



COUNCIL OF MINISTERS

Immigration Sponsor Licensing Policy

Laid before Tynwald: 25 April 2017

1. The policy set out in this document is issued by the Council of Ministers and may be cited as the “Immigration Sponsor Licensing Policy”.
2. Terms defined in —
 - a. the Immigration Act 1971 (of Parliament); or
 - b. the Immigration Rulesas those enactments apply to the Island, have the same meaning in this document as they have there.
3. The Immigration Sponsor Licensing Policy sets out the requirements that must be met by:
 - a. applicants for sponsor licences under Tier 2, Tier 4 and Tier 5, and
 - b. licensed Sponsors in order to sponsor migrants under Tier 2, Tier 4 and Tier 5, of the Points Based System of the Immigration Rules made under section 3(2) of the Immigration Act 1971 (of Parliament) as that Act extends to the Island¹.
4. This policy is made —
 - a. to set parameters by which a sponsor may obtain a Licence and sponsor migrants under the Points Based System, and
 - b. to set requirements and responsibilities which a licensed sponsor must meet for the purpose of sponsoring migrants.
5. The appendices referred to in this policy form part of the Sponsor Licensing Policy.

¹ SD 62/05 made by the Council of Ministers and laid before Tynwald pursuant to section 3(2) of the Immigration Act 1971 (of Parliament) (c.77) as extended with modifications to the Isle of Man by the Immigration (Isle of Man) Order 2008 (SI 2008/680) as amended.

6. The policy applies to all applications made on or after 6 April 2017.
7. All valid Sponsor Licenses, Certificates of Sponsorship and Confirmations of Acceptance of Studies Issued by Department of Economic Development prior to 6 April 2017 will remain valid until the natural expiry stated on the relevant document.
8. When applying for a new, or to renew an existing document on or after 6 April 2017 this Policy applies.

Will Greenhow
CHIEF SECRETARY
March 2017



Immigration Sponsor Licencing Policy

Sponsor Licences, Certificates of Sponsorship and Confirmations of Acceptance of Study

For applications for Sponsor Licences under Tier 2, Tier 4 and Tier 5 of the
Immigration Points Based System

For applications for Certificates of Sponsorship under Tiers 2 and 5 of the
Immigration Points Based System

For applications for a Confirmation of Acceptance of Studies under Tier 4 of
the Immigration Points Based System

Other documents that form part of this Policy:

- Appendix A: Supporting Documents for Licence Applications
- Appendix B: Document Retention Policy
- Appendix C: Codes of Practice for Skilled Workers

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Introduction

This Policy applies to persons intending to sponsor applicants under Tier 2, Tier 4 and Tier 5 of the Points Based System in order to employ someone from outside of the European Economic Area (EEA) and Switzerland.

A migrant must have a sponsor before they can apply to come to, or remain in the Isle of Man for work or study.

This document reflects current policy, but may change at any time. It sets out the requirements that must be met by:

- a. applicants for sponsor licences under Tier 2, Tier 4 and Tier 5; and
- b. Licensed Sponsors in order to sponsor migrants under Tier 2, Tier 4 and Tier 5;

of the Points Based System of the Immigration Rules made under section 3(2) of the Immigration Act 1971 (as it extends to the Island)¹”.

When a Sponsor is granted a licence, significant trust is placed on them. With this trust comes a responsibility to act in accordance with the Immigration Rules and all parts of the This Policy.

A Register of Licensed Sponsors is held on the immigration pages of the www.gov.im website.

Sponsoring an individual does not guarantee that they will be allowed to come to or stay in the Isle of Man. Migrants must apply and meet all the relevant requirements for a visa to come to, or remain in the Isle of Man.

¹ SD 62/05 made by the Council of Ministers and laid before Tynwald pursuant to section 3(2) of the Immigration Act 1971 (of Parliament) (c.77) as extended with modifications to the Isle of Man by the Immigration (Isle of Man) Order 2008 (SI 2008/680) as amended.

Sponsor Licencing

Overview

To employ someone from outside the European Economic Area (EEA) and Switzerland to work in the Isle of Man an employer requires a Sponsor Licence, this includes unpaid work such as charity work.

If an education establishment wished to enrol students from outside the EEA they are also required to hold a Sponsor Licence to do so.

Sponsorship is based on 2 principles:

- those who benefit most directly from migration; employers, education providers or other bodies who are bringing in migrants, should play their part in ensuring the system is not abused,
- to ensure that those applying to come to the Isle of Man for work or to study are eligible, and that a reputable employer or education provider genuinely wishes to take them on.

