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STANDARD OCCUPATION CLASSIFICATION

Volume 1
Structure and description

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PREFACE

In 1990 the first single classification of occupations was published. This classification, known as the Standard Occupational Classification, was subsequently adopted by most government departments and has been the basis of production of occupationally classified information. Across a wide variety of statistical sources and for a wide range of purposes, vital registration, job matching, analysis of labour market trends, a common single classification.

Occupational information serves a variety of purposes. It is used in the work undertaken by employment agencies, provided to employers and educational sectors and other labour market organisations. It yields guidance for the development of labour market policy and relate to the promotion of work-based training. The benefits gained from using a single classification of occupations will only continue to be realised if the classification keeps pace with technological progress quickens and as work changes. The occupational map changes. In many areas of work, new occupations are difficult to position in the existing classification are gradually becoming defunct.

Such problems were anticipated when SOC90 was published. The statistical body then responsible¹ for SOC90 was given a revised index to SOC90 and that the structure of the index prior to the next Census of Population in 2001 was published. The present volume completes the revision of the classification.

The conceptual basis of the classification remains the same, based on their skill level and skill content. Within the classification defined in terms of the nature and duration of the training required to become competent to perform the work. The revision process has focused upon particular changes in the organisation of work or in the type of work. These include jobs related to information and communication technology and leisure. Managerial occupations have also undergone some redefinition in SOC2000 given the extent of change. To be different from other European Union classifications, the terminology of the classification has also been

¹ Responsibility for the Standard Occupational Classification originally lay with the Office for National Statistics. When the task of maintaining the classification was given to the (then) Office for National Statistics, responsibility for the classification was transferred to the reorganisation of official statistics, responsibility for the classification

Variations in skill requirements will be found in different workplaces. Consequently, not all definitions of specific jobs in any particular establishment or occupation classification should not be regarded as setting standards for pay, hours worked or as a part of the legal framework of employment.

No single classification system can satisfy the needs of all who hoped that the straightforward and structured system would be and its improved compatibility with the international system continues to meet the classification needs of the world.

INTRODUCTION

1. General background and introduction

The Standard Occupational Classification, first published in 1990, is the work of the Occupational Information Unit (OIU) of the Department of Employment. The OIU conducts its maintenance functions on a day-to-day basis, including collecting and collating information on new occupations, and updating the OIU of occupational information for the purpose of the classification. The OIU has longer-term responsibilities to prepare and maintain the classification and the structure of the classification.

As part of this longer-term work programme, the OIU conducted a consultation on SOC90 in 1995. To prepare for revision of the classification, the OIU consulted with users of occupational information in 1995, to identify any potential revision. From this consultation, a number of issues were identified. These were:

- users found it difficult to classify jobs, particularly where the titles of the classification were unclear, leading to confusion about the titles within the structure of SOC90;
- in attempting to undertake job-matching, particularly hampered by the broad nature of the classification. Job seekers often had quite well-defined job titles, but had difficulties matching these to the titles in the classification;
- certain occupational areas were developed in SOC90. These included information technology, health care, jobs, conservation and environment, and education. These were in what can loosely be termed ‘caring’ occupations.

Pressures to revise SOC90 were arising from the European Office of the European Communities (Eurostat), which was to harmonise national occupational classifications. This was achieved by mapping national statistical classifications to an international standard classification, known as the International Standard Classification of Occupations (ISCO). The UK submitted Labour Force Survey and Population Census data to this common standard. Statistical analysis of these data revealed that to exist a severe definitional problem with the classification (see *1996*). Defined as the managers of organisations, the UK had more, the UK had virtually three times the EU average in this category. While some variation in occupational classification is to be expected, a difference of this scale was in-

Another source of pressure to reform SOC90 are Social class classifications² have been in use in a haphazard and rather unscientific manner. In collaboration between the Economic and Social Research Council, the Office for National Statistics, the *Review* proposed a commission which undertook a major analytical research programme to develop a new social classification which uses the unit group concept. Although the concept of ‘skill’ does not feature in the new classification, research and development work revealed a number of weaknesses in the revision⁵.

Following from the OIU consultation process, the Commission considered all of this evidence and to make recommendations for the revision process. This body concluded that the current SOC90 was not fit for use. The Institute for Employment Research, in collaboration with the OIU, was contracted to undertake a major process which was to be completed by 2000 in 2001. However, a number of constraints would be faced. First, it was recognised that many users were known and as possible. Although the inadequacies of SOC90 were obvious, jobs would inevitably mean that a revised classification would be a desire for continuity translated into a recommendation that the classification should not be changed, nor should it be. A second constraint derived from the need to maintain compatibility with the Standard Classification of Occupations, itself a major project. In these strictures, a more practical consideration was the revision process - the limited resources available for the project. Significant resources in terms of time and money were required. Large computerised databases were used to offload the data to some extent.

2. The SOC Manual

The present manual is being published to enable employers and client-oriented applications to use SOC90. It will enable users of SOC-based occupational statistics to understand and coding practices according to which the manual is published as two volumes.

² The two main social classifications in the UK are *Social Class*

³ See Rose and O’Reilly (1998).

⁴ See Elias (1997).

⁵ A consequence of this process is that the new National Statistics Social Classification, SOC2000. This work is in hand and will be completed during 2001.

⁶ The *Classification of Occupations and Directory of Occupational Statistics* is a 10-year programme of data collection and research. SOC90 took five years.

The remainder of Volume 1 comprises the first part of the account of some important principles, concepts and methods that have been developed. Section 4 describes the principles of the detailed SOC structure of Unit, Minor, Subminor, and a description of each of the groups distinguished by their tasks to the group typically carry out and common to the group.

Volume 2 mainly consists of a detailed alphabetical index of SOC90 and SOC2000 Unit Group to which each coding occupations. To assist consistent coding, the way in which the index has been compiled and the right index entry, given the kind of description. These notes form the introductory sections to the index.

3. Principles and concepts

3.1 Types of economic activity classification

In classifying jobs and persons by reference to economic activity, there are generally recognised and separately measured economic activity status are:

1. Economic activity status
2. Occupation
3. Status in employment
4. Industry

Economic activity status defines whether the person is a member of the workforce. In practice those in the workforce for or available for paid employment are classified as economically active. Many economically inactive (e.g. retired from employment) have, of course, had a job at some time.

Occupation is most often determined by reference to the person's main, or most recent, job. The SOC principles are discussed below.

Status in employment refers to the relationship between the person and the production (i.e. proprietor or self-employed) or the person's position in the seniority structure (e.g. foreman/supervisor, manager, other employee). This is the same in every data source and there have been differences in the way it is defined.

classificatory schemes as to whether certain divisions of occupations or introduced separately.

Industry refers to the economic sector to which a job is assigned. It is usually defined by reference to the main workplace at or from which a job is carried out. For example, occupationally a carpenter will be classified as a carpenter in a building firm, but as a brewer, if employed by a brewery. It includes jobs located in many different industries. In general, classification of occupations to SOC2000 is by industry but for certain exceptions to this see the Notes on the Manual.

3.2 Objects to be classified and criteria of classification

SOC is designed as a classification applicable to all active persons in the United Kingdom. Defined by one person, the notion of a job represents a basic unit. Jobs are usually structured by employers (or by professional bodies and others, including professional bodies, employers' associations and governments, may regulate their definition. Jobs are classified by job title. They are classified into groups according to 'specialisation'. As in SOC90, skill level is defined by

'...duration of training and/or work experience in the field of employment concerned, and the knowledge to pursue the occupation competently'
(Employment Department Group, 1990)
(Censuses and Surveys, 1990)

Skill specialisation is defined as the field of knowledge and efficient conduct of the tasks. In some areas, the type of work performed (e.g. materials worker, machine operator).

Skill levels are approximated by the length of time taken to become fully competent in the performance of the task. It is a function of the time taken to gain necessary knowledge and of work-based training. Apart from formal training, there are varying types of experience, possibly in other occupations. The broad structure of the classification (major divisions) can be made to these four skill levels.

⁷ In common with the 1988 International Standard Classification of Occupations, the levels of aggregation within the classification. These are termed 'major groups'. In SOC2000, as in ISCO-88, these are represented numerically by the first two digits of the code.

The first skill level equates with the common skills usually acquired by the time a person completes high school, signalled via a satisfactory set of school marks and the performance of jobs classified at this level. These jobs, health and safety regulations and may require specific training. Examples of occupations defined at this level include janitors, workers, hotel porters, cleaners and caterers.

The second skill level covers a large group of occupations with knowledge provided via a good general education. These occupations level, but which typically have a long period of work experience. Occupations classified at this level include health caring occupations, retailing, and clerical work.

The third skill level applies to occupations that require qualifications associated with a period of post-compulsory education. A number of technical occupations fall into this category, as do occupations and proprietors of small businesses. These occupations qualifications at sub-degree level or a level above. This may be a necessary prerequisite for competitive employment. A period of work experience is typical.

The fourth skill level relates to what is often referred to as managerial positions in corporate enterprises. Occupations at this level normally require a period of work experience.

Table 1 lists the sub-major groups of SOC2006. It can be seen from the names of these sub-major groups that they have been used to distinguish groups of occupations. For example, health professionals are distinguished from scientists, and metal and electrical trades from skilled construction workers.

Table 1: Skill levels and the sub-major groups

Skill level	Sub-major groups of:
Level 4	SOC2000
	11 Corporate managers
	21 Science and technology professionals
	22 Health professionals
	23 Teaching and research professionals
	24 Business and public service professions
Level 3	12 Managers and proprietors in agriculture and services
	31 Science and technology associate professionals
	32 Health and social welfare associate professionals
	33 Protective service occupations
	34 Culture, media and sports occupations
	35 Business and public service associate professionals
	51 Skilled agricultural trades
	52 Skilled metal and electrical trades
	53 Skilled construction and building trades
	54 Textiles, printing and other skilled trades
Level 2	41 Administrative occupations
	42 Secretarial and related occupations
	61 Caring personal service occupations
	62 Leisure and other personal service occupations
	71 Sales occupations
	72 Customer service occupations
	81 Process, plant and machine operatives
	82 Transport and mobile machine drivers and operatives
Level 1	91 Elementary trades, plant and storage related occupations
	92 Elementary administration and service occupations

Note: Sub-major groups of SOC90 have been listed in their original position in SOC2000. It must be stressed however that

Two of the new features of SOC2000 are also that the sub-major group structure of SOC2000 describe the classification. The first two digits describe the sub-major groups of the classification. This was a change from the 3-digit structure of SOC90. Secondly, the classification follows a more regular pattern within the classification, repositioning certain sub-major groups within the classification on a skill level criterion.

3.3 The revision of SOC90

From consideration of comments received from stakeholders undertaken in the *Review of Social Classification* conducted for Eurostat, work on the development of areas. These were:

Computing and related occupations

Whilst nearly all jobs have been affected by information and communication technology, which relate directly to the design and implementation of systems, it is crucial that this area should be overhauled.

Managerial occupations

For a variety of reasons, this area was included in the definition of managerial occupations. However, it was reason enough for this decision. It was pointed to forces such as ‘de-layering’ of organisations and to a potential ‘inflation’ of the use of the term to be regarded as managerial⁸.

Conservation/environmental occupations

Shifting tastes and preferences have led to a focus on protection and conservation. SOC90 did not include activities related to these activities within its structure. In the development process, a number of comments highlighted this apparent omission.

Skill upgrading/de-skilling within manufacturing

Two sets of forces appear to underlie changes in the manufacturing sector primarily with the manufacturing process.

⁸ A good example of this is the now frequent use of the title ‘trainee’.

manufacturing systems which move a customised production may have stimulated occupations in production, to facilitate the equipment used. Simultaneously, the design and control methods may have lessened the skills in many traditional craft occupations.

Customer service occupations

Shifts in consumer tastes and preferences associated with the wider availability of services, have stimulated the demand for testing and assurance and customer service customers. These developments appear in which the associated tasks lie at the interface and the consumers of goods and services.

Remote service provision

Development in information and communications demand for the provision of services stimulated the development of service provision. The growth in such demand may be due to the of increased female labour force participation, a reduction in the availability of one hour services related to telephone, electricity hours. While web-based commercial transactions may yet supersede these changes with the scale of employment change suggests categories to identify occupations in the

Sources of information about the terminology were available in a variety of sources and for most useful sources were derived from the Census Survey. While the 1991 Census of Population was valuable in determining how well SOC90 was on the quality of occupational detail obtained

The main source available from the 1991 Census individual records for England and Wales. The industry and post-schooling qualifications was census records and placed into a searchable database from the 1996/97 Labour Force Survey, covering such as the job title, main tasks performed in the Other sources of information on occupational Employment Service, which generated a database of job vacancies, all coded to SOC90.

The Employment Service (ES) was keen to ensure that the classification for job matching purposes were as accurate as possible. To this end, the ES commissioned the IER to conduct a series of visits to Job Centres and via the collection of approximately 80 Job Centres, further information was gathered about the ES and the way in which these might be used.

Other sources of information, which proved useful to define the skill levels, were:

- the ‘371 database’ – an electronic encyclopedia of the 371 unit groups of SOC90;
- a database of queries collected over the years from SOC90 for coding occupational information;
- recently published material containing information on jobs (trade journals, newspaper advertisements, etc.);
- correspondence from interested parties, including employers, employer associations and trade unions;
- information arising from the detailed consultation process in developing the new Social Classification.

These sources gave much valuable information and together yielded a ‘test-bed’ of data for experimentation with the new categories.

3.4 The structure of SOC2000

This section presents a brief summary of the changes from SOC90 to SOC2000.

Major Group 1 (*Managers and senior officials*)

The change of the name of this major group, from *Managers and senior officials* to *Managers and senior officials* reflects the substantial revision. Many job titles that were indicative of high level jobs are now repositioned in major group 4.

New minor and unit groups are now included in the area of Health and Social services. A new category of *and conservation managers*. In the area of housing and community services.

exist for *conference and exhibition managers*, *agency managers*. In other service sector areas, establishments are defined more clearly, and *refuse disposal managers*.

Major Group 2 (*Professional occupations*)

In major group 2 new unit groups for *information professionals* have been created. *IT strategists* are distinct from *software professionals*. All software professionals involve a high level of knowledge of software and interaction, are now classified to major group 2, and moved to major group 3. These decisions also reflect the training bodies in this area.

Research professionals are now identified across major group 2. A new unit group was also created to capture *research assistants* are essentially administrative in nature, but with significant experience for competent performance.

Major Group 3 (*Associate professional and technical occupations*)

In major group 3 new unit groups that have been created are *technical occupations*. These are jobs that involve a technical skill and technical support to users. A new category is *information dental technicians*. *Social welfare associate professionals* and *community workers* separately from *housing and community workers* was created for *therapists*, including unit groups for *physical therapists* and *speech and language therapists*.

A significant effort was made to develop a better structure of occupations in the arts, literature, media, and culture. Fourteen unit groups are now used to classify occupations in business and finance, a new structure was introduced for *brokers* from major group 7 to major group 3. *Management associate professional occupations*.

A new minor group was created to facilitate reclassification within the SOC90 sub-major group, *protective services*, armed forces, police officers, fire service officers.

Major Group 4 (*Administrative and secretarial occupations*)

Major group 4 now classifies a number of administrative occupations placed in major group 1. New minor groups were created in government and related areas, finance, record management occupations.

Major Group 5 (*Skilled trades occupations*)

Farmers have been relocated here from major group 9.

Major Group 6 (*Personal service occupations*)

New occupational areas have been defined for *personal occupations* and for *leisure and travel*.

Major Group 7 (*Sales and customer service occupations*)

In major group 7 a new minor group has been created for *occupations*.

Major Group 8 (*Process, plant and machine operators*)

A particular concern here was to reduce the number of occupations that were no longer large enough for statistical purposes. This area of the occupational structure of employment has been reorganised.

Major Group 9 (*Elementary occupations*)

This major group now includes a significant number of occupations repositioned here from other major groups in the new classification. The repositioning of bar staff and waiters and waitresses has been moved to this group. A new minor group has been created for *occupations*.

3.5 Structure of the classification

The major group structure is a set of broad occupational categories that can be useful in bringing together unit groups which have similar training, skills and experience commonly associated with work tasks. The divisions between major groups are based on SOC as far as possible with the international classification of occupations distinguished on similar criteria.

SOC90 had nine major groups, 22 sub-major groups and 100 minor groups. SOC2000 has nine major groups, 25 sub-major groups and 100 minor groups.

Table 2 shows the nine major groups of SOC, the qualifications, training and experience associated with the occupations classified within each major group.

Table 2: General Nature of Experience for Occupations

Major Group	General Nature of Qualification and Experience for Occupations
Managers and Senior Officials	A significant amount of management and service requirements in business organisations and business.
Professional Occupations	A degree or equivalent postgraduate qualification and training.
Associate Professional and Technical Occupations	An associated high-level technical or professional substantial period of full-time or part-time related training is usual.
Administrative and Secretarial Occupations	A good standard of general education and further additional vocational training (e.g. typing or shorthand).
Skilled Trades Occupations	A substantial period of on-the-job or school-based training programme.
Personal Service Occupations	A good standard of general education and additional vocational training programme.
Sales and Customer Service Occupations	A general education and training in sales procedures. Some occupations may require specific training but are included in this major group.
Process, Plant and Machine Operatives	The knowledge and experience in operating and stationary machine and equipment, to assemble and maintain rules and procedures and to perform tasks in occupations in this major group. The competence that must be acquired for tasks and will have an associated training programme.
Elementary Occupations	Occupations classified as elementary level of education (i.e. compulsory education) and periods of work-related training in hygiene, and customer service.

3.6 The impact of reclassification

To gain some indication of the potential impact on the definition of occupational structure, the 1½% sample of the 1991 Census of Population was coded to SOC90. While this is a guide to the measurement of occupational structure, these figures should be used with caution. The most obvious point to make is that the coding was done some time ago. Many of the new categories in SOC2000 have not been used for some time. Furthermore, the process of reclassifying data from SOC90 to SOC2000 involves much expert judgement and discussion, and that, by its nature, is error prone. To address this, the Labour Force Survey (Winter 1996/7) was re-coded. This was done using the same coding as the original⁹ and the coding to SOC2000 is given in Table 3.1 for reference to the original SOC90 unit group codes.

Figures 1 and 2 show, for males and females separately, the percentage of employment in England and Wales between 1991 and 1996/7 in each of the major group structure of SOC90 and SOC2000. Overlapping bars are shown for each major group to show the change in employment in the major group. The two bars for each group show the structure as recorded in 1991, by SOC90 then by SOC2000. The bars for each group reveal how these percentages have changed.

There are a number of areas where the move to SOC2000 has changed the perception of the occupational structure of the labour force. For example, the tightening of the definition of *Administrative and Senior Officials* (the tightening of the definition of this category significantly, especially for females, has resulted in a 10 per cent reduction for males). Major group 1 (*Administrative and Secretarial Occupations*) increases in size, more so for males than for females. Major group 6 (*Personal Services*) increases in size, almost three-quarters, and by about a quarter for males. Major group 9 (*Elementary Occupations*) increases in size, and bar staff to major group 9 (*Elementary Occupations*) increases in size, which rises from 8 per cent of male employment to 9 per cent and from 9 per cent of female employment to 10 per cent.

The effect of moving from SOC90 to SOC2000 is shown in Table 3.1. The 1991 Census data with the Winter 1996/7 quarterly data show that changes in occupational structure are apparent. For example, in skilled trades occupations for males and in secretarial occupations for females, the relative size of the category remains the same for each period.

⁹ The Labour Force Survey is coded by interviewers upon completion of the survey. The coding to SOC2000 was undertaken by a small centralised team of office staff.

females, SOC90 appeared to indicate a slight increase in the number of females classified to Major group 1 (*Managers and Administrators*). The Redefinition of this group to exclude administrative occupations was a response to growth in the more narrowly defined manage-

Figure1: The chan

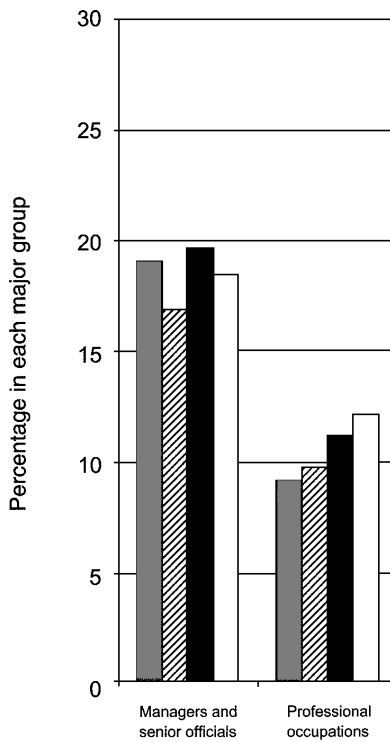
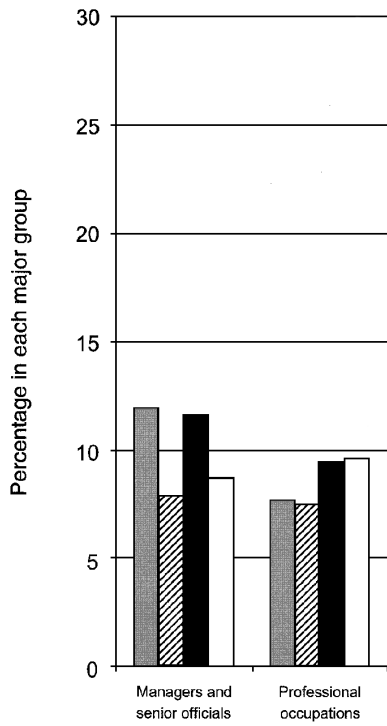


Figure 2: The change



Ma

4. Updating of SOC

Changes occur in work organisation as a result of new materials, improved methods of production or new technologies arise either because tasks are enlarged, contracted or new occupations or because new, different tasks are added. Such new occupations may become sufficient to warrant their inclusion in the classification. Additionally, new occupations may

The Occupational Information Unit, of the Office for National Statistics SOC, would welcome information on such changes for the periodical updating of SOC. For SOC90 we have completed the index for 1995. For SOC2000 we are considering the possibility of an index, not in printed form, but to the index file.

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Standard Occupational Classification Summary of Major Groups

The Standard Occupational Classification consists of the following major groups:

- 1 Managers and Senior Officials
- 2 Professional Occupations
- 3 Associate Professional and Technical Occupations
- 4 Administrative and Secretarial Occupations
- 5 Skilled Trades Occupations
- 6 Personal Service Occupations
- 7 Sales and Customer Service Occupations
- 8 Process, Plant and Machine Occupations
- 9 Elementary Occupations

The sub-major, minor group and unit group structure of the Standard Occupational Classification follows:

Standard Occupational Classification Summary of Major Groups				
Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
1	11	111		MANAGEMENT
				CORPORATE
		111		Corporate Management
			1111	Senior Management
			1112	Direct Management
			1113	Senior Management
			1114	Senior Management
		112		Production Management
			1121	Production Management
			1122	Management
			1123	Management
		113		Functional Management
			1131	Financial Management
			1132	Marketing Management
			1133	Purchasing Management
			1134	Advertising Management
			1135	Personnel Management
			1136	Information Management
			1137	Research Management
		114		Quality Management
			1141	Quality Management
			1142	Customer Management
		115		Financial Management
			1151	Financial Management
			1152	Office Management
		116		Management
			1161	Transportation Management
			1162	Storage Management
			1163	Retail Management

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
12		117		Protection
			1171	Office
			1172	Police
			1173	Senior service
			1174	Security
		118		Health
			1181	Hospital
			1182	Pharmacy
			1183	Health
			1184	Social
			1185	Residence
				MANUFACTURING
		121		Manufacturing and fishing
			1211	Farm
			1212	Natural
			1219	Manufacturing
		122		Manufacturing and service
			1221	Hotel
			1222	Conference
			1223	Restaurant
			1224	Public
			1225	Leisure
			1226	Travel
		123		Manufacturing and industry
			1231	Property
			1232	Garage
			1233	Hairdressing
			1234	Shopping
			1235	Recycling
			1239	Manufacturing

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
2	21	211		PROFESSOR
				SCIENTIST
				Scientist
			2111	Chemist
			2112	Biologist
			2113	Physicist
		212		Engineer
				Engineer
			2121	Civil
			2122	Mechanical
			2123	Electrical
			2124	Electronic
			2125	Chemical
			2126	Design
			2127	Production
			2128	Planning
			2129	Engineering
		213		Information Professional
				Information Professional
			2131	IT specialist
			2132	Software
	22	221		HEALTH
				Health
				Health
			2211	Medicine
			2212	Psychology
			2213	Pharmacy
			2214	Ophthalmology
			2215	Dentistry
			2216	Veterinary
	23	231		TEACHER
				Teacher
				Teacher
			2311	Higher
			2312	Further
			2313	Education
			2314	Secondary
			2315	Primary
			2316	Special
			2317	Registered
				established
			2319	Teaching

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
		232		Research
			2321	Science
			2322	Social
			2329	Research
	24			<i>BUSINESS PROFESSIONS</i>
		241		Legal
			2411	Solicitor
			2419	Legal
		242		Business
			2421	Chartered
			2422	Management
			2423	Management statisticians
		243		Architectural
			2431	Architect
			2432	Town
			2433	Quantity
			2434	Chartered
		244		Public
			2441	Public
			2442	Social
			2443	Probation
			2444	Clergy
		245		Librarianship
			2451	Librarian
			2452	Archivist

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
3	31	311		ASSOCIATION OF OCCUPATIONAL SCIENTISTS
				SCIENCE PROFESSIONAL
				SCIENCE
			3111	Laboratory
			3112	Electronics
			3113	Engineering
			3114	Building
			3115	Quality
			3119	Science
		312		DRAWING
			3121	Architectural
			3122	Drafting
			3123	Building
		313		IT SERVICES
			3131	IT operations
			3132	IT user
	32	321		HEALTH PROFESSIONAL
				HEALTH
			3211	Nurse
			3212	Midwife
			3213	Paramedic
			3214	Medic
			3215	Chiropractor
			3216	Dispensing
			3217	Pharmacist
			3218	Medic
		322		THERAPY
			3221	Physiotherapy
			3222	Occupational
			3223	Speech
			3229	Therapy
		323		SOCIAL
			3231	Youth
			3232	Housing

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
	33			PROTECTION
		331		Protection
			3311	NCOs
			3312	Police
			3313	Fire s
			3314	Prison
			3319	Protec
	34			CULTURAL
		341		Arts
			3411	Artist
			3412	Autho
			3413	Acton
			3414	Dance
			3415	Musici
			3416	Arts c
		342		Design
			3421	Graph
			3422	Produ
		343		Media
			3431	Journ
			3432	Broad
			3433	Public
			3434	Photo
		344		Sports
			3441	Sport
			3442	Sport
			3443	Fitness
			3449	Sport
	35			BUSINESS
				PRODUCTION
		351		Transport
			3511	Air tr
			3512	Aircra
			3513	Ship a
			3514	Train

Major Group 3500: Business, Management, Science, and Technology				
Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
3500	3500	352		Legal
			3520	Legal
		353		Business
			3531	Estimate
			3532	Broker
			3533	Insurance
			3534	Finance
			3535	Taxation
			3536	Import
			3537	Finance
			3539	Business
		354		Sales
			3541	Buyer
			3542	Sales
			3543	Marketing
			3544	Estate
		355		Conservation
			3551	Conservation
			3552	Counselling
		356		Public
			3561	Public
			3562	Personnel
			3563	Vocational
			3564	Career
			3565	Inspection
			3566	Statutory
			3567	Occupational safety
			3568	Environmental

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
4	41			ADM OCC
				ADM
			411	Admi Relat
			4111	Civil
			4112	Civil
			4113	Local
			4114	Offic
			412	Admi
			4121	Credi
			4122	Accou clerks
			4123	Coun
			413	Admi
			4131	Filing
			4132	Pensi
			4133	Stock
			4134	Trans
			4135	Libra
			4136	Datab
			4137	Mark
			414	Admi
			4141	Telep
			4142	Comr
			415	Admi
			4150	Gener
	42			SECH
			421	Secre
			4211	Medic
			4212	Legal
			4213	Schoo
			4214	Comp
			4215	Perso
			4216	Recep
			4217	Typis

Major Group				
Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
5	51	511		SKILLED AGRICULTURE
				<i>SKILLED AGRICULTURE</i>
				AGRICULTURE
			5111	Farming
			5112	Horticulture
			5113	Gardening
			5119	Agriculture
		52		<i>SKILLED METALWORK</i>
				METALWORK
				METALWORK
			5211	Smithing
			5212	Moulding
			5213	Sheet metal
			5214	Metal
			5215	Welding
			5216	Pipe fitting
				METALWORK
				METALWORK
			5221	Metal
			5222	Tool making
			5223	Metal
			5224	Precision
				VEHICLE REPAIR
				VEHICLE REPAIR
			5231	Motor
			5232	Vehicles
			5233	Auto
			5234	Vehicles
				ELECTRICITY
				ELECTRICITY
			5241	Electrical
			5242	Telecom
			5243	Lines
			5244	TV, v
			5245	Comp
			5249	Electrical

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
53		531		<i>SKILL TRADES</i>
			5311	Steel
			5312	Brick
			5313	Roofe
			5314	Plumb
			5315	Carpe
			5316	Glazi
			5319	Const
		532		<i>BUILDING</i>
			5321	Plaste
			5322	Floor
			5323	Painte
		54		<i>TEXTILE</i>
				<i>TRADE</i>
			541	<i>Textil</i>
			5411	Weav
			5412	Upho
			5413	Leath
			5414	Tailor
			5419	Textil
		542		<i>Print</i>
			5421	Origin
			5422	Printe
			5423	Book
			5424	Scree
		543		<i>Food</i>
			5431	Butch
			5432	Baker
			5433	Fishm
		549	5434	Chefs
				<i>Skille</i>
			5491	Glass
			5492	Furni
			5493	Patter
			5494	Musio
			5495	Golds
			5496	Floral
			5499	Hand

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
6	61	611		PERS
				CARE
				Health
			6111	Nursi
			6112	Ambu
			6113	Denta
			6114	Hous
			6115	Care a
				Child
			6121	Nurse
			6122	Child
			6123	Playg
			6124	Educa
				Anim
			6131	Veteri
			6139	Anim
	62	621		LEIS
				OCCU
				Leisu
			6211	Sport
			6212	Trave
			6213	Trave
			6214	Air tr
			6215	Rail t
			6219	Leisu
				Hairo
			6221	Haird
			6222	Beaut
				Hous
			6231	Hous
			6232	Caret
				Perso
			6291	Unde
			6292	Pest c

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
7	71	711		SALVAGE OCCUPATIONS
				<i>SALVAGE OCCUPATIONS</i>
				Sales
			7111	Sales
			7112	Retail
			7113	Telep
				Sales
				<i>Sales</i>
			7121	Colle
			7122	Debt,
			7123	Roun
			7124	Mark
			7125	Merch
			7129	Sales
	72	721		CUSTOMER SERVICE
				<i>CUSTOMER SERVICE</i>
				Custo
			7211	Call c
			7212	Custo

Major Group	Sub-Major Group	Minor Group	Unit Group	Group Description
8	81	811		PROCESSED FOODS
				<i>Processed foods</i>
				Processed foods
			8111	Food, other than sugar
			8112	Glass, other than bottles
			8113	Textile, other than yarn
			8114	Chemical, other than drugs
			8115	Rubber, other than tires
			8116	Plastic, other than films
			8117	Metal, other than alloys
			8118	Electrical, other than wiring
			8119	Processed
		812		Plant products
			8121	Paper, other than newsprint
			8122	Coal, other than lignite
			8123	Quarry, other than stone
			8124	Energy, other than oil
			8125	Metal, other than alloys
			8126	Water, other than steam
			8129	Plant
		813		Assembled
			8131	Assembled
			8132	Assembled
			8133	Routine
			8134	Weight
			8135	Tyre, other than tires
			8136	Cloth, other than fabrics
			8137	Sewing, other than garments
			8138	Routine
			8139	Assembled
		814		Construction
			8141	Scaffolding
			8142	Road, other than highways
			8143	Railroad
			8149	Construction
	82	821		TRANSPORTATION AND COMMUNICATION
				<i>Transportation and communication</i>
				Transportation and communication
			8211	Heavy
			8212	Van and
			8213	Bus and
			8214	Taxi, other than cabs
			8215	Driving

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
			8216	Rail t
			8217	Seafa
				opera
			8218	Air tr
			8219	Trans
		822		Mobi
			8221	Crane
			8222	Fork-
			8223	Agric
			8229	Mobi

Major Group				
Major Group	Sub-Major Group	Minor Group	Unit Group	Group
9	91	911		ELEMENTARY
				ELEMENTARY
				RELATIONSHIP
				Elementary
			9111	Farm
			9112	Fores
			9119	Fishing
		912		Elementary
			9121	Labour
			9129	Labour
		913		Elementary
			9131	Labour
			9132	Indus
			9133	Printi
			9134	Packe
			9139	Labour
		914		Elementary
			9141	Steve
			9149	Other
	92	921		ELEMENTARY
				OCCUPATION
				Elementary
			9211	Posta
			9219	Elem
		922		Elementary
			9221	Hosp
			9222	Hotel
			9223	Kitch
			9224	Waite
			9225	Bar st
			9226	Leisu
			9229	Elem

Major Group	Sub-Major Group	Minor Group	Unit Group	Group
		923		Elementary
			9231	Wind
			9232	Road
			9233	Clean
			9234	Launc
			9235	Refus
			9239	Elem
		924		Elem
			9241	Secur
			9242	Traffi
			9243	Schoo
			9244	Schoo
			9245	Car p
			9249	Elem
		925		Elem
			9251	Shelf
			9259	Elem

MAJOR C MANAGERS AND S

This major group covers occupations whose ordination of the functioning of organisations and sections, often with the help of subordinates. Proprietors in small businesses are included, within the major group.

