if necessary;
- lubricates points, examines fences, drains, culverts and embankments and carries out any necessary maintenance;
- spreads ballast and lays sleepers or metal plates at specified intervals;
- positions lengths of rail, sets of points and crossovers and secures rail with bolts, wooden wedges or clips;
- fastens together sections of rail by bolting fishplates to rails.

RELATED JOB TITLES

Leading trackman/woman (*railways*)

Plate layer

Trackman/woman (*railways*)

8149 CONSTRUCTION OPERATIVES NEC

Workers in this unit group operate insulating equipment, fix plasterboard or dry linings to ceilings and walls, help construct, maintain, repair and demolish buildings and clean and resurface eroded stonework, and lay, join and examine pipe sections for drainage, gas, water or similar piping systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in General Construction Operations are available at Levels 1, 2 and 3.

TASKS

- fills machine with insulating mixture, positions hose, drills access hole and fills cavities or coats surfaces to prevent loss or absorption of heat and provide fire protection;
- selects appropriate plasterboard or dry lining panels, cuts them to required size and fixes them to ceilings and walls;

GROUP 82

MACHINE DRIVERS AND OPERATIVES

operatives drive motor vehicles to transport
movement of rail traffic, operate mechanical
rding, fuelling and movement of aircraft at
a surfacing equipment, agricultural equipment

GROUP 821

RS AND OPERATIVES

transport and deliver goods in Large Goods
passenger carrying vehicles, instruct people
ehicles, assist train drivers in the operation of
ent of rail coaches in coal mines, sidings and
rail traffic, monitor and inspect the operations
engines, boilers and mechanical equipment
g, and movement of aircraft at airports, and
where classified.

d into the following unit groups:

DRIVERS

HAUFFEURS

IVES

(NAVY); BARGE, LIGHTER AND BOAT

VES

NEC

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal academic entry qualifications are required.
The LGV test incorporates a medical examination,
theory test and assessed road driving. Candidates are
normally at least 21 years old. NVQs/SVQs in
Transporting Goods by Road are available at Level 2.

- drives vehicle to destination in accordance with schedule;
- maintains records of journey times, mileage and hours worked;
- undertakes minor repairs and notifies supervisor of any mechanical faults.

RELATED JOB TITLES

Delivery driver

Van driver

8213 BUS AND COACH DRIVERS

Bus and coach drivers drive road passenger-carrying vehicles such as buses, coaches, trams and mini-buses.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though candidates must be in possession of a full car driving licence. All bus and coach drivers must pass the Passenger Carrying Vehicle (PCV) test. This incorporates a theoretical examination and assessed driving. Entrants to the PCV test must be at least 18 years old. NVQs/SVQs in Transporting Passengers by Road are available at Levels 2 and 3.

TASKS

- checks tyres, brakes, lights, oil, water and fuel levels and general condition of the vehicle before start of journey;
- drives single- and double-decked vehicle over pre-determined route, complying with traffic regulations and keeping to time schedule;
- stops and opens and closes doors at pre-arranged places to allow passengers to board and alight, observing regulations concerning the number of passengers carried;
- may collect fares from passengers and issue tickets or ensure that they use a ticket machine;
- may plan routes in conjunction with private hirer and assist with loading and unloading of luggage;

8215 DRIVING INSTRUCTORS

Driving instructors co-ordinate and undertake the instruction of people learning to drive cars, motorcycles, buses and haulage vehicles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements. Candidates must have held a current driving licence for four out of the last six years, have no motoring or criminal convictions and be over 21 years old. To gain registration as an Approved Driving Instructor, entrants must pass a three-part examination. Instructors for Large Goods Vehicles (LGVs) and Passenger Carrying Vehicles (PCVs) are trained internally or at specialist training establishments. NVQs/SVQs in Driving Instruction at Level 3 are available for instructors in all licence categories.