Sponsorship plays 2 main roles in a migrant's application for permission to come to, or remain in the Isle of Man to work:

- where appropriate, it provides evidence that the migrant will fill a genuine vacancy that cannot be filled with a suitably qualified or skilled settled worker
- it involves a pledge from the sponsor that it accepts all of the duties expected when sponsoring the migrant

Overview of Sponsorship under Tier 2 and 5

Tiers 2 and 5 of the Points Based System are the primary immigration routes for non-EEA migrants who wish to work in the Isle of Man. These migrants must be sponsored by an organisation or company that holds a tier 2 and/or Tier 5 licence. The organisation is known as a sponsor, individual persons are not recognised as sponsors.

A certificate of sponsorship may only be assigned to the migrant by a Licensed Sponsor and if the licence holder:

- has genuine responsibility for deciding all the duties, functions and outcomes, or outputs of the job the migrant is doing; and
- is responsible for agreeing and paying the migrant's salary.

Tier 2 is for skilled workers who you want to employ long-term or permanently. It's split into:

- General - the role must meet the job suitability requirements;
- Intra-Company Transfer - for multinational companies which need to transfer employees to the Isle of Man;

- Minister of Religion - for people coming to work for a religious organisation (for up to 3 years); and
- Sportsperson - for elite sportspeople and coaches who will be based in the Isle of Man.

Tier 5 is for Temporary workers and is split into five subcategories:

- Creating and Sporting
- Charity Workers
- Religious Workers
- Government Authorised Exchange
- International Agreement

When considering a license application, Immigration Officers need to establish 4 things:

- Is the applicant a genuine organisation operating lawfully in the Isle of Man? - to prove this, the applicant must provide certain documents - these are listed in Appendix A of this Policy;
- Is the applicant honest, dependable and reliable? - to judge this, immigration officers may consider the applicant's history and background, the key personnel named on the application and any people involved in the day to day running of the organisation or any of its listed sites;
- Is the applicant capable of carrying out the sponsor duties? – Immigration Officers judge this by looking at the applicant's current human resources and recruitment practices to make sure that they are able to fulfil the sponsor duties, immigration officers may do this by visiting the applicant before the licence is granted; and
- can they offer employment that meets the skill level and appropriate rates of pay?

Overview of Sponsorship under Tier 4

Tier 4 of the Points Based System is the primary immigration route for non-EEA students who intend to study full-time in the Isle of Man. These students must be sponsored by an education provider that holds a Tier 4 licence. The education provider² is known as a sponsor.

The Tier 4 sponsorship regime is based on two basic principles:

- sponsorship is a privilege and not a right so those who benefit most directly from student migration (education providers) must help to prevent the system from being abused; and
- those applying to come to the Isle of Man to study must be eligible to do so, and must have a reputable education provider who intends to teach them.

An education provider can apply for a licence in two categories:

² Health Education England (HEE) is also a Tier 4 sponsor. HEE sponsor all non-EEA students on the two-year foundation programme for postgraduate doctors and dentists.

- Tier 4 (General) student. This route is for migrants aged 16 or over who come to the Isle of Man for their post-16 education.
- Tier 4 (Child) student. This route is for students aged 4-17 who come to the Isle of Man for their education. Tier 4 (Child) students may only be educated at independent schools.

Applying for a Licence

All applications will be treated in confidence. However, Immigration Officers may pass on the information that is provided to them, either when applying for a licence, any time throughout the licences validity and after its expiry.

When applying for a licence the application must specify which Tiers, categories and subcategories the applicant wishes to be licensed under. Providing the relevant eligibility criteria are met, an applicant may be licenced for as many as needed, but will only be able to sponsor a migrant under those Tiers, categories or subcategories for which the License is granted.

If an applicant has not included with its application all the mandatory documents, as set out in Appendix A of this Policy³, Immigration Officers will consider it ineligible and reject the application. Other documents in addition to Appendix A may be requested at any time by Immigration Officers.

If any documents (other than mandatory documents) are missing from the application, or if further documentation or information is required, Immigration Officers will contact the Key Contact named in the application. The requested further documentation should be provided to Immigration Officers within 10 working days.