Most occupations in this major group will require experience of the production processes, administration associated with the efficient functioning of organisations.

Occupations in this major group are classified into groups:

11 CORPORATE MANAGERS

- 111 CORPORATE MANAGERS AND**
- 112 PRODUCTION MANAGERS**
- 113 FUNCTIONAL MANAGERS**
- 114 QUALITY AND CUSTOMER C**
- 115 FINANCIAL INSTITUTION AND**
- 116 MANAGERS IN DISTRIBUTION**
- 117 PROTECTIVE SERVICE OFFICERS**
- 118 HEALTH AND SOCIAL SERVICE**

12 MANAGERS AND PROPRIETORS SERVICES

- 121 MANAGERS IN FARMING, HUNTING
FISHING**
- 122 MANAGERS AND PROPRIETORS
SERVICES**
- 123 MANAGERS AND PROPRIETORS
INDUSTRIES**

1

SUB-MAJOR GROUP 1 CORPORATE MANAGERS

Job holders in this sub-major group formulate and direct the operations of major organisations, government departments and direct production, processing, maintenance and repair; formulate, implement and advise on specialisation; direct the operations of branches and offices; coordinate the transportation of passengers, the sale of goods; manage the operations of the prison service and the armed forces; and co-ordinate services and establishments.

2

MINOR GROUP 1 CORPORATE MANAGERS

Job holders in this minor group formulate and direct (or organise and direct government departments and managers) the operations of large companies and organisations.

3

Occupations in this minor group are classified as follows:

4

1111 SENIOR OFFICIALS IN NATIONAL GOVERNMENT

1112 DIRECTORS AND CHIEF EXECUTIVE OFFICERS OF LARGE ORGANISATIONS

1113 SENIOR OFFICIALS IN LOCAL GOVERNMENT

1114 SENIOR OFFICIALS OF SPECIALISED ORGANISATIONS

5

1111 SENIOR OFFICIALS IN NATIONAL GOVERNMENT

6

Job holders in this unit group formulate and ratify legislation and government policy, act as elected representatives of either Parliament, European Parliament, Regional Parliaments or Assemblies, act as representatives of the government and direct the diplomatic operations of government departments.

7

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

8

Entry is either by appointment, election or internal promotion.

9

- tables questions to ministers and introduces proposals for government action.

RELATED JOB TITLES

Assistant secretary/Grade 5 (*government*)

Diplomat

Member of European Parliament

Member of Parliament

Permanent secretary (*government*)

1112 DIRECTORS AND CHIEF EXECUTIVES OF MAJOR ORGANISATIONS

Workers in this unit group head large enterprises and organisations employing over 500 people at single or multiple site establishments. They plan, direct and co-ordinate, with other managers, the resources necessary for operations such as processing, production, construction, maintenance, transport, storage, handling and warehousing, the resources of offices performing clerical and related functions and the specialist activities of enterprises and organisations not elsewhere classified.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is either by appointment, election or internal promotion.

TASKS

- analyses economic, social, legal and other data and plans, formulates and directs the operation of a company or organisation;
- consults with subordinates to formulate, implement and review company policy;
- prepares, or arranges for the preparation of reports, budgets, forecasts or other information;
- plans and controls the allocation of resources and the selection of senior staff;
- authorises funding for policy implementation programmes and institutes reporting, auditing and control systems.

**1114 SENIOR OFFICIALS OF
SPECIAL INTEREST
ORGANISATIONS**

Workers in this unit group ensure that legal, statutory and other regulations concerning the running of trade associations, employers associations, learned societies, trade unions, charitable organisations and similar bodies are observed and act as representatives of the organisation concerned.

1

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry is most common by election, internal promotion or direct appointment and is usually based on relevant experience although some employers also require candidates to have academic qualifications.

2

TASKS

3

- plans, organises, co-ordinates and directs the resources of special interest organisations;
- formulates and directs the implementation of organisation policy;
- represents union, association or organisation in consultation or negotiation with government, employers and other bodies;
- stimulates public interest by providing publicity, giving lectures and interviews and organising appeals for a variety of causes;
- directs or undertakes the preparation, publication and dissemination of reports and other information of interest to members and other interested parties.

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6

RELATED JOB TITLES

7

General Secretary (*trade union*)
Manager (*charitable organisation*)
National organiser (*charitable organisation*)
Ombudsman

8

9

MINOR GROUP PRODUCTION MANAGERS

Job holders in this minor group plan, organise and manage the resources involved with production, processing and assembly in industry.

Occupations in this minor group are classified as follows:

- 1121 PRODUCTION, WORKS AND MAINTENANCE MANAGERS**
- 1122 MANAGERS IN CONSTRUCTION**
- 1123 MANAGERS IN MINING AND QUARRYING**

1121 PRODUCTION, WORKS AND MAINTENANCE MANAGERS

Production, works and maintenance managers plan, organise, direct and co-ordinate the activities and resources necessary for production in manufacturing industries and the maintenance of engineering items, equipment and machinery.

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

- liaises with other managers to plan overall production activity and daily manufacturing and maintenance activity;
- manages production to ensure that orders are completed to an agreed date and conform to customer and other requirements;
- monitors production and production costs and undertakes or arranges for the preparation of reports and records;
- arranges for regular inspections of plant, machinery and equipment to detect wear or deterioration;

TASKS

- receives invitations to tender, arranges for estimates and liaises with client, architect and engineers to prepare contract documents;
- plans site layout and access routes, advises on technical problems and staffing, oversees implementation of site security and safety procedures;
- plans, directs and co-ordinates the construction and maintenance of civil and structural engineering works, including demolition contracts, open-cast mining works and pipeline and piling contracts;
- examines designs, drawings and specifications, confirms programme of building work and lays down building lines, levels, etc.;
- monitors and reports upon work in progress to ensure that materials and construction methods meet with specifications and statutory requirements and that there are no deviations from agreed plans.

RELATED JOB TITLES

Clerk of works
Construction manager
Contracts manager (*building and contracting*)
Site manager

1123 MANAGERS IN MINING AND ENERGY

Managers in mining, energy and water supply plan, organise, direct and co-ordinate the activities and resources necessary for the extraction of minerals and other natural deposits and the production, storage and provision of gas, water and electricity supplies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards. Entry is possible with either GCSEs/S grades or A levels/H grades, a BTEC/SQA award, a degree or equivalent qualification and/or with relevant experience. Some apprenticeships are available. Off- and on-the-job training is provided and can lead to professional qualifications.

MINOR GROUP FUNCTIONAL MANAGERS

Functional managers plan, organise and advise on the work of the organisation. They formulate and administer policies for marketing, sales, purchasing, work methods, communication technology, and the research and development function.

Occupations in this minor group are classified as follows:

1131 FINANCIAL MANAGERS AND

1132 MARKETING AND SALES M

1133 PURCHASING MANAGERS

1134 ADVERTISING AND PUBLIC

**1135 PERSONNEL, TRAINING AND
MANAGERS**

**1136 INFORMATION AND COMM
MANAGERS**

1137 RESEARCH AND DEVELOPM

1131 FINANCIAL MANAGERS AND CHARTERED SECRETARIES

Financial managers plan, organise, direct and co-ordinate financial information and advise on company financial policy. Chartered secretaries organise and direct the work associated with meetings of directors and shareholders, act as company representatives, control share registration work in commercial enterprises, advise on company law and ensure that all related regulations concerning the running of a company are observed.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with either GCSEs/S grades, A levels/H grades, a BTEC/SQA award, a degree or equivalent qualification. Professional qualifications are available and are required for certain posts.

TASKS

- advises on financial matters, plans external and internal audit programmes and arranges for the

1132 MARKETING AND SALES MANAGERS

Marketing and sales managers plan, organise, direct and undertake market research and formulate and implement an organisation's marketing and sales policies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants to the professional qualifications of the Chartered Institute of Marketing require GCSEs/S grades, A levels/H grades, a BTEC/SQA award, an Advanced GNVQ/GSVQ Level III, a degree or equivalent qualification and/or relevant experience. NVQs/SVQs in Sales Management are available at Level 4.

TASKS

- liaises with other managers/staff to determine the range of goods or services to be sold;
- discusses employer's or client's requirements, plans surveys and analyses customers' reactions to product, packaging, price, etc.;
- examines and analyses sales figures and prepares proposals for marketing campaigns and promotional activities;
- controls the recruitment and training of sales staff;
- produces reports and recommendations concerning marketing and sales strategies.

RELATED JOB TITLES

Business development manager
Commercial manager
Export manager
Marketing manager
Product manager
Sales and marketing director
Sales manager

1133 PURCHASING MANAGERS

Purchasing managers (not retail) plan, organise, direct and co-ordinate the purchasing policies and activities of industrial, commercial and government.

TASKS

- liaises with client to discuss product/service to be marketed, defines target group and assesses the suitability of various media;
- conceives advertising campaign to impart the desired product image in an effective and economical way;
- reviews and revises campaign in light of sales figures, surveys, etc.;
- stays abreast of changes in media, readership or viewing figures and advertising rates;
- arranges conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation.

RELATED JOB TITLES

Advertising manager

Media director

Public relations manager

Publicity manager

1135 PERSONNEL, TRAINING AND INDUSTRIAL RELATIONS MANAGERS

Job holders within this unit group plan, organise, direct the personnel, training and industrial relations policies of organisations, advise on resource allocation and utilisation problems, measure the effectiveness of an organisation's systems, methods and procedures and advise on, plan and implement procedures to improve utilisation of labour, equipment and materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards, although entry is most common with a degree or equivalent qualification. Off- and on-the-job training is provided and professional qualifications are available. NVQs/SVQs in Personnel Support, Personnel Management and Personnel Strategy are available at Levels 3, 4 and 5 respectively. NVQs/SVQs in Training and Development are available at Levels 3 and 4.

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on-the-job training is provided. Modern Apprenticeships, professional qualifications and NVQs/SVQs at Levels 2, 3 and 4 are available.

TASKS

- plans, organises and directs the information and communication technology resources of an organisation;
- liaises with user group representatives to clarify requirements and development needs;
- implements feasibility studies to guide the development and direction of Information and Communication Technology (ICT) systems;
- plans work schedules and assigns tasks to ICT staff;
- advises on the uses and capabilities of ICT services;
- co-ordinates the introduction of new ICT systems or the modification of existing systems.

2

3

RELATED JOB TITLES

4

Computer manager
Computer operations manager
Data processing manager
IT manager
Systems manager
Telecom manager

5

1137 RESEARCH AND DEVELOPMENT MANAGERS

6

Managers in this unit group plan, organise, co-ordinate and direct resources to undertake the systematic investigation necessary for the development of new, or to enhance the performance of existing products and services.

7

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

8

Entrants usually possess a degree or equivalent qualification. Training is usually provided on-the-job, although support may be provided for postgraduate study. Professional qualifications are available.

9

MINOR GROUP QUALITY AND CUSTOMER CARE

Quality and customer care managers plan, organise, coordinate and direct resources necessary for measuring, monitoring and reporting on the quality of goods or service, and for receiving and dealing with complaints from customers.

Occupations in this minor group are classified as follows:

1141 QUALITY ASSURANCE MANAGERS

1142 CUSTOMER CARE MANAGERS

1141 QUALITY ASSURANCE MANAGERS

Managers in this unit group plan, organise, coordinate and direct resources necessary for the effective measuring, monitoring and reporting on the qualitative aspects of a specified tangible (industrial production) or non-tangible (service provision) output.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards. Formal academic requirements will vary between occupations. Entry is possible with GCSEs/S grades, A levels/H grades, a BTEC/SQA award, a degree or equivalent qualification and/or with relevant experience. Off- and on-the-job training is provided. NVQs/SVQs that encompass quality assurance elements are available up to Level 4.

TASKS

- develops and implements visual, physical, functional or other appropriate measures and tests of quality;
- analyses and report upon the results of quality control tests to ensure that production remains within specification;
- considers the impact of legislation upon specification requirements;
- examines current operating procedures to determine how quality may be improved;

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- co-ordinates and controls the work of those within customer services departments;
- discuss customer responses with other managers with a view to improving the product or service provided;
- plan, co-ordinate and direct the operations of help and advisory services to provide support for customers and users.

RELATED JOB TITLES

Customer relations manager
Customer service manager
Help desk manager

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MINOR GROUP FINANCIAL INSTITUTION MANAGERS

Workers in this minor group organise, co-ordinate and manage the activities and resources of banks, building societies, post offices, insurance companies and other financial institutions.

Occupations in this minor group are classified as follows:

1151 FINANCIAL INSTITUTION MANAGERS 1152 OFFICE MANAGERS

1151 FINANCIAL INSTITUTION MANAGERS

Job holders in this unit group plan, organise, direct and co-ordinate the activities and resources of banks, building societies, insurance companies and post offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with Advanced GNVQ/GSVQ Level III, A levels/H grades, a degree or equivalent qualification. Those with higher qualifications obtain accelerated training. Internal promotion to management is also possible. On-the-job training is provided. Professional qualifications are available and often mandatory.

TASKS

- plans, organises, directs and co-ordinates the activities of financial institutions;
- verifies that accounting, recording and information storage and retrieval procedures are adhered to;
- authorises loans and mortgages in accordance with bank or building society policy;
- promotes financial services, establishes contact with the local business community and professional firms;
- preparing general reports and briefs on more complex cases for senior management.

- plans, organises, directs and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux.

RELATED JOB TITLES

Accounts manager
Administration manager
Office manager

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9

MINOR GROUP MANAGERS IN DISTRIBUTION

Managers in distribution, storage and retailing activities and resources necessary for the movement of passengers or freight, the loading, unloading, storage and the sale of wholesale and retail goods to customers.

Occupations in this minor group are classified as follows:

1161 TRANSPORT AND DISTRIBUTION MANAGERS

1162 STORAGE AND WAREHOUSE MANAGERS

1163 RETAIL AND WHOLESALE MANAGERS

1161 TRANSPORT AND DISTRIBUTION MANAGERS

Transport and distribution managers plan, organise, direct and co-ordinate the activities and resources necessary for the safe, efficient and economic movement of passengers and freight by road, rail, sea and air transport.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Candidates are recruited with a variety of academic qualifications and/or with relevant experience. Entrants to management trainee schemes offered by larger companies will require GCSEs/S grades, A levels/H grades, a degree or other equivalent qualifications. Off- and on-the-job training is provided. Professional qualifications are available. Legislation of the European Union requires all transport managers to hold a Certificate of Professional Competence (CPC).

TASKS

- plans the optimum utilisation of staff and operating equipment, and co-ordinates maintenance activities to ensure least possible disruption to services;
- examines traffic reports, load patterns, traffic receipts and other data and revises transport services or freight rates accordingly;
- directs the movement, handling and storage of freight in transit, and reviews space utilisation,

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required for some posts and entry is also possible with relevant experience. Training is usually provided on-the-job. NVQs/SVQs in Distribution and Warehousing Operations are available at Levels 2, 3 and 4.

TASKS

1

- liaises with production, maintenance, sales and other departments to determine the materials and other items required for current and future production schedules and sales commitments;

2

- reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources;

3

- advises purchasing department on type, quality and quantity of goods required and dates by which they must be available;

4

- prepares reports on expenditure and advises on materials and parts standardisation, future stores and stock control policies;

- decides on storage conditions for particular items, allocates warehouse space and arranges for regular stock inspections to detect deterioration or damage.

5

RELATED JOB TITLES

Parts manager
Stock control manager
Stores manager
Warehouse manager

6

1163 RETAIL AND WHOLESALE MANAGERS

7

Retail and wholesale managers plan, organise, direct and co-ordinate the operations of retail and wholesale establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

8

Entry requirements vary from company to company. Entrants may possess GCSEs/S grades, A levels/H grades, GNVQs/GSVQs, a BTEC/SQA award, a

9

MINOR GROUP PROTECTIVE SERVICES

Protective service officers manage the operation of the armed forces, supervise customs, excise and immigration staff, control persons entering or leaving the country and serve in the armed forces and in foreign and Commonwealth territories.

Occupations in this minor group are classified as follows:

1171 OFFICERS IN ARMED FORCES

1172 POLICE OFFICERS (INSPECTORS)

**1173 SENIOR OFFICERS IN FIRE
RELATED SERVICES**

1174 SECURITY MANAGERS

1171 OFFICERS IN ARMED FORCES

Workers in this unit group serve as commissioned officers in Her Majesty's armed forces, foreign and Commonwealth armed forces; plan, direct, organise and administer military operations and perform duties for which there is no civilian equivalent.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry to the UK armed forces is possible with GCSEs/S grades, A levels/H grades or with higher academic qualifications or by promotion from NCO or other rank. Each arm of the forces has different age restrictions. Candidates must pass a medical examination and interview.

TASKS

- advises and provides information on military aspects of defence policy;
- plans, directs and co-ordinates training and military manoeuvres;
- supervises the operation of military units and monitors the activities of junior officers, NCOs and other ranks;
- plans, directs and administers aid to civilian

TASKS

- liaises with senior officers to determine staff, financial and other short and long term needs;
- plans, directs and co-ordinates general policing for an area or functional unit;
- directs and monitors the work of subordinate officers;
- establishes contacts and sources of information concerning crimes planned or committed;
- directs and co-ordinates the operation of record keeping systems and the preparation of reports.

RELATED JOB TITLES

Assistant chief constable
 Chief constable
 Chief inspector (*police service*)
 Chief superintendent (*police service*)
 Deputy chief constable

1173 SENIOR OFFICERS IN FIRE, AMBULANCE, PRISON AND RELATED SERVICES

Fire officers plan, organise, direct and co-ordinate the activities and resources of a specific physical or functional area of a statutory or private fire brigade and the resources necessary for the protection of property at fires within a salvage corps area. Ambulance officers plan, organise, direct and co-ordinate the resources necessary for the provision of ambulance services. Prison officers (principal officer and above) plan, organise, direct, and co-ordinate the activities and resources necessary for the running of a prison, remand or detention centre. Customs officers plan and direct the work of customs, excise and immigration staff in the monitoring and inspection of goods and persons crossing national borders.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The position of fire officer is achieved by internal promotion from Fireman, Leading fireman or Sub-officer. Entry to senior positions within the prison service and customs and excise are either by internal promotion or by open competition. Candidates typically possess a degree or equivalent qualification.

1174 SECURITY MANAGERS

Managers in this unit group plan, organise, direct and co-ordinate the resources and activities necessary for the provision of private detective services and security measures for individuals, establishments, organisations or for broader geographical areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Appointment may occur through promotion from supervisory security posts. Professional qualifications are available and may be required by some employers. Off- and on-the-job training is provided. NVQs/SVQs at Levels 2 and 3 are available.

TASKS

- plans work schedules, assigns tasks and delegates responsibilities of detective and security staff;
- analyses current security requirements, advises clients, and develops and implements appropriate security measures;
- oversees the security clearance of new members of an organisation;
- arranges for the monitoring, reporting and reviewing of present procedures with a view to improving the efficacy of security arrangements;
- ensures that the activities of detective and security staff comply with legal requirements and liaises with civil law enforcement authorities where necessary.

RELATED JOB TITLES

Operations manager (*security services*)
Owner (*detective agency*)
Owner (*security services*)
Security manager

MINOR GROUP 1 HEALTH AND SOCIAL SERVICES

Managers in health and social services plan, co-ordinate and resources necessary for the efficient provision of health services, social care establishments and other services.

Occupations in this minor group are classified as follows:

- 1181 HOSPITAL AND HEALTH SERVICE MANAGERS**
- 1182 PHARMACY MANAGERS**
- 1183 HEALTHCARE PRACTICE MANAGERS**
- 1184 SOCIAL SERVICES MANAGERS**
- 1185 RESIDENTIAL AND DAY CARE MANAGERS**

1181 HOSPITAL AND HEALTH SERVICE MANAGERS

Managers in this unit group plan, organise, direct and co-ordinate the resources and activities of health care providers and purchasers at both district and unit level.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a degree or equivalent qualification, a professional qualification and/or relevant experience. Off- and on-the-job training is provided through management training schemes. The nature of schemes vary between regions and occupational areas.

TASKS

- the day-to-day management of a service or unit;
- liaises with health care professionals to determine short and long term needs and how to meet these objectives within budgetary constraints;
- negotiates contracts with providers and purchasers of health care services;
- monitor and report upon the effectiveness of services with a view to improving the efficiency of health care provision.

- responsible for stock control, ordering, labelling, maintaining prescription files and recording the issue of narcotics, poisons and other habit forming drugs;
- liaises with other health care professionals with regards to the supply and form of appropriate medications;
- research, develop, test and manufacture new pharmaceutical products.

RELATED JOB TITLES

Pharmacist's manager

Shop manager (*retail trade, pharmacists*)

1183 HEALTHCARE PRACTICE MANAGERS

Job holders in this unit group plan, organise, direct and co-ordinate the work and resources of medical, dental and other forms of health care practice.

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. Professional qualifications are available and are required for certain posts.

TASKS

- plans work schedules, assigns tasks and delegates responsibilities of practice staff;
- negotiates contracts for services with other health care providers and purchasers;
- maintains patient files on medical history, consultations made and treatment undertaken and/or drugs prescribed;
- responsible for budgeting, pricing and accounting activities within the practice.

RELATED JOB TITLES

Medical practice manager (*health services*)

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry standards. Entry is based largely upon experience. Off- and on-the-job training is provided. NVQs/SVQs in Care and Community Work are available at Levels 2, 3 and 4.

TASKS

- determines staffing, financial, material and other short and long term requirements;
- plans work schedules, assigns tasks and delegates responsibilities of staff;
- arranges for payment of bills, keeps accounts and adheres to health, safety and other statutory requirements;
- maintains contact between residents and the local community and/or family and friends;
- ensures that residents have access to health and social care services as required;
- creates a friendly secure atmosphere to gain the trust and confidence of those in the home or under supervision;
- ensures that the physical comfort and all material needs of residents are provided and attempts to resolve problems that may arise.

RELATED JOB TITLES

Care manager
Manager (*nursing home*)
Owner (*retirement home*)
Residential manager

SUB-MAJOR GROUP MANAGERS AND PROPRIETORS OF AND SERVICE BUSINESSES

Job holders in this sub-major group manage agricultural operations; co-ordinate and direct the activities of establishments, sports and leisure facilities, transport garages, hairdressers and other services.

MINOR GROUP MANAGERS IN FARMING AND FORESTRY AND FISHERIES

Workers in this minor group plan, organise, direct and manage the activities of agricultural, forestry, fishing and similar establishments, and the protection and management of the natural environment.

Occupations in this minor group are classified as follows:

1211 FARM MANAGERS

1212 NATURAL ENVIRONMENT MANAGERS

1219 MANAGERS IN ANIMAL HUSBANDRY AND NEC

1211 FARM MANAGERS

Managers in this unit group plan, organise and co-ordinate the activities and resources of farming establishments cultivating arable crops, fruits, trees and shrubs and/or raising cattle, sheep, pigs and poultry.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Most farm and horticultural managers have a vocational agricultural qualification. These range from BTEC/SQA awards to postgraduate qualifications in farm business organisation and management. Candidates must normally have had practical agricultural experience before starting a course. NVQs/SVQs in Agriculture are available at Level 4.

1212 NATURAL ENVIRONMENT AND CONSERVATION MANAGERS

Workers in this unit group plan, co-ordinate, direct and organise the resources and activities necessary for the protection, maintenance and management of the general environment or of specific areas designated to be of special status.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a BTEC/SQA award, a degree or equivalent qualification. Extensive pre-entry experience is essential. Professional qualifications, higher degrees and postgraduate diplomas are available and may be required for certain posts.

TASKS

- responsible for managing and protecting the environment in areas designated to be of special interest;
- represents the interests of the environment in reconciling conflicts between the interests of business, the general public and the local community;
- co-ordinates the provision of information and provides controlled and safe access to the countryside for members of the public;
- ensures that any development within protected areas is undertaken in accordance with planning and other statutory requirements.

RELATED JOB TITLES

Conservation manager
Countryside manager
Environmental manager
National park manager

1219 MANAGERS IN ANIMAL HUSBANDRY, FORESTRY AND FISHING NEC

Managers in this unit group perform a variety of managerial tasks in farming, horticulture, forestry

MINOR GROUP 12 MANAGERS AND PROPRIETORS OF HOTELS, RESTAURANTS AND LEISURE CENTRES

Workers in this minor group plan, organise, direct and co-ordinate (with other managers) the activities and resources of hotels, holiday camps, establishments, restaurants, recreation and entertainment centres, facilities and travel agencies.

Occupations in this minor group are classified as follows:

1221 HOTEL AND ACCOMMODATION MANAGERS

1222 CONFERENCE AND EXHIBITION MANAGERS

1223 RESTAURANT AND CATERING MANAGERS

1224 PUBLICANS AND MANAGERIAL ASSISTANTS

1225 LEISURE AND SPORTS MANAGERIAL ASSISTANTS

1226 TRAVEL AGENCY MANAGERS

1221 HOTEL AND ACCOMMODATION MANAGERS

Job holders in this unit group plan, organise, direct and co-ordinate the activities and resources of hotels, hostels, lodging homes, holiday camps, holiday flats and chalets and organise the domestic, catering, and entertainment facilities on passenger ships.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant experience. Larger hotel chains offer managerial trainee schemes. Candidates for these usually require a BTEC/SQA award, a degree or equivalent qualification, or a professional qualification. Off- and on-the-job training is provided. NVQs/SVQs in Accommodation Management are available at Level 4.

TASKS

- analyses demand and decides on type, standard and cost of services to be offered;
- ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required;

conference and exhibition management companies may offer training schemes. Candidates for these typically require a BTEC/SQA award, a degree or an equivalent qualification. Off- and on-the-job training is provided.

TASKS

- discusses conference and exhibition requirements with clients;
- develops proposals encompassing technical and creative inputs, and presents proposals to clients;
- allocates exhibition space to exhibitors;
- plans work schedules, assigns tasks, and co-ordinates the activities of designers, crafts persons, technical staff, caterers and other events staff;
- ensures that Health and Safety and other statutory regulations are met.

RELATED JOB TITLES

Conference manager
Exhibition manager

1223 RESTAURANT AND CATERING MANAGERS

Restaurant and catering managers plan, direct and co-ordinate the catering services of restaurants, hotels and other organisations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant experience. Larger restaurants and catering chains offer managerial trainee schemes. Candidates for these usually require a BTEC/SQA award, a degree or equivalent qualification, or a professional qualification. Off- and on-the-job training is provided. NVQs/SVQs in Restaurant Management are available at Level 4.

TASKS

- plans catering services and directs junior staff;
- decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions;

- supervises bar, kitchen and cleaning staff and, if necessary, assists with the serving of drinks;
- observes licensing laws and other statutory regulations and regulates behaviour of customers as necessary.

RELATED JOB TITLES

Club steward

Licensee

Public house manager

Publican

1225 LEISURE AND SPORTS MANAGERS

Leisure and sports managers organise, direct and co-ordinate the activities and resources required for the provision of sporting, artistic, theatrical and other recreational and amenity services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Both graduate and non-graduate entry is possible. Employers are however increasingly seeking applicants with BTEC/SQA awards, degrees or equivalent qualifications. Off- and on-the-job training is provided. NVQs/SVQs in Sports and Recreation Management are available at Level 4. Professional qualifications may also be required for some posts.

TASKS

- recruits, supervises and trains box office staff, cashiers, gardeners, coaches, groundsmen/women;
- ensures that facilities are kept clean and in good condition;
- keeps abreast of new trends and developments in the creative arts and arranges exhibitions, theatrical productions, bands, orchestras, etc.;
- advises on the facilities available and promotes publicity in relation to shows, games, races, new theme parks, etc.;
- checks and keeps custody of all cash receipts and makes regular stock checks.

**MINOR GROUP 1
MANAGERS AND PROPRIETORS IN AGRICULTURE AND
INDUSTRIES**

Workers in this minor group plan, co-ordinate and manage property services, garages, hairdressers and recycling facilities, and other services not elsewhere classified.
12: Managers and Proprietors in Agriculture and Industries

Occupations in this minor group are classified as follows:

1

- 1231 PROPERTY, HOUSING AND LAND MANAGERS**
- 1232 GARAGE MANAGERS AND PROPRIETORS**
- 1233 HAIRDRESSING AND BEAUTY PROPRIETORS**
- 1234 SHOPKEEPERS AND WHOLESALE PROPRIETORS**
- 1235 RECYCLING AND REFUSE DISPOSAL MANAGERS**
- 1239 MANAGERS AND PROPRIETORS NOT ELSEWHERE CLASSIFIED**

2

3

1231 PROPERTY, HOUSING AND LAND MANAGERS

4

Workers within this unit group manage shopping centres, residential areas and private estates, and arrange for the sale, purchase, rental and leasing of property on behalf of clients and employers.

5

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

6

There are no formal academic requirements, although entrants usually possess a BTEC/SQA award, a degree or equivalent qualification. Many employers expect the attainment of membership to a professional body.

7

TASKS

8

- discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;
- conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land;
- negotiates land or property purchases and sales or leases and tenancy agreements and arranges

9

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no pre-set entry requirements, although some employers may require GCSEs/S grades or Intermediate GNVQs/GSVQs Level II. Off- and on-the-job training is provided.

TASKS

- ensures that necessary spare parts, materials and equipment are available or obtainable at short notice;
- arranges for maintenance staff to perform necessary maintenance and repair work on vehicles or motorcycles;
- checks completed work for compliance with safety and other statutory regulations;
- maintains records of repair work to detect recurrent faults;
- provides information about garage merchandise for staff and customers.

RELATED JOB TITLES

Body shop manager (*vehicle trades*)
Garage manager
Garage owner
Service manager (*garage*)

1233 HAIRDRESSING AND BEAUTY SALON MANAGERS AND PROPRIETORS

Workers in this unit group plan, organise, direct and co-ordinate the activities and resources of hairdressing salons, health clubs, beauty treatment and similar establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal qualifications are required for entry. Candidates usually possess a BTEC/SQA award, an NVQ/SVQ in Hairdressing at Level 3 and/or relevant experience.

1

- maintains financial and other shop 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

General store keeper
Newsagent
Off-licensee
Owner (*butchers*)

2

**1235 RECYCLING AND REFUSE
DISPOSAL MANAGERS**

3

Recycling and refuse disposal managers plan, organise, direct and co-ordinate the operations and development of waste disposal and recycling facilities within private waste management firms or public authorities.

4

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

5

Entry is possible with a variety of academic qualifications and/or relevant experience. Professional qualifications are available from the Institute of Waste Management. Professional qualifications may be mandatory in some operational management posts.

6

TASKS

7

- delegates tasks to staff and co-ordinates the maintenance and optimum utilisation of waste disposal and recycling equipment to provide an efficient service;
- monitors levels of waste disposal and recycling, compiles statistics and produces reports;
- liaises with members of the local community to educate and promote the concept of recycling and appropriate waste management;

8

9

RELATED JOB TITLES

Betting shop manager
Citizens Advice Bureau manager
Crematorium manager
Domestic services manager
Hire shop manager
Library Manager
Plant hire manager
Production manager (*broadcasting*)
Publisher's manager
Video shop owner

MAJOR C PROFESSIONAL

This major group covers occupations whose main tasks require knowledge and experience in the natural sciences, engineering, and related fields. The main tasks consist of the application of theoretical knowledge, increasing the stock of knowledge, and communicating such knowledge by teaching.

Most occupations in this major group will require postsecondary education, with some occupations requiring postgraduate education and some experience-related training.