TASKS

- checks instruction and learning standards and discusses teaching plans with other instructors;
- plans lessons in accordance with the needs and abilities of individual pupils;
- explains driving techniques and assists pupil with difficulties;
- familiarises pupil with the Highway Code and different road and traffic conditions;
- advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards.

RELATED JOB TITLES

Driving instructor
HGV instructor

RELATED JOB TITLES

Level crossing keeper

Railwayman

Shunter

Signalman (*railways*)

8217 SEAFARERS (MERCHANT NAVY); BARGE, LIGHTER AND BOAT OPERATIVES

Workers in this unit group supervise and carry out a variety of deck duties and operate and maintain engines, boilers and mechanical equipment on board ships.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers may expect entrants to possess GCSEs/S grades. Candidates are expected to pass a medical examination and have good eyesight. Training takes place at nautical college and lasts between 11-13 weeks.

TASKS

- ensures that necessary fuel supplies are on board and inspects engine, boilers and other mechanisms for correct functioning;
- removes and repairs or replaces damaged or worn parts of plant and machinery and ensures that engine and plant machinery are well lubricated;
- stows cargo, assists passengers to embark and disembark, watches for hazards and moors or casts off mooring ropes as required;
- steers ship, under the supervision of a duty officer, checks navigational aids and keeps bridge, wheel and chartroom clean and tidy;
- 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.

8219 TRANSPORT OPERATIVES

NEC

Workers in this unit group monitor the activities of bus drivers, conductors and other road transport depot drivers, undertake various tasks related to water transportation, and perform other transportation tasks not elsewhere classified.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is provided both off- and on-the-job. NVQs/SVQs in Organising Road Transport Operations and Marine Operations are available at Level 2.

TASKS

- checks that vehicles run as scheduled, monitors number of passengers travelling particular routes and makes recommendations for improvement of services;
- organises relief and replacement crews as necessary, ensures compliance with regulations regarding the carrying of passenger and luggage, and submits reports of any irregularities;
- checks that goods have been correctly loaded into vehicle, monitors and records information from tachographs, and arranges for servicing, refuelling, cleaning and repair of depot vehicles;
- operates lighthouses and locks, opens and closes moving bridge across inland waterways and docks, maintains navigational lights in harbours, assists in mooring craft, and measures depth of water in canals, rivers, etc. to determine possible dumping or dredging sites;
- guides horses or ponies and drives horse drawn vehicles to transport goods and passengers.

RELATED JOB TITLES

Bus inspector

Lock keeper

Transport supervisor

GROUP 822

DRIVERS AND OPERATIVES

operate earth moving and surfacing equipment, lift trucks, tractor driven and other agricultural machines not elsewhere classified.

divided into the following unit groups:

UNITS

CRANE DRIVERS

CRANE DRIVERS AND OPERATIVES NEC

- watches control panel for warning lights and indications of wind speed and direction and carrying capacity of crane;
- greases machine and checks ropes.

RELATED JOB TITLES

Banksman (*coal mine*)

Crane driver/operator

Winding engine operator

8222 FORK-LIFT TRUCK DRIVERS

Fork-lift truck drivers operate fork-lift trucks in factories, warehouses, storerooms and other areas to transfer goods and materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is through accredited training schemes provided in-house or by manufacturers. NVQs/SVQs in Lift Truck Operations are available at Level 2.

TASKS

- operates controls to pick up load on forks;
- drives truck to unloading point and lowers forks to correct position on stack or ground;

8229 MOBILE MACHINE DRIVERS AND OPERATIVES NEC

Workers in this unit group supervise and undertake the operation of machines to transport, excavate, grade, level, and compact sand, earth, gravel and similar materials, drive piles into the ground and lay surfaces of asphalt, concrete and chippings, and operate other mobile machines not elsewhere classified in MINOR GROUP 822: Mobile Machine Drivers and Operatives.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided. The appropriate current driving licence will be required for driving on public highways.