Eligibility and Suitability criteria to be met

When applying for a Sponsor Licence, an applicant must meet the eligibility and suitability criteria:

- apply by completing the relevant application form and submitting it with the appropriate fee and supporting documentation to the address specified on the application form. This application includes a declaration from the applicant that they agree to meet all of the duties associated with being a licensed sponsor;
- pay the correct fee;
- provide proof that they are an institution operating lawfully in the Isle of Man and provide original or certified copies of documents listed in Appendix A to this Policy;
- provide original or certified copies of documents listed in Appendix A to this Policy;
- appoint Key Personnel and provide contact details for them;
- indicate the number of migrants intended for sponsorship within the first financial year (April to March), or part thereof;

³ Appendix A of this Policy sets out the documentary evidence required to validate an application. Other documents may be requested at any time.

- show there are no reasons to believe that they are a threat to immigration control; and
- if asked, provide evidence of holding the appropriate planning or building control permission from the Department of Environment, Food and Agriculture or Building Control authority.

In addition to eligibility and suitability criteria above a Tier 4 licence application, an education provider applying for a sponsorship licence must also provide evidence to show they are:

- an education provider operating lawfully in the Isle of Man, complying with all appropriate rules and regulations;
- considered eligible and suitable to hold a Tier 4 licence; and
- capable of carrying out its duties as a sponsor.

In order to establish whether or not an applicant meets criteria, Immigration Officers will consider a number of factors, including (but not limited to) its history and background, the Key Personnel named on its application and anyone involved in the day-to-day running of the organisation.

Immigration Officers will consider whether an applicant is eligible and suitable to hold a sponsorship licence and will take into account any relevant factors, including (but not limited to) whether or not:

- the applicant has obtained any necessary certification;
- the applicant has complied with the Immigration Rules and Immigration Sponsor Licence Policy in the past (including consideration of whether a previous license issued in the Isle of Man has been revoked);
- the education provider is an institution that is operating lawfully in the Isle of Man, including registering for VAT with Customs and Excise where required to do so; holding a Fire Certificate issued by the Isle of Man Fire and Rescue Service; and holding the appropriate planning or building control permission from the Cabinet Office or the appropriate Building Control Authority at its trading institution.
- Key Personnel, or any individuals involved in the day-to-day running of the organisation or any of its sites, have:
 - any unspent criminal convictions for a relevant offence;
 - received a civil penalty for immigration offences; or
 - previously come to the notice of Immigration Officers for potential investigation;
- the education provider has systems, policies and processes in place that enable it to meet its sponsor duties (under the Immigration Rules and/or the sponsor guidance); and
- the education provider has at any time misrepresented its sponsorship status on its

website or marketing material (for example, by claiming it was a licensed sponsor while its licence was revoked).

If Immigration Officers consider that an applicant is not suitable to hold a licence, the application will be refused.

If a sponsor ceases to be suitable to retain its Tier 4 licence, the licence may be revoked.

Key Personnel

An applicant must appoint Key Personnel to carry out certain functions and must be named on the application form. These roles can be filled by the same person, or a combination of different people. The two roles are:

- Authorising Officer, and
- Key Contact

Each of the key personnel must:

- be permanently based in the Isle of Man for the duration of the period that they fill the role appointed to them;
- must not have an unspent conviction for a relevant offence; and
- must be a paid member of the applicant's staff.

The key personnel cannot be:

- a representative who is not based in the Isle of Man;
- a contractor or consultant who is contracted for a specific project;
- subject to a Bankruptcy Restriction Order;
- subject to a Bankruptcy Restriction Undertaking;
- subject to a Debt Relief Restriction Order;
- subject to a Debt Relief Undertaking; or
- legally prohibited from being a company director.

The applicant and key personnel must not assign a Certificate of Sponsorship or a Confirmation of Acceptance of Studies to themselves or to a relative or partner. A relative or partner is a:

- spouse or civil partner
- unmarried or same-sex partner
- parent or step-parent
- son or step-son
- daughter or step-daughter
- brother, step-brother or half-brother
- sister, step-sister or half-sister
- nephew, niece, cousin
- father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law or daughter-in-law

Authorising Officer – Overview

An authorising officer must be an appointed individual of the organisation when applying for a Sponsor Licence and an authorising officer must be in place throughout the Licence validity.

The person nominated to this role must be the most senior person responsible for recruitment in the organisation and for ensuring all sponsor duties are met.

Key Contact – Overview

The key contact may also be the authorising officer or another individual within the organisation.

The key contact will be the delegated point of contact with Immigration Officers, and will be contacted with any queries about the application, the documents supplied with it or the fee.

Fees

In order for a Licence application to be considered the relevant fee must be paid. Information relating to the relevant fee can be found on the Immigration pages of the www.gov.im website.

The fee is for the consideration of a Sponsor Licence application and will not be refunded if the application is refused.