Occupations in this major group are classified into the following groups:

21 SCIENCE AND TECHNOLOGY

- 211 SCIENCE PROFESSIONALS**
- 212 ENGINEERING PROFESSIONALS**
- 213 INFORMATION AND COMMUNICATIONS PROFESSIONALS**

22 HEALTH PROFESSIONALS

- 221 HEALTH PROFESSIONALS**

23 TEACHING AND RESEARCH

- 231 TEACHING PROFESSIONALS**
- 232 RESEARCH PROFESSIONALS**

24 BUSINESS AND PUBLIC SERVICE

- 241 LEGAL PROFESSIONALS**
- 242 BUSINESS AND STATISTICAL PROFESSIONALS**
- 243 ARCHITECTS, TOWN PLANNERS, AND RELATED**
- 244 PUBLIC SERVICE PROFESSIONALS**
- 245 LIBRARIANS AND RELATED**

SUB-MAJOR SCIENCE AND TECHNOLOGY

Science and technology professionals undertake research in the physical sciences; technically supervise the design of mechanical, chemical, structural and electrical systems; and the technical aspects of production programmes. They provide services in the provision and utilisation of information technology.

1

MINOR GROUP SCIENCE PROFESSIONALS

Science professionals are involved in planning, research, development, providing, technical, advisory and management services in chemistry, biological sciences, physics, geology and astronomy.

2

Occupations in this minor group are classified as follows:

3

2111 CHEMISTS

2112 BIOLOGICAL SCIENTISTS AND ASTRONOMERS

2113 PHYSICISTS, GEOLOGISTS AND ASTRONOMERS

4

2111 CHEMISTS

Chemists analyse and research physical aspects of chemical structure and change within substances and develop chemical techniques used in the manufacture or modification of natural substances and processed products.

5

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

6

Entrants usually possess a degree. Entry may also be possible with an appropriate BTEC/SQA award, an Advanced GNVQ/GSVQ Level III, or other academic qualifications. Further specialist training is provided on the job. Some employers may expect entrants to gain professional qualifications.

7

TASKS

8

- develops experimental procedures, instruments and recording and testing systems;
- conducts experiments to identify chemical

9

physical characteristics of living organisms, including their inter-relationships, environments and diseases.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree. Entry may also be possible with an appropriate BTEC/SQA award, an Advanced GNVQ/GSVQ Level III, or other academic qualifications. Further specialist training is provided on the job. Some employers may expect entrants to gain professional qualifications.

TASKS

- studies the physical and chemical form, structure, composition and function of organs and tissues;
- identifies and studies the chemical substances, including microbial infections, involved in physiological processes and the progress of disease;
- performs blood tests to study physiological and pathological characteristics within blood cells;
- researches the effects of internal and external environmental factors on the life processes and other functions of living organisms;
- observes the structure of communities of organisms in the laboratory and in their natural environment;
- advises farmers, medical staff and others, on the nature of field crops, livestock and produce and on the treatment and prevention of disease;
- monitors the distribution, presence and behaviour of plants, animals and aquatic life, and performs other scientific tasks related to conservation not performed by workers in UNIT GROUP 3551: Conservation and Environmental Protection Officers.

RELATED JOB TITLES

Biochemist

Biologist

Botanist

Medical laboratory scientific officer

Microbiologist

Pathologist

Zoologist

**MINOR GROUP 2
ENGINEERING PROFESSIONALS**

Engineering professionals plan, organise and direct the installation and maintenance of mechanical, electrical, electronic systems and equipment, advise and direct technical staff and plan production schedules and work procedures.

Occupations in this minor group are classified as follows:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 2121 CIVIL ENGINEERS
- 2122 MECHANICAL ENGINEERS
- 2123 ELECTRICAL ENGINEERS
- 2124 ELECTRONICS ENGINEERS
- 2125 CHEMICAL ENGINEERS
- 2126 DESIGN AND DEVELOPMENT ENGINEERS
- 2127 PRODUCTION AND PROCESS ENGINEERS
- 2128 PLANNING AND QUALITY CONTROL ENGINEERS
- 2129 ENGINEERING PROFESSIONALS

2121 CIVIL ENGINEERS

Civil engineers undertake research and design, direct construction and manage the operation and maintenance of civil and mining engineering structures.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Civil engineers usually possess an accredited three or four-year degree in civil engineering or engineering science or an accredited Higher National Diploma or Certificate. The status of 'chartered engineer' is achieved through the completion of postgraduate training and membership of a chartered engineering institution. The status of 'incorporated engineer' is obtained upon the completion of further training at work and associate membership of a chartered engineering institution.

TASKS

- undertakes research and advises on mineral deposits, soil mechanics, concrete technology, hydraulics, water and waste water treatment processes and other civil engineering matters;

2122 MECHANICAL ENGINEERS

Mechanical engineers undertake research and design, direct the manufacture and manage the operation and maintenance of engines, machines, aircraft, vehicle and ships' structures and other mechanical items.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Mechanical 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, followed by periods of training and relevant experience.

TASKS

- undertakes research and advises on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls;
- determines materials, equipment, piping, capacities, layout of plant or system and specification for manufacture;
- designs mechanical equipment, such as steam, internal combustion and other non-electrical motors for railway locomotives, road vehicles, aeroplanes and other machinery;
- ensures that equipment, operation and maintenance comply with design specifications and safety standards;
- organises and establishes control systems to monitor operational efficiency and performance of materials and systems.

RELATED JOB TITLES

Aeronautical engineer (professional)
Automobile engineer (professional)
Hydraulic engineer (professional)
Marine engineer (professional)
Mechanical engineer (professional)
Welding engineer (professional)

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Electronics 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

- undertakes research and advises on all aspects of telecommunications equipment, radar, telemetry and remote control systems, data processing equipment, microwaves and other electronic equipment;
- determines and specifies appropriate production and/or installation methods and quality and safety standards;
- organises and establishes control systems to monitor performance and evaluate designs;
- tests, diagnoses faults and undertakes repair of electronic equipment.

RELATED JOB TITLES

Broadcasting engineer (professional)
Electronics engineer (professional)
Microwave engineer
Radar engineer (research)
Radio engineer (professional)

2125 CHEMICAL ENGINEERS

Chemical engineers undertake research on commercial scale chemical processes and processed products, design and provide specifications and direct the construction, operation, maintenance and repair of chemical plants and control systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Chemical engineers usually possess an accredited university degree. After qualifying, periods of

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

- assesses product requirements, including costs, manufacturing feasibility and market requirements;
- prepares working designs for steam, aero, turbine, marine and electrical engines, mechanical instruments, aircraft and missile structures, vehicle and ship structures, plant and machinery equipment, domestic electrical appliances and electronic computing and telecommunications equipment;
- arranges construction and testing of model or prototype and modifies design if necessary;
- produces final design information for use in preparation of layouts, parts lists, etc.;
- prepares specifications for materials and other components.

RELATED JOB TITLES

Design consultant
Design engineer
Development engineer

2127 PRODUCTION AND PROCESS ENGINEERS

Production and process engineers advise on and direct technical aspects of production programmes to ensure cost-effectiveness and efficiency.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Production and process 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

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

TASKS

- analyses plans, drawings, specifications and safety, quality, accuracy, reliability and contractual requirements;
- prepares plan of sequence of operations and completion dates for each phase of production or processing;
- advises on existing plant machinery/layout and any modifications required;
- devises inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products;
- ensures accuracy of machines, jigs, fixtures, gauges and other manufacturing and testing equipment;
- prepares work flow charts for individual departments and compiles detailed instructions on processes, work methods and quality and safety standards for workers.

RELATED JOB TITLES

Industrial engineer
Planning engineer
Production planner
Quality control engineer
Quality engineer

2129 ENGINEERING PROFESSIONALS NEC

Workers in this unit group perform a variety of engineering functions not elsewhere classified in MINOR GROUP 212: Engineering Professionals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Chartered engineers usually possess an accredited university degree. After qualifying, periods of appropriate training and experience are required

MINOR GROUP 1 INFORMATION AND COMMUNICATION TECHNOLOGY PROFESSIONALS

Information and communication technology professionals are involved in the development and utilisation of information technology and devices.

Occupations in this minor group are classified as follows:

2131 IT STRATEGY AND PLANNING PROFESSIONALS 2132 SOFTWARE PROFESSIONALS

2131 IT STRATEGY AND PLANNING PROFESSIONALS

IT strategy and planning professionals provide advice on the effective utilisation of information technology in order to solve business problems or to enhance the effectiveness of business functions.

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

- liaises with clients in order to analyse business procedure, clarify customer requirements and to define the scope of existing software, hardware and network arrangements;
- undertakes feasibility studies incorporating costs, benefits, staffing implications and training needs, and presents proposals to clients to introduce new IT solutions or to modify existing systems;
- communicates the impact of emerging technologies to clients and advises upon the potential introduction of such technology;
- provides advice and assistance in the procurement, provision, delivery, installation, maintenance and use of information systems and their environments.

- writes operational documentation and provides subsequent support and training for users.

RELATED JOB TITLES

Analyst-programmer
Computer programmer
Software engineer
Systems analyst
Systems designer

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SUB-MAJOR HEALTH PRO

Health professionals provide medical treatment into treatment and drugs, and dispense pharm

MINOR GI HEALTH PRO

Health professionals diagnose mental and physical treatment with drugs, surgery, therapy and co tests and recommend preventative action to p drugs, dispense pharmaceutical compounds, a

Occupations in this minor group are classified

- 2211 MEDICAL PRACTITIONERS**
- 2212 PSYCHOLOGISTS**
- 2213 PHARMACISTS/PHARMACOC**
- 2214 OPHTHALMIC OPTICIANS**
- 2215 DENTAL PRACTITIONERS**
- 2216 VETERINARIANS**

2211 MEDICAL PRACTITIONERS

Medical practitioners diagnose mental and physical injuries, disorders and diseases, prescribe and give treatment, recommend preventative action and where necessary, refer the patient to a specialist.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a university degree from a medical school recognised by the General Medical Council followed by a year of pre-registration training as a house officer. Once the pre-registration period is completed, doctors undertake up to two years postgraduate training in a chosen speciality.

TASKS

- examines patient, arranges for any necessary x-rays or other tests and interprets results;

Physician
Psychiatrist
Psycho-analyst
Registrar (*hospital service*)
Surgeon

2212 PSYCHOLOGISTS

Psychologists study and assess emotional, cognitive and behavioural processes and abnormalities in human beings and animals and how these are affected by genetic, physical and social factors.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a degree in psychology recognised by the British Psychology Society. A variety of postgraduate and professional qualifications relating to different areas of psychology are available and may be required for certain posts.

TASKS

- develops and administers tests to measure intelligence, abilities, aptitudes, etc. and assesses results;
- develops treatment and guidance methods and gives treatment or guidance using a variety of therapy and counselling techniques;
- observes and experiments on humans and animals to measure mental and physical characteristics;
- analyses the effect of hereditary, social and physical factors on thought and behaviour;
- studies psychological factors in the treatment and prevention of mental illness or emotional and personality disorders.

RELATED JOB TITLES

Clinical psychologist
Psychologist
Psychometrist

**2213 PHARMACISTS/
PHARMACOLOGISTS**

Pharmacists/pharmacologists advise and participate in the development and testing of new drugs and

College of Optometrists. Advanced training in specialised areas is available.

TASKS

- examines eyes and tests vision of patient;
- prescribes, supplies and fits appropriate spectacle lenses, contact lenses or other aids;
- advises patient on proper use of glasses, contact lenses and other aids, and on appropriate lighting conditions for reading and working;
- refers patient to a specialist, where necessary;
- carries out research with glass and lens manufacturers.

RELATED JOB TITLES

Ophthalmic optician
Optometrist

2215 DENTAL PRACTITIONERS

Dental practitioners diagnose dental and oral diseases, injuries and disorders, prescribe and administer treatment, recommend preventative action and, where necessary, refer the patient to a specialist.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a university degree and must have completed a period of postgraduate vocational training. Specialist fields require further study and training.

TASKS

- examines patient's teeth, gums and jaw, using dental and x-ray equipment;
- administers local or general anaesthetics;
- drills, prepares and fills cavities in teeth;
- constructs and fits braces, inlays, dentures and other appliances;
- supervises patient's progress and advises on preventative action;

**SUB-MAJOR GROUP 2
TEACHING AND RESEARCH**

Job holders in this sub-major group plan, organise and deliver educational activities within educational establishments, and undertake research.

**MINOR GROUP 2
TEACHING PROFESSIONALS**

1 Teaching professionals plan, organise and deliver vocational, diversionary and other subjects and courses.

Occupations in this minor group are classified as follows:

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- 2311 HIGHER EDUCATION TEACHING PROFESSIONALS
 - 2312 FURTHER EDUCATION TEACHING PROFESSIONALS
 - 2313 EDUCATION OFFICERS, SCIENTISTS AND RESEARCHERS
 - 2314 SECONDARY EDUCATION TEACHING PROFESSIONALS
 - 2315 PRIMARY AND NURSERY EDUCATION TEACHING PROFESSIONALS
 - 2316 SPECIAL NEEDS EDUCATION TEACHING PROFESSIONALS
 - 2317 REGISTRARS AND SENIOR EDUCATION OFFICERS
 - 2318 EDUCATION OFFICERS
 - 2319 TEACHING PROFESSIONALS

**2311 HIGHER EDUCATION
TEACHING PROFESSIONALS**

Higher education teaching professionals deliver lectures and teach students to at least first degree level, undertake research and write journal articles and books in their chosen field of study.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry will require a good honours first degree plus a higher degree or an equivalent professional qualification. For vocational subjects, practical experience and additional qualifications may also be required.

RELATED JOB TITLES

Lecturer (*higher education, university*)

Polytechnic lecturer

Professor (*university*)

Reader

University lecturer

2312 FURTHER EDUCATION TEACHING PROFESSIONALS

Further education teaching professionals supervise and teach trade, technical, commercial, adult education, secondary and post-secondary courses to students beyond minimum school leaving age.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Further education lecturers will usually possess a professional or academic qualification in the subject area they intend to teach, plus relevant professional, industrial or business experience. Many employers require entrants to possess teaching qualifications.

TASKS

- prepares, delivers and directs lectures, seminars and tutorials;
- prepares, administers and marks examinations, essays and other assignments;
- arranges instructional visits and periods of employment experience for students;
- assists with the administration of teaching and the arranging of timetables;
- liaises with other professional and commercial organisations to review course content.

RELATED JOB TITLES

College lecturer

Lecturer

Lecturer (*further education*)

Teacher (*further education*)

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**2314 SECONDARY EDUCATION
TEACHING PROFESSIONALS**

Secondary (and middle school deemed secondary) education teaching professionals plan, organise and provide instruction in one or more subjects, including physical education and diversionary activities, within a prescribed curriculum in a secondary or secondary/middle school.

**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 in accordance with curriculum requirements and teaches one or more subjects;
- prepares, assigns and corrects exercises and examinations to record and evaluate students' progress;
- supervises any practical work and maintains classroom discipline;
- discusses progress with student, parents and/or other education professionals;
- assists with or plans and develops curriculum and rota of teaching duties.

RELATED JOB TITLES

Head teacher (*secondary school*)
Secondary school teacher
Teacher (*secondary school*)

**2315 PRIMARY AND NURSERY
EDUCATION TEACHING
PROFESSIONALS**

Primary (and middle school deemed primary) and nursery education teaching professionals plan, organise and provide instruction to children at all levels up to the age of entry into secondary education.

TASKS

- assesses student's abilities and needs and devises curriculum and rota of teaching duties accordingly;
- gives instruction, using techniques appropriate to the student's handicap;
- encourages the student to develop self-help skills to circumvent the limitations imposed by their disability;
- prepares, assigns and corrects exercises to record and evaluate students progress;
- supervises students in classroom and maintains discipline;
- discusses student's progress with parents and other staff.

RELATED JOB TITLES

Head teacher (*special school*)

Special needs teacher

Teacher (*special school*)

2317 REGISTRARS AND SENIOR ADMINISTRATORS OF EDUCATIONAL ESTABLISHMENTS

Workers in this unit group plan, organise, direct and co-ordinate the administrative work and financial resources of a university, college or other educational establishment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree or equivalent qualification and have gained relevant experience in the field of education. Specialist training courses and professional qualifications are available.

TASKS

- considers staffing, financial, material and other short and long term needs;

- provides private academic, vocational and other instruction to individuals or groups;
- teaches English as a foreign language and assists in the tuition of foreign languages.

RELATED JOB TITLES

Examiner (*examination board*)
Nursery manager (*day nursery*)
Owner (*children's nursery*)
Principal (*dancing school/evening institute*)
Private tutor
Teacher of English as a foreign language
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MINOR GROUP RESEARCH PROFESSIONALS

Research professionals are responsible for planning, conducting, analysing and reporting quantitative and qualitative research through practical techniques in order to address a research problem.

Occupations in this minor group are classified as follows:

- 2321 SCIENTIFIC RESEARCHERS**
- 2322 SOCIAL SCIENCE RESEARCHERS**
- 2329 RESEARCHERS NEC**

2321 SCIENTIFIC RESEARCHERS

Scientific researchers undertake the systematic study of the nature and behaviour of natural phenomena based upon scientific observation, experiment and measurement.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification, but is possible with other academic qualifications. Further training is typically provided through specialist short courses and the attainment of professional qualifications.

TASKS

- plans, directs and undertakes research into natural phenomena;
- provides technical advisory and consulting services;
- designs tests and experiments to address research objective and find solutions;
- applies models and techniques to medical, industrial, agricultural, military and similar applications;
- analyses results and writes up results of tests and experiments undertaken;
- presents results of scientific research to sponsors, addresses conferences and publishes articles outlining the methodology and results of research undertaken.

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- administers questionnaires, carries out interviews, organises focus groups and implements other social research tools;
- undertakes analysis of data, presents results of research to sponsors, the media and other interested organisations, addresses conferences and publishes articles outlining the methodology and results of research undertaken.

RELATED JOB TITLES

Anthropologist
Archaeologist
Geographer
Historian
Philologist
Sociologist

2329 RESEARCHERS NEC

Workers in this unit group perform a variety of research activities not elsewhere classified in MINOR GROUP 232: Research Professionals.

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

- design and develop an appropriate research methodology in order to address the research objective;
- compiles and analyses quantitative and qualitative data;
- prepare reports and present results to summarise main findings and conclusions;
- advise government, private organisations and special interest groups on policy issues;
- writes journal articles, books, and addresses conferences, seminars and the media to reveal research findings;

SUB-MAJOR BUSINESS AND PUBLIC SERVICE

Business and public service professionals advise and act on behalf of clients, preside over judicial proceedings, collect and manage funds, perform auditing and accounting duties, advise on business and management matters, and perform other professional occupations within the public sector.

MINOR GROUP LEGAL PROFESSIONALS

Legal professionals advise and act on behalf of individuals, organisations, businesses and government in legal matters and preside over judicial proceedings.

Occupations in this minor group are classified as follows:

2411 SOLICITORS AND LAWYERS

2419 LEGAL PROFESSIONALS NOT ELSEWHERE CLASSIFIED

2411 SOLICITORS AND LAWYERS, JUDGES AND CORONERS

Workers in this unit group advise and act upon behalf of individuals, organisations, businesses and government departments in legal matters, prepare and conduct court cases on behalf of clients, preside over judicial proceedings, and pronounce judgements within a variety of court settings and tribunals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry to training usually requires a qualifying law degree or postgraduate diploma. Entrants then undertake a further year of academic training and then complete up to four years of assessed supervised experience in legal practice. The position of judge is obtained by appointment of those who have substantial post qualifying experience in legal practice.

TASKS

- becomes acquainted with the facts of a case through reading statements, law reports, and consulting with clients or other professionals;

2419 LEGAL PROFESSIONALS NEC

Workers in this unit group perform a variety of other professional legal occupations not elsewhere classified in MINOR GROUP 241: Legal Professionals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry to training usually requires a qualifying law degree or postgraduate diploma. Entrants then undertake a further year of academic training and then complete up to four years of assessed supervised experience in legal practice. Entrants may also require up to five years post qualifying experience in legal practice.

TASKS

- co-ordinates the activities of magistrates courts and advises magistrates on law and legal procedure;
- provides legal advice to individuals within Citizens Advice Bureaux, Law Centres and other such establishments;
- drafts and negotiates contracts on behalf of employers;
- advises employers, local and national government and other organisations on aspects of law and legislative implications of decisions made;
- represents public and private organisations in court as necessary.

RELATED JOB TITLES

Clerk of the court
Clerk to the justices
Legal advisor
Legal officer

MINOR GROUP 1 BUSINESS AND STATISTICAL PROFESSIONALS

Business and statistical professionals collect, analyse and interpret data, perform accountancy duties and advise industry and government on management and business matters.

Occupations in this minor group are classified as follows:

2421 CHARTERED AND CERTIFIED ACCOUNTANTS

2422 MANAGEMENT ACCOUNTANTS

2423 MANAGEMENT CONSULTANTS AND STATISTICIANS

2421 CHARTERED AND CERTIFIED ACCOUNTANTS

Chartered and Certified Accountants provide accounting and auditing services and advise clients on financial matters.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a degree or equivalent qualification. To qualify as an accountant, entrants must undertake a period of training within an approved organisation and successfully complete professional examinations. Exemptions to some professional examinations are available to those with appropriate academic qualifications.

TASKS

- plans and oversees implementation of accountancy system and policies;
- prepares financial documents and reports for management, shareholders, statutory or other bodies;
- audits accounts and book-keeping records;
- prepares tax returns, advises on tax problems and contests disputed claim before tax official;
- conducts financial investigations concerning insolvency, fraud, possible mergers, etc.

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- liaises with management and other professionals to compile budgets and other costs;
- prepares periodic accounts, budgetary reviews and financial forecasts;
- conducts investigations and advises management on financial aspects of productivity, stock holding, sales, new products, etc.

RELATED JOB TITLES

Cost accountant (qualified)
Cost and management accountant (qualified)
Management accountant (qualified)
Works accountant (qualified)

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**2423 MANAGEMENT
CONSULTANTS, ACTUARIES,
ECONOMISTS AND
STATISTICIANS**

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Workers in this unit group advise industrial, commercial and other establishments on a variety of management, personnel, computing and technical matters, and apply theoretical principles and practical techniques to analyse and interpret data used to assist in the formulation of financial, business and economic policies.

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**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry is most common with a degree or equivalent qualification, but is possible with other academic qualifications. Professional qualifications are available and mandatory for actuarial occupations.

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TASKS

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- assesses the functions, objectives and requirements of the organisation seeking advice;
- identifies problems concerned with strategy, policy, markets, organisation, computing facilities, procedures and methods;
- determines the appropriate method of data collection and research methodology, and analyses and interprets information gained and formulates recommendations;

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MINOR GROUP 1 ARCHITECTS, TOWN PLANNERS AND SURVEYORS

Architects, town planners and surveyors construct plans of natural and constructed features, prepare drawings and design and plan the layout of buildings and other uses.

Occupations in this minor group are classified as follows:

2431 ARCHITECTS

2432 TOWN PLANNERS

2433 QUANTITY SURVEYORS

2434 CHARTERED SURVEYORS (CIVIL ENGINEERS)

2431 ARCHITECTS

Architects plan and design the construction and development of buildings and land areas with regard to functional and aesthetic requirements.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a professional qualification in architecture that will encompass an accredited degree and postgraduate qualification, and at least two years practical experience.

TASKS

- liaises with client and other professionals to establish building type, style, cost limitations and landscaping requirements;
- studies condition and characteristics of site, taking into account drainage, topsoil, trees, rock formations, etc.;
- analyses site survey and advises client on development and construction details and ensures that proposed design blends in with the surrounding area;
- prepares detailed scale drawings and specifications for design and construction and submits these for planning approval;
- monitors construction work in progress to ensure compliance with specifications.

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- drafts and presents graphic and narrative plans, affecting the use of public and private land, housing and transport facilities;
- examines and evaluates development proposals submitted and recommends acceptance, modification or rejection;
- liaises with national and local government and other bodies to advise on urban and regional planning issues.

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RELATED JOB TITLES

Planning officer (*local government*)
Town planner
Town planning consultant

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2433 QUANTITY SURVEYORS

Quantity surveyors advise on financial and contractual matters relating to, and prepare bills of quantities for, construction projects and provide other support functions concerning the financing and materials required for building projects.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is through professional training and membership of professional organisations. Entry to professional examinations will require GCSEs/S grades and A levels/H grades, a BTEC/SQA award, a degree or equivalent qualification. Candidates usually undertake a period of probationary training and professional assessment.

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TASKS

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- liaises with client on project costs, formulates detailed cost plan and advises contractors and engineers to ensure that they remain within cost limit;
- examines plans and specifications and prepares details of the material and labour required for the project;
- prepares bills of quantities for use by contractors when tendering for work;

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- measures shore lines, elevations and underwater contours, establishes high and low water marks, plots shore features and defines navigable channels.

RELATED JOB TITLES

Building surveyor

Chartered surveyor

Land surveyor

Mining surveyor

Surveyor

Surveyor and estimator

Occupations in this minor group are classified

2441 PUBLIC SERVICE ADMINIS
2442 SOCIAL WORKERS
2443 PROBATION OFFICERS
2444 CLERGY

2441 PUBLIC SERVICE ADMINISTRATIVE PROFESSIONALS

Public service administrative professionals advise on the implementation and formulation of government policy, develops and implements the administrative policies of government departments, and co-ordinates and directs the resources and activities of offices of local and national government departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess a degree or an equivalent qualification. Entry is also possible by internal promotion for those with appropriate experience. Training is typically provided on-the-job in the form of short courses for specialist areas.

TASKS

- advises government on the interpretation and implementation of policy decisions, acts and regulations, and provides technical assistance in the formulation of government policy;
- co-ordinates the activities of departmental staff, assigns tasks and responsibilities and makes changes in procedures to deal with variations in workload;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Both graduate and non-graduate entry is possible. Entrants are required to take the Diploma of Social Work professional qualification. Exemptions may be possible for those with relevant qualifications and/or experience.

TASKS

- liaises with other health and social care professionals to identify those in need and at risk within the local community;
- interviews individuals and groups to assesses the nature and extent of difficulties;
- arranges for further counselling or assistance in the form of financial or material help;
- attempts to resolve family problems and, if necessary, arranges for children to be resettled with foster parents or in a children's home;
- keeps case records and prepares reports.

RELATED JOB TITLES

Child care officer
Child protection officer
Social worker
Team leader (*social work*)

2443 PROBATION OFFICERS

Probation officers supervise, counsel and help offenders before trial, during any prison or community sentence and on their release from prison.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Candidates are recruited with a variety of academic qualifications or with relevant experience. In England and Wales off- and on-the-job training is provided leading to NVQ in Community Care at Level 4. In Scotland, entry requirements are the same as for social workers.

- interprets doctrines and instructs intending clergy members in religious principles and practices;
- performs marriages, funerals, christenings and other special religious services;
- visits members of the congregation in their homes and in hospitals and counsels those in need of spiritual or moral guidance;
- undertakes administration and social duties as required.

RELATED JOB TITLES

Clergyman/woman
Clerk in holy orders
Deacon
Minister (*religion*)
Priest
Vicar

MINOR GROUP 1 LIBRARIANS AND RELATED PROFESSIONALS

Librarians and related professionals appraise, select, acquire, organise and maintain collections of written and recorded material, and provide information services of general and specialised interest.

Occupations in this minor group are classified as follows:

2451 LIBRARIANS

2452 ARCHIVISTS AND CURATORS

2451 LIBRARIANS

Librarians appraise, obtain, index, collate and make available library acquisitions and organise and control other library services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require an accredited degree or postgraduate qualification. Most postgraduate courses require applicants to have had up to twelve months work experience. Professional qualifications and NVQs/SVQs in Information and Library Service are available at Levels 2, 3 and 4.

TASKS

- selects and arranges for the acquisition of books, periodicals, audio-visual and other material;
- collects, classifies and catalogues information, books and other material;
- prepares and circulates abstracts, bibliographies, book lists, etc.;
- identifies the information needs of clients, seeks out and evaluates information sources;
- establishes information storage systems to deal with queries and to maintain up to date records;
- manages library borrowing and inter-library loan facilities.

- maintains indexes, bibliographies and descriptive details of archive material and arranges for reproductions of items where necessary;
- liaises with school and other groups or individuals, publicises exhibits and arranges special displays for general, specialised or educational interest;
- allows access to original material or material not on display for researchers;
- answers verbal or written enquiries and gives advice on exhibits or other material.

RELATED JOB TITLES

Archivist
Conservator
Curator

MAJOR C ASSOCIATE PROFESSIO OCCUPA

This major group covers occupations whose main function is the application of principles and practices necessary to assist Professionals in the natural sciences, humanities and related fields and to

The main tasks involve the operation and maintenance of equipment and design services; the provision of information to health and social care professionals; and service to the media and sports occupations are also included. Occupations in this major group will have an associated high-level of training and a substantial period of full-time training or further education, which is usually provided through a formal period of induction.

Occupations in this major group are classified into the following groups:

31 SCIENCE AND TECHNOLOGY

- 311 SCIENCE AND ENGINEERING**
- 312 DRAUGHTSPERSONS AND BUILDING**
- 313 IT SERVICE DELIVERY OCC**

32 HEALTH AND SOCIAL WELFARE PROFESSIONALS

- 321 HEALTH ASSOCIATE PROFE**
- 322 THERAPISTS**
- 323 SOCIAL WELFARE ASSOCIA**

33 PROTECTIVE SERVICE OCCU

- 331 PROTECTIVE SERVICE OCC**

34 CULTURE, MEDIA AND SPOR

- 341 ARTISTIC AND LITERARY O**
- 342 DESIGN ASSOCIATE PROFES**
- 343 MEDIA ASSOCIATE PROFESS**
- 344 SPORTS AND FITNESS OCCU**

35 BUSINESS AND PUBLIC SERVICE PROFESSIONALS

- 351 TRANSPORT ASSOCIATE PROFESSIONALS**
- 352 LEGAL ASSOCIATE PROFESSIONALS**
- 353 BUSINESS AND FINANCE ASSOCIATE PROFESSIONALS**
- 354 SALES AND RELATED ASSOCIATE PROFESSIONALS**
- 355 CONSERVATION ASSOCIATE PROFESSIONALS**
- 356 PUBLIC SERVICE AND OTHER ASSOCIATE PROFESSIONALS**

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SUB-MAJOR SCIENCE AND TECHNOLOGY PROFESS

Science and technology associate professional functions to scientists, technologists, engineers undertake building inspections, provide technical

MINOR GROUP SCIENCE AND ENGINEERING

Workers in this minor group perform a variety of work of scientists and technologists, assist in electronic systems, perform technical quality building and civil engineers, and perform various engineers.

Occupations in this minor group are classified

- 3111 LABORATORY TECHNICIANS**
- 3112 ELECTRICAL/ELECTRONIC**
- 3113 ENGINEERING TECHNICIANS**
- 3114 BUILDING AND CIVIL ENGINEERS**
- 3115 QUALITY ASSURANCE TECHNICIANS**
- 3119 SCIENCE AND ENGINEERING**

3111 LABORATORY TECHNICIANS

Laboratory technicians carry out routine laboratory tests and perform a variety of technical support functions requiring the application of established or prescribed procedures and techniques to assist scientists with their research, development, analysis and testing.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry varies from employer to employer. Entrants usually possess GCSEs/S grades, an appropriate BTEC/SQA award or a GNVQ/GSVQ. Professional qualifications and Modern Apprenticeships are available in some areas of work. Good eyesight, and in some cases, normal colour vision are also required.

- records and collates data obtained from experimental work and documents all work carried out.

RELATED JOB TITLES

Cytology screener
Health physics monitor
Laboratory technician
Scientific assistant

3112 ELECTRICAL/ELECTRONICS TECHNICIANS

Electrical and electronics technicians perform a variety of miscellaneous technical support functions to assist with the design, development, installation, operation and maintenance of electrical and electronic systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades, an Intermediate GNVQ/GSVQ Level II or a BTEC/SQA award. NVQs/SVQs in Servicing Electronic Systems are available at Levels 2 and 3.

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;
- plans installation methods, checks completed installation for safety and controls or undertakes the initial running of the new electrical or electronic equipment or system;
- 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 electrical and electronic systems and equipment.

3114 BUILDING AND CIVIL ENGINEERING TECHNICIANS

Building and civil engineering technicians perform a variety of miscellaneous technical support functions to assist civil and building engineers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess a relevant BTEC/SQA award or an Advanced GNVQ/GSVQ Level III. The status of engineering technician is obtained after a period of further training at work and upon gaining the membership of a professional engineering institution.