TASKS

- fixes any necessary extensions onto machine and loads machine with asphalt, concrete, bitumen, tar, stone chippings or any other required materials;
- manipulates levers, pedals and switches to manoeuvre vehicle, regulate angle and height of blades, buckets and hammers and starts conveyor, suction or water spraying system;
- watches operation and removes any likely obstacle or obstructions;
- directs refilling of machine hopper and repeats operations as necessary;
- cleans, oils and greases machine and carries out minor repairs.

RELATED JOB TITLES

Digger driver

Excavator driver

Heavy plant operator

JCB driver

Plant operator (*building and contracting*)

GROUP 9 OCCUPATIONS

require the knowledge and experience necessary
ing the use of simple hand-held tools and, in
fort.

require formal educational qualifications but
of formal experience-related training.

ed into the following sub-major and minor

MENT AND STORAGE RELATED

AL OCCUPATIONS

ION OCCUPATIONS

ANT OCCUPATIONS

RAGE OCCUPATIONS

TION AND SERVICE

TION OCCUPATIONS

SERVICES OCCUPATIONS

CCUPATIONS

CCUPATIONS

PATIONS

GROUP 91

PLANT AND STORAGE

OCCUPATIONS

agricultural, fishing and forestry related tasks, at building and construction trades workers, engineering and other process and plant related production of goods.

GROUP 911

CULTURAL OCCUPATIONS

invest crops, breed and rear animals, catch and forestry and related tasks.

and into the following unit groups:

9112 RELATED OCCUPATIONS NEC

- cleans barns, sheds, pens, yards, incubators and breeding units and sterilises milking and other equipment as necessary;
- treats minor ailments and assists veterinary surgeon as required;
- tends flock of sheep and is responsible for their welfare;
- implements breeding policy, mates animals and tends them during birth of young.

RELATED JOB TITLES

Agricultural worker
Farm labourer
Farm worker
Herdsman
Shepherd

9112 FORESTRY WORKERS

Forestry workers perform a variety of tasks related to the planting, cultivation and protection of trees.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic entry requirements. Training is typically received on-the-job, supplemented by vocational training at an agricultural college. A variety of NVQs/SVQs in Agriculture, Fish Husbandry and Fishing Vessel Operations are available at Levels 1 and 2. Fishermen/women are required to undertake a three day safety course.

TASKS

- 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;
- 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;
- cleans animals' quarters and renews bedding as necessary;
- extracts semen for storage, selects appropriate semen from store, injects recipient animal and issues certificate giving pedigree and date of insemination;
- incubates eggs in hatchery and supplies chicks for meat and egg production and game birds for reserves;
- plants cuttings or shrubs, maintains hedges by clipping, pruning and re-planting, and picks fruit, vegetables, hops and flowers;
- performs other farming and related tasks not elsewhere classified including sorting and marking livestock, catching rabbits, cutting peat, shearing sheep and sexing chickens.

RELATED JOB TITLES

Artificial inseminator
Horticultural worker
Mushroom picker
Nursery worker

GROUP 912

CONSTRUCTION OCCUPATIONS

of woodworking and building trades workers, perform a variety of general labouring and

divided into the following unit groups:

UNIT GROUP 9129: BUILDING AND WOODWORKING TRADES

CONSTRUCTION TRADES NEC

- performs general labouring tasks such as digging trenches and foundations, removing wall coverings, and preparing surfaces by cleaning, sanding, filling, etc.;
- undertakes basic decorating, painting, plumbing, joinery, and other maintenance and repair tasks.

RELATED JOB TITLES

Builder's labourer

Building worker

Handyman

Hod carrier

9129 LABOURERS IN OTHER CONSTRUCTION TRADES NEC

Workers in this unit group perform a variety of labouring occupations in building and civil engineering not elsewhere classified in MINOR GROUP 912: Elementary Construction Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs are available in some areas.

GROUP 913

PLANT OCCUPATIONS

... of manual tasks in foundry, engineering and
... eratives, clean metal goods, machinery and
... s and reprographic equipment, and wrap, fill,
... .