Tiers 2 & 5

The fee for a sponsor licence depends on the size of the organisation that is applying. If the applicant has charitable status they are eligible to pay the 'small' sponsor licence fee.

Applicants for a Tier 2 or Tier 5 Licence must pay a fee for the following:

- initial applications for a sponsor licence
- applying to renew an existing sponsor licence
- applying to extend the scope of an existing licence
- assigning each certificate of sponsorship (CoS)

Tier 4

Applicants for a Tier 4 Licence must pay a fee for the following:

- To apply for a Tier 4 licence, or to renew it
- To extend your existing licence by adding other Tiers
- To assign a Confirmation of Acceptance of Studies (CAS)

If the correct fee is not paid on submission of the application, that application will be rejected. If an overpayment is made for the Tier/category applied for, the excess payment will be returned via the method of payment made.

Sponsor's Structure

A UK based company must have a registered branch and presence in the Isle of Man and that registered branch must be the licence holder.

A licence may reflect the structure of the organisation and may apply for a licence in a number of ways:

- Applying for a single licence that includes the head office and all branches in the Isle of Man
- Each branch may apply for a separate licence
- Grouping a number of branches in the Isle of Man in a single licence, a large company may find it convenient to register all of its operations in the Isle of Man under a single licence.

Where a number of branches are individually licenced, and a licence for one of those branches is revoked, the licences for the other branches will not automatically be revoked, however they will be investigated.

If the head office and all branches are a single licence and that licence is revoked, that revocation will apply to all branches. Therefore none of the branches will be authorised to sponsor migrants.

Where any branches later apply for an individual licence, evidence of previous abuse or non-compliance, and the reasons for it, will be taken into account when considering the application.

Employment agencies, employment businesses and intra-company transfers

If the applicant is an employment agency or any third party (intermediary) who supplies workers to a client, a sponsor licence will only be granted to sponsor migrant workers who will be directly employed in connection with the running of that business. You cannot sponsor a migrant in order to supply them as labour, to another organisation, regardless of any contractual arrangement between the parties involved.

If a licence is granted to an employment agency or intermediary, and later find that the migrants sponsored have been supplied as labour to another organisation, your licence will be revoked.

Franchises

If the applicant either as an organisation, a sole trader or partnership have a number of franchises under their control, they may decide whether to apply for a licence as a 'head office and all Isle of Man branches' or have each franchise licenced individually.

If the franchises are separate businesses, not under the applicant's control (as the parent organisation), separate licence must be obtained for each one.

Sponsor Duties

A licenced sponsor benefits directly from migration and is expected to play a significant part in ensuring that the system is not abused. This means certain duties must be fulfilled. Some of these duties apply to all sponsors, whilst others are specific to those licenced under certain tiers or categories.

The objectives of these duties are to:

- prevent abuse of assessment procedures
- capture early any patterns of migrant behaviour that may cause concern
- address possible weaknesses in process which can cause those patterns
- monitor compliance with Immigration Rules

The responsibilities as a Licensed Sponsor start on the day your licence is granted and end if the licence is surrendered or revoked.

The responsibility for each migrant starts on the day a CoS is assigned to them. The responsibility for each migrant ends:

- when the licence holder tells the Immigration Officers that the migrant is no longer sponsored by them for any reason
- when the migrant leaves the Isle of Man and their entry clearance or leave to remain lapses
- when they are granted further leave to remain with a different sponsor or in another immigration category

Record Keeping Duties

Appendix B is the Document Retention Policy and lists the documents that must be kept by a Licensed Sponsor to meet these record keeping duty requirements.

There is no prescribed method for storing the documents listed in Appendix B; by they must be available to Immigration Officers on request. A licence holder should also be aware of and comply with the recommendations associated with the Data Protection Act and storing documents that include details of your employees.

Reporting Duties

A licence holder must report certain information or events to Immigration Officers, within any time limit set. Any information reported about migrant's non-attendance, non-compliance or disappearance will be used to take enforcement action against them.

A licence holder must give the police any information that suggests any migrant sponsored, or endorsed under that licence, under any tier, may be engaged in terrorism or criminal activity.

Tier 2 & 5 Reporting Duties

The Licensed Sponsor must notify Immigration Officers within 10 working days of any of the following:

- if a sponsored migrant does not turn up for their first day of work the Licensed Sponsor. The notification should include the last recorded residential address and contact telephone number for the migrant in addition to any reason given for their non-attendance, for example a missed flight.
- if a sponsored migrant's contract for employment, or services or registration is terminated earlier than shown on their (CoS), for example, if the migrant resigns or is

dismissed. The notification should include the last recorded residential address and contact telephone number for the migrant. Where the migrant has moved to a new employer the name and address of the new employer, if known, must be included in the notification.