TASKS

- sets up apparatus and equipment and undertakes field and laboratory tests of soil and work materials;
- performs calculations and collects, records and interprets data;
- sets out construction site, supervises excavations and marks out position of building work to be undertaken;
- inspects construction materials and supervises work of contractors to ensure compliance with specifications and arranges remedial work as necessary.

RELATED JOB TITLES

Building technician
Civil engineering technician
Structural engineering technician

3115 QUALITY ASSURANCE TECHNICIANS

Quality assurance technicians perform a variety of technical inspections, testing and monitoring tasks to detect processing, manufacturing and other defects.

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TASKS

- sets up apparatus for experimental, demonstration or other purposes;
- undertakes tests and takes measurements and readings;
- performs calculations and records and interprets data;
- otherwise assists technologists as directed.

RELATED JOB TITLES

Materials technician
Technical assistant
Technical officer
Technician

MINOR GROUP DRAUGHTSPERSONS AND

Workers in this minor group prepare technical drawings, provide technical assistance to planners and architects, and ensure compliance with regulations, bye-laws and other requirements.

Occupations in this minor group are classified as follows:

3121 ARCHITECTURAL TECHNOLOGISTS AND TOWN PLANNING TECHNICIANS

3122 DRAUGHTSPERSONS

3123 BUILDING INSPECTORS

3121 ARCHITECTURAL TECHNOLOGISTS AND TOWN PLANNING TECHNICIANS

Architectural technologists and town planning technicians perform a variety of technical support functions to assist architects and planners with the design of buildings and the layout of urban and rural areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants possess a variety of qualifications including GCSEs/S grades, a BTEC/SQA award, an Advanced GNVQ/GSVQ Level III or a degree. Professional qualifications are available and membership to professional institutions may be required for some posts.

TASKS

- investigates proposed design with regard to practicality, cost and use;
- prepares building plans, drawings and specifications for use by contractors;
- liaises with engineers and building contractors regarding technical construction problems and attends site meetings on behalf of architect;
- surveys land and property uses and prepares report for planning authority;

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- considers the suitability of different materials with regard to the dimensions and weight and calculates the likely fatigue, stresses, tolerances, bonds and threads;
- prepares design drawings, plans or sketches and checks feasibility of construction and compliance with safety regulations;
- prepares detailed drawings, plans, charts or maps that include natural features, desired surface finish, elevations, electrical circuitry and other details as required;
- arranges for completed drawings to be reproduced for use as working drawings.

RELATED JOB TITLES

Cartographer
Designer-detailer
Designer-draughtsman
Draughtsman/woman
Draughtsman-engineer
Engineering draughtsman

3123 BUILDING INSPECTORS

Building inspectors inspect building plans and structures to ensure compliance with building regulations, bye-laws and any other statutory requirements.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications although employers increasingly require candidates to possess a degree. Professional qualifications and membership to professional bodies are available and may be required in some posts.

TASKS

- examines building plans to ensure compliance with local, statutory and other requirements;
- inspects building structure, sanitation, lighting, ventilation and fire precautions to determine suitability for habitation;

MINOR GROUP IT SERVICE DELIVERERS

Workers in this minor group are responsible for computer systems and networks, and provide technical support, advice and training.

Occupations in this minor group are classified as follows:

3131 IT OPERATIONS TECHNICIANS 3132 IT USER SUPPORT TECHNICIANS

3131 IT OPERATIONS TECHNICIANS

IT operations technicians are responsible for the day-to-day running of computer systems and networks including the preparation of back-up systems, and for performing regular checks to ensure the smooth functioning of such systems.

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 a variety of NVQs/SVQs at Levels 2, 3 and 4 are available.

TASKS

- installs, monitors and supports area networks and accompanying hardware and software;
- analyses performance and makes recommendations to enhance reliability, usability, security and other aspects of system performance;
- provides guidance to users on hardware, software and network operations;
- identifies problems, agrees remedial action and undertakes emergency network maintenance if required;

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TASKS

- addresses IT queries and problems from customers or IT users within an organisation;
- discusses problem with IT user and asks questions in order to determine the likely cause;
- advises users remotely on the sequence of actions that are likely to remedy the problem;
- arranges for support staff or field engineers to visit the user, or arrange for the return of equipment for inspection where problems cannot be solved remotely;
- maintains records of the queries received, the action taken to remedy the problem and the final outcome.

RELATED JOB TITLES

Help desk operator
Helpline operator (computing)
IT helpline support officer
Support technician (computing)
Systems support officer

SUB-MAJOR HEALTH AND SOCIAL WELFARE PROFESSIONS

Health and social welfare associate professions perform support functions for health professionals in the treatment and other treatments or activities to assist in the treatment and provide social welfare and related community services.

MINOR GROUP HEALTH ASSOCIATES

Workers in this minor group assist doctors in the treatment of the sick and injured, provide prenatal and postnatal care, provide first aid treatment in emergencies, operate x-ray apparatus, fit dentures and spectacles, treat foot, eye, speech and movement disorders, and perform support functions for health professionals.

Occupations in this minor group are classified as follows:

3211 NURSES

3212 MIDWIVES

3213 PARAMEDICS

3214 MEDICAL RADIOGRAPHERS

3215 CHIROPODISTS

3216 DISPENSING OPTICIANS

3217 PHARMACEUTICAL DISPENSERS

3218 MEDICAL AND DENTAL TECHNICIANS

3211 NURSES

Nurses provide general and/or specialised nursing care for the sick, injured and others in need of such care, assist medical doctors with their tasks, and advise and teach on nursing practice.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Both non-graduate, graduate and postgraduate entry is possible. Training lasts up to four years depending upon the method of study. There is a lower age limit of 16 years 6 months to enter training. Post-

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- plans duty rotas and organises and directs the work and training of ward and theatre nursing staff;
- advises on nursing care, disease prevention, nutrition, etc. and liaises with hospital board/management on issues concerning nursing policy.

RELATED JOB TITLES

Health visitor
Nurse
Staff nurse
State enrolled nurse
State registered nurse
Ward sister

3212 MIDWIVES

Midwives deliver, or assist in the delivery of babies, provide antenatal and postnatal care and advise parents on baby care.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common as a Registered General Nurse (RGN) to shortened pre-registration training lasting 18 months. For non-registered nurses, entry to the three year pre-registration training programme requires GCSEs/S grades or an approved educational equivalent. Some institutions allow candidates who do not possess the minimum entry requirements to take an educational test. There is a lower age limit of 17 years to enter training.

TASKS

- monitors condition and progress of patient during pregnancy;
- delivers babies in normal births and assists doctors with difficult deliveries;
- monitors recovery of mother in postnatal period and supervises the nursing of premature and other babies requiring special attention;
- advises on baby care, exercise, diet and family planning issues.

3214 MEDICAL RADIOGRAPHERS

Medical radiographers operate x-ray machines, ultrasound, magnetic resonance imaging and other imaging devices for diagnostic and therapeutic purposes under the direction of a radiologist or other medical practitioner.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades and A levels/H grades followed by three years training for a recognised degree in radiography. Minimum age on entry to training is 17 years. Post-qualifying courses are available for specialist areas.

TASKS

- verifies identity of patient and ensures that necessary preparations have been made for the examination/treatment;
- decides length and intensity of exposure or strength of dosage of isotope;
- positions patient and operates x-ray, scanning or fluoroscopic equipment;
- maintains records of all radiographic/therapeutic work undertaken.

RELATED JOB TITLES

Diagnostic radiographer (*medical services*)
Medical radiographer
X-ray operator

3215 CHIROPODISTS

Chiropodists diagnose and treat ailments and abnormalities of the human foot.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades and A levels/H grades followed by three years training for a recognised degree in chiropody, podiatry or

- prepares detailed instructions for workshop;
- ensures that completed spectacles conform to specification and fit the patient correctly and comfortably;
- fits spectacles and advises patient on lens care and any other difficulties likely to be experienced.

RELATED JOB TITLES

Dispensing optician

3217 PHARMACEUTICAL DISPENSERS

Pharmaceutical dispensers assist pharmacists in dispensing drugs and medicines, and issue pre-packaged prescriptions.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades. Training is typically received on-the-job, supplemented by study towards vocational qualifications. NVQs/SVQs in Pharmacy Services are available at Level 3.

TASKS

- checks received prescriptions for legality and accuracy;
- prepares drugs and medicines under the supervision of pharmacist;
- maintains records of prescriptions received and drugs issued;
- advises patients or customers on the use of drugs prescribed or medication purchased;
- checks stock levels, orders new stock from pharmaceutical companies and ensures that drugs are stored appropriately.

RELATED JOB TITLES

Dispenser
Dispensing assistant
Pharmacy technician

MINOR GROUP THERAPISTS

Workers in this minor group plan and apply physical therapy activities to assist in the physical and psychological rehabilitation to minimise the effects of disabilities.

Occupations in this minor group are classified as follows:

3221 PHYSIOTHERAPISTS

3222 OCCUPATIONAL THERAPISTS

3223 SPEECH AND LANGUAGE THERAPISTS

3229 THERAPISTS NEC

3221 PHYSIOTHERAPISTS

Physiotherapists plan and apply massage, exercise, hydrotherapy and electrotherapy in the treatment of injuries, diseases or disabilities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades and A levels/H grades followed by up to four years training on an approved degree scheme necessary for state registration as a physiotherapist. To enter training there is a lower age limit of 17 years and candidates must pass a medical examination.

TASKS

- examines medical reports and assesses patient to determine the condition of muscles, nerves or joints in need of treatment;
- plans and undertakes therapy to improve circulation, restore joint mobility, strengthen muscles and reduce pain;
- explains treatment to and instructs patient in posture and other exercises and adapts treatment as necessary;
- monitors patient's progress and liaises with others concerned with the treatment and rehabilitation of patient.

- makes home visits to clients, families and carers to assist them to deal and cope with disability;
- counsels clients in ways to promote a healthy lifestyle, prevention of illness and/or preparation for coping with increasing stages of illness.

RELATED JOB TITLES

Occupational therapist

3223 SPEECH AND LANGUAGE THERAPISTS

Speech and language therapists are responsible for the assessment, diagnosis and treatment of speech, language, fluency and voice disorders caused by disability, injury or illness.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require a recognised graduate or postgraduate degree that encompasses both theory and clinical practice. Successful completion of these courses leads to eligibility for a certificate to practice and membership of the Royal College of Speech and Language Therapists. Full membership is granted after completion of a year of supervised post qualifying experience.

TASKS

- assesses and diagnoses a clients condition;
- designs and initiates an appropriate remedial programme of treatment;
- treats speech and language disorders by coaching clients or through the use of artificial communication devices;
- attends case conferences and liaises with other specialists such as doctors, teachers, social workers and psychologists;
- counsels relatives to help cope with the problems created by a patients disability;
- writes reports and maintains client caseloads.

RELATED JOB TITLES

- Acupuncturist
- Dietician
- Masseur
- Orthoptist
- Osteopath
- Psychotherapist

TASKS

- oversee the day-to-day running of rented properties including arranging for the signing of leases, rent collection, maintenance work, interviewing prospective tenants and allocating properties to waiting list applicants;
- ensures that special needs accommodation is suited to the needs of particular groups such as the elderly and disabled, and that statutory requirements for providing accommodation are met;
- investigates allegations of child neglect or abuse, liaises with other social workers, probation officers and the police and, where necessary, recommends legal action;
- helps the handicapped and sick to adjust to the limitations imposed by their condition and arranges for any necessary alterations in the home;
- performs other welfare tasks not elsewhere classified including working in a Citizens Advice Bureau, developing community participation in planning issues and organising local authority home help services.

RELATED JOB TITLES

Advice worker

Care officer

Counsellor (*welfare services*)

Education welfare officer

Housing officer

Welfare officer

SUB-MAJOR PROTECTIVE SERVICE

Workers in protective service occupations serve in Her Majesty's Prison Service, prison service and perform other protective service duties.

MINOR GROUP PROTECTIVE SERVICE

1 Workers in this minor group serve in Her Majesty's Prison Service, investigate crimes and maintain law and order, prevent crime, guard inmates and maintain discipline, perform other miscellaneous protective service duties.

2 Occupations in this minor group are classified as follows:

- 3311 NCOs AND OTHER RANKS
- 3312 POLICE OFFICERS (SERGEANTS AND BELOW)
- 3313 FIRE SERVICE OFFICERS (FIREFIGHTERS AND BELOW)
- 3314 PRISON SERVICE OFFICERS
- 3319 PROTECTIVE SERVICE ASSOCIATED WITH THE ARMED FORCES

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3311 NCOs AND OTHER RANKS

5 Workers in this unit group are full-time members of the armed forces of the UK, the Commonwealth and other foreign countries and perform duties for which there is no civilian equivalent.

6 TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

7 For a majority of positions entry does not depend upon academic qualifications. Entrants generally have to pass a selection interview, physical and medical examination. Entry to certain trades requires GCSEs/S grades or equivalent qualifications.

8 TASKS

- 8 • monitors, operates, services and repairs military equipment;

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3312 POLICE OFFICERS (SERGEANT AND BELOW)

Police officers (Sergeant and below) co-ordinate and undertake the investigation of crimes, patrol public areas, arrest offenders and suspects and enforce law and order.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no academic requirements for entry to the civilian (Home Office) police although graduates may apply for accelerated promotion. Entrants must sit an entry test and pass a medical examination. All police officers undergo a two year probationary training period.

TASKS

- receives instructions from senior officers and patrols an assigned area on foot, horseback, motorcycle, motor car or boat to check security and enforce regulations;
- directs and controls traffic or crowds and demonstrations;
- investigates complaints, crimes, accidents, any suspicious activities or other incidents;
- interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects;
- prepares briefs or reports for senior officers;
- gives evidence in court cases.

RELATED JOB TITLES

Detective sergeant
Police constable
Police officer
Policeman

3314 PRISON SERVICE OFFICERS (BELOW PRINCIPAL OFFICER)

Prison service officers (below Principal Officer) direct, co-ordinate and participate in guarding inmates and maintaining discipline in prisons and other detention centres.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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Entrants require GCSEs/S grades or equivalent qualifications. Candidates must be between 20 and 49 years old in England and Wales or between 20 and 57 years old in Scotland. Candidates must pass a pre-entry test and full medical examination. Basic training lasts for a period of 11 weeks and is followed by a 12 month probationary period.

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TASKS

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- escorts prisoners to and from cells and supervises them during meals, recreation and visiting periods;
- watches for any infringements of regulations and searches prisoners and cells for weapons, drugs and other contraband items;
- guards entrances and perimeter walls;
- investigates disturbances or any other unusual occurrences;
- escorts prisoners transferred from one institution to another;
- reports on prisoners' conduct as necessary.

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RELATED JOB TITLES

Prison officer
Warder (*prison service*)

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3319 PROTECTIVE SERVICE ASSOCIATE PROFESSIONALS NEC

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Workers in this unit group inspect goods to ensure compliance with regulations concerning payment of duty, establish that persons entering and leaving the UK have necessary authorisation for crossing

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SUB-MAJOR GROUP CULTURE, MEDIA AND SPORTS

Workers in this sub-major group create and restore literary material; perform in acts of entertainment; compose music; produce television, film and stage broadcasts; operate camera, sound and lighting equipment; design and produce goods and services; design costumes for theatrical and sporting events for financial gain; and provide and organise recreational activities.

MINOR GROUP ARTISTIC AND LITERARY

Workers in this minor group create and restore literary material, translate written and spoken statements, produce material of entertainment, write, arrange and perform music, produce programmes, films and stage presentations.

Occupations in this minor group are classified as follows:

3411 ARTISTS

3412 AUTHORS, WRITERS

3413 ACTORS, ENTERTAINERS

3414 DANCERS AND CHOREOGRAPHERS

3415 MUSICIANS

3416 ARTS OFFICERS, PRODUCE

3411 ARTISTS

Workers in this unit group create artistic works by painting, drawing, printing, sculpting and engraving, design artwork and illustrations, and restore damaged pieces of art.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No specific academic qualifications are required although a variety of GNVQs/GSVQs, BTEC/SQA awards and degrees are available.

RELATED JOB TITLES

Animator (cartoon films)

Artist

Illustrator

Picture restorer

Sculptor

3412 AUTHORS, WRITERS

Workers in this unit group write, edit and evaluate literary material for publication (excluding material for newspapers, magazines and other periodicals) and translate spoken and written statements into different languages.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications and/or relevant experience. Postgraduate and professional qualifications are available and are required for some occupations.

TASKS

- determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, etc.;
- selects material for publication, checks style, grammar and accuracy of content, arranges for any necessary revisions and checks proof copies before printing;
- negotiates contracts with freelance agents and with buyer on behalf of writer;
- writes instruction manuals and user guides, technical reports, catalogues and indexes, prepares sales literature and writes technical articles for trade journals;
- converts documents or spoken statements from original or source language into another language.

RELATED JOB TITLES

Author

Author (technical)

3414 DANCERS AND CHOREOGRAPHERS

Dancers and choreographers devise, direct, rehearse and perform classical and contemporary dance routines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although some dance schools may require candidates to have passed relevant dance exams. Entry to most courses is via audition. Some dance schools may state minimum and maximum height requirements. Performers' courses typically last three years and lead to a diploma or certificate awarded by the school. Some degree courses are also available.

TASKS

- builds and maintains stamina, physical strength, agility and general health through fitness exercises and healthy eating;
- attends rehearsals to develop and practice dance routines for performance;
- demonstrates and directs dance moves, monitors and analyses technique and performance, and determines how improvements can be made.

RELATED JOB TITLES

Ballet dancer
Ballet teacher
Choreographer
Dance instructor
Dancer

3415 MUSICIANS

Musicians write, arrange, orchestrate, conduct and perform musical compositions.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements although many possess degrees or diploma courses.

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TASKS

- chooses writers, scripts, technical staff and performers, and assumes overall responsibility for completion of project on time and within budget;
- directs actors, designers, camera team, sound crew and other technical staff to achieve desired effects;
- breaks script into scenes and formulates a shooting schedule that will be most economical in terms of time, location and sets;
- prepares rehearsal and production schedule for main events, design of sets and costumes, technical rehearsals and dress rehearsals;
- ensures necessary equipment, props, performers and technical staff are on set when required;
- selects, contracts, markets and arranges for the presentation of performance, visual and heritage arts.

RELATED JOB TITLES

Arts development officer
Arts officer
Entertainment agent
Producer (*entertainment*)
Stage manager (*entertainment*)
Studio manager

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MINOR GROUP DESIGN ASSOCIATION

Workers in this minor group use visual, audio and other multimedia techniques to convey a message for publicity, promotional and advertising purposes, commercial products, clothing and fashion accessories.

Occupations in this minor group are classified as follows:

3421 GRAPHIC DESIGNERS

3422 PRODUCT, CLOTHING AND FASHION ACCESSORIES DESIGNERS

3421 GRAPHIC DESIGNERS

Graphic designers using illustrative, sound, visual and other multimedia techniques to convey a message for information, advertising, promotion or publicity purposes.

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. An NVQ/SVQ in Graphic Design is available at Level 2.

TASKS

- liaises with client to clarify aims of project brief, discusses media to be used, establishes timetable for project and defines budgetary constraints;
- undertakes research into project, considers previous related projects and compares costs of using different processes;
- prepares sketches, scale drawings, models, colour schemes and other mock-ups to show clients and discusses any required alterations;
- prepares instructions for printers, specifies typefaces, size, alignments and other formatting requirements.

- prepares sketches, designs, patterns or prototypes for textiles, clothing, footwear, jewellery, fashion accessories, ceramics, plastics, motor vehicles, domestic appliances and engineering products;
- submits design to management, sales department and client for approval and makes any necessary alterations;
- oversees production of sample product.

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RELATED JOB TITLES

Clothing designer
Commercial designer
Fashion designer
Furniture designer
Industrial designer
Interior designer
Textile designer

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MINOR GROUP MEDIA ASSOCIATES

Workers in this minor group write, evaluate and edit literary material for publication in periodicals, present, direct and produce television and radio programmes, and have a knowledge and understanding of organisations and operate equipment.

Occupations in this minor group are classified as follows:

- 3431 JOURNALISTS, NEWSPAPER AND PERIODICAL EDITORS**
- 3432 BROADCASTING ASSOCIATES**
- 3433 PUBLIC RELATIONS OFFICERS**
- 3434 PHOTOGRAPHERS AND AUDIO VISUAL OPERATORS**

3431 JOURNALISTS, NEWSPAPER AND PERIODICAL EDITORS

Journalists, newspaper and periodical editors write, evaluate and edit literary material for publication in newspapers, magazines and other periodicals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although entrants usually possess a degree. A variety of postgraduate diplomas are available. NVQs/SVQs covering various aspects of journalism are available at Levels 3 and 4.

TASKS

- determines subject matter and undertakes research by interviewing, attending public events, seeking out records, reviewing written work, attending film and stage performances etc.;
- writes articles and features and submits draft manuscripts to newspaper, magazine or periodical editor;
- selects material for publication, checks style, grammar, accuracy and legality of content and arranges for any necessary revisions;
- liaises with production staff in checking final proof copies immediately prior to printing.

TASKS

- introduces radio and television programmes, reads news bulletins and makes announcements;
- conducts interviews and prepares reports for news broadcasts, current affairs programmes and documentaries;
- directs actors and briefs designers, camera operators, sound recordists and editors on the effect to be achieved;
- assumes financial and organisational responsibility for the completion of television programmes on time and within budget;
- edits film and videotape to assemble shots in the required sequence.

RELATED JOB TITLES

Broadcaster
News reporter (*broadcasting*)
Production assistant (*broadcasting*)
Radio journalist
Television producer
Video editor

3433 PUBLIC RELATIONS OFFICERS

Public relations officers promote the image and understanding of an organisation and its products or services to consumers, businesses, members of the public and other specified audiences.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although entrants usually possess A levels/H grades and a degree or equivalent qualification. Training is typically received on-the-job and supplemented by short courses or qualifications provided by professional institutions.

TASKS

- discusses issues of business strategy, products, services and target client base with management to identify public relations requirements;

- photographs subject or follows action by moving camera;
- checks operation and positioning of projectors, videotape machines, mobile microphones and mixing and dubbing equipment;
- operates telecine, projection and video equipment to record and play back films and television programmes;
- operates sound mixing and dubbing equipment to obtain desired mix, level and balance of sound.

RELATED JOB TITLES

Audio visual technician

Camera operator (*film, television production*)

Film technician

Photographer

Press photographer

Projectionist

Sound recordist

**MINOR GROUP 3
SPORTS AND FITNESS**

Workers in this minor group prepare for and compete in, train amateur and professional sportsmen and women, organise participation and standards in sport, organise and deliver instruction, training and supervision for various sports and fitness activities.

Occupations in this minor group are classified as follows:

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- 3441 SPORTS PLAYERS**
- 3442 SPORTS COACHES, INSTRUCTORS**
- 3443 FITNESS INSTRUCTORS**
- 3449 SPORTS AND FITNESS OCCASIONALS**

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3441 SPORTS PLAYERS

Professional sportsmen and women train and compete, either individually or as part of a team, in their chosen sport for financial gain.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Entry is based upon talent that can be further developed through coaching and training.

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TASKS

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- participates in exhibitions, pre-qualifying events, tournaments and competitions;
- attends training sessions to develop skills and practice individual or team moves and tactics;
- builds stamina, physical strength and agility through running, fitness exercises and weight training;
- maintains clothing and other specialised sporting equipment;
- discusses performance problems with coaches, physiotherapists, dieticians and doctors.

TASKS

- coaches teams or individuals by demonstrating techniques and directing training and exercise sessions;
- controls team selection and discipline and recruits ancillary staff such as coaches or physiotherapists;
- monitors and analyses technique and performance, and determines how future improvements can be made;
- deals with administrative aspects such as arranging matches, contests or appearances for athlete or team, and organising required transport and accommodation;
- provides information and develops facilities to encourage greater participation in sport, and to enhance the standards of participants;
- starts race, competition or match and controls its progress according to established rules.

RELATED JOB TITLES

Referee

Sports coach

Sports development officer

Steward (horse racing)

Swimming teacher

Umpire

3443 FITNESS INSTRUCTORS

Fitness instructors deliver training in aerobics, keep fit, weight training and other forms of exercise at private health and fitness centres or local authority run sports and leisure centres.

TYPICAL ENTRY ROUTE AND ASSORTED QUALIFICATIONS

There are no formal academic requirements. Entrants however must possess coaching qualifications recognised by the appropriate governing body. Applicants to coaching courses must normally be over 18 years old and hold a first aid certificate.

- inspects and maintains specialised clothing and other sporting equipment;
- arranges transportation and accommodation for participants.

RELATED JOB TITLES

Outdoor pursuits instructor
Outward bound tutor
Riding instructor

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SUB-MAJOR BUSINESS AND PUBLIC PROFESS

Business and public service associate professors of air, sea and rail traffic; organise the administrative and specialist financial tasks; purchase goods and services from clients; undertake market research, recruitment and sales; arrange for the trading and leasing of property; undertake the promotion and maintenance of areas of the economy; work in government; and undertake statutory inspection.

MINOR GROUP TRANSPORT ASSOCIATION

Workers in this minor group command and navigate aircraft, perform technical functions to operate and maintain systems, and coordinate air movements of aircraft.

Occupations in this minor group are classified as follows:

- 3511 AIR TRAFFIC CONTROLLERS**
- 3512 AIRCRAFT PILOTS AND FLIGHT ATTENDANTS**
- 3513 SHIP AND HOVERCRAFT OPERATORS**
- 3514 TRAIN DRIVERS**

3511 AIR TRAFFIC CONTROLLERS

Air traffic controllers prepare flight plans, authorise flight departures and arrivals and maintain radio, radar and/or visual contact with aircraft to ensure the safe movement of air traffic.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must be aged between 18 and 27 at time of application. Entrants require GCSEs/S grades and A levels/H grades, a BTEC/SQA award or an Advanced GNVQ/GSVQ Level III. Academic requirements may be lowered for those with relevant aviation experience. Candidates must have good eyesight and no hearing or speech defects. Entrants are required to undergo a medical examination. Training lasts 74 weeks and consists of courses of study followed by

- calculates fuel consumption and optimum flying height, plans route and prepares flight plan for aircraft pilot;
- discusses operational requirements with pilot, issues duty schedules for flight deck and cabin crews, maintains records of flight progress and authorises flight departure.

RELATED JOB TITLES

Air traffic controller
Controller of aircraft
Flight planner
Ground movement controller (*airport*)

**3512 AIRCRAFT PILOTS AND
FLIGHT ENGINEERS**

Aircraft flight deck officers check, regulate, adjust and test engines and other equipment prior to take-off, navigate and pilot aircraft and give flying lessons.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entrants with GCSEs/S grades and A levels/H grades, an Advanced GNVQ/GSVQ Level III or a BTEC/SQA award can apply for an airline sponsorship. Private residential training is available to candidates with GCSEs/S grades or appropriate BTEC/SQA or GNVQ/GSVQ awards or to holders of Private Pilots Licences who have 700 hours flying experience. Normal colour vision is required and candidates undergo a medical examination. Training lasts up to 15 months and consists of courses of study and flying instruction. Airlines may have additional age and height requirements.

TASKS

- studies flight plan, discusses it with flight deck crew and makes any necessary adjustments;
- directs or undertakes routine checks on engines, instruments, control panels, cargo distribution and fuel supplies;
- directs or undertakes the operation of controls to fly aeroplanes and helicopters, complying with

- directs or undertakes the operation of controls to inflate air cushions, run engines and propel and steer ships, hovercraft and other vessels;
- locates the position of vessel using electronic and other navigational aids such as charts and compasses and advises on navigation where appropriate;
- monitors the operation of engines, generators and other mechanical and electrical equipment and undertakes any necessary minor repairs;
- maintains radio contact with other vessels and coast stations;
- prepares watch keeping rota and maintains a look-out for other vessels or obstacles;
- maintains log of vessel's progress, weather conditions, conduct of crew, etc.

RELATED JOB TITLES

Chief engineer (hovercraft)
 Master mariner
 Navigator (*shipping*)
 Ship's captain (*merchant navy*)
 Ship's officer (*merchant navy*)

3514 TRAIN DRIVERS

Train drivers drive diesel, diesel-electric, electric and steam locomotives that transport passengers and goods on surface and underground railways.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements. Entrants must pass a medical examination. Good hearing, good eyesight and normal colour vision are required. Off- and on-the-job training is provided. An NVQ/SVQ in Rail Transport (Driving) is available at Level 2.

TASKS

- checks controls, gauges, brakes and lights before start of journey and studies route, timetable and track information;

**MINOR GROUP 3
LEGAL ASSOCIATE PROFESSIONALS**

Legal associate professionals organise the administrative and specialised legal duties.

Occupations in this minor group are classified under the following unit group:

3520 LEGAL ASSOCIATE PROFESSIONALS

1

3520 LEGAL ASSOCIATE PROFESSIONALS

2

Workers in this unit group provide administrative support for legal professionals, and investigate and make recommendations on legal matters that do not fall within the province of a normal court of law.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades and A levels/H grades in appropriate subject areas. Off- and on-the-job training is available. Membership of professional institutions will be required for some posts. Candidates must pass professional examinations and complete up to five years of practical experience.

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TASKS

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- runs chambers on behalf of principals, develops the practice, manages the flow of work, decides which cases to accept, arranges appropriate fees and prepares financial records;
- collates information, drafts briefs and other documents;
- interviews and advises clients, undertakes preparatory work for court cases;
- attends court to assist barristers and solicitors in the presentation of a case;
- assists in all aspects of property conveyancing and probate and common law practice.

MINOR GROUP 3 BUSINESS AND FINANCE ASSOCIATE PROFESSIONALS

Business and finance associate professionals calculate the value of properties, underwrite insurance policies, deal in commodities and financial assets, advise on mortgages, pensions and other financial matters and assist professionals in managing an organisations financial affairs.

Occupations in this minor group are classified as:

- 3531 ESTIMATORS, VALUERS AND ASSESSORS**
- 3532 BROKERS**
- 3533 INSURANCE UNDERWRITERS**
- 3534 FINANCE AND INVESTMENT ADVISORS**
- 3535 TAXATION EXPERTS**
- 3536 IMPORTERS, EXPORTERS**
- 3537 FINANCIAL AND ACCOUNTING ASSISTANTS**
- 3539 BUSINESS AND RELATED ADMINISTRATIVE ASSISTANTS**

3531 ESTIMATORS, VALUERS AND ASSESSORS

Estimators, valuers and assessors plan and undertake the calculation of probable costs of civil, mechanical, electrical, electronic and other projects, estimate the value of property and chattels, and investigate insurance claims to assess their validity and to assign liability.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a variety of academic qualifications. Entrants typically possess GCSEs/S grades, A levels/H grades, GNVQs/GSVQs or BTEC/SQA awards. Professional qualifications are available and may be required by some employers.

TASKS

- examines plans, drawings, specifications, parts lists, etc. and specifies the materials and components required;

3532 BROKERS

Workers in this unit group deal in commodities, stocks, shares and foreign exchange on behalf of clients or on own account, broker insurance and reinsurance, and buy and sell shipping and freight space.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

1

There are no formal academic requirements although many employers require entrants to possess a degree or equivalent qualification. Training is typically undertaken in-house, although entrants may attend courses run by professional institutions. Registration with a regulatory authority may be required in some positions.

2

TASKS

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- advises client on the suitability of particular insurance schemes and places insurance on behalf of client;
- discusses buying and/or selling requirements of client and gives advice accordingly;
- analyses information concerning market trends for commodities, financial assets and foreign exchange and advises client/employer on the suitability of a particular investment;
- records and transmits buy and sell orders for stocks, shares and bonds and calculates transaction costs;
- provides independent advice on the suitability of insurance schemes and places insurance on behalf of client;
- arranges for the production of auction catalogues, fixes reserve prices, attends auction and bids on behalf of client, or negotiates purchase/sale by private treaty of goods not sold at auction;
- obtains cargo space, fixes freight charges and signs and issues bills of loading;
- collects freight charges from client and undertakes all necessary formalities concerning customs and the loading/unloading of cargo.

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RELATED JOB TITLES

Insurance underwriter
Underwriter

3534 FINANCE AND INVESTMENT ANALYSTS/ADVISERS

Workers in this unit group advise customers on the purchase of investment, insurance, mortgages, pensions and other financial services and products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although entrants usually possess GCSEs/S grades. Training is typically undertaken in-house, although entrants may attend courses run by professional institutions. Registration with a regulatory authority may be required in some positions.