... d into the following unit groups:

S

PROCESS OCCUPATIONS

ERS AND ASSISTANTS

NERS, FILLERS

ND PLANT OPERATIONS NEC

RELATED JOB TITLES

Foundry labourer

Foundry worker

9132 INDUSTRIAL CLEANING

PROCESS OCCUPATIONS

Workers in this unit group clean manufactured goods,
plant and machinery, and industrial, commercial and
other premises.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements.
Training is typically received on-the-job. NVQs/
SVQs covering various aspects of industrial cleaning
are available at Levels 1 and 2. Qualifications are
also offered by the British Institute of Cleaning
Science.

TASKS

- uses industrial hoovering, polishing, pressure washer, steam cleaning and sandblasting equipment to clean commercial and industrial premises, public buildings and building exteriors;

RELATED JOB TITLES

Lithographic machine operator
Printer's assistant
Printing machine operator

9134 PACKERS, BOTTLERS, CANNERS, FILLERS

Workers in this unit group pack, wrap, fill, label and seal containers by hand or machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is typically provided on-the-job and varies according to the type of packing and product. Formal courses are run for specialist packing.

TASKS

- selects appropriate cylinder, ensures that there is no corrosion or other damage and fills with gas;
- fills tubes, ampoules, bottles, drums, barrels, bags, sacks, cans, boxes and other containers by hand using measuring/weighing aid or by positioning container under feeder spout;
- packs heavy goods in crates and boxes using hoist, mobile crane or similar lifting equipment;
- loads machine with packaging containers, materials, adhesive, etc., loads hopper with items to be packaged/wrapped, monitors filling, wrapping and packaging, adjusts controls as necessary and clears any blockages;
- examines cans, bottles and seals and rejects any that are faulty;
- labels goods by hand or machine;
- packs specialist items according to specifications and completes necessary documentation.

RELATED JOB TITLES

Bottle filler
Packer
Packing machine operator
Wrapper

GROUP 914

STORAGE OCCUPATIONS

load cargo from ships, boats and barges, supply and unload and convey furniture, goods and other items to and from shops, restaurants, hotels and similar establishments, and accompany

Workers are divided into the following unit groups:

UNIT GROUPS AND SLINGERS

UNIT GROUPS AND STORAGE OCCUPATIONS NEC

RELATED JOB TITLES

Dock labourer
Dock worker
Docker
Port operator
Slinger
Stevedore

9149 OTHER GOODS HANDLING AND STORAGE OCCUPATIONS NEC

Workers in this unit group convey household and office furniture, goods, equipment or other items in or near warehouses, slaughterhouses, shops, goods depots, etc., prepare requisitions or despatch documents of stocks held, accompany drivers of road vehicles, and perform other goods handling and storage related tasks not elsewhere classified.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Distribution and Warehouse Operations are available at Level 2.

TASKS

- loads and unloads goods from removal vans or delivery vehicles either by hand or using trolleys and lift trucks;

GROUP 92

TRATION AND SERVICE

ATIONS

and deliver written correspondence, undertake
form a variety of carrying, preparation and
mestic and other establishments, undertake
pervise people and property, and perform

GROUP 921

TRATION OCCUPATIONS

ceive, sort and deliver mail, documents,
ety of elementary clerical tasks within offices.

d into the following unit groups:

PORTERS, MESSENGERS, COURIERS

OCCUPATIONS NEC

- sorts mail, parcels and other incoming and outgoing material for delivery, and maintains records of material received and despatched;
- delivers mail, parcels, correspondence and other materials to specified or agreed routes and schedules;
- completes delivery forms, collects charges, and issues receipts for the collection and delivery of registered or recorded mail and other items.

RELATED JOB TITLES

Courier
Dispatch rider
Messenger
Postal worker
Postman/woman

9219 ELEMENTARY OFFICE

OCCUPATIONS NEC

Workers in this unit group perform a variety of elementary clerical tasks within offices.