- if there are any significant changes in the sponsored migrant’s circumstances, for example:
 - a promotion or change of job title, or core duties, other than those which need a change of employment application (change of employment section);
 - a change of salary from the level stated on the CoS, other than changes due to annual increments or bonuses;
- where a sponsored migrant is absent from work for more than 10 consecutive working days without permission, it must be reported within 10 working days of the 10th day of absence.
- where there are significant changes in the circumstances of the licence holder, for example trading has ceased, enters into administration, substantially change the nature of the business, or are involved in a merger or take over, this must be reported within 10 working days.

Tier 4 Reporting Duties

	If...	Then...
a.	A student withdraws from their course before they travel to the Isle of Man	The Sponsor must: <ul style="list-style-type: none"> • Report it to Immigration Officers within 10 working days of you knowing about it • Inform Immigration Officers if the student is joining another institution and the name and address of that institution if you know it.
b.	A student’s start date is delayed before they enter the Isle of Man but after they have been granted entry clearance	The Sponsor must: <ul style="list-style-type: none"> • Agree with the student whether they can still complete the course within the dates given on their visa. If they can, then it does not need reporting to Immigration Officers If they cannot then the Sponsor must: <ul style="list-style-type: none"> • Assign a new CAS; • Advise the student to apply to vary their leave to include a later finish date.
c.	A student does not enrol within the enrolment period.	The Sponsor must: Report to Immigration Officers within 10 working days of the enrolment period ending

		<p>including the reasons for non-enrolment, for example;</p> <ul style="list-style-type: none"> a) they missed their flight; b) they decided not to come to the Isle of Man to undertake the course enrolled on; c) they delayed their enrolment; or d) they are doing a course with a different sponsor;
<p>d.</p>	<p>A student misses 10 consecutive "expected contact" points without being granted reasonable permission. Examples of "expected contacts" include:</p> <ul style="list-style-type: none"> - attending formal academic or pastoral care activities including: - a lesson, lecture, tutorial or seminar; - a test, examination or assessment board; - a meeting with a supervisor or personal tutor; - an oral examination - an appointment with a welfare adviser or international student adviser; - submitting; - assessed or unassessed coursework; or - an interim dissertation, coursework or report; and - registration (for enrolment or matriculation). 	<p>The Sponsor must:</p> <ul style="list-style-type: none"> • Inform Immigration Officers within 10 working days of the last expected contact point, that you intend to withdraw sponsorship of that student • Provide the name and address of any other sponsor the student has moved to, if you know it.

<p>A student defers their studies after they have arrived in the Isle of Man and is no longer actively studying.</p> <p>The sponsorship of that student who has deferred their studies may continue for up to a maximum of 60 days providing the Sponsor can continue to carry out the sponsorship duties and the student will be able to complete their course within their existing period of leave. If the Sponsor believes the student will not resume their studies after 60 days they must withdraw sponsorship.</p> <p>In exceptional circumstances, such as serious illness or injury, you may continue to sponsor a student for longer than 60 days providing the student can still complete their course within their existing period of leave when they resume their studies.</p> <p>It is the Sponsor's decision as to whether they are prepared to continue sponsoring a student during a deferral and, if necessary, provide evidence to verify this decision to Immigration Officers</p>	<p>The Licensed Sponsor must report that the student has deferred their studies within 10 working days of agreeing the deferral.</p> <p>If the Licensed Sponsor withdraws sponsorship of the migrant, the student's permission to stay is no longer valid and the Sponsor must advise them to leave the UK.</p> <p>Once the student is ready to resume their studies, the Licensed Sponsor must assign a new CAS and the student must reapply for a new visa with the new CAS.</p>
<p>e. The Licensed Sponsor stops sponsoring the migrant for any reason.</p> <p>Or</p> <p>There is a significant change in the student's circumstances. These include:</p> <ul style="list-style-type: none"> • a change in where they study or do their work placement; • a change of course; or • anything that suggests that they are breaking the conditions of their permission to stay in the UK, such as working in breach of their conditions. 	<p>The Licensed Sponsor must:</p> <ul style="list-style-type: none"> • Inform Immigration Officers within 10 working days of knowing about any issue that has led to the Sponsor ceasing sponsorship. <p>Or</p> <p>Report the changes to Immigration Officers within 10 working days of the Sponsor becoming aware of it.</p>