TASKS

- predicts the long and short term future performance of securities and other financial assets and advises upon what will be a good investment for their clients;
- analyses the financial position of clients, taking into account outgoings, dependants and commitments;
- advises on the relative merits of pension schemes, insurance policies and mortgages that best meet the needs of clients given their personal circumstances;
- undertakes administrative duties on behalf of clients;
- identifies and attracts new clients by arranging visits and explaining the benefits of financial products.

RELATED JOB TITLES

Financial adviser
Financial consultant
Mortgage consultant
Pension adviser

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry does not depend on academic qualifications although some employers require candidates to have a degree or equivalent qualification. Some posts require candidates to have knowledge of a foreign language. Professional qualifications are available. Entrance to professional examinations requires GCSEs/S grades and A levels/H grades or equivalent qualifications.

TASKS

- investigates and evaluates home and overseas demand for particular commodities;
- obtains orders from buyers and arranges payment by bill of exchange, letter of credit or other means;
- arranges for shipment of commodities overseas and ensures that insurance and export licences are in order;
- carries out customs clearance procedures for imports, arranges their storage and delivery and sells them personally or through a commodity broker;
- advises home and overseas producers on the likely future demand for their goods.

RELATED JOB TITLES

Export agent
Exporter
Importer

3537 FINANCIAL AND ACCOUNTING TECHNICIANS

Financial and accounting technicians work alongside accountants and other financial professionals in managing the financial affairs of organisations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements. Professional qualifications are available from the

TASKS

- studies particular department or problem area and assesses its interrelationships with other activities;
- studies work methods and procedures by measuring work involved and computing standard times for specified activities, and produces report detailing suggestions for increasing efficiency and lowering costs;
- analyses project components, organises them into a logical sequence and establishes the minimum time required for the project;
- purchases services, receives payment from clients, processes contracts and deals with contractual arrangements;
- canvasses political opinion, writes and distributes leaflets, writes and distributes press releases and other such material to promote the image and policies of a political party or election candidate, arranges fund raising activities, and organises and participates in election campaigns;
- discusses requirements for conferences, exhibitions, functions or similar events, advises on the facilities available, makes booking arrangements and undertakes and makes any further preparations required.

RELATED JOB TITLES

Conference co-ordinator

Exhibition officer

Management information officer

Work study engineer

Work study officer

MINOR GROUP 3
SALES AND RELATED ASSOCIATE PROFESSIONALS

Sales and related associate professionals sell or promote goods or merchandise, provide technical sales advice to customers, arrange for the trading and leasing of property and other services.

Occupations in this minor group are classified as follows:

- 3541 BUYERS AND PURCHASING OFFICERS**
- 3542 SALES REPRESENTATIVES**
- 3543 MARKETING ASSOCIATE PROFESSIONALS**
- 3544 ESTATE AGENTS, AUCTIONEERS**

3541 BUYERS AND PURCHASING OFFICERS

Buyers and purchasing officers organise and undertake the buying of raw materials, equipment and merchandise from manufacturers, importers, wholesalers and other sources for wholesale distribution, resale or for own internal use.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although many employers expect A levels/H grades, BTEC/ SQA awards or degrees. Professional qualifications and NVQs/SVQs in Procurement at Levels 2, 3 and 4 are available.

TASKS

- attends trade fairs, shows and displays to examine new product lines, examines price lists and samples and selects the most suitable supplier or places tenders with suitable firms;
- assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought;
- helps negotiate contract with supplier and specifies details of goods or services required;
- ensures that delivered items comply with order, monitors quality of incoming goods and returns unsatisfactory or faulty items;

TASKS

- discusses customer requirements and advises them on the capabilities and limitations of the goods or services being sold;
- quotes prices, credit details, delivery dates and payment arrangements and arranges for delivery and installation of goods if appropriate;
- makes follow up visits to ensure customer satisfaction and to obtain further orders;
- stays abreast of advances in product/field and suggests possible improvements to product or service;
- maintains records and accounts of sales made and handles customer complaints.

RELATED JOB TITLES

Manufacturer's agent
Salesman/woman (*wholesale*)
Technical representative

3543 MARKETING ASSOCIATE PROFESSIONALS

Marketing associate professionals assist in the development and implementation of projects which aim to elicit the preferences and requirements of consumers, businesses and other specified target groups so that suppliers may meet these needs.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although many entrants possess a BTEC/SQA award, A levels/H grades, a degree or equivalent qualification. Training is typically in-house, supplemented by short courses or professional qualifications provided by the Market Research Society. NVQs/SVQs in Marketing Research are available at Levels 3 and 4.

TASKS

- discusses business methods, products or services and targets customer group with

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- conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land;
- advises vendors and purchasers on market prices of property, accompanies clients to view property;
- markets the property on behalf of the vendor, prepares written information and press advertisements;
- negotiates land or property purchases, sales, leases or tenancy agreements and arranges legal formalities with solicitors, building societies and other parties;
- makes inventories of property for sale, advises vendor of suitable reserve price, issues catalogues, conducts auction, notes bids and records sale.

RELATED JOB TITLES

Auctioneer
Estate agent
Land agent
Letting agent

MINOR GROUP CONSERVATION ASSOCIATION

Workers in this minor group are responsible for the day-to-day maintenance of areas of the environment and the public.

Occupations in this minor group are classified as follows:

3551 CONSERVATION AND ENVIRONMENTAL OFFICERS

3552 COUNTRYSIDE AND PARK LAND

3551 CONSERVATION AND ENVIRONMENTAL PROTECTION OFFICERS

Conservation and environmental protection officers are responsible for the scientific planning and daily running of areas of the environment in a way that reconciles the interests of conservation, land owners and the public.

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. Modern Apprenticeships and NVQs/SVQs in Environmental Conservation at Levels 2 and 3 are also available.

TASKS

- conducts ecological surveys to identify plant and animal species, map their habitat and draw up conservation plans;
- liaises with conservation organisations, planning authorities and land owners to establish nature reserves and Sites of Special Scientific Interest, and to identify and protect buildings and areas of historical interest;
- carries out environmental assessments as to the consequences of proposed new developments;

<div>Major Group 3</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div>6</div> <div>7</div> <div>8</div> <div>9</div>	<div> <p>associations and NVQs/SVQs in Environmental Conservation at Levels 2 and 3 are available.</p> <p>TASKS</p> <ul style="list-style-type: none"> • advises visitors, organises guided walks and answers questions from the public about an area and its wildlife; • encourages environmental education through addressing schools and community groups; • patrols an area to monitor damage, erosion, access to rights of way and the state of footpaths and other facilities, and carries out remedial maintenance work as necessary; • acts as an intermediary between land owners, visitors and the local community in disputes over rights of access; • works with the emergency services in instances of fire, flood, injury or mountain rescue. <p>RELATED JOB TITLES</p> <p>Countryside ranger Countryside warden Environmental warden Park ranger</p> </div>	
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MINOR GROUP PUBLIC SERVICE AND PROFESSIONALS

Public service and other associate professionals perform administrative functions in national and local government departments, recruitment, staff appraisal and industrial relations, provide training and related opportunities, provide vocational training, investigations to ensure statutory compliance, health and safety, establishments and organisations, and under environmental health regulations.

Occupations in this minor group are classified as follows:

3561 PUBLIC SERVICE ASSOCIATE PROFESSIONALS

3562 PERSONNEL AND INDUSTRIAL RELATIONS

3563 VOCATIONAL AND INDUSTRIAL TRAINING INSTRUCTORS

3564 CAREERS ADVISERS AND VETTING SPECIALISTS

3565 INSPECTORS OF FACTORIES AND STANDARDS

3566 STATUTORY EXAMINERS

3567 OCCUPATIONAL HYGIENISTS (HEALTH AND SAFETY)

3568 ENVIRONMENTAL HEALTH OFFICERS

3561 PUBLIC SERVICE ASSOCIATE PROFESSIONALS

Public service associate professionals supervise and undertake general administrative work in national and local government departments, and organise the activities of local offices of national government departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess A levels/H grades or an equivalent qualification, although many entrants possess a degree. Entry may be possible by promotion from clerical grades for those with suitable experience. Training is typically provided on-the-job, supplemented by specialised courses. Professional qualifications are available in some areas.

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- authorises the payment of social security benefits, arranges for domiciliary visits to assess the financial circumstances of claimants and investigates any state insurance contribution problems;
- advises public or companies on general tax problems and arranges for the issue, receipt and examination of tax forms, assessment of PAYE codes and the computation of tax arrears and rebates.

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RELATED JOB TITLES

Higher executive officer (*government*)

Principal officer (*local government*)

Senior executive officer (*government*)

3

3562 PERSONNEL AND INDUSTRIAL RELATIONS OFFICERS

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Personnel and industrial relations officers conduct research and advise on recruitment, training, staff appraisal and industrial relations policies and assist specialist managers with negotiations on behalf of a commercial enterprise, trades union or other organisation.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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There are no formal academic requirements although most entrants possess a degree or equivalent qualification and/or relevant experience. Many employers expect staff to gain membership of the Institute of Personnel Development through study for professional qualifications. NVQs/SVQs in Personnel Support are available at Level 3.

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TASKS

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- undertakes research into pay differentials, productivity and efficiency bonuses and other payments;
- develops and recommends personnel and industrial relations policies and assists with their implementation;

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- plans curriculum and rota of staff duties and updates or amends them in light of developments;
- advises on training programmes and discusses progress or problems with staff and trainees;
- devises general and specialised training courses in response to particular needs.

RELATED JOB TITLES

Staff trainer
 Technical instructor
 Training consultant
 Training instructor
 Training officer

3564 CAREERS ADVISERS AND VOCATIONAL GUIDANCE SPECIALISTS

Workers in this unit group give advice on careers or occupations, training courses and related matters, direct school leavers and other job seekers into employment and assess their progress.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants to training usually possess a degree, an approved diploma or equivalent qualification. Professional training towards the Diploma in Careers Guidance consists of a one-year full-time course followed by a one-year probationary period of on-the-job training.

TASKS

- uses an interview, questionnaire and/or psychological or other test to determine the aptitude, preferences and temperament of the client;
- advises on appropriate courses of study or avenues into employment;
- visits educational and other establishments to give talks and distribute information regarding careers;

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- inspects factories and other work sites to ensure adequate cleanliness, temperature, lighting and ventilation, checks for fire hazards and inspects storage and handling arrangements of dangerous materials;
- visits sites during construction and inspects completed installations of electricity, gas or water supply;
- draws attention to any irregularities or infringements of regulations and advises on ways of rectifying them;
- investigates industrial accidents or any complaints made by the public, prepares reports and recommendations on all inspections made and recommends legal action where necessary.

RELATED JOB TITLES

Gas inspector
Inspector of factories (*government*)
Inspector of weights and measures
Installation inspector (*electricity, gas*)
Plumbing inspector
Trading standards officer

3566 STATUTORY EXAMINERS

Workers in this unit group undertake investigations and inspections to ensure compliance with bye-laws, acts and other regulations concerning river pollution and use of fishing grounds, the condition and standard of ships' structures, equipment and accommodation, the treatment of animals, the operation of commercial, passenger and road goods vehicles and other miscellaneous concerns/issues not elsewhere classified.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with experience gained in employment, but is possible with GCSEs/S grades or A levels/H grades. On-the-job training is provided and professional qualifications are available and are required for some posts.

diploma awarded by the National Examination Board in Occupational Safety and Health. After three years relevant experience, holders of these qualifications can apply for membership of the Institution of Occupational Safety and Health.

TASKS

- assists employees in need of accommodation and maintains contact with those off work due to illness;
- counsels individuals on any personal or domestic problems affecting their work;
- inspects factory and other work areas to ensure compliance with health and safety legislation;
- instructs workers in the proper use of protective clothing and safety devices;
- compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly;
- gives talks and distributes information on accident prevention;
- carries out routine tests on safety devices and protective clothing.

RELATED JOB TITLES

Health and Safety officer
Occupational hygienist
Safety adviser
Safety officer

3568 ENVIRONMENTAL HEALTH OFFICERS

Environmental health officers undertake inspections and investigations to verify and ensure compliance with government acts, orders and regulations relating to environmental hygiene and the general health of the public.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require GCSEs/S grades and A levels/H grades. Registration to the Chartered Institute of

MAJOR C ADMINISTRATIVE A OCCUPA

Occupations within this major group undertake secretarial work, and perform a variety of special main tasks involve retrieving, updating, processing correspondence and other records held electronically; processing and otherwise preparing documents; operating office machinery; receiving and directing telephone information through organisations.

Most occupations in this major group will require certain occupations will require further advanced occupations to a well-defined standard.

Occupations in this major group are classified into groups:

41 ADMINISTRATIVE OCCUPATIONS

- 411 ADMINISTRATIVE OCCUPATIONS
RELATED ORGANISATIONS**
- 412 ADMINISTRATIVE OCCUPATIONS**
- 413 ADMINISTRATIVE OCCUPATIONS**
- 414 ADMINISTRATIVE OCCUPATIONS**
- 415 ADMINISTRATIVE OCCUPATIONS**

42 SECRETARIAL AND RELATED

- 421 SECRETARIAL AND RELATED**

SUB-MAJOR GROUP 4 ADMINISTRATIVE

Workers in this sub-major group undertake administrative duties in government departments and non-governmental organisations; maintain financial records and transactions, the administration of the storage and transportation of freight, the management of databases; database administration; operate telecommunications equipment; perform clerical tasks.

1 MINOR GROUP 4 ADMINISTRATIVE OCCUPATIONS RELATED ORGANISATIONS

2 Workers in this minor group undertake a variety of administrative duties in government departments and non-governmental organisations.
Occupations in this minor group are classified as follows:

- 3
- 4111 CIVIL SERVICE EXECUTIVE OFFICERS
 - 4112 CIVIL SERVICE ADMINISTRATIVE OFFICERS
 - 4113 LOCAL GOVERNMENT CLERICAL OFFICERS
 - 4114 OFFICERS OF NON-GOVERNMENTAL ORGANISATIONS

4 4111 CIVIL SERVICE EXECUTIVE OFFICERS

5 Workers in this unit group undertake administrative duties within government offices and departments, and supervise the activities of junior administrative and clerical staff.

6 TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

7 Entry is possible with GCSEs/S grades and A levels/H grades, BTEC/SQA awards or GNVQs/GSVQs, although many entrants are graduates. Off- and on-the-job training is provided. NVQs/SVQs and professional qualifications are available for certain areas of work.

8 TASKS

- plans work schedules, assigns duties and supervises the activities of administrative and clerical staff;

4112 CIVIL SERVICE ADMINISTRATIVE OFFICERS AND ASSISTANTS

Civil Service administrative officers and assistants undertake a variety of clerical work in national government departments, and in local offices of national government departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with GCSEs/S grades, and/or relevant practical experience. NVQs/SVQs in Administration are available at Levels 2 and 3. Modern Apprenticeships leading to NVQ/SVQ at Level 3 are also available.

TASKS

- maintains and updates correspondence, documents, data and other records for storage in files or on computer;
- classifies, sorts and files publications, correspondence etc. in offices and libraries;
- responds to telephone enquiries and other forms of correspondence;
- undertakes a variety of clerical tasks specific to the operations of Inland Revenue offices, Job Centres, Benefits Agency offices and other local offices of national government;
- performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc.

RELATED JOB TITLES

Administrative assistant (*government*)

Administrative officer (*government*)

Revenue assistant (*government*)

4113 LOCAL GOVERNMENT CLERICAL OFFICERS AND ASSISTANTS

Local government clerical officers and assistants undertake a variety of clerical duties in local government offices and departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although pre-entry experience is usually necessary. Some organisations only employ their own members, although evidence of related work within pressure groups, the voluntary sector, trade unions or other organisations is generally sufficient.

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TASKS

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- maintains and updates records of membership details, subscription fees, mailing lists, etc.;
- circulates and reports information of relevance to members and interested parties;
- arranges meetings, conferences and other events and circulates agenda and other relevant material;
- receives and responds to written and telephone correspondence from members and other organisations;
- undertakes fund raising activities within a specified geographical area;
- prepares and provides measures of organisational activity for senior officials.

RELATED JOB TITLES

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Branch secretary (*charitable organisation*)
Charity administrator
Official (*trade union*)
Organiser (*trade union*)

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MINOR GROUP ADMINISTRATIVE OCCUPATIONS

Workers in this minor group perform administrative tasks, such as credit control and debt collection, the maintenance of accounts, and the transactions made with customers and the credit rating of households.

Occupations in this minor group are classified as follows:

4121 CREDIT CONTROLLERS

4122 ACCOUNTS AND WAGES CLERKS FINANCIAL CLERKS

4123 COUNTER CLERKS

4121 CREDIT CONTROLLERS

Credit controllers perform financial, administrative and other tasks in relation to credit control and debt collection.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades but is also possible with other academic qualifications. Professional qualifications are available and may be required for some posts.

TASKS

- receives requests for credit submissions and lending proposals;
- arranges for investigations of the credit worthiness of individuals or companies;
- deals with any enquiries or difficulties concerning the acceptance or rejection of credit applications;
- checks that accounting, recording and statutory procedures are adhered to for all credit transactions;
- arranges for the collection of arrears of payment.

- prepares provisional balances and reconciles these with appropriate accounts;
- calculates and records hours worked, wages due, deductions and voluntary contributions;
- compiles schedules and distributes or arranges distribution of wages and salaries;
- calculates costs and overheads and prepares analyses for management.

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RELATED JOB TITLES

Accounts assistant
Accounts clerk
Audit assistant
Bookkeeper
Cost clerk
Ledger clerk
Wages clerk

2

3

4123 COUNTER CLERKS

Counter clerks deal with the payment of money, cheques and other financial claims and open and close accounts. Advise upon financial products and services offered by banks, building societies and post offices.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements, although entrants usually possess GCSEs/S grades, A levels/H grades or an Advanced GNVQ/GSVQ Level III. On-the-job training is provided. NVQs/SVQs in Providing Financial Services (Banks and Building Societies) are available at Levels 2, 3 and 4.

6

TASKS

- deals with enquiries from customers, other banks and other authorised enquirers;
- maintains records of transactions and compiles information;
- advises customers on financial services and products available;

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MINOR GROUP ADMINISTRATIVE OCCUPATIONS

Workers in this minor group create, maintain and update documents and information held electronically.

Occupations in this minor group are classified as follows:

- 4131 FILING AND OTHER RECORDS ASSISTANTS/CLERKS**
- 4132 PENSIONS AND INSURANCE ASSISTANTS/CLERKS**
- 4133 STOCK CONTROL CLERKS**
- 4134 TRANSPORT AND DISTRIBUTION ASSISTANTS/CLERKS**
- 4135 LIBRARY ASSISTANTS/CLERKS**
- 4136 DATABASE ASSISTANTS/CLERKS**
- 4137 MARKET RESEARCH INTERVIEWERS**

4131 FILING AND OTHER RECORDS ASSISTANTS/ CLERKS

Filing and other records assistants and clerks maintain and update documents, correspondence and other records and organise their storage.

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 at Levels 1 and 2 are available.

TASKS

- examines and sorts incoming material;
- classifies, files, archives and locates documents and other records;
- copies or duplicates documents or other records;
- performs specialised clerical tasks in connection with conveyancing, litigation and the maintenance of medical records.

- checks forms completed by clients and contacts clients to obtain additional information or to clarify details;
- makes arrangements for financial advisers to visit clients and potential customers;
- transfers information from application forms and other documentation to computerised records;
- receives notice of changes to personal circumstances and updates files;
- issues application forms, policy documents, reminders, claims forms and other standard documentation;
- performs general clerical duties to support senior staff.

RELATED JOB TITLES

Claims handler
Insurance clerk
Pensions administrator

4133 STOCK CONTROL CLERKS

Stock control clerks receive orders from customers, prepare requisitions or despatch documents for ordered goods, maintain and update records, files and other correspondence regarding in relation to the storage and despatch of goods.

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 are available at Levels 2 and 3.

TASKS

- receives and checks in deliveries from suppliers or completed stock to be despatched to customers;
- allocates appropriate storage space in accordance with stock control and space utilisation policies;

- obtains customs clearance and processes import and export documentation necessary for the movement of goods between countries;
- maintains records regarding the movement and location of freight, containers and staff.

RELATED JOB TITLES

Distribution co-ordinator
Fleet administrator
Fleet controller
Shipping clerk
Transport clerk

4135 LIBRARY ASSISTANTS/ CLERKS

Library assistants and clerks classify, sort and file publications, documents, audio-visual and computerised material in libraries and offices.

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 Information and Library Services are available at Levels 2 and 3.

TASKS

- sorts, catalogues and maintains library records;
- locates and retrieves material on request for borrowers;
- issues library material and records date of issue/ due date for return;
- classifies, labels and indexes new books;
- performs simple repairs on old books.

RELATED JOB TITLES

Library assistant
Library clerk

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/ SVQs in Market Research (Interviewing) are available at Level 2.

TASKS

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- approaches members of the public, individuals, households and organisations to arrange and conduct face to face interviews, telephone interviews, focus groups, panel interviews etc.;

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- records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer;

3

- collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews;
- collates and reviews information collected and writes reports.

4

RELATED JOB TITLES

Market research interviewer
Market researcher (interviewing)
Telephone interviewer

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MINOR GROUP ADMINISTRATIVE OCCUPATIONS

Workers in this minor group operate switchboards, give advice and assistance in making telephone calls, and repair telephone equipment.

Occupations in this minor group are classified as follows:

4141 TELEPHONISTS

4142 COMMUNICATION OPERATORS

4141 TELEPHONISTS

Telephonists receive and direct callers in commercial, industrial and other establishments, and operate telephone (public) and office (private) switchboards to advise on, and assist with, making telephone calls and to relay incoming, outgoing and internal calls.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

TASKS

- receives callers and directs them to appropriate person or department;
- operates switchboard to connect outgoing calls or to relay incoming or internal calls;
- reports any faults on telephone operating system;
- gives advice on dialling and other special features available;
- provides directory information, dialling codes and details of charges;
- alerts emergency services in cases of fire, crime or accident.

RELATED JOB TITLES

Switchboard operator (telephone)
Telephone operator
Telephonist

MINOR GROUP 4 ADMINISTRATIVE OCCUPATIONS

Workers in this minor group perform a variety of jobs, such as 'clerk', 'clerical assistant' or with other job titles.

Occupations in this minor group are classified as follows:

4150 GENERAL OFFICE ASSISTANTS

1

4150 GENERAL OFFICE ASSISTANTS/CLERKS

2

Workers in this unit group are responsible for recording, filing and disseminating information for a business, organisation or individual.

3

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 Administration are available at Levels 2 and 3.

4

TASKS

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- stores information by filling in forms, writing notes and filing records;
- types reports, memos, notes, minutes and other documents;
- receives and distributes incoming and outgoing correspondence;
- checks figures, prepares invoices and records details of financial transactions made.

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RELATED JOB TITLES

Clerical assistant
Clerical officer
Clerk
Clerk-typist
Office supervisor

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SUB-MAJOR SECRETARIAL AND RECEPTION

Secretarial occupations perform general secretarial support of management and other workers.

MINOR GROUP SECRETARIAL AND RECEPTION

Workers in this minor group provide shorthand and print documents using typewriters, word processing and clerical and organisational duties in support of management and direct clients and visitors to commercial, industrial and service organisations.

Occupations in this minor group are classified as follows:

4211 MEDICAL SECRETARIES

4212 LEGAL SECRETARIES

4213 SCHOOL SECRETARIES

4214 COMPANY SECRETARIES

4215 PERSONAL ASSISTANTS AND

4216 RECEPTIONISTS

4217 TYPISTS

4211 MEDICAL SECRETARIES

Medical secretaries file and maintain medical and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in hospitals/surgeries and other medical establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require GCSEs/S grades or an Intermediate GNVQ/GSVQ Level II. To qualify as a medical secretary, entrants take a one-year full-time or two-year part-time diploma in medical secretarial studies. NVQs/SVQs in Administration are available at Levels 2, 3 and 4.

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4212 LEGAL SECRETARIES

Legal secretaries file and maintain legal and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in legal practices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although employers may expect candidate to possess a legal secretarial qualification. Entrants to professional legal courses typically require GCSEs/S grades or equivalent qualifications. 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 court and clients' records and arranges appointments;
- answers enquiries and directs clients to appropriate experts;
- attends meetings and keeps records of proceedings.

RELATED JOB TITLES

Legal secretary
Litigation secretary

4213 SCHOOL SECRETARIES

School secretaries file and maintain school and other records, translate notes and dictation into typewritten form and perform other routine clerical tasks within schools.

TYPICAL ENTRY ROUTES AND ASSOCIATE QUALIFICATIONS

There are no minimum academic requirements, although entrants to professional secretarial courses

RELATED JOB TITLES

Club secretary
Company secretary

4215 PERSONAL ASSISTANTS AND OTHER SECRETARIES

Workers in this unit group perform a variety of secretarial tasks for individuals or within organisations not elsewhere classified in MINOR GROUP 421: Secretarial and Related Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

TASKS

- acts as a first point of contact for a manager with colleagues and people from outside organisations;
- arranges appointments, organises travel arrangements and makes reservations;
- maintains, sorts and files correspondence and other documentation;
- writes down dictated matter in shorthand and transcribes it into typewritten form;
- attends meetings and keeps records of proceedings;
- translates documents and liaises with overseas clients and suppliers.

RELATED JOB TITLES

Bilingual secretary
Farm secretary
Manager's personal assistant
Personal managerial assistant
Secretary

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades. Entrants are normally expected to have obtained minimum typing speeds and hold professional certificates. Units in keyboarding skills and producing documents are included in NVQs/SVQs in Administration at Levels 1 to 4.

TASKS

- types letters, minutes, memos, reports and other documents;
- proof reads, edits and corrects errors to produce clean copy to specified layout;
- adjusts settings of printer as necessary and monitors quality of printed document.

RELATED JOB TITLES

Audio typist
Shorthand typist
Typist
Word processor operator

MAJOR C SKILLED TRADES

This major group covers occupations whose physical duties that normally require a degree of practical skills. The main tasks of these occupations require understanding of, the work situation, the materials, the structures, machinery and other items produced.

Most occupations in this major group have a long period of training, often provided by means of apprenticeship.

Occupations in this major group are classified into the following groups:

51 SKILLED AGRICULTURAL TRADES

511 AGRICULTURAL TRADES

52 SKILLED METAL AND ELECTRICAL TRADES

521 METAL FORMING, WELDING AND REPAIRING TRADES

522 METAL MACHINING, FITTING AND REPAIRING TRADES

523 VEHICLE TRADES

524 ELECTRICAL TRADES

53 SKILLED CONSTRUCTION AND MAINTENANCE TRADES

531 CONSTRUCTION TRADES

532 BUILDING TRADES

54 TEXTILES, PRINTING AND OTHER SKILLED TRADES

541 TEXTILES AND GARMENTS

542 PRINTING TRADES

543 FOOD PREPARATION TRADES

549 SKILLED TRADES NEC

SUB-MAJOR
SKILLED AGRICULTURE

Skilled agricultural trades cultivate crops, raise and grow plants and trees for sale, tend gardens, orchards, and maintain areas of forestry.

MINOR GROUP
AGRICULTURE

Workers within agricultural trades cultivate crops, plants, trees, shrubs and flowers for sale, tend pitches and other recreational areas, and perform tasks related to agriculture and fishing.

Occupations in this minor group are classified as follows:

- 5111 FARMERS
- 5112 HORTICULTURAL TRADES
- 5113 GARDENERS AND GROUND
- 5119 AGRICULTURAL AND FISHING

5111 FARMERS

Farmers and related occupations cultivate arable crops, fruits and trees, and raise cattle, sheep, pigs, poultry and other livestock for consumption.

TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS

No formal academic qualifications are required. Training is typically received on-the-job. A variety of vocational qualifications in agriculture are available, including NVQs/SVQs at Levels 1 to 4.

TASKS

- feeds and waters animals, supervises births, treats minor ailments and calls vet if necessary;
- plants, propagates, sprays, fertilises and harvests field crops and horticultural produce;
- undertakes farm maintenance tasks such as fencing, hedging, cleaning and building maintenance;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. NVQs/SVQs in Horticulture are available at Levels 1, 2 and 3. Professional qualifications from the Royal Horticultural Society are also available.

TASKS

- prepares soil in field, bed or pot by hand or machine;
- mixes soil, composts, fertilisers and/or organic matter and spreads fertiliser and manure;
- sows seeds and bulbs and transplants seedlings;
- propagates plants by taking cuttings and by grafting and budding, applies weed-killer, fungicide and insecticide to control pests and diseases;
- prunes and thins trees and shrubs;
- supports trees by staking and wiring.

RELATED JOB TITLES

Horticulturist (*market gardening*)
Market gardener
Nurseryman
Propagator

5113 GARDENERS AND GROUNDSMEN/ GROUNDSWOMEN

Gardeners and groundsmen/groundswomen cultivate flowers, trees, shrubs and other plants in public and private gardens, construct artificial features to improve the appearance of existing terrain, cut and lay turf and maintain areas for sports and recreation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. NVQs/SVQs in Horticulture are available at Levels 1, 2 and 3, and in Sports Turf Management at Level 4. Professional qualifications are also available.

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- commands, navigates and maintains shipping vessels, assists with the shooting, hauling and repairing of nets, prepares, lays and empties baited pots, and guts, sorts and stows fish;
- establishes and maintains forest nurseries, forestry and woodland, and diagnoses and treats diseased trees;
- houses, feeds, exercises, trains and grooms horses and dogs in preparation for entry to shows and races;
- monitors and maintains the level of wildfowl on public and private estates.

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RELATED JOB TITLES

Fisherman
Gamekeeper
Greyhound trainer
Stable manager
Tree surgeon

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SUB-MAJOR GROUP SKILLED METAL AND METALWORKERS

Workers in this sub-major group shape and join metal and fixtures, set up and operate metal working plant and machinery, assemble parts in the manufacture of precision instruments, maintain and repair industrial, domestic and commercial electrical equipment.

MINOR GROUP METAL FORMING, WELDING AND PIPE FITTING

Metal forming, welding and related trades workers erect, install, maintain and repair metal structures.

Occupations in this minor group are classified as follows:

5211 SMITHS AND FORGE WORKERS

5212 MOULDERS, CORE MAKERS

5213 SHEET METAL WORKERS

5214 METAL PLATE WORKERS, SHEET METAL

5215 WELDING TRADES

5216 PIPE FITTERS

5211 SMITHS AND FORGE WORKERS

Smiths and forge workers operate or direct the operation of power hammers and presses to shape heated metal to requirements and to make and repair a variety of metal articles by heating, hammering and bending.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is usually via apprenticeships administered by professional associations and last up to four years. Apprenticeships incorporate technical training and practical experience and lead to recognised awards and membership of professional bodies.

RELATED JOB TITLES

Blacksmith
Farrier
Forger
Hot brass stamper
Smith

**5212 MOULDERS, CORE MAKERS,
DIE CASTERS**

Moulders, core makers and die casters make sand, loam and plaster moulds and cores for casting metal and pour or inject molten metal into dies by hand or machine.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entrants typically possess GCSEs/S grades or have relevant practical experience. Training is by apprenticeship including practical experience and technical training. Modern Apprenticeships in Engineering Material Processing at NVQ/SVQ Level 3 are available.

TASKS

- positions moulding frame over pattern, fills it with sand, loam, or plaster and compacts by hand or machine;
- transfers mould unit to oven for baking or hardens by injecting carbon dioxide;
- separates mould from pattern and repairs damaged mould surfaces;
- applies refractory bonding solution to moulds and dies to prevent molten metal fusing with sand;
- fits cores in mould to form hollow parts in casting;
- prepares casting pit with vents to allow the escape of gases, scoops molten metal from furnace using ladle and pours it into die or die casting machine.

RELATED JOB TITLES

Coremaker (*metal trades*)
Die caster
Floor moulder
Moulder and coremaker (*foundry*)

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 and uses rules, scribes and punches to mark out metal plate with guidelines and reference points;
- cuts metal plate to markings using hand or machine tools;
- uses machine tools to bend, curve, punch, drill and straighten metal plate as required;
- uses hydraulic jacks to position and align metal platework or frame for welding and bolting;
- selects suitable rivets and rivets together metal plates and girders;
- seals seams with caulking compound, smooths welds, fixes metal doors, metal collars, portholes, tank and hatch covers and performs other metal plate finishing tasks using a variety of hand and power tools.

RELATED JOB TITLES

Boilermaker
Caulker-burner
Plater-welder
Shipwright

5215 WELDING TRADES

Welding trades workers join metal parts by welding, brazing and soldering, and cut and remove defects from metal using a variety of equipment and techniques.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades or an appropriate GNVQ/GSVQ. Training is typically by apprenticeship incorporating practical experience

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- measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic piping using hand or machine tools;
- installs pipes for heating, ventilating, fire prevention, water and similar systems in domestic, commercial and industrial properties;
- fits piping into position and joins sections by welding, soldering, cementing, fusing, screwing or by other methods;
- tests pipe work for leaks and makes necessary adjustments.