GROUP 922

SERVICES OCCUPATIONS

tasks to assist nursing and domestic staff in a variety of cleaning, preparation, carrying beverages and alcoholic drinks in catering, the operation of cinemas, theatres, amusement parks, and perform other elementary personal

divided into the following unit groups:

ASSISTANTS

WORK ATTENDANTS

SERVICES OCCUPATIONS NEC

RELATED JOB TITLES

Domestic porter (*hospital service*)
Hospital porter

9222 HOTEL PORTERS

Hotel porters meet guests, assist with their luggage and direct them to an appropriate room in a hotel or similar establishment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Catering and Hospitality (Portering) are available at Level 1.

TASKS

- meets guests on arrival and assists with their luggage;
- assists in tidying entrance hall;

Counterhand
Dining room assistant
Kitchen assistant
Kitchen porter
Washer-up (*hotels, catering, public houses*)

9224 WAITERS, WAITRESSES

Waiters and waitresses serve food and beverages in hotels, clubs, restaurants and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though some employers may require GCSEs/S grades. Training is typically provided on-the-job. NVQs/SVQs in Food and Drink Service are available at Levels 1 and 2.

TASKS

- sets tables with clean linen, cutlery, crockery and glassware;
- presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines;
- takes down orders for food and/or drinks and passes order to kitchen;
- serves food and drinks;
- presents bill and accepts payment at end of the meal.

RELATED JOB TITLES

Head waiter/waitress
Waiter/waitress

9225 BAR STAFF

Bar staff prepare, mix and serve alcoholic and non-alcoholic drinks and beverages at bars in public houses, hotels, clubs and other establishments.

- welcomes holidaymakers, provides information about holiday camp, organises and participates in entertainment and activities for guests.

RELATED JOB TITLES

Arcade attendant
Fairground worker
Funfair attendant
Usher/usherette

9229 ELEMENTARY PERSONAL SERVICES OCCUPATIONS NEC

Workers in this unit group perform a variety of elementary personal service occupations not elsewhere classified in MINOR GROUP 922: Elementary Personal Services Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job.

TASKS

- assists in the movement of scenery and other stage equipment;
- loads numbered balls into bingo machine, starts machine, removes balls and reads numbers, and checks winning bingo cards against numbers drawn;
- examines and collects tickets at harbours, piers and similar thoroughfares or establishments not elsewhere classified;
- collects payment, issues tickets and monitors the use of bathing huts, changing rooms, bath houses and deck chairs.

RELATED JOB TITLES

Bingo caller
Bingo operative
Stage hand (*entertainment*)

GROUP 923

CLEANING OCCUPATIONS

sweep chimneys, roads, and interiors of buildings, clean carpets, curtains and similar articles, collect refuse and perform other elementary cleaning tasks

divided into the following unit groups:

SWEEPERS, PRESSERS

CLEANING OCCUPATIONS

CLEANING OCCUPATIONS NEC

9232 ROAD SWEEPERS

Workers in this unit group sweep and remove refuse from public thoroughfares and clean soot and deposits from flues and chimneys.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided. NVQs/SVQs in Cleaning: Highways and Land are available at Levels 1 and 2.

TASKS

- sweeps pavements, gutters and roadways with hand broom;
- shovels refuse into containers and empties public litter bins into containers;
- selects appropriate brush head and pushes it through flue or chimney, collects soot and other dislodged material with brush or vacuum equipment.

RELATED JOB TITLES

Chimney sweep
Road sweeper
Street cleaner

TASKS

- receives garment or item from customer for cleaning, checks pockets, buttons, zips, etc. and issues receipt;
- sorts articles by fabric, colour and type and determines appropriate cleaning process;
- removes difficult stains using chemicals or steam gun;
- loads articles into washing and dry cleaning machines or electrically operated drum cleaning machine, operates controls to admit cleaning fluids and starts machine;
- sets and operates tumble drying machines and smooths and shapes washed garments using hand iron or machine press;
- allocates washing machines to customers, ensures correct use of equipment and gives change;
- performs a variety of laundering, dry cleaning and pressing tasks not elsewhere classified, including beating carpets and shaping starched collars, cuffs and hats.