Complying with the Law

To ensure the licence holder is complying with the Immigration laws, a licence holder must:

- only employ migrants who are appropriately qualified, registered or experienced to do the job, or in respect of a Tier 2 (General) migrant, will be, by the time they begin the job - such as if the migrant is working as a doctor, the licence holder must ensure that they have the correct registration that allows them to practise legally in the Isle of Man;
- a copy must be kept of any registration document, certificate or reference that confirm they meet the requirements of the specific job, and give this to immigration officers on request - further information or evidence may be requested from the licence holder or the migrant to confirm this requirement;
- not employ migrants where they don't have the experience or permission to do the job in question, and stop employing any migrants who for any reason are no longer entitled to do the job;
- not assign a CoS where there is no vacancy or role which meets the Tier 2 or 5 criteria - if a CoS is assigned and immigration officers do not consider that it is for a vacancy, we reserve the right to suspend your licence, pending further investigation which may result in the licence being revoked;
- only allow the migrant to undertake the specific role set out in their CoS:
 - only assign a CoS to migrants who you believe will meet the requirements of the tier or category, and are likely to comply with the conditions ('rules') of leave or worker authorisation; the requirements and conditions of leave or worker authorisation are set out in the Immigration Rules;
 - Comply with Isle of Man Employment law;
 - only assign a CoS to a migrant if you are satisfied that they intend and are able to fill the role; and
 - only employ a migrant who has had a Disclosure and Barring Service (DBS) check, where this is a requirement for the role

Vacancy

A vacancy is one which:

- requires the jobholder to perform the specific duties and responsibilities for the job and meets all of the requirements of the tier and category - if the Sponsor has already assigned a CoS, the vacancy must be for the period of employment stated on that CoS
- does not include dissimilar and/or lower-skilled duties

Immigration Officers may request additional information and/or evidence from the Sponsor or the migrant to establish this requirement, and may refuse the migrant's visa application if this is not provided within a set deadline.

Examples considered not to be a vacancy are but not limited to:

- one which contains an exaggerated or incorrect job description to deliberately make it appear to meet the requirements of the tier and category when it does not
- for a job or role that does not exist in order to enable a migrant to come to, or stay in, the Isle of Man
- advertisements with requirements that are inappropriate for the job on offer, and have been tailored to exclude resident workers from being recruited

Tier Specific duties under Tier 2 (General) and Tier 2 (Intra-Company Transfer)

When applying for a CoS under Tier 2 (General) the Sponsor must demonstrate one of the following:

- that a Resident Labour Market Test has been carried out in accordance with the rules in force at the time of the test;
- the job is exempt from the resident labour market test at the time of application for the CoS; or
- the job appeared on the shortage occupation list at Appendix K of the Immigration Rules, on the date the application for the CoS was made.

In addition to the points above a Sponsor must also confirm the following:

- where it was a requirement to carry out a resident labour market test, the migrant will be paid in line with the rate stated when the job was advertised;
- the migrant will be paid at or above the appropriate rate including specific permitted allowances for that job; and
- the job is a vacancy.

Duties that apply to Sponsorship of Non-EEA trained nurses and midwives

Overseas trained nurses or midwives wanting to work in the Isle of Man must register with the Nursing and Midwifery Council (NMC). Since October 2014, a nurse or midwife trained outside the European Economic Area, who wishes to work as a nurse in the Isle of Man, must pass the NMC test of competence which will assess their qualification, training and experience against the NMC's standards - to check that the applicant is capable of practising safely and effectively in the Isle of Man. This test will consider whether the applicant has the necessary post-qualifying practice and experience in each appropriate area of nursing or midwifery and always consists of 2 parts.

Part 1 is a computer-based test (CBT). The CBT is a multiple-choice test and can be taken at a Pearson VUE test centre available in most countries around the world.

Part 2 is a nursing or midwifery objective structured clinical examination (OSCE) – a practical nursing or midwifery examination. The CBT must be passed before the OSCE can be taken. The OSCE is only available in the UK at a designated test centre.

If a licence holder wishes to sponsor a migrant in the standard occupational classification (SOC) code '2231 Nurses' or '2231 Midwives' as a pre-registration nurse or midwife you should ensure that the following steps have been completed by the migrant.