RELATED JOB TITLES

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Advanced pipe fitter
Pipe fitter

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MINOR GROUP 52 METAL MACHINING, FITTING AND INSTRUMENT MAKING

Metal machining, fitting and instrument making involves tool working, set up and operate lathes, boring machines, presses, assemble and repair machine tools, instruments, fit and assemble parts and sub-assemblies in to machines, calibrate, test and repair precision and optical instruments.

Occupations in this minor group are classified as follows:

5221 METAL MACHINING SETTING

5222 TOOL MAKERS, TOOL FITTING

**5223 METAL WORKING PRODUCT
FITTERS**

5224 PRECISION INSTRUMENT M

5221 METAL MACHINING SETTERS AND SETTER OPERATORS

Workers in this unit group operate machines to drill, bore, grind, cut, and mill or to otherwise shape metal workpieces.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is usually received on-the-job. NVQs/SVQs at Level 2 are available.

TASKS

- examines drawings and specifications to determine appropriate method, sequence of operations and machine setting;
- selects and fixes work-holding devices and appropriate cutting, shaping, grinding and/or forming tools;
- sets machine controls for rotation speeds, depth of cut and stroke, and adjusts machine table, stops and guides;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is usually received on-the-job. NVQs/SVQs at Level 2 are available.

TASKS

- examines drawings and specifications to determine appropriate method and sequence of operations;
- marks out reference points using measuring instruments and tools such as punches, rules and squares;
- operates hand and machine tools to shape workpieces to specifications and checks accuracy of machining;
- assembles prepared parts, checks their alignment with micrometers, optical projectors and other measuring equipment and adjusts as necessary;
- repairs damaged or worn tools.

RELATED JOB TITLES

Die sinker (*metal trades*)
Jig and tool fitter
Marker-off (*engineering*)
Tool maker (*metal trades*)
Tool room fitter

5223 METAL WORKING PRODUCTION AND MAINTENANCE FITTERS

Metal working production and maintenance fitters erect, install and repair electrical and mechanical plant and industrial machinery, fit and assemble parts and sub-assemblies in the manufacture of metal products and test and adjust new motor vehicles and engines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades, a GNVQ/GSVQ or a BTEC/SQA award. Modern Apprenticeships in Engineering Maintenance at

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Some GCSEs/S grades qualifications may be required. Training is usually via an apprenticeship including work experience and practical and technical training leading to recognised awards.

TASKS

- examines drawings or specifications to determine appropriate methods, materials and sequence of operation;
- marks out and machines aluminium, brass, steel and plastics using machine tools such as grinders, lathes and shapers;
- tests watches and clocks for repair to diagnose faults and removes, repairs or replaces damaged and worn parts;
- tests completed timepiece for accuracy using electronic or other test equipment;
- carries out service tasks such as cleaning, oiling and regulating;
- checks prepared parts for accuracy using measuring equipment, assembles parts and adjusts as necessary using hand and machine tools;
- positions, aligns and secures optical lenses in mounts;
- tests, adjusts and repairs precision and optical instruments.

RELATED JOB TITLES

Clockmaker
Horologist
Instrument maker
Instrument mechanic
Optical technician
Precision engineer
Watch and clock repairer
Watchmaker

**MINOR GROUP 5
VEHICLE REPAIR**

Vehicle trades workers repair, service and maintain engine, chassis and body assemblies, internal trimmings, upholstery and accessories.

Occupations in this minor group are classified as follows:

- 5231 MOTOR MECHANICS, AUTO ENGINEERS**
- 5232 VEHICLE BODY BUILDERS**
- 5233 AUTO ELECTRICIANS**
- 5234 VEHICLE SPRAY PAINTERS**

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5231 MOTOR MECHANICS, AUTO ENGINEERS

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Motor mechanics and auto engineers accept calls for help and repair and service the mechanical parts of cars, lorries, buses, motorcycles and other motor vehicles.

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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. Training is undertaken off- and on-the-job. NVQs/SVQs at Levels 2 and 3 are available. Modern Apprenticeships at NVQ/SVQ Level 3 are available and take three to four years to complete.

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TASKS

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- may drive to site of breakdown and visually check, test drives or uses test equipment to diagnose engine and mechanical faults;
- removes, dismantles and checks the appropriate parts, systems or entire engine;
- repairs and replaces defective parts;
- prepares new parts using hand and machine tools;
- reassembles, tests, adjusts and tunes the appropriate parts, systems or entire engine;

TASKS

- diagnoses job requirements or ascertains work specifications from drawings or instructions;
- selects, cuts, shapes and assembles materials to form parts of vehicle underframe, framework and body;
- repairs damage to chassis and engine mountings using hydraulic rams, jacks and jigs;
- hammers out dents in bodywork, fills in small depressions or corroded areas in solder, plastic or other filler compound and replaces body panels using hand and power tools;
- installs and repairs interior fittings including seats, seatbelts and fascia in cars, sinks and special features in caravans, mobile shops and bulkheads in aircraft;
- positions, secures and repairs external fittings including windows, doors, door handles, catches and roof attachments.

RELATED JOB TITLES

Body builder (vehicles)
Body maker (vehicles)
Coach builder
Coach finisher
Panel beater (*vehicle repair*)
Vehicle body repairer
Vehicle builder

5233 AUTO ELECTRICIANS

Auto electricians repair and service the electrical/electronic circuitry and components of cars, lorries, buses, motorcycles and other motor vehicles.

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.

- uses hand or electrostatic spray gun to coat surfaces, adjusting nozzle and pressure valves of the gun as required;
- removes masking materials and refits external fittings after completion of spraying;
- cleans and maintains spray equipment, protective clothing and spraying booth.

RELATED JOB TITLES

Car paint sprayer
Coach painter
Vehicle refinisher

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MINOR GROUP ELECTRICIANS

Workers in electrical trades install wiring in rooms, buildings, and vehicles. They install, maintain, test and repair electrical and electronic equipment. They are concerned with lighting, signalling, telecommunications, and other commercial, industrial and domestic wiring.

Occupations in this minor group are classified as follows:

5241 ELECTRICIANS, ELECTRICIANS

5242 TELECOMMUNICATIONS ENGINEERS

5243 LINES REPAIRERS AND CABLE

5244 TV, VIDEO AND AUDIO ENGINEERS

5245 COMPUTER ENGINEERS, IN

5249 ELECTRICAL/ELECTRONIC

5241 ELECTRICIANS, ELECTRICAL FITTERS

Electricians and electrical fitters assemble parts in the manufacture of electrical and electronic equipment, and install, maintain, and repair electrical plant, machinery, appliances and wiring.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required, though some GCSEs/S grades or an equivalent qualification may be an advantage. NVQs/SVQs in Servicing Electronic Systems are available at Levels 1, 2 and 3. Modern Apprenticeships combining practical work experience and technical training are available at Levels 2 and 3. Entrants must have good eyesight and normal colour vision.

TASKS

- examines drawings, specifications and wiring diagrams to determine the method and sequence of operations;
- selects, cuts and lays wires and connects to sockets, plugs or terminals by crimping, soldering, brazing or bolting;

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements, although entrants typically possess GCSEs/S grades or an equivalent qualification. Modern Apprenticeships and National Traineeships combining work experience and practical training are available at NVQ/SVQ Levels 2 and 3.

TASKS

- installs internal cabling and wiring for telephone systems and fits and wires junction and distribution boxes;
- fixes connecting wires from underground and aerial lines to premises and connects cable terminals to inside wiring;
- installs telephones, switchboards and coin operated phone boxes;
- uses testing equipment to locate defective components of circuitry and makes any necessary repairs;
- tests installation and makes any further necessary adjustments.

RELATED JOB TITLES

Technical officer (*telecommunications*)
Telecom engineer
Telecommunications engineer
Telephone engineer
Telephone installation engineer
Telephone technician

5243 LINES REPAIRERS AND CABLE JOINTERS

Lines repairers and cable jointers install, maintain, test and repair overhead, underground, surface and submarine electricity and telecommunications cables.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

- dismantles equipment and repairs or replaces faulty components or wiring;
- re-assembles equipment, tests for correct functioning and makes any necessary further adjustments;
- carries out service tasks such as cleaning and insulation testing according to schedule.

RELATED JOB TITLES

Radio and television engineer
 Service engineer (radio and television)
 Television engineer
 Television service engineer
 Video engineer (service and repair)

5245 COMPUTER ENGINEERS, INSTALLATION AND MAINTENANCE

Computer engineers install, maintain and repair personal computers, mainframe and other computer hardware.

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 at Levels 2 and 3 are available.

TASKS

- maintains documentation to track and log system components and identify system upgrades, enhancements and conversions of infrastructure;
- examines drawings, specifications and wiring diagrams to determine appropriate method and sequence of operations;
- installs and maintains hardware incorporating PCs and mainframe, and installs optical fibre, copper cable and other appropriate links;

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- examines for defect and repairs, x-ray equipment, aircraft and ground control electronic equipment, teleprinters, accounting machines, dictating machines, electronic test equipment, railway electrical signalling equipment, sound and television transmission equipment, radar equipment, microwave ovens, metal detectors, medical equipment, office equipment such as printers, photocopiers and fax machines, and other electronic and related equipment not elsewhere classified;

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- tests for correct functioning and makes any further necessary adjustments;
- performs routine servicing tasks, such as cleaning and insulation testing.

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RELATED JOB TITLES

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Alarm engineer
Customer engineer (office machinery)
Electronic engineer (maintenance)
Office machinery mechanic
Service engineer
Signal technician (*railways*)

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SUB-MAJOR SKILLED CONSTRUCTION

Skilled construction and building trades lay and fix roofs, and repair roofs, install heating, plumbing and other fixtures, and apply coverings and decorations.

MINOR GROUP CONSTRUCTION

Workers within construction trades erect and fix roofs, cut, shape and lay stone, brick and similar materials, maintain and repair plumbing, heating and ventilation systems, fit frameworks and fittings, fit glass into windows and doors, and perform other construction tasks.

Occupations in this minor group are classified as follows:

5311 STEEL ERECTORS

5312 BRICKLAYERS, MASONS

5313 ROOFERS, ROOF TILERS AND SLATERS

5314 PLUMBERS, HEATING AND VENTILATION ENGINEERS

5315 CARPENTERS AND JOINERS

5316 GLAZIERS, WINDOW FABRICATORS

5319 CONSTRUCTION TRADES NOT ELSEWHERE CLASSIFIED

5311 STEEL ERECTORS

Steel erectors fit and erect structural metal framework for buildings and other structures such as chimneys.

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.

RELATED JOB TITLES

Steel erector
Steel fabricator
Structural erector

5312 BRICKLAYERS, MASONS

Bricklayers and masons erect and repair structures of stone, brick and similar materials and cut, shape and polish granite, marble, slate and other stone for building, ornamental and other purposes.

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, photographs and specifications to determine job requirements;
- marks and cuts stone using hammers, mallet and hand or pneumatic chisels;
- spreads mortar on foundations and bricks, and places, levels and aligns bricks in mortar bed;
- uses hand and power tools to shape, trim, carve, cut letters in and polish stone;
- levels, aligns and embeds stone in mortar and faces brick, concrete or steel frame with stone to make and repair structures.

RELATED JOB TITLES

Bricklayer
Mason
Monumental mason
Stone mason

5313 ROOFERS, ROOF TILERS AND SLATERS

Workers in this unit group cover roofs and exterior walls with felting, sheeting, slates, tiles and thatch to provide a waterproof surface.

at Levels 2 and 3. Modern Apprenticeships are available for plumbing and lead to an NVQ/SVQ at Level 3.

TASKS

- examines drawings and specifications to determine layout of system;
- measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic using hand or machine tools;
- installs fittings such as storage tanks, cookers, baths, toilets, taps and valves, refrigerators, boilers, radiators and fires;
- tests completed installation for leaks and makes any necessary adjustments;
- attaches fittings and joins piping by welding, soldering, cementing, fusing, screwing or other methods;
- repairs burst pipes and mechanical and combustion faults and replaces faulty taps, washers, valves, etc.

RELATED JOB TITLES

Air conditioning engineer
Gas service engineer
Heating engineer
Plumber
Plumbing and heating engineer

5315 CARPENTERS AND JOINERS

Carpenters and joiners construct, erect, install and repair wooden structures and fittings used in internal and external frameworks and cut, shape, fit and assemble wood to make templates, jigs, scale models and scenic equipment for theatres.

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.

- smooths edges of glass and positions and secures in frame or grooved lead strips;
- applies mastic, putty or adhesive between glass and frame and trims off excess with knife;
- fixes mirror panels to interior and exterior walls and repairs and replaces broken glass.

RELATED JOB TITLES

- 1 Double glazing installer
Glass fitter
Glazier
Leaded light maker
Window fabricator
Window fitter

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**5319 CONSTRUCTION TRADES
NEC**

- 3 Workers in this unit group undertake a variety of tasks in the construction, alteration, maintenance and repair of buildings, steeples, industrial chimneys and other tall structures.

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**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

- 5 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.

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TASKS

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- selects, measures and cuts steel bars, rods and wire to required lengths, positions and fixes reinforcements into position and tensions as required using hydraulic jacks;
 - lays bricks, tiles and building blocks to construct, repair and decorate buildings;
 - pours and levels concrete, prepares surfaces for painting and plastering, and mixes and applies plaster and paint;
 - installs plumbing fixtures, woodwork structures and fittings, and sets glass in frames;

MINOR GROUP BUILDING

Workers in this minor group apply plaster and flooring covers and apply paint, varnish, wallpaper materials to walls and ceilings.

Occupations in this minor group are classified as follows:

5321 PLASTERERS

5322 FLOORERS AND WALL TILERS

5323 PAINTERS AND DECORATORS

5321 PLASTERERS

Plasterers apply plaster and cement mixtures to walls and ceilings, fix fibrous sheets and cast and fix ornamental plasterwork to the interior or exterior of buildings.

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

- mixes, or directs the mixing of, plaster to desired consistency;
- applies and smooths one or more coats of plaster and produces a finished surface, using hand tools or mechanical spray;
- pours liquid plaster into mould to cast ornamental plaster work;
- measures, cuts, installs and secures plaster board and/or ornamental plasterwork to walls and ceilings;
- covers and seals joints between boards and finishes surface;
- checks surface level using line, spirit level and straight edge.

- examines premises to plan suitable layout and cuts, lays and secures underlay, carpet and linoleum;
- finishes covering by rolling, smoothing, grouting or polishing;
- mixes cement screed or other adhesive, cuts and positions floor and wall tiles and checks alignment of tiling with spirit level.

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RELATED JOB TITLES

Carpet fitter
Carpet planner
Floor layer
Floor tiler
Tile fixer
Wall tiler

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5323 PAINTERS AND DECORATORS

Workers in this unit group apply paint, varnish, wallpaper and other protective and decorative materials to interior and exterior walls and surfaces, make signs and showcards, paint designs and lettering on wood, glass, metal, plastics and other materials and stain, wax and french polish wood surfaces by hand.

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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.

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TASKS

- erects working platform or scaffolding up to five metres in height;
- prepares surfaces by cleaning, sanding and filling cracks and holes with appropriate filler;
- applies primer, undercoat and finishing coat(s) using brush, roller, or spray equipment;

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SUB-MAJOR GROUP 54 TEXTILES, PRINTING AND GRAPHICS

Workers in this sub-major group weave fabrics and leather goods, upholster vehicle interiors, cook meat, poultry and fish, bake bread and flour, serve food within hotels, restaurants and other establishments, and perform skilled trades not elsewhere classified.

MINOR GROUP 541 TEXTILES AND GARMENTS

Workers within textiles and garments trades weave fabrics from yarn, upholster the seating and interior of vehicles, make, repair and finish leather goods, and make garments.

Occupations in this minor group are classified as follows:

- 5411 WEAVERS AND KNITTERS**
- 5412 UPHOLSTERERS**
- 5413 LEATHER AND RELATED TRADES**
- 5414 TAILORS AND DRESSMAKERS**
- 5419 TEXTILES, GARMENTS AND OTHERS**

5411 WEAVERS AND KNITTERS

Weavers and knitters set up and operate hand and power operated looms and machines to weave fabrics into fibre and carpet or to knit garments and other articles from yarn.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess GCSEs/S grades or an appropriate BTEC/SQA award. Training is usually provided on-the-job. NVQs/SVQs in Manufacturing Textiles are available at Levels 1, 2 and 3 and in Products from Textiles at Levels 1 and 2.

TASKS

- prepares machine for operation by setting input packages, feeding thread, fibre or yarn through guides, rollers, tensioners and conditioning devices, and securing to output packages, spools or cards;

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5412 UPHOLSTERERS

Workers in this unit group upholster vehicle, aircraft and other seating, fix trimmings to the interiors of vehicles and aircraft and make mattresses, curtains and other soft furniture.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is provided off- and on-the-job. NVQs/SVQs in Upholstered Furniture Production is available at Level 2.

TASKS

- measures frame to be covered or examines drawings or other specifications and cuts material with shears, knife or scissors;
- tacks and staples or otherwise secures webbing to furniture frame;
- pads springs and secures padding by stitching, stapling, tacking, etc.;
- pins sections of coverings together, joins by sewing and inserts trims, braids and buttons as required;
- operates machine to compress padded spring assemblies and inserts them into mattress covers;
- encases bed springs and padding with selected covering material by hand or machine stitching and fits castors where required;
- fits upholstery unit to frame or replaces covering, padding, webbing or springs to repair upholstered furniture.

RELATED JOB TITLES

Coach trimmer
Curtain maker
Interior sprung mattress maker
Upholsterer

5414 TAILORS AND DRESSMAKERS

Tailors and dressmakers prepare patterns and make, fit and alter tailored garments, dresses and other articles of light clothing.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers may require GCSEs/S grades. A Modern Apprenticeship in Handicraft Tailoring is available leading to an NVQ/SVQ at Level 3.

TASKS

- takes customer's measurements and discusses required style and material;
- prepares individual or adapts stock pattern;
- arranges pattern on correct grain of fabric, in most economical layout, marks position and cuts out garment parts with shears;
- pins garment on customer or dummy model and makes any necessary alterations;
- sews garment parts together by hand or machine, makes buttonholes and sews on fasteners and trimmings;
- shapes garment by pressing seams, pleats, etc.;
- determines any necessary alterations and removes or inserts stitching, lengthens or shortens garment parts and adjusts seams, darts, etc. as required.

RELATED JOB TITLES

Alteration hand
Dressmaker
Milliner
Tailoress

5419 TEXTILES, GARMENTS AND RELATED TRADES NEC

Workers in this unit group perform a variety of textiles and related craft occupations not elsewhere classified in MINOR GROUP 541: Textiles and Garments Trades.

MINOR GROUP 5
PRINTING

Printing and related trades workers compose, set, make, and operate printing presses, printing plates, cylinders and film, operate proof presses, and produce printed product.

Occupations in this minor group are classified as follows:

- 5421 ORIGINATORS, COMPOSITORS AND PRINT PREPARERS
- 5422 PRINTERS
- 5423 BOOKBINDERS AND PRINT FINISHERS
- 5424 SCREEN PRINTERS

5421 ORIGINATORS,
COMPOSITORS AND PRINT
PREPARERS

Originators, compositors and print preparers prepare printing layouts, make printing plates from moulds, set out photographed material, transfer film images to plates or cylinders and lay out printing copy to be photographed.

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 Origination are available at NVQ/SVQ Levels 2 and 3 respectively.

TASKS

- lays sheet of plastic, rubber, wax or pulp board on former and passes under hydraulic press to form mould;
- determines from specification the kind and size of type to be used and prepares page layout, and operates keyboard of perforating, composing, or filmsetting machine;
- inputs original copy into computer and manipulates text, illustrations and layout using desktop publishing software to produce desired image;

Traineeships and Modern Apprenticeships in Machine Printing are available at NVQ/SVQ Levels 2 and 3 respectively.

TASKS

- examine customer's requirements to determine appropriate format and kind and size of type;
- prepares composed type or printing plate according to type of press used;
- positions form or plate on machine, sets press and prints proof copies;
- examines proof copies and adjusts press as necessary;
- starts or directs start of printing run and ensures that printing proceeds smoothly.

RELATED JOB TITLES

General printer
Master printer
Printer

5423 BOOKBINDERS AND PRINT FINISHERS

Bookbinders and print finishers bind and/or finish printed products 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

- folds, collates and sews printed sheets by hand or machine;
- compresses sewn book in nipping machine to expel air and reduce swelling caused by sewing;

RELATED JOB TITLES

Block printer
Screen printer
Silk screen printer

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MINOR GROUP 54 FOOD PREPARATION

Workers in food preparation trades slaughter livestock and fish and prepare, bake and finish bread and pastries and seasons and cooks food in hotels, restaurants and catering.

Occupations in this minor group are classified as follows:

5431 BUTCHERS, MEAT CUTTERS

5432 BAKERS, FLOUR CONFECTIONERS

5433 FISHMONGERS, POULTRY PROCESSORS

5434 CHEFS, COOKS

5431 BUTCHERS, MEAT CUTTERS

Butchers and meat cutters direct and undertake the slaughter of animals and prepare carcasses for storage, processing and sale.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic requirements although some employers may require GCSEs/S grades. Training is typically by apprenticeship. National Traineeships leading to NVQ Level 2 in Meat Processing are available. SVQs are available at Levels 1, 2 and 3. Professional qualifications are also available.

TASKS

- slaughters animal and removes skin, hide, hairs, internal organs, etc.;
- cuts or saws carcasses into manageable proportions;
- removes bones, gristle, surplus fat, rind and other waste material;
- cuts carcass parts into chops, joints, steaks, etc. for sale;
- prepares meat for curing or other processing; cleans tools and work surfaces.

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- rolls, cuts, stretches, kneads and moulds mixture to form bread, rolls, buns, cakes and pastry shapes;
- allows dough to rise and fills and glazes pastry;
- makes cake decorations, spreads icing, fillings and toppings and sprinkles sugar and other confections on products.

RELATED JOB TITLES

Baker
Baker and confectioner
Cake decorator
Confectioner (*not retail trade*)

2

5433 FISHMONGERS, POULTRY DRESSERS

Fishmongers and poultry dressers clean, cut and prepare poultry carcasses and fish for processing or sale.

3

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required. Training is typically provided on-the-job.

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TASKS

- removes feathers and internal organs, extracts edible offal and cuts off feet and head from poultry carcass as required;
- scrubs, heads, guts, washes and bones fish;
- cuts and slits fish for curing by hand or machine;
- cleans tools and work surfaces.

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RELATED JOB TITLES

Filleter (fish)
Fishmonger
Poultry dresser

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MINOR GROUP 5 SKILLED TRADES

Workers in this unit group perform a `variety of occupations
classified in MAJOR GROUP 5: Skilled Trades

Occupations in this minor group are classified in the following

5491 GLASS AND CERAMICS MAKERS, FINISHERS

5492 FURNITURE MAKERS, OTHER

5493 PATTERN MAKERS (MOULDERS)

5494 MUSICAL INSTRUMENT MAKERS

5495 GOLDSMITHS, SILVERSMITHS

5496 FLORAL ARRANGERS, FLOWERS

5499 HAND CRAFT OCCUPATIONS

5491 GLASS AND CERAMICS MAKERS, DECORATORS AND FINISHERS

Glass and ceramics makers, form, shape, decorate, smooth and polish glassware, earthenware, refractory goods, clay bricks and other ceramic goods.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

TASKS

- uses hand tools and operates machinery to heat, bend, shape, press, drill and cut glass;
- makes artificial eyes, laminated glass sheets or blocks, glass fibre tissue, wool, filament and matting, marks optical lenses and assembles rimless spectacles;
- makes models and moulds from moulding clay and plaster for use in the making and casting of pottery and other ceramic goods;

5492 FURNITURE MAKERS, OTHER CRAFT WOODWORKERS

Furniture makers and other craft woodworkers make, repair and restore wooden furniture, decorative objects and other crafted pieces of woodwork.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

1

There are no formal entry requirements, although entrants typically possess a variety of academic and vocational qualifications. Training is provided off- and on-the-job. A number of NVQs/SVQs covering various aspects of furniture production and wood machining are available at Levels 1, 2 and 3. A Modern Apprenticeship in Cabinet Making is available at NVQ/SVQ Level 3.

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TASKS

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- examines drawings and specifications to determine job requirements and appropriate materials;
- selects, measures, cuts and shapes wood using saws, chisels, planes, powered handtools and woodworking machines;
- assembles parts with nails, screws, dowels or adhesives and fits locks, catches, hinges, castors, drawers, shelves and other fittings;
- removes, replaces or repairs damaged parts of wooden furniture;
- measures floor area to be covered and lays wood blocks, parquet panels or hardwood strips;
- matches and marks out veneers ready for cutting and examines and repairs defects in veneer or plywood sheets.

RELATED JOB TITLES

Antiques restorer
Cabinet maker
Coffin maker
Furniture fitter
Picture frame maker
Veneer preparer
Wood carver

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades. Training is by apprenticeship or through specialised college courses.

TASKS

- examines drawings and specifications to determine appropriate materials and job requirements;
- selects, cuts, drills, carves and planes wood to make up parts for the assembly of pianos, organs, violins, cellos and other instruments;
- assembles and joins prepared parts such as body sections, springs, pads, keys, pipes, dampers, bellows, stretched vellum, etc. to make wind and string instruments, drums, organs and bows;
- uses tuning fork and hand tools to tune pianos and organs and adjusts organ pipes to improve tone quality, volume and pitch;
- fits prepared action assemblies and pedal movements into piano cases and repairs or replaces worn or broken strings, dampers, hammers and felt.

RELATED JOB TITLES

Musical instrument maker
Organ builder
Piano tuner
Violin repairer

5495 GOLDSMITHS, SILVERSMITHS, PRECIOUS STONE WORKERS

Goldsmiths, silversmiths and precious stone workers make and repair jewellery and precious metalware, set, cut and polish gems and other stones, decorate metalware and make master patterns for articles of jewellery.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

GCSEs/S grades are not usually required, though some may be required for full-time courses. Training

TASKS

- purchases fresh flowers and other floristry items such as ribbons, wire, cards, artificial flowers etc. from wholesalers;
- designs wreaths, bouquets, posies and button holes and selects appropriate foliage trimmings;
- wraps flower stems as necessary and selects or makes up suitable frame for flower arrangement;
- secures flowers to frame and adds foliage, ribbons, etc. until the desired effect is achieved;
- arranges for the delivery of floral arrangements as requested by the customer.

RELATED JOB TITLES

Floral designer
Florist
Flower arranger

**5499 HAND CRAFT OCCUPATIONS
NEC**

Workers in this unit group engrave jewellery and stoneware, make artificial hairpieces, charge fireworks and munitions with explosive material, and make lampshades, wickerwork, toys, dolls, models, candles, artificial flowers, other fancy goods, and perform other hand craft occupations not elsewhere classified in MINOR GROUP 549: Skilled Trades n.e.c.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

There are no formal academic entry requirements. Training is typically via apprenticeship or through specialised courses. NVQs/SVQs are available in some areas.

TASKS

- uses hand or machine tools to engrave letters, patterns and other designs on jewellery and stoneware;
- constructs wire frames for lampshades, arranges and stretches covering material over frame, and secures covering material;

SUB-MAJOR GROUP 6 CARING PERSONAL SERVICES

Workers in this sub-major group assist health professionals with the activities of pre-school age children, assist with technical assistance to veterinarians, and provide

MINOR GROUP 61 HEALTHCARE AND RELATED

Workers in health care and related personal services use a stretcher, wheelchair or other means and assist with medical procedures in hospitals, dental surgeries, nursing homes, and

Occupations in this minor group are classified as follows:

6111 NURSING AUXILIARIES AND ASSISTANTS

6112 AMBULANCE STAFF (EXCEPT DRIVERS)

6113 DENTAL NURSES

6114 HOUSEPARENTS AND RESIDENTIAL CARE ASSISTANTS

6115 CARE ASSISTANTS AND HOME AIDES

6111 NURSING AUXILIARIES AND ASSISTANTS

Nursing auxiliaries and assistants assist doctors, nurses and other health professionals in caring for the sick and injured within hospitals, homes, clinics and the wider community.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Off- and on-the-job training is provided. NVQs/SVQs in Care are available at Levels 2 and 3.

TASKS

- performs basic clinical tasks such as taking patients' temperature and pulse, weighing and measuring, performing urine tests and extracting blood samples;

6112 AMBULANCE STAFF (EXCLUDING PARAMEDICS)

Ambulance staff transport sick, injured and convalescent persons and give first aid treatment in emergencies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not normally required. Entry requirements vary between ambulance services. Entrants must have usually possessed a full clean driving licence for one to two years. Entrants undertake a minimum of 2 weeks training in first aid and patient care. The ambulance proficiency certificate is awarded upon completion of 12 to 18 months of assessed practical experience in an accident and emergency environment.

TASKS

- drives ambulance or accompanies driver to transport patients to hospitals or other treatment centres and homes;
- ascertains nature of injuries and provides first aid treatment;
- cleans and disinfects ambulance after use;
- replenishes medical supplies in ambulance as necessary.

RELATED JOB TITLES

Ambulance driver

Ambulance technician

Ambulanceman/woman

6113 DENTAL NURSES

Dental nurses prepare patients for, and assist with, dental examinations, prepare and sterilise instruments and maintain case records.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades. Training is available both off- and on-the-job. Most

- ensures that all material needs of residents are provided and endeavours to resolve any problems that they may have;
- establishes and maintains contact with members of the neighbouring community and/or the residents' family and friends;
- maintains contact and discusses problems/progress with other staff and social workers.

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RELATED JOB TITLES

Houseparent

Matron (*residential home*)

Resident warden

Warden (sheltered housing)

2

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6115 CARE ASSISTANTS AND HOME CARERS

Care assistants and home carers attend to the personal needs and comforts of the elderly and infirm, either within residential establishments or at home.

4

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.

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TASKS

- assists residents to dress, undress, wash and bathe;
- serves meals to residents at table or in bed;
- accompanies infirm residents on outings and assists with recreational activities;
- undertakes light cleaning and domestic duties as required.

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MINOR GROUP 61 CHILDCARE AND RELATED

Workers in childcare and related personal services care for pre-school age children, assist teachers with their classes in day or residential nurseries, children's homes and similar establishments.

Occupations in this minor group are classified as follows:

6121 NURSERY NURSES

6122 CHILDMINDERS AND RELATED

6123 PLAYGROUP LEADERS/ASSISTANTS

6124 EDUCATIONAL ASSISTANTS

6121 NURSERY NURSES

Nursery nurses care for children in day or residential nurseries, children's homes, maternity units and similar establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCSEs/S grades followed by the award of a certificate from the Council for Awards in Childrens Care and Education. NVQs/SVQs in Child Care and Education are available at Levels 2 and 3.

TASKS

- baths, dresses, prepares feed for and feeds babies;
- changes babies clothing whenever necessary;
- supervises young children at mealtimes;
- organises games and other activities and supervises children's play.

RELATED JOB TITLES

Crèche assistant
Nursery assistant
Nursery nurse

RELATED JOB TITLES

Au pair
Child minder
Children's nanny

**6123 PLAYGROUP LEADERS/
ASSISTANTS**

Playgroup leaders/assistants deliver and facilitate play opportunities for children in a range of formal and informal settings including play groups, play schemes, free play locations and after-school activities.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry may not depend upon academic qualifications, although some employers may expect candidate to possess a certificate from the Council for Awards in Children's Care or other qualifications. NVQs/SVQs in Child Care and Education are available at Levels 2 and 3.

TASKS

- supervises children's games and encourages the development of physical, social and language skills;
- prepares paints, glue, paper, toys, etc. for children's activities;
- organises and supervises children on excursions;
- organises and supervises children's activities in accordance with Health and Safety regulations;
- puts away equipment and cleans premises after use.

RELATED JOB TITLES

Play leader
Playgroup assistant
Playgroup leader

MINOR GROUP ANIMAL CARE

Workers in this minor group provide technical assistance in stables, kennels, zoos and other such establishments. They provide clipping services for animals and capture stray animals.

Occupations in this minor group are classified as follows:

6131 VETERINARY NURSES AND ASSISTANTS 6139 ANIMAL CARE OCCUPATIONS

6131 VETERINARY NURSES AND ASSISTANTS

Veterinary nurses and assistants provide technical assistance to veterinarians in the treatment and care of sick or injured animals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants require GCSEs/S grades or an equivalent qualification. Entrants must obtain employment at an approved veterinary practice to gain practical experience and tuition with an employer for a minimum duration of two years. Candidates must also pass professional examinations before qualifying as a veterinary nurse.