RELATED JOB TITLES

Carpet cleaner

Dry cleaner

Garment presser

Hoffman presser

Laundry assistant

Laundry worker

9235 REFUSE AND SALVAGE OCCUPATIONS

Refuse and salvage collectors supervise and undertake the collection and processing of refuse from household, commercial and industrial premises.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is provided on-the-job.

TASKS

- rides in or on refuse vehicle and alights to pick up domestic refuse;

RELATED JOB TITLES

Hygiene cleaner

Toilet cleaner

Wash room attendant

GROUP 924

SECURITY OCCUPATIONS

guards and property from injury, theft or damage, fire extinguishers, assist children in crossing roads, control break and meal times, control the parking and elementary security tasks not elsewhere classified.

divided into the following unit groups:

RELATED OCCUPATIONS

SECURITY ATTENDANTS

SECURITY GUARDS

SECURITY OCCUPATIONS NEC

- monitors and patrols hotels, factories, offices and other premises, forests, parks, and public or private estates to prevent theft and unauthorised entry;
- checks persons and vehicles entering and leaving premises, establishes their credentials and arranges for escorts for visitors;
- receives duty sheet, time-clock and keys for premises to be visited, checks locks, doors, windows, etc. and reports any suspicious circumstances to security headquarters;
- calls in civil police and gives evidence in court where necessary.

RELATED JOB TITLES

CCTV operator
Door keeper
Night watcher
Private detective
Security officer
Store detective

TASKS

- meets children wanting to cross the road and directs them to wait at the kerb;
- waits for a safe gap in traffic and walks to the centre of road;
- signals approaching traffic to stop by using hand signals and school crossing signs;
- directs children to cross the road when safe.

RELATED JOB TITLES

Lollipop man/lady

School crossing patrol officer

9244 SCHOOL MIDDAY ASSISTANTS

Workers in this unit group supervise the activities of school children during break and meal times.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Some employers may expect candidates to show previous experience in caring for children.

TASKS

- supervises the playground activities of children during meal and break times;
- cares for sick children and administers first aid if necessary;
- sets up and dismantles dining room furniture;
- assists young children with feeding, dressing, washing and toiletry activities.

RELATED JOB TITLES

Dinner supervisor

Lunchtime supervisor

Midday assistant (*schools*)

Supervisory assistant (school meals)

TASKS

- serves summonses and, on court authority, takes possession of goods to the value of outstanding debt;
- accepts payment on behalf of court and issues receipts;
- ejects persons in illegal occupation of premises;
- watches for illegal fishing or attempted smuggling;
- deals with any security difficulties in art galleries and museums, clubs, public houses, employers' establishments and other buildings;
- receives clothing, luggage and other articles, collects fee and issues ticket and returns item to depositor on presentation of receipt.

RELATED JOB TITLES

Commissionaire

Court bailiff

Court usher

Museum attendant

GROUP 925

Elementary Sales Occupations

place posters from hoardings, bill boards and display of goods in retail establishments, collect and return shopping baskets and perform other elementary sales related tasks.

Divided into the following unit groups:

Elementary Sales Occupations NEC

9259 ELEMENTARY SALES OCCUPATIONS NEC

Workers in this unit group perform a variety of elementary sales related occupations not elsewhere classified in MINOR GROUP 925: Elementary Sales Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic entry requirements. Some on-the-job training may be provided.

TASKS

- strips old posters from hoardings and fits new posters using brushes and working from a ladder if necessary;
- collects shopping baskets and trolleys in and around wholesale/retail establishments and positions near entrance to store;
- offers shopping baskets to customers entering retail establishments;
- uses a pricing gun to attach price labels on goods for sale.

RELATED JOB TITLES

Bill poster

Ticket checker (*wholesale, retail trade*)

Trolley collector (*wholesale, retail trade*)