1. Language requirement – must have completed the International English Language Testing System (IELTS) and achieved a minimum score of at least 7.0 in all areas within the last 2 years.
2. Practice requirement - must have practised as a registered nurse or midwife for at least 12 months (full time or the part-time equivalent) after qualifying. This post-registration experience must be relevant to the field of practice the applicant is applying for. Any practice that is not covered by registration cannot be considered for the requirement of 12-months post-registration experience.
3. Registration requirements - must hold a current registration or licence without restriction with the licensing authority or registration body in the country in which they qualified or have been practising.
4. Education requirements - must have successfully completed at least 10 years of school education before starting a post-secondary education nursing or midwifery training programme, leading to registration in their home country as an entry-level registered nurse or midwife.
5. Eligibility - must have completed the NMC's self-assessment of their eligibility and passed the eligibility assessment.
6. Test of competence – part one – must have sat the NMC's CBT and achieved the required minimum score.
7. Assessment stage – must have met the NMC's requirements for registration.

If the migrant passes the NMC's assessment stage, they will be invited to sit the OSCE in the UK. They have a maximum of 2 attempts (an initial sitting and a full or partial re-sit) to pass the OSCE with a minimum of 10 working days between the first and second try. The first try must have been completed no later than 3 months after the stated employment start date on their CoS. A face-to-face ID check will also take place at the OSCE location on the same day as the OSCE.

If the migrant fails the first OSCE attempt but arranges a re-sit and the Licence Holder still wants to sponsor them if they pass, the Licence Holder must tell the Immigration Officers of their re-sit date within 10 working days in line with the sponsorship duties.

If the migrant fails the ID check or their second OSCE attempt the Licence Holder must stop sponsoring them. They must inform Immigration Officers that sponsorship of the individual has ended within 10 working days in line with your sponsorship duties.

If the migrant successfully completes the OSCE and the ID check, they will be invited by the NMC to complete their final declaration and payment for registration online. NMC registration must be achieved within 8 months of the:

- stated employment start on the CoS - for CoS assigned to a migrant to support an initial Tier 2; or
- start date of the previous employment – for CoS assigned to a migrant who is currently sponsored to work as a nurse or midwife in Tier 2.

The NMC will send the applicant their registration number (PIN). The Licence Holder must retain a copy of the individual's PIN notification.

The Licence Holder must inform Immigration Officers within 10 working days of the individual's full NMC registration, confirmation that the individual is now undertaking the role of a registered nurse and is being paid at least the appropriate rate for a Band 5 nurse or midwife, as stated in Table 2 of Appendix J of the Immigration Rules.

If the migrant fails to complete their NMC final declaration and payment for registration online within the relevant 8 month period, the Licence Holder must stop sponsoring the individual and must inform Immigration Officers that sponsorship of the individual has ended within 10 working days in line with your sponsorship duties.

Duties that apply to Tier 4 migrants undertaking The Foundation Programme

Under the following circumstances a migrant's UK visa may be recognised for the purposes of undertaking the Foundation Programme in the Isle of Man.

In order to be exempt from applying for an Isle of Man Tier 4 visa the migrant **must:**

- a. have graduated from a UK medical school;
- b. have been allocated a place on The Foundation Programme to Nobles Hospital in the Isle of Man;
- c. hold a Tier 4 Visa issued by the UK Home Office, that Tier 4 visa must be sponsored by the UK Registered Sponsor Health Education England for the purposes of undertaking The Foundation Programme; and
- d. provide evidence to Isle of Man Immigration Officers of points a, b and c. above.

On production of the information prescribed above, Isle of Man Immigration Officers will issue a letter confirming the Tier 4 migrant has satisfied these requirements and their UK Tier 4 visa is recognised in the Isle of Man and subsequently not required to obtain an Isle of Man Tier 4 visa.

The Isle of Man employer of the Tier 4 migrant is required under this policy to retain all documents listed above in addition to documents set out in Appendix A of this Policy, and must be made available to Immigration Officers on request.

The employer must also comply with the Reporting Duties set out in this Policy.

Licence Validity

A sponsor licence is valid for 4 years from the date the licence is granted, after which it will expire. The only exceptions to this are if the licence is revoked or it is surrendered prior to its expiry.

A sponsor must apply to renew its licence before it expires, or it will be removed from the Register of Sponsors, and will not be permitted to continue sponsoring existing or to recruit new migrants.

Revoking a Licence

A licence may be revoked in certain circumstances. If a licence is revoked it will be done so in all tiers, categories and sub categories for which the licence is held.

Circumstances under which a licence will be revoked are set out in Annex1 of this policy.

Circumstances under which a licence may be revoked are set out in Annex 2.

Surrendering a Licence

When a Licensed Sponsor no longer wishes to sponsor migrants, and have no sponsored migrants working or studying with them, they may surrender their licence.