TASKS

- carries out tests, operates x-ray equipment to aid the diagnosis and treatment of animal injuries and disorders and prepares animals for autopsies;
- prepares operating theatre, sterilises equipment and assists in theatre as required;
- dispenses medicines and applies dressings to animals;
- feeds, waters and exercises animals and keeps their quarters clean and tidy.

RELATED JOB TITLES

Animal technician
Veterinary assistant

RELATED JOB TITLES

- Canine beautician
- Dog warden
- Groom
- Kennel maid
- Zoo keeper

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SUB-MAJOR LEISURE AND OTHER OCCUPATIONS

Workers within Leisure and Other Personal Service occupations provide equipment for sporting and recreational activities, provide ancillary services for travellers, provide domestic and care-taking duties in private establishments, provide funeral services and

MINOR GROUP LEISURE AND TRAVEL SERVICES

Workers in leisure and travel service occupations provide equipment necessary for sporting and recreational activities, make arrangements for customers and provide services to ensure the safety of holidaymakers and air, rail, and sea

Occupations in this minor group are classified as follows:

- 6211 SPORTS AND LEISURE ASSISTANTS**
- 6212 TRAVEL AGENTS**
- 6213 TRAVEL AND TOUR GUIDES**
- 6214 AIR TRAVEL ASSISTANTS**
- 6215 RAIL TRAVEL ASSISTANTS**
- 6219 LEISURE AND TRAVEL SERVICES**

6211 SPORTS AND LEISURE ASSISTANTS

Sports and leisure assistants offer odds and accept bets on the result of sporting and other events, control gambling activities, provide and maintain facilities for sporting and recreational activities and supervises its use, and maintain the continuity of entertainment and social events.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers may require GCSEs/S grades. A variety of vocational qualifications are available in Sports and Recreation and Leisure and Tourism.

- carries clubs for golfers, advises on the layout and distance of golf courses and appropriate choice of golf club;
- announces acts, makes introductions, proposes toasts and maintains the continuity of entertainment events and social functions.

RELATED JOB TITLES

Croupier
Lifeguard
Recreation assistant
Turf accountant
Wardrobe mistress

6212 TRAVEL AGENTS

Travel agents advise travellers upon travel arrangements, make bookings and receive payment for travel arrangements made.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although many employers require entrants to possess GCSEs/S grades. Training is typically received on-the-job. NVQs/SVQs in Travel Services are available at Levels 2 and 3.

TASKS

- discusses client requirements and shows brochures containing suitable packages;
- establishes availability with tour operators and makes bookings;
- consults travel time tables, books travel tickets and accommodation;
- handles cash, debit and credit card payment;
- advises on issues of currency, passports, visa requirements, insurance, car hire and health precautions required.

RELATED JOB TITLES

Booking clerk (*travel agents*)
Reservations clerk (travel)

6214 AIR TRAVEL ASSISTANTS

Air travel assistants issue travel tickets and boarding passes, examines other documentation, provide information and assistance at airport terminals and look after the welfare, comfort and safety of passengers travelling in aircraft.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants usually possess GCSEs/S grades. Fluency in a foreign language may also be required in some posts. Training typically lasts between 3 to 6 weeks followed by a 6 to 12 month probationary period of on-the-job training.

TASKS

- receives passengers at airport terminal, examines tickets and other documentation, checks in luggage and distributes boarding passes;
- checks emergency equipment, distributes reading material, blankets and other items, and ensures that the aircraft is ready for the receipt of passengers;
- welcomes passengers on board the aircraft, conducts them to their seat and assists with any hand luggage, ensures that sufficient stocks of meals and beverages are on board the aircraft prior to take off and serves passengers during the flight;
- makes announcements on behalf of the pilot, demonstrates the use of emergency equipment and checks that safety belts are fastened.

RELATED JOB TITLES

Air hostess
Air steward/stewardess
Aircraft purser
Cabin attendant
Passenger services agent

6215 RAIL TRAVEL ASSISTANTS

Rail travel assistants issue, collect and inspect travel tickets, provide information and assistance to railway passengers, operate train doors, and perform a variety of duties on station platforms in connection

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is received on-the-job. Vocational qualifications are available in some areas.

TASKS

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- observes regulations concerning the carrying capacity of vehicles and controls the boarding of passengers accordingly;

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- signals to driver when to stop and start bus, collects fares from passengers and issues tickets and changes destination indicators as necessary;

3

- completes way-bill at scheduled points on route and balances cash taken with tickets issued;
- receives passengers on ship, examines tickets and other documentation, directs them to their cabin and assists with any luggage;

4

- makes announcements to passengers and deals with enquiries;
- serves food and beverages to passengers.

RELATED JOB TITLES

5

Bus conductor
Ship's steward

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MINOR GROUP 1 HAIRDRESSERS AND RELATED OCCUPATIONS

Hairdressers and related occupations cut, style and treat hair and provide facial and body beauty treatments.

Occupations in this minor group are classified as follows:

6221 HAIRDRESSERS, BARBERS 6222 BEAUTICIANS AND RELATED OCCUPATIONS

6221 HAIRDRESSERS, BARBERS

Hairdressers and barbers shampoo, cut, style and treat hair.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements for entry, although some colleges require candidates to possess GCSEs/S grades. Training is provided off- and on-the-job and lasts up to three years leading to the awarding of NVQs/SVQs at Levels 1, 2 and 3. Modern Apprenticeships leading to an NVQ/SVQ at Level 3 are also available.

TASKS

- discusses customer requirements and cuts and trims hair using scissors, clippers, razor and comb;
- washes, bleaches, tints, dyes or waves hair and provides any necessary scalp treatments;
- combs, brushes, blow-dries or sets wet hair in rollers to style or straighten;
- shaves and trims beards and moustaches;
- collects payment, arranges appointments and cleans and tidies salon.

RELATED JOB TITLES

Barber
Hair stylist
Hairdresser

MINOR GROUP 6 HOUSEKEEPING

Domestic staff and related occupations work on domestic tasks in private households, hotels, hostels, establishments, take care of schools, churches and other public buildings.

Occupations in this minor group are classified as follows:

6231 HOUSEKEEPERS AND RELATED OCCUPATIONS 6232 CARETAKERS

6231 HOUSEKEEPERS AND RELATED OCCUPATIONS

Housekeepers and related workers supervise and perform domestic cleaning and other housekeeping tasks within private households, hotels, schools, hostels and other non-private households.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although entrants typically possess GCSEs/S grades or an equivalent qualification. NVQs/SVQs in Catering and Hospitality (Housekeeping) at Level 2 and Accommodation Supervision at Level 3 are available. Modern Apprenticeships at NVQ/SVQ Level 3 are also available.

TASKS

- controls the purchase and storing of food, cleaning materials and other household supplies;
- maintains household records;
- supervises the activities of cleaners and other housekeeping staff and inspects work undertaken;
- performs a variety of domestic tasks including food preparation and service, cleaning, washing and ironing;
- assists employer in washing, dressing, packing and other personal activities.

RELATED JOB TITLES

- Caretaker
- Janitor
- School caretaker

**MINOR GROUP 6
PERSONAL SERVICES**

Workers in this minor group make funeral arrangements for burial or cremation, assist the proceedings of funerals, and are responsible for hazardous to public health.

**6291 UNDERTAKERS AND MORTUARY ASSISTANTS
6292 PEST CONTROL OFFICERS**

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**6291 UNDERTAKERS AND
MORTUARY ASSISTANTS**

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Undertakers and mortuary assistants make funeral arrangements for clients, prepare the deceased for burial or cremation, and supervise and assist the proceedings of funerals.

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**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

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There are no formal academic requirements although some employers require candidates to possess GCSEs/S grades. A full driving licence is often required. Training is provided on-the-job. Professional qualifications in funeral directing and embalming are available.

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TASKS

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- collects body of deceased and assists with the completion of necessary documents;
- interviews relative or representative of the deceased to discuss preparations for funeral;
- liaises with cemetery or crematorium authorities on behalf of client;
- washes and injects body with sterilising fluid to prevent deterioration prior to funeral, and applies cosmetics, wax and other materials to restore normal appearance;
- provides hearse and funeral cars and leads funeral procession;
- controls the operations of crematoriums and cemeteries and processes legal documentation.

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- liaises with environmental health officers, housing officers and other relevant authorities where measures on a large scale are required to remove pests;
- returns to sites to examine contents of traps laid and the continued presence of reported pests;
- treats wood for effects of termites, woodworm and other infestations of timber.

RELATED JOB TITLES

Pest control officer

Pest controller

MAJOR C SALES AND CUST OCCUPA

This major group covers occupations whose primary function is necessary to sell goods and services, accept payment for goods in stores, provide information to potential customers after the point of sale. The main tasks involve demonstrating knowledge regarding the product or service, explaining handling procedures and a certain amount of

Most occupations in this major group require a significant amount of communication. Some occupations will require knowledge of the product or service being sold, but are included because the task involves selling.

Occupations in this major group are classified into two groups:

71 SALES OCCUPATIONS

711 SALES ASSISTANTS AND RETAIL

712 SALES RELATED OCCUPATIONS

72 CUSTOMER SERVICE OCCUPATIONS

721 CUSTOMER SERVICE OCCUPATIONS

SUB-MAJOR GROUP 7 SALES OCCUPATIONS

Workers in this sub-major group sell goods in retail establishments, accept payment in respect of goods and services from private households, make displays of merchandise and perform other sales duties.

MINOR GROUP 71 SALES ASSISTANTS AND RETAIL CASHIERS

Sales assistants and retail cashiers sell goods in retail establishments, accept payments and give change, and record telephone orders for goods and services.

Occupations in this minor group are classified as follows:

- 7111 SALES AND RETAIL ASSISTANTS**
- 7112 RETAIL CASHIERS AND CHECKERS**
- 7113 TELEPHONE SALESPERSONS**

7111 SALES AND RETAIL ASSISTANTS

Sales and retail assistants demonstrate and sell a variety of goods and services in shops, showrooms and similar establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No minimum academic qualifications are required although some employers may require GCSEs/S grades. Training is typically provided on-the-job. Modern Apprenticeships at NVQ/SVQ Level 3 and National Traineeships at NVQ Level 2 may be available. NVQs/SVQs in Retail Operations are available at Levels 1 and 2.

TASKS

- discusses customer requirements, including type and price range of goods/services desired;
- advises customer on selection, purchase, use and care of merchandise and quotes prices, discounts and delivery times;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic requirements although some employers may require GCSEs/S grades or relevant experience. Training is typically provided on-the-job. NVQs/SVQs in Retail Operations are available at Levels 1 and 2.

TASKS

- records cost of each item on cash register or by use of bar code reader and totals the amount to be paid;
- receives cash, cheque or credit card payment, gives change and issues receipts for purchase;
- debits customer's account in respect of purchases or services;
- monitors fuel taken by self-service customers or refuels vehicle if required;
- reconciles takings with receipts and till rolls and maintains other transaction records as requested.

RELATED JOB TITLES

Cashier (*retail trade*)

Check-out operator

Forecourt attendant

Petrol pump attendant

Restaurant cashier

7113 TELEPHONE SALESPERSONS

Telephone salespersons obtain, receive and record telephone orders for goods and services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required. Training is typically received on-the-job, supplemented by short courses in practical skills. NVQs/SVQs in Selling are available at Levels 2 and 3.

**MINOR GROUP 7
SALES RELATED**

Workers in this minor group visit private households to deliver and sell food, drink and other goods. They use containers, stalls and vans, collect and deliver goods, replenish and display stocks of merchandise, and are not elsewhere classified in MINOR GROUP 7.

Occupations in this minor group are classified as follows:

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- 7121 COLLECTOR SALESPERSONS AND CREDIT AGENTS
- 7122 DEBT, RENT AND OTHER CREDIT AGENTS
- 7123 ROUNDSMEN/WOMEN AND CREDIT AGENTS
- 7124 MARKET AND STREET TRADING
- 7125 MERCHANDISERS AND WINES
- 7129 SALES RELATED OCCUPATIONS

**7121 COLLECTOR SALESPERSONS
AND CREDIT AGENTS**

Collector salespersons and credit agents visit private households to obtain orders and collect payments for goods and services.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

No academic qualifications are required. Training is provided on-the-job and may be supplemented by specialist short courses provided by employers.

TASKS

- calls on household, explains purpose of call and displays or describes goods/services on offer;
- emphasises main selling point of goods/services to stimulate customer interest;
- quotes prices and terms, collects any payments and completes hire purchase or credit arrangements;
- distributes advertising literature and sample goods;
- makes follow up calls to obtain further orders.

- records details of transaction, issues receipt or annotates rent book;
- reads gas, water and electricity meters;
- cleans, services and fills vending machines and collects money from meters, vending machines and other cash operated machinery;
- collects tolls from persons wishing to gain access to private roads, bridges, piers, etc. and operates tollgates to control entry;
- remits cash, cheques or credit notes to cashier, supervisor or bank, building society or post office.

RELATED JOB TITLES

Collector-agent

Debt collector

Meter reader

Rent collector

Vending machine operator

7123 ROUNDSMEN/WOMEN AND VAN SALESPERSONS

Roundsmen/women and van salespersons deliver and sell food, drink and other goods by calling on householders or by selling from a mobile shop or van and call on households to collect and receive payment for laundered or similarly serviced articles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but candidates should hold a clean driving licence. Off-and on-the-job training is provided.

TASKS

- loads vehicle with food, drink or articles that have been laundered, etc.;
- drives vehicle over established route and parks at recognised stopping places or households;
- calls at customers' premises and delivers ordered goods;

7125 MERCHANDISERS AND WINDOW DRESSERS

Merchandisers and window dressers replenish stocks of goods in stores, advise retailers on the optimum display of merchandise and create displays of merchandise in shop windows.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants typically possess a professional qualification from the British Design Society, or an approved vocational qualification. Candidates usually require GCSEs/S grades. NVQs/SVQs in Visual Merchandising are available at Levels 1 and 2.

TASKS

- monitors stock movements, considers customer requirements and assists customers in completing orders;
- supplies information about the product to the retailer and sales staff and deals with customer enquiries;
- advises retailers on the optimal display of a product and of any promotions;
- dismantles existing displays, returns merchandise to relevant departments and prepares area for new display;
- arranges clothes, accessories, furnishings etc. according to plan or own design.

RELATED JOB TITLES

Display assistant (*retail trade*)
Merchandiser
Window dresser

7129 SALES RELATED OCCUPATIONS NEC

Workers in this unit group perform a variety of sales occupations not elsewhere classified in MINOR GROUP 712: Sales Related Occupations.

SUB-MAJOR CUSTOMER SERVICE

Customer service occupations receive and respond to customer enquiries, provide services, deal with customer complaints and provide additional services to customers after the point of sale.

MINOR GROUP CUSTOMER SERVICE

Workers in this minor group receive and respond to customer enquiries, provide the products and services offered by an organisation and provide further services to customers after the point of sale.

Occupations in this minor group are classified as follows:

7211 CALL CENTRE AGENTS/OPERATORS

7212 CUSTOMER CARE OCCUPATIONS

7211 CALL CENTRE AGENTS/ OPERATORS

Call centre agents and operators receive telephone calls from potential clients and existing customers regarding the products and services offered by an organisation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although many employers expect candidates to possess GCSEs/S grades. Training is typically provided on-the-job, supplemented by specialist short courses.

TASKS

- answers incoming telephone calls from existing or prospective customers;
- interviews caller to establish the nature of any complaint or the requirements of the client;
- informs existing and potential customers on any immediate action to be taken, advises on services available and sells additional products or services;

possess GCSEs/S grades. Training is typically provided on-the-job, supplemented by specialist short courses.

TASKS

- receives enquiries from potential and existing clients, discusses requirements, and recommends products or services;
- discusses pricing processes with clients, agrees payment arrangements and handles customer accounts;
- follows up clients to ensure their satisfaction with a product or service and to gain renewal of customer service agreements;
- addresses customer complaints and problems;
- informs customers of special promotions and new product launches.

RELATED JOB TITLES

Commercial officer (*telecommunications*)
Customer care adviser
Customer liaison officer
Customer services assistant

MAJOR C PROCESS, PLANT AND M

This major group covers occupations who have the experience necessary to operate and monitor machinery and products from component parts according to specifications; assemble parts to routine tests; and to drive a variety of vehicles and other mobile machinery.

Most occupations in this major group do not require postsecondary education but should have been achieved but will usually have some related training. Some occupations require specialized training and experience.

Occupations in this major group are classified into the following groups:

81 PROCESS, PLANT AND MACHINERY OPERATIVES

811 PROCESS OPERATIVES

812 PLANT AND MACHINE OPERATIVES

813 ASSEMBLERS AND ROUTINE TESTERS

814 CONSTRUCTION OPERATIVES

82 TRANSPORT AND MOBILE MACHINERY OPERATIVES

821 TRANSPORT DRIVERS AND OPERATIVES

822 MOBILE MACHINE DRIVERS

**SUB-MAJOR
PROCESS, PLANT AND M**

Process, plant and machine operatives operate process or otherwise treat foodstuffs, beverages, rubber, plastic, metal, synthetic and other materials, produce paper, wood and related products, attend earth, attend and operate power generation and operations in the manufacture of motor vehicles, clothing and other goods, and perform a variety of work and repair of buildings, public highways, urban and other structures.

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**MINOR GROUP
PROCESS OPERATIVES**

Process operatives set, operate and attend machinery to blend and otherwise process foodstuffs, beverages, synthetic fibres for processing, spin and twist similar material, prepare colouring matter requiring or otherwise treat chemical, glass, ceramics and products.

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Occupations in this minor group are classified as follows:

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- 8111 FOOD, DRINK AND TOBACCO PROCESS OPERATIVES**
- 8112 GLASS AND CERAMICS PROCESS OPERATIVES**
- 8113 TEXTILE PROCESS OPERATIVES**
- 8114 CHEMICAL AND RELATED PROCESS OPERATIVES**
- 8115 RUBBER PROCESS OPERATIVES**
- 8116 PLASTICS PROCESS OPERATIVES**
- 8117 METAL MAKING AND TREATMENT OPERATIVES**
- 8118 ELECTROPLATERS**
- 8119 PROCESS OPERATIVES NEITHER SPECIALLY CLASSIFIED**

6

7

**8111 FOOD, DRINK AND TOBACCO
PROCESS OPERATIVES**

Food, drink and tobacco process operatives set, operate and attend machinery to bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.

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TASKS

- sets, operates and attends machinery and ovens to mix, bake and otherwise prepare bread and flour confectionery products;
- operates machinery to crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, malt liquors, vinegar, yeast and related products;
- attends equipment to make jam, toffee, cheese, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, edible fats and dextrin;
- operates equipment to cool, heat, dry, roast, blanch, pasteurise, smoke, sterilise, freeze, evaporate and concentrate foodstuffs and liquids used in food processing;
- mixes, pulps, grinds, blends and separates foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment;
- processes tobacco leaves by hand or machine to make cigarettes, cigars, pipe and other tobacco products.

RELATED JOB TITLES

Bakery assistant

Brewery worker

Dairy worker

Process worker (*food products mfr*)

8112 GLASS AND CERAMICS PROCESS OPERATIVES

Workers in this unit group position articles ready for firing in kilns and operate and attend furnaces and kilns to make and treat glass and ceramic articles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not normally required. Training is mostly on-the-job, the amount and extent depending on the equipment used and type of operations performed. NVQs/SVQs covering glass processing, kiln operations and manufacturing ceramic items are available at Levels 1 and 2.

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- replenishes the supply of input fibres, removes and replaces full output packages, cards and spools;
- detects blockages, tangled thread, defective or broken material, and joins broken ends by hand or mechanical knotting;
- checks quality of completed material, marks any flaws and removes badly damaged sections;
- examines colour cards or specifications, estimates quantity of colouring material needed to print or dye fibre and calculates and mixes ingredients accordingly;
- stretches, shrinks, brushes, dampens and presses fabric and shears or burns off protruding fabric fibres as required;
- cleans and oils machine, detects and reports mechanical faults to technicians.

RELATED JOB TITLES

Creeler
Spinner (*textile mfr*)
Stenter operator
Winder (*textile mfr*)

8114 CHEMICAL AND RELATED PROCESS OPERATIVES

Workers in this unit group operate plant and machinery in the processing of chemical and related materials by chemical, heat or other treatment, manufacture synthetic materials and bleach, dye or otherwise treat textiles, and treat hides, skins and pelts for making into fur, leather and skin products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers require entrants to possess GCSEs/S grades. Training is typically received on-the-job, supplemented by specialised training courses. NVQs/SVQs in Process Operations are available at Levels 1, 2 and 3.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, although some employers require entrants to possess GCSEs/S grades. Training is typically on-the-job, supplemented by specialised training courses. NVQs/SVQs in Processing Rubber are available at Levels 1 and 2.

TASKS

- ascertains ingredients and mixing requirements, feeds machine or regulates flow from feed conveyors and hoppers;
- regulates speed, temperature and pressure of masticating, mixing, extruding and vacuum moulding machinery;
- operates winding machinery to form endless belts and builds up rubberised material to form industrial belting and pneumatic tyres;
- prepares surfaces and coats or lines metal or other products with rubber;
- trims, sandblasts, or manipulates rubber article against abrasive wheel to finish product;
- locates defects and repairs worn and faulty sheathing, belting and rubber and pneumatic tyres.

RELATED JOB TITLES

Curer (rubber)
Rubber moulder (moulds)
Rubber worker
Tyre maker
Vulcaniser

8116 PLASTICS PROCESS OPERATIVES

Workers in this unit group attend and operate moulding, extruding, thermoforming, calendering, covering, cutting and other process equipment to make and repair plastic products.

8117 METAL MAKING AND TREATING PROCESS OPERATIVES

Metal making and treating process operatives operate furnaces, ovens and other heating vessels, drawing, rolling, extruding, galvanising, forging and other metal processing equipment to smelt, shape and treat metal and metal products.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Steel Making, Steel Refining, Steel Casting and Metal Forging are available at Levels 2 and 3.

2

TASKS

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- charges furnace, operates controls to regulate furnace temperature, and adds oxidising, alloying and fluxing agents as required;

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- withdraws samples of molten metal for analysis, taps slag from surface of molten metal and directs flow of molten metal into casts;

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- sets rolling speed, tension and space between rolls, guides the metal to and from rollers, and monitors the rolling process to detect irregularities, and ensure that the gauge and finish match required specifications;

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- operates equipment to remove dirt, scale and other surface impurities by immersion in chemical solution;

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- heats metal or metal articles in furnace, allows to cool for a specified time or quenches in brine, oil or water to harden, reduces brittleness and restores ductility;

- operates piercing, extruding, galvanising, pressing and other metal processing equipment to shape and treat metal or metal articles.

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RELATED JOB TITLES

Annealer
Furnaceman (*metal trades*)
Heat treatment operator (metal)

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8119 PROCESS OPERATIVES NEC

Workers in this unit group perform a variety of processing occupations not elsewhere classified in MINOR GROUP 811: Process Operatives.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though some employers may expect entrants to possess GCSEs/S grades. Training is typically provided on-the-job, supplemented by specialist training courses. NVQs/SVQs in Process Operations are available at Levels 1, 2 and 3.

TASKS

- packs products ready for kilnsetting;
- operates kilns, furnaces and ovens to produce cement clinker, linoleum cement and asphalt, to fire abrasive and carbon products and otherwise cook and heat treat materials and products not elsewhere classified;
- operates machines to mix, blend, crush, wash and separate seeds and other materials not elsewhere classified;
- operates machines to produce flat and corrugated asbestos cement pipes and sheets;
- performs other processing tasks not elsewhere classified.

RELATED JOB TITLES

Concrete worker (*concrete products mfr*)

Process worker (*jewellery, plate mfr*)

**MINOR GROUP 8
PLANT AND MACHINE OPERATIVES**

Workers in this minor group operate plant and machinery to produce related products, operate drilling and excavation equipment, extract minerals, attend and operate boilers, compressors, power generation equipment, operate machines for the production of and attend water purifying, sedimentation and filtration and miscellaneous operative tasks.

Occupations in this minor group are classified as follows:

- 8121 PAPER AND WOOD MACHINE OPERATIVES**
- 8122 COAL MINE OPERATIVES**
- 8123 QUARRY WORKERS AND RELATED OPERATIVES**
- 8124 ENERGY PLANT OPERATIVES**
- 8125 METAL WORKING MACHINERY OPERATIVES**
- 8126 WATER AND SEWERAGE PLANT OPERATIVES**
- 8129 PLANT AND MACHINE OPERATIVES**

8121 PAPER AND WOOD MACHINE OPERATIVES

Paper and wood machine operatives operate machines to produce, treat and cut wood, paper, paperboard, leatherboard, plasterboard and similar material, assemble and make wooden crates and containers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job. NVQs/SVQs in Paper and Board Making and in Leather Production are available at Level 2. NVQs/SVQs in Woodmachining are available at Levels 2 and 3.

TASKS

- cuts and shapes wood using hand and power tools, assembles parts of wooden crates, barrels and other wooden containers using nails, bolts

8122 COAL MINE OPERATIVES

Coal mine operatives detonate charges and use cutting equipment to extract coal from coal faces, build and dismantle roof and wall supports in underground coal workings, and transport coal and other material from the coal face.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is provided through specialised courses. NVQs/SVQs in Process Operations (Extraction Industries) are available. There is a minimum age limit of 18 years for underground work.

TASKS

- uses machine or portable drill to drill holes to required depth for blasting, bursting, release of gas or water infusion;
- inserts and compacts appropriate explosive, primer and detonator in drilling hole and detonates charge to break and loosen coal and rock from solid formations;
- operates heading, ripping and coal cutting-loading machines to remove material from working face, and monitors conveyor carrying away loose material;
- cleans machinery, equipment and tools, and maintains refuge holes, roads and airways;
- erects permanent and temporary wall and roof supports from dry stone material, timber and metal, withdraws supports and serviceable material/equipment from worked out or abandoned faces;
- stows waste in area from which coal has been removed using feed hopper or stowing machine;
- conveys goods and materials to and from coal face and work areas, loads and unloads mine cars and transfers materials from underground and surface conveyors to bunkers, tubs and rail trucks.

RELATED JOB TITLES

Coal miner

Miner (*coal mine*)

RELATED JOB TITLES

Miner (*mine, not coal*)
Quarry worker
Roughneck
Washery operator
Well driller

8124 ENERGY PLANT OPERATIVES

Workers in this unit group operate boilers to produce hot water or steam and attend and operate compressors, turbines, electrical substations, switchboards and auxiliary plant and machinery to fuel nuclear reactors, drive blowers and pumps, electricity generators and other equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically by apprenticeship, incorporating technical training and practical experience. NVQs/SVQs in Maintaining Electricity Generating Systems are available at Levels 2 and 3.

TASKS

- determines job requirements from switchboard attendant or operating instructions;
- opens valves and operates controls to regulate the flow of fuel to boiler or generating equipment;
- operates remote control panel to load fuel and remove discharged fuel elements from nuclear reactors;
- adjusts controls to maintain correct running speed of turbine or generator and monitors temperature and pressure controls on boilers;
- records instrument readings periodically and shuts down turbine/generator or boiler as demand decreases;
- carries out minor maintenance tasks and prescribed tests and reports any faults.

RELATED JOB TITLES

Auxiliary plant attendant
Boiler attendant

RELATED JOB TITLES

Fettler (*metal trades*)

Grinding machinist (*metal trades*)

Metal polisher

Press operator (*metal trades*)

Shot blaster

Tool room machinist

8126 WATER AND SEWERAGE PLANT OPERATIVES

Water and sewerage plant operatives operate valves to control water supplies in mains and pipelines, attend screening, filtering, water purifying and sedimentation plant, clear any blockages and patrol and maintain sewerage systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is provided off- and on-the-job. NVQs/SVQs in Operating Process Plant are available at Level 2.

TASKS

- attends water filtration and purification plant, monitors chemical treatment, regulates treatment of water supply within strict guidelines;
- opens and closes valves to regulate quantity and pressure of water and reports defective valves or abnormal water pressure;
- stops water supply in an emergency and informs consumers likely to be affected;
- regulates flow of raw sewage into screening plant, releases screened sewage and regulates its flow into detritus pits, sedimentation tanks and filtration beds;
- cleans out screen compartments, sedimentation tanks and filtration beds manually or using mechanical scraper;
- patrols sections of sewer, examines for any blockages or gas releases and clears blockages by flushing or by using boring rods;

RELATED JOB TITLES

- Duct erector
- Guillotine operator (*metal trades*)
- Pumpsman
- Saw doctor
- Spring maker
- Television aerial erector
- Wire worker

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MINOR GROUP 81 ASSEMBLERS AND ROUTINE

Assemblers and routine operatives perform the assembly of electrical and electronic equipment, assembly of prepared parts in the manufacture of other goods, inspect, test, sort, weigh and pack goods, repair tyres, exhausts and windscreens on motor vehicles, garment making, sew and embroider garments and materials and perform a variety of other tasks not classified.

Occupations in this minor group are classified as follows:

8131 ASSEMBLERS (ELECTRICAL AND ELECTRONIC)

8132 ASSEMBLERS (VEHICLES AND MOTORCYCLES)

8133 ROUTINE INSPECTORS AND TESTERS

8134 WEIGHERS, GRADERS, SORTERS AND PACKERS

8135 TYRE, EXHAUST AND WINDSCREEN REPAIRERS

8136 CLOTHING CUTTERS

8137 SEWING MACHINISTS

8138 ROUTINE LABORATORY TECHNICIANS

8139 ASSEMBLERS AND ROUTINE OPERATIVES

8131 ASSEMBLERS (ELECTRICAL AND ELECTRONIC PRODUCTS)

Workers in this unit group wire up prepared parts and/or sub-assemblies in the manufacture of electrical and electronic equipment, make coils and wiring harnesses and assemble previously prepared parts in the batch or mass production of electrical and electronic goods and components.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job, supplemented by short courses. NVQs/SVQs in Electronic Product Assembly are available at Level 1.

TASKS

- examines drawings, specifications and wiring diagrams to identify appropriate materials and sequence of operations;

8132 ASSEMBLERS (VEHICLES AND METAL GOODS)

Workers in this unit group undertake the routine assembly of vehicles and other metal goods or components such as frames, axles, wire brushes and wheels.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. In some cases candidates must take aptitude and dexterity tests. Normal colour vision is required for some jobs. Training varies according to the complexity of the work.

TASKS

- follows instructions and drawings and positions components on work bench or in assembly machine;
- assembles prepared components in sequence by soldering, bolting, fastening, spot-welding, screwing and hammering using power and hand tools or assembly machine;
- rejects faulty assembly components;
- inspects finished article for faults, monitors assembly machine operation and reports any faults.

RELATED JOB TITLES

Assembler (*metal trades*)
Car assembler
Lineworker (*vehicle mfr*)

8133 ROUTINE INSPECTORS AND TESTERS

Workers in this unit group inspect and/or test metal stock, parts and products, electrical plant, machinery and electronic components, systems and sub-assemblies, textiles, wood, paper, food, plastics and rubber goods, parts and materials to detect processing, manufacturing and other defects.

8134 WEIGHERS, GRADERS, SORTERS

Workers in this unit group weigh, grade and sort materials, goods and products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job, supplemented by short courses relating to the specific material or product being considered.

TASKS

- examines hide, skins, leather, fabric, wool, rags, scrap metal, tobacco pipe bowls, fish, fibres, ceramics, produce and other goods;
- assesses product quality visually and by touch, and grades according to weight, thickness, colour and other quality criteria;
- ascertains material(s) required from order card, recipe, or specification and weighs and measures prescribed quantities accordingly;
- uses balances, springs, weighing platforms, automatic scales and weighbridges to check the weight of goods, products and loaded vehicles;
- records and calculates gross and net weight, checks delivery notes and prepares documents and labels for identification purposes;
- operates machines to measure lengths of rolls of material and irregularly shaped materials such as leather or sheepskin.

RELATED JOB TITLES

Egg grader

Fruit sorter

Selector (*ceramics mfr*)

Weighbridge clerk

Weigher

1

8136 CLOTHING CUTTERS

Clothing cutters examine fabrics, mark out and cut material for garment making.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job. NVQs/SVQs in Manufacturing Sewn Products are available at Levels 1 and 2.

2

TASKS

- examines fabrics or skins for flaws, grain and stretch;
- cuts out blemishes, brushes, combs and moistens skins;
- discusses customer's requirements or examines photographs or sketches of garment;
- places lay-plan on cloth or marks out garment parts and linings;
- cuts material using shears, electric knife, or cutting machine.

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RELATED JOB TITLES

5

Band knife cutter
Clothing cutter
Cutting machinist (*clothing mfr*)
Marker (*clothing mfr*)

6

8137 SEWING MACHINISTS

Workers in this unit group rectify faults in manufactured textile goods, repair worn garments and sew and embroider garments by hand or machine.

7

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

8

There are no formal academic entry requirements. Training is received off- and on-the-job. NVQs/SVQs in Manufacturing Sewn Products are available at Levels 1 and 2.

9

- sets up appropriate testing equipment and prepares item for testing;
- carries out prescribed tests to check acidity, alkalinity, absorption, colour, density, elasticity, solubility, or other physical and chemical characteristics;
- records test data and cleans, maintains and checks equipment for reliability.

RELATED JOB TITLES

Laboratory assistant

Tester (*paint mfr*)

8139 ASSEMBLERS AND ROUTINE OPERATIVES NEC

Workers in this unit group perform assembly and routine operative tasks not elsewhere classified in MINOR GROUP 813: Assemblers and Routine Operatives.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though some employers may require GCSEs/S grades. Some employers may set dexterity and aptitude tests for entrants. Normal colour vision may be required for some posts. NVQs/SVQs at Levels 1, 2 and 3 are available in a variety of areas.

TASKS

- follows instructions and drawings and positions components on work bench or in assembly machine;
- assembles prepared components in sequence by soldering, bolting, fastening, spot-welding, screwing, nailing, stapling, dipping and fastening using power and hand tools or assembly machine;
- rejects faulty assembly components, inspects finished article for faults, monitors assembly machine operation and reports any faults;
- applies enamel to jewellery and coats, lacquers, dips and touches up articles (other than ceramic);

**MINOR GROUP 8
CONSTRUCTION OPERATIVES**

Construction operatives erect and dismantle structures, erect and dismantle tall structures, construct and maintain public works, construct and maintain underground piping systems, and perform a variety of construction maintenance, repair and demolition of buildings.

Occupations in this minor group are classified as follows:

- 1 **8141 SCAFFOLDERS, STAGERS, AND RIGGERS**
- 2 **8142 ROAD CONSTRUCTION OPERATIVES**
- 3 **8143 RAIL CONSTRUCTION AND MAINTENANCE OPERATIVES**
- 4 **8149 CONSTRUCTION OPERATIVES**

8141 SCAFFOLDERS, STAGERS, AND RIGGERS

Workers in this unit group erect and dismantle scaffolding and working platforms, set up lifting equipment and ships' rigging, maintain and repair steeples, industrial chimneys and other tall structures and install, maintain and repair ropes, wires and cables.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is initially received on-the-job. Skilled workers must obtain Construction Industry Training Board (CITB) recognised scaffolders record scheme cards through the completion of approved courses and further work experience. NVQs/SVQs in Scaffolding are available at Levels 2 and 3.

TASKS

- examines drawings and specifications to determine job requirements;
- examines scaffold tubing and couplings for defects and selects, fits and bolts scaffold tubes until scaffolding reaches required height;
- lays and secures wooden planking to form working platforms and fixes guard rails, ladders, cradles and awnings as required;

TASKS

- inspects road surfaces for hazards or signs of deterioration, clears mud, weeds and debris from road and spreads grit or salt as required;
- cuts away broken road surface with pick or pneumatic drill;
- heats bitumen in bucket, applies it to newly laid asphalt and beats or draws tamper head on asphalt to close joints;
- spreads bitumen, tar or asphalt and compacts surface using roller;
- spreads aggregate over road surfaces using shovel and lays markings on road surface;
- removes damaged paving slabs and kerb stones, lays bedding of sand, concrete or mortar on prepared foundation, lays new slabs or stones and fills joints with mortar.

RELATED JOB TITLES

Asphalter

Paviour

Road worker

8143 RAIL CONSTRUCTION AND MAINTENANCE OPERATIVES

Workers in this unit group lay, re-lay, repair and examine railway track and maintain surrounding areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Off- and on-the-job training is provided. NVQs/SVQs in Rail Transport Engineering are available at Levels 2 and 3.

TASKS

- patrols length of track and visually inspects rails, bolts, fishplates and chairs for distortion or fracture;

1

- cuts, shapes and fits wood, lays bricks and tiles, cleans exterior surfaces of buildings and resurfaces eroded stone or brickwork, and performs other tasks in the construction, alteration, repair and demolition of buildings;
- selects appropriate asbestos, clay, concrete, plastic or metal pipe sections and lowers them into prepared trenches using hoisting equipment;
- joints pipe by sealing with rubber, cement, lead, etc., connects piping to manholes and attaches pipe junctions as required;
- tests joints with electronic test equipment or by filling piping with water, smoke or compressed air.

2

RELATED JOB TITLES

Building site foreman
Ceiling fixer
Pipe layer
Thermal insulation engineer

3

4

5

6

7

8

9

TASKS

- checks tyres, brakes, lights, oil, water and fuel levels and general condition of the vehicle;
- drives vehicle from depot to loading/unloading point;
- assists with loading/unloading and ensures that load is evenly distributed and safely secured;
- 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

Haulage contractor
HGV driver
Lorry driver
Tanker driver

8212 VAN DRIVERS

Van drivers collect, transport and deliver goods in vehicles up to 7.5 tonnes in weight.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Entrants must possess a clean car driving licence. In order to drive vehicles between 3.5 and 7.5 tonnes, entrants must pass an additional test for a category C1 licence. NVQs/SVQs in Transporting Goods by Road are available at Level 2.

TASKS

- checks tyres, brakes, lights, oil, water and fuel levels and general condition of the vehicle;
- drives vehicle from depot to loading/unloading point;
- assists with loading/unloading and obtains receipts from customers for goods collected/delivered;

- balances cash taken with tickets sold and may be responsible for cleanliness of vehicle.

RELATED JOB TITLES

Bus driver
Coach driver
PSV driver

8214 TAXI, CAB DRIVERS AND CHAUFFEURS

Taxi, cab drivers and chauffeurs drive motor cars for private individuals, government departments and industrial organisations, drive taxis for public hire, drive new cars to delivery points and drive motorcycles and other motor vehicles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but most entrants require a clean, current driving licence and a medical examination. Local authorities typically set their own tests of local knowledge and additional driving tests before awarding licences.

TASKS

- checks tyres, brakes, lights, oil, water and fuel levels and general condition of vehicle before start of journey;
- drives passenger-carrying motor cars, taxis and other motor cars and motorcycles, complying with road and traffic regulations;
- collects passengers when hailed or in response to telephone/radio message and helps them to secure their luggage;
- conveys passenger to destination and helps unload luggage;
- cleans, services and maintains vehicle or motorcycle.

RELATED JOB TITLES

Cab driver
Chauffeur
Private hire driver
Taxi driver

8216 RAIL TRANSPORT OPERATIVES

Rail transport operatives assist drivers in the operation of passenger and goods trains, drive locomotive engines in coal mines, guide wagons and coaches in marshalling yards and sidings to make up trains, operate signals and points to control the movement of rail traffic, and monitor the operation of surface and underground railways.

1

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

2

There are no formal academic entry requirements. Candidates may be required to have good hearing, eyesight, and normal colour vision and pass a medical examination for entry to some posts. Training is initially undertaken in training centres, followed by practical experience on-the-job. NVQs/SVQs in Rail Transport Operations are available at Level 2.

3

TASKS

4

- provides crews for breakdown trains, allocates relief and replacement crews as necessary, keeps crews informed of any line repairs or restrictions, and checks train running times for punctuality;

5

- examines schedules and decides priority of movement of trains, monitors movement of trains and issues instructions to drivers, signal operatives and level crossing keepers;

6

- operates signals and opens and closes barriers at level crossings as required;

7

- examines shunting instructions, uncouples wagons and coaches, guides movement of carriages using manual points and wagon breaks, links-up carriages, ensures security of couplings and reconnects brake and heating systems;

8

- assists drivers in the operation of diesel, diesel-electric, electric and steam locomotives;

- checks loading of tubs and carriages, and informs driver of load distribution and any special features of route.

9

RELATED JOB TITLES

Boatman/woman
Bo'sun
Deck hand (*shipping*)
Merchant seaman/woman
Seaman/woman (*shipping*)

8218 AIR TRANSPORT OPERATIVES

Air transport operatives refuel, load and unload aircraft, direct the movement of aircraft at airports, and position gangways or staircases to allow passengers to board and disembark aircraft.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements, though employers may require entrants to possess GCSEs/S grades for some posts. Training is provided off- and on-the-job. NVQs/SVQs in Providing Airside Ramp Operations are available at Level 2.

TASKS

- refuels aircraft from mobile tankers;
- directs the ground movement of aircraft at airports;
- loads and unloads conveyor belts to transport luggage between terminal buildings and aircraft, monitors conveyor belts and clears any blockages;
- loads aircraft with luggage, in-flight meals, refreshments and other items;
- operates retractable gangway or positions mobile staircases to enable passengers and crew to board and disembark aircraft.

RELATED JOB TITLES

Aircraft handler
Airport hand
Baggage handler
Ramp agent

MINOR GROUP 8
MOBILE MACHINE DRIVERS

Workers in this minor group drive and operate cranes, power driven hoisting machinery, fork-lift trucks, and operate other mobile machinery.

Occupations in this minor group are classified as follows:

- 8221 CRANE DRIVERS**
- 8222 FORK-LIFT TRUCK DRIVERS**
- 8223 AGRICULTURAL MACHINERY DRIVERS**
- 8229 MOBILE MACHINE DRIVERS**

8221 CRANE DRIVERS

Crane drivers supervise and undertake the operation of cranes, jib cranes, power driven hoisting machinery and power driven stationary engine to raise and lower mine and other cages, lift and to move equipment, materials, machinery and containers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically provided on-the-job, supplemented by short courses. Operators are required to hold a Certificates of Training Achievement (CTA) card administered by the Construction Industry Training Board, demonstrating basic skills and safety awareness.

TASKS

- gives signals for movement of cage carrying workers/equipment;
- starts crane or engine motor and checks that cables run freely and that brakes and drum(s) are working;
- manipulates levers, switches and pedals to rotate jibs into position and turns winding drum to raise or lower hook, bucket or other holding equipment;
- lifts load or cage, or hauls object into required position and lowers or positions for ground workers to detach, unload or load;

- ensures that truck is connected to charger or is correctly refuelled for use;
- keeps records of work undertaken;
- cleans, oils and greases machine.

RELATED JOB TITLES

Fork-lift driver
Fork-lift operator
Fork-lift truck driver
Stacker truck driver

8223 AGRICULTURAL MACHINERY DRIVERS

Workers in this unit group operate and drive tractor-drawn or other machinery to clear and cultivate land and to sow and harvest plants and crops.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Candidates will require the relevant driving licence to operate vehicles on public roads. A variety of NVQs/SVQs in Agriculture are available and incorporate the operation of agricultural machinery.

TASKS

- attaches plough, cultivator, distributor, mower, baler or other implement to tractor;
- adjusts depth, speed and height of attached implement according to requirements;
- drives and operates machinery to plough, fertilise, plant, cultivate or harvest crops;
- services and maintains equipment and carries out any minor repairs.

RELATED JOB TITLES

Agricultural machinist
Tractor driver (*agriculture*)

MAJOR C ELEMENTARY C

This major group covers occupations which require training to perform mostly routine tasks, often involving physical effort in some cases, requiring a degree of physical effort.

Most occupations in this major group do not require a college degree. They will usually have an associated short period of on-the-job training.

Occupations in this major group are classified into two major groups:

91 ELEMENTARY TRADES, PLANT AND OCCUPATIONS

- 911 ELEMENTARY AGRICULTURE**
- 912 ELEMENTARY CONSTRUCTION**
- 913 ELEMENTARY PROCESS PLANT**
- 914 ELEMENTARY GOODS STORAGE**

92 ELEMENTARY ADMINISTRATIVE OCCUPATIONS

- 921 ELEMENTARY ADMINISTRATIVE**
- 922 ELEMENTARY PERSONAL SERVICE**
- 923 ELEMENTARY CLEANING OCCUPATIONS**
- 924 ELEMENTARY SECURITY OCCUPATIONS**
- 925 ELEMENTARY SALES OCCUPATIONS**

SUB-MAJOR GROUP 9 ELEMENTARY TRADES, RELATED OCCUPATIONS

Workers in this sub-major group perform agricultural work, undertake general labouring duties and assist in the performance of a variety of duties in foundry, engineering trades, and assist in the storage and transportation of goods.

MINOR GROUP 9 ELEMENTARY AGRICULTURE

Workers in this minor group cultivate and harvest crops, breed fish and other aquatic life and perform related tasks.

Occupations in this minor group are classified as follows:

9111 FARM WORKERS

9112 FORESTRY WORKERS

9119 FISHING AND AGRICULTURAL WORKERS

9111 FARM WORKERS

Farm workers perform a variety of tasks, by hand and machine, to produce and harvest crops and to breed and rear cattle, sheep, pigs and poultry.

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 are available at Levels 1 and 2.

TASKS

- operates farm machinery to prepare soil, fertilise and treat crops;
- cultivates growing crops by hoeing, spraying and thinning as necessary;
- weighs and measures foodstuffs, feeds animals and checks them for any signs of disease;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no minimum academic entry requirements. Training is typically received on-the-job, supplemented by short courses covering specialised skills. NVQs/SVQs in Forestry are available at Levels 1 and 2.

TASKS

- prepares ground for planting by clearing vegetation and other debris;
- drains and ploughs land and erects and maintains fences as necessary;
- collects seeds, plants and prunes trees and selects and marks trees for felling;
- fells trees using axe or power saw and saws wood into required lengths;
- removes tops of standing trees and lops branches as necessary;
- assists in the control of harmful diseases, pests or forms of wildlife;
- maintains watch for fires and operates firefighting equipment.

RELATED JOB TITLES

Forestry contractor
Forestry worker
Lumberjack
Timber feller

9119 FISHING AND AGRICULTURE RELATED OCCUPATIONS NEC

Workers in this unit group perform a variety of tasks in relation to the breeding and rearing of animals and fish, catch fish at sea and from inland waterways, assist in the picking and lifting of crops, plant and maintain hedges, oversee the incubation and hatching of eggs and perform other fishing and agriculture related tasks not elsewhere classified.

**MINOR GROUP 9
ELEMENTARY CONSTRUCTION**

Workers in this minor group assist the work of electricians, plumbers, and painters and perform construction tasks.

Occupations in this minor group are classified as follows:

- 9121 LABOURERS IN BUILDING AND WOODWORKING TRADES**
- 9129 LABOURERS IN OTHER CONSTRUCTION**

9121 LABOURERS IN BUILDING AND WOODWORKING TRADES

Workers in this unit group perform a variety of general labouring and construction duties to assist building and woodworking trades workers in the performance of their tasks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is typically provided on-the-job. NVQs/SVQs in a variety of construction and craft occupations are available at Levels 1, 2 and 3.

TASKS

- conveys blocks, bricks, stone, mortar, roofing, felt, slates, wood and other building materials to the work area;
- assists with the erection of ladders, scaffolding and work platforms, the rigging of cradles of hoisting equipment and the attaching of slings, hooks and guide ropes;
- mixes mortar, grouting material, cement screed, and plaster, and prepares adhesive, primer and paints and similar construction material;
- cleans equipment and tools, clears work area and otherwise assists building and woodworking trades workers as directed;

TASKS

- covers ceilings, floors, walls and exposed surfaces of boilers, pipes and plant with insulating material;
- lights oil, coal or other heating vessel and breaks up blocks of asphalt, bitumen or tar;
- stirs melting mixture, adds aggregate if required, pours mixture into buckets and turns off heating;
- measures and fixes timber and other structures to support excavations, cables or other rail, signal and telecommunications equipment;
- erects and repairs fencing, excavates, constructs and maintains land drainage systems and prepares graves for burial;
- operates, cleans and lubricates valves and sluices, removes weeds, dead animals and other debris from water and carries out minor repairs to banks and footbridges.

RELATED JOB TITLES

Drainage worker
Fence erector
Grave digger
Marquee erector
Reservoir attendant

**MINOR GROUP 9
ELEMENTARY PROCESS**

Workers in this minor group perform a variety of allied trades, assist the work of machine operators in industrial premises, operate printing machines, label and seal containers by hand or machine.

Occupations in this minor group are classified as follows:

- 9131 LABOURERS IN FOUNDRIES**
- 9132 INDUSTRIAL CLEANING PR**
- 9133 PRINTING MACHINE MIND**
- 9134 PACKERS, BOTTLERS, CAN**
- 9139 LABOURERS IN PROCESS A**

9131 LABOURERS IN FOUNDRIES

Workers in this unit group perform various manual tasks in foundries, engineering and allied trades.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

There are no formal academic entry requirements. Training is provided off- and on-the-job. NVQs/ SVQs in Engineering Material Processing are available at Level 1.

TASKS

- assists with the charging of furnaces and keeps furnace area or casting bay clean;
- supplies moulders with sand and/or molten metal, assists with pouring molten metal into moulds, removes castings from moulds and conveys them to dresser;
- assists in setting up attachments on plant and machinery, helps load metal billets and operates saws, shears or other equipment;
- removes scale and scrap metal from work area, cleans scale from shears, roll and water channels and assists with the cleaning and changing of rolls and otherwise assist blast furnace, teeming, rolling, tube making, moulding and casting crews as directed.

- dismantles engines, boilers, furnaces and other industrial plant and machinery, cleans component parts and reassembles equipment;
- washes, rinses, dries and cleans manufactured goods, and stacks cleaned articles ready for removal.

RELATED JOB TITLES

Cleaner (*metal goods mfr*)
Hygiene operative

9133 PRINTING MACHINE MINDERS AND ASSISTANTS

Printing machine minders and assistants set and operate letterpress, platen or cylinder, lithographic and photogravure printing machines, photocopiers, office printers, duplication machines and other reprographic equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Off- and on-the-job training is provided. NVQs/SVQs in Screen Printing are available at Levels 1 and 2, and in Machine Printing at Levels 2 and 3.

TASKS

- positions printing plates, loads inks into reservoirs and loads paper rolls or sheets into printing press;
- sets controls to control the speed, pressure and ink flow of printing machine;
- loads photocopiers, office printers, duplication machines and other reprographic equipment with stationery;
- starts reprographic or printing machine and monitors operation for paper misfeeds and error messages, removes blockages and replaces damaged paper, and monitors quality of output;
- sets and operates presses for stamping patterns and labels on textiles, clothing, pottery, footwear and other leather goods.

**9139 LABOURERS IN PROCESS
AND PLANT OPERATIONS
NEC**

Workers in this unit group assist the work of machine operatives and perform a variety of manual tasks in process and plant operations.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

1

No academic qualifications are required. On-the-job training is provided. NVQs/SVQs may be available in some areas.

2

TASKS

3

- conveys goods, materials, equipment, etc. to work area, assists in setting up machinery and equipment and prepares tools, lamps and other equipment for use;

4

- assists operative to mark out, bend, drill, galvanise, coat and otherwise machine metal;

5

- loads and unloads vehicles, trucks and trolleys;

- removes finished pieces from work area, paints or fixes identification labels or markers on products or containers;

- clears machine blockages, cleans machinery, equipment and tools, keeps work area tidy and clears waste and any spillages;

6

- performs a variety of manual tasks in relation to the operation of coke ovens, boilers and blast furnaces.

RELATED JOB TITLES

7

Electrician's mate
Factory hand (*engineering*)
Fitter's mate
Labourer (*engineering*)
Material handler

8

9

MINOR GROUP ELEMENTARY GOODS STEVEDORES

Workers in this minor group load and unload cargo on and off berthed ships with water, oil and fuel, load, unload and move equipment in and around warehouses, depots and motor vehicle and other road vehicle drivers.

Occupations in this minor group are classified as follows:

9141 STEVEDORES, DOCKERS AND SLINGERS 9149 OTHER GOODS HANDLING

9141 STEVEDORES, DOCKERS AND SLINGERS

Stevedores, dockers and slingers supply berthed ships with water, oil and petroleum, attach chains, hooks, slings and other grappling attachments to cargo, and load and unload cargo from ships, boats and barges.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Off- and on-the-job training is provided. NVQs/SVQs in Cargo Operations are available at Levels 1 and 2.

TASKS

- attaches hoses to ship's flow connections, starts pump to transfer oil, petroleum or water to and from a ship and uncouples hose system when loading/discharging is complete;
- arranges cargo on quayside or in hold for loading or unloading, examines type and weight of load to be moved and selects appropriate hook, chain, rope, sling or other grappling attachment;
- attaches winch or crane hooks, slings, ropes or clamps to load, signals to crane driver to commence lifting, visually checks that load is balanced and ensures that route is clear for movement;
- removes slings, hooks, clamps or ropes from cargo and stows cargo in hold or loads cargo onto lorries, railway wagons or into warehouses.

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- packs furniture and household goods into crates and cartons for storage;
- undertakes the loading and unloading of goods and conveys goods about storage area;
- retrieves stored items as listed on order sheets, makes up orders against requisitions and prepares goods for despatch;
- accompanies driver on journey and assists him/her with manoeuvres such as reversing;
- secures goods to prevent movement or damage during journey and assists driver to load and unload vehicle.

2

RELATED JOB TITLES

Store keeper
Storeman
Warehouse assistant
Warehouseman

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SUB-MAJOR ELEMENTARY ADMINISTRATIVE OCCUPATIONS

Workers in this sub-major group collect, sort and perform elementary clerical tasks within offices, perform housekeeping and serving tasks within hospitals, catering, dormitories, perform elementary cleaning tasks, protect and supervise, and perform elementary sales related tasks.

MINOR GROUP ELEMENTARY ADMINISTRATIVE

Workers in this minor group collect, receive, sort and deliver correspondence or messages and perform a variety of other tasks.

Occupations in this minor group are classified as follows:

9211 POSTAL WORKERS, MAIL SORTERS, 9219 ELEMENTARY OFFICE OCCUPATIONS

9211 POSTAL WORKERS, MAIL SORTERS, MESSENGERS, COURIERS

Workers in this unit group collect, receive, sort and deliver mail, documents, correspondence or messages, either between or within establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. A medical examination may be required. Entrants complete short induction courses followed by a programme of off- and on-the-job training. NVQs/SVQs in Mail Operations are available at Levels 1 and 2.

TASKS

- collects mail from post boxes, receives parcels, and collects correspondence, documents and other material from individuals, offices or other establishments;

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

TASKS

- copies, duplicates or destroys documents and other records;
- records and retrieves information;
- compiles, sorts and files correspondence;
- distributes internal and external correspondence to office staff.

RELATED JOB TITLES

Office junior
Office worker
Paper keeper

1

2

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MINOR GROUP ELEMENTARY PERSONAL SERVICES

Workers in this minor group perform manual tasks in hospitals, assist guests staying at hotels, perform cleaning and fetching tasks in kitchens, serves food, and other domestic and other establishments, assist in the operation of arcades, funfairs, theme parks and holiday camps and other service occupations not elsewhere classified.

Occupations in this minor group are classified as follows:

9221 HOSPITAL PORTERS

9222 HOTEL PORTERS

9223 KITCHEN AND CATERING AID

9224 WAITERS, WAITRESSES

9225 BAR STAFF

9226 LEISURE AND THEME PARK STAFF

9229 ELEMENTARY PERSONAL SERVICES

9221 HOSPITAL PORTERS

Hospital porters perform various manual tasks in hospitals to assist nursing and domestic staff with the care of patients.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is provided off- and on-the-job. Entrants must typically pass a medical examination and may be required to hold a driving licence.

TASKS

- lifts, escorts and wheels patients between hospital wards;
- assists with the delivery of meals, laundry, medical supplies and post to the wards or theatres;
- collects and disposes of refuse from wards and other departments;
- assists with unloading and delivery of supplies.

1

- collects room keys from departing guests and arranges transport where necessary;
- deals with enquiries regarding hotel services and local amenities.

RELATED JOB TITLES

Hall porter
Hotel porter
House porter

2

9223 KITCHEN AND CATERING ASSISTANTS

Workers in this unit group assist in the preparation and service of food and beverages in restaurants, cafés and other eating establishments, and perform various cleaning, fetching and carrying tasks.

3

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job. NVQs/SVQs in Food and Drink Service are available at Levels 1 and 2, and in Kitchen Portering at Level 1.

4

TASKS

5

- cleans or prepares food for cooks by hand or machine;
- carries meat, vegetables and other foodstuffs from delivery van to storeroom and from storeroom to kitchen;

6

- cleans and tidies service area, kitchen surfaces, crockery, cutlery, glassware, kitchen utensils and disposes of rubbish;
- prepares and serves beverages and light refreshments, accepts payment and gives change;
- keeps service area well stocked.

7

RELATED JOB TITLES

8

Canteen assistant
Catering assistant

9

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is typically received on-the-job. NVQs/SVQs in Food and Drink Service are available at Levels 1 and 2.

TASKS

- assists in keeping bar properly stocked;
- washes used glassware and cleans bar area;
- takes customer orders and mixes and serves drinks;
- receives payment for drinks.

RELATED JOB TITLES

Bar assistant

Bar steward/stewardess

Barman/maid/person

9226 LEISURE AND THEME PARK ATTENDANTS

Leisure and theme park attendants monitor the operation of amusement arcades, check tickets of entry to theatres and cinemas and show people to their seats, operate rides at funfairs and theme parks, and entertain and look after guests at holiday camps.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

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

TASKS

- checks tickets of people entering cinemas and theatres, and directs people to their seats;
- operates rides and supervises stalls at fairgrounds and amusement parks;
- issues change at amusement arcades, monitors the operation of arcade machines and empties coins from machines;

**MINOR GROUP 9
ELEMENTARY CLEANING OCCUPATIONS**

Workers in this minor group clean windows, wash, dry and press household linen, clean and dispose of refuse from business and private premises, and perform other work not elsewhere classified.

Occupations in this minor group are classified as follows:

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- 2
- 3
- 4
- 5
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- 7
- 8
- 9
- 9231 WINDOW CLEANERS
- 9232 ROAD SWEEPERS
- 9233 CLEANERS, DOMESTICS
- 9234 LAUNDERERS, DRY CLEANING
- 9235 REFUSE AND SALVAGE OCCUPATIONS
- 9239 ELEMENTARY CLEANING OCCUPATIONS

9231 WINDOW CLEANERS

Window cleaners wash and polish windows and other glass fittings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training may be available in larger firms. NVQs/SVQs in Cleaning: Windows, Glass and Façade Surfaces at Level 2 are available.

TASKS

- secures ladders and other equipment to gain access to glass;
- selects appropriate cleaning or polishing implement;
- washes and polishes glass with brushes, cloths, water, solvents and squeegees.

RELATED JOB TITLES

Window cleaner

9233 CLEANERS, DOMESTICS

Cleaners and domestics clean interiors of private houses, shops, hotels, schools, offices, other buildings, ships, aircraft, trains and road vehicles and wash and polish vehicle exteriors.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training may be provided. NVQs/SVQs in Cleaning: Building Interiors are available at Levels 1 and 2.

TASKS

- scrubs, washes, sweeps and polishes floors, corridors and stairs;
- dusts and polishes furniture and fittings;
- cleans toilets and bathrooms;
- washes down walls and ceilings;
- empties ashtrays, waste bins and removes rubbish;
- cleans, polishes and vacuums the interior surfaces of motor cars.

RELATED JOB TITLES

Car valet
Chambermaid
Cleaner
Domestic
Domestic cleaner

9234 LAUNDERERS, DRY CLEANERS, PRESSERS

Launderers, dry cleaners and pressers supervise and undertake the washing, dry cleaning, ironing and pressing of household and other linen, carpets and other articles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required. Training is mainly on-the-job. NVQs/SVQs in Laundering are available at Levels 1 and 2.

1

- carries waste material in dustbins or other containers from premises to refuse vehicle;
- empties refuse into vehicle manually or using an electronic tipping device;
- returns dustbins or other containers to premises;
- collects scrap metal, salvage, paper and other recyclable material from domestic and industrial premises, and sorts material in preparation for recycling;
- attends the operation of refuse tips, supervises the use of public refuse disposal facilities, and compacts and covers up refuse at landfill sites.

2

RELATED JOB TITLES

Binman/woman (*refuse collection*)
Dustman/woman
Recycling operative
Refuse collector

3

**9239 ELEMENTARY CLEANING
OCCUPATIONS NEC**

4

Workers in this unit group perform elementary cleansing service occupations not elsewhere classified in MINOR GROUP 923: Elementary Cleaning Occupations.

5

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

No formal academic qualifications are required. Training may be provided on-the-job.

6

TASKS

7

- cleans toilets, washrooms, rest rooms and other similar amenities;
- replenishes supplies of soap, toilet paper and towels;
- reports acts of vandalism and any defects in sanitary equipment;
- completes worksheets to note the date and time that facilities were last cleaned.

8

9

MINOR GROUP ELEMENTARY SECURITY GUARDING

Workers in this minor group protect individuals, patrol areas to detect and prevent parking infringements, supervise the activities of school children during school hours, control the use of vehicles in car parks, and perform other elementary security duties.

Occupations in this minor group are classified as follows:

- 9241 SECURITY GUARDS AND RELATED OCCUPATIONS**
- 9242 TRAFFIC WARDENS**
- 9243 SCHOOL CROSSING PATROLS**
- 9244 SCHOOL MIDDAY ASSISTANTS**
- 9245 CAR PARK ATTENDANTS**
- 9249 ELEMENTARY SECURITY GUARDING**

9241 SECURITY GUARDS AND RELATED OCCUPATIONS

Workers in this unit group protect merchandise, individuals, hotels, offices, factories, public grounds and private estates from injury, theft or damage.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. For some vacancies a current and clean driving licence is required and entrants may have to pass a medical examination. Training is typically provided on-the-job. NVQs/SVQs covering various aspects of security guarding are available at Level 2.

TASKS

- investigates crimes, trading practices and the private affairs of individuals;
- walks or rides near person requiring protection, watches for suspicious occurrences and defends guarded person from attack;

1

2

3

4

5

6

7

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9

9242 TRAFFIC WARDENS

Traffic wardens patrol assigned areas to detect and prevent infringements of local parking regulations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Candidates should be at least 18 years of age (in some areas 20-25+) and may be required to pass a medical examination. Training is typically provided on-the-job.

TASKS

- patrols assigned area to detect vehicles parked in no-parking zones and vehicles parked in excess of permitted time in restricted parking zones;
- warns offenders or issues tickets;
- advises motorists on local parking facilities and directs them as required;
- notes any cases of obstruction, evasion of tax or other infringement and reports them to the police;
- gives evidence in court as required.

RELATED JOB TITLES

Parking meter attendant
Traffic warden
Wheel clamber

9243 SCHOOL CROSSING PATROL ATTENDANTS

School crossing patrol attendants assist children to cross roads near to the entrances of schools.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. Training is provided off- and on-the-job.

9245 CAR PARK ATTENDANTS

Car park attendants control the parking of vehicles in public and private car parks, and operate passenger and goods lifts in commercial, industrial, residential and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided.

TASKS

- regulates entry/exit of vehicles to and from car parks and may park cars;
- issues and examines tickets in car parks, collects charges and gives change;
- operates push-button or hand controls to raise and lower lifts to required floor;
- ensures safety of goods and passengers carried in lift.

RELATED JOB TITLES

Car park attendant

Lift attendant

Parking attendant

9249 ELEMENTARY SECURITY OCCUPATIONS NEC

Workers in this unit group perform a variety of elementary security occupations not elsewhere classified in MINOR GROUP 924: Elementary Security Occupations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There are no formal academic entry requirements. For some vacancies a current and clean driving licence is required and entrants may have to pass a medical examination. Off- and on-the-job training may be provided.

**MINOR GROUP 9
ELEMENTARY SALES OCCUPATIONS**

Workers in this minor group remove and replace goods in other advertising spaces, replenish stocks of goods, issue shopping trolleys and baskets, and perform other related tasks.

Occupations in this minor group are classified under the following major group:

**9251 SHELF FILLERS
9259 ELEMENTARY SALES OCCUPATIONS**

9251 SHELF FILLERS

Shelf fillers receive incoming goods from storage, check them for damage and place them on the appropriate shelves in the store.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

There are no minimum academic entry requirements. Some on-the-job training may be provided.

TASKS

- selects goods from storeroom and checks for any damage;
- checks store layout or written instructions to determine the appropriate shelf location for the goods;
- prices goods by machine and fills shelves with goods;
- monitors depletion of stocks and re-fills shelves as required.

RELATED JOB TITLES

Display assistant (shelf filling)
Shelf filler
Stock handler