A Licensed Sponsor may wish to surrender their licence in all Tiers, categories and subcategories at the same time or simply surrender certain tiers, categories or subcategories.

In order to do this a Licensed Sponsor must declare in writing to Immigration Officers that they wish to surrender their licence. This declaration must also be accompanied by evidence that migrants are no longer sponsored by the Licensed Sponsor in question.

Where a Licensed Sponsor has sponsored migrants at the date the declaration to surrender the Licence is made to Immigration Officers, the migrants' leave in the Isle of Man will be curtailed in line with the Immigration Rules.

Where a licence is surrendered, an application for a new licence may be applied for at any time, the correct fee and all relevant documentation will need to be submitted as a new application.

Renewing a Licence

A Licensed Sponsor must renew their application should they wish to continue to sponsor migrants.

A Licensed Sponsor must apply to renew their Licence 15 working days prior to the expiry date of their current Licence.

Immigration Officers may request further documentation from the applicant to ensure continued compliance with both eligibility and suitability criteria, this may include documents listed in Appendix A to this Policy but may also request documentation not listed in Appendix A.

Immigration Officers may also request further documentation to ensure the applicant's continued compliance with the sponsorship duties as outlined within this Policy.

Where further documentation is requested the applicant must submit them to Immigration Officers within 5 working days. Where documents are not submitted within this time the application will be refused.

In considering the renewal application Immigration Officers may visit the Licensed Sponsors' premises to ensure continued compliance with the eligibility & suitability criteria and sponsorship duties.

Declining to renew a Licence

A Licensed Sponsor may not renew their licence, because they no longer sponsor any migrants and do not intend to sponsor any in the future.

If a licence is not renewed once it has expired, Immigration Officers will curtail the leave any migrant, sponsored by that expired licence, to 60 calendar days.

Where an application is made for a new licence that is granted following the expiry of the previous licence, the licenced Sponsor may not continue to sponsor migrants on the expired licence. Should the licensed Sponsor wish to employ the same migrant, where necessary, a resident labour market test must be carried out.

A new CoS or CAS must be applied for and the migrant must apply for the relevant further leave to remain with their new sponsorship before their current leave expires or their curtailment period of 60 calendar days comes to an end.

If a migrant's leave expires before they make a further application, they will have to leave the Isle of Man and UK as they have no valid leave to remain.

Sponsoring Migrants

What is a Certificate of Sponsorship or Confirmation of Acceptance of Studies?

All migrants that a Licensed Sponsor wishes to sponsor under Tier 2, Tier 4 and Tier 5 must have been granted entry clearance before coming to the Isle of Man.

Migrants cannot make a valid application for entry clearance or leave to remain in the Isle of Man under the Tier 2, Tier 4 or Tier 5 categories without a Certificate of Sponsorship (CoS) or Confirmation of Acceptance of Studies (CAS).

Individuals applying for a Tier 2, Tier 4 or Tier 5 visa for entry clearance or further leave to remain must also meet the requirements of the Immigration Rules. Immigration Officers make the final decision on who is granted entry or leave to remain in the Isle of Man. The assignment of a CoS or CAS does not guarantee an individuals' application for leave will be successful.

A Licensed Sponsor must make a request in writing to Immigration Officers for the release a CoS or CAS by completing the relevant application form (found on the Immigration pages of the www.gov.im website) for the Tier and subcategory that the individual is to be sponsored under.

Where a CoS or CAS is applied for, it is supplied by Immigration Officers to the Licensed Sponsor to issue to the migrant in order to make their relevant visa application.

A Licensed Sponsor applies for a CoS or CAS when they are ready to sponsor a migrant under Tier 2, Tier 4 or Tier 5. The document is a record of confirmation that a Licensed Sponsor;

- wishes to sponsor a migrant;
- has met all of the requirements set out in this Policy; and
- believes the migrant will be able to make a successful application for permission to enter, or remain in the Isle of Man in the relevant category by complying with the Immigration Rules.

A new CoS or CAS will be required for each application an individual makes for entry clearance or leave to remain.

Where a sponsored individual will be required to apply for leave to remain an application for a new CoS or CAS should be made to Immigration Officers by the Licensed Sponsor in good time prior to the expiry of the sponsored individual's visa. That individual must submit a visa application with that CoS prior to the visa expiry date.

How Many Certificates of Sponsorship or Confirmation of Acceptance of Studies will a Licence Holder be permitted to assign?

On applying for a Licence, a Sponsor must provide an estimate of the number of CoS or CAS they may wish to assign within their first year (the following April) in each tier, category or sub category. The Licence application must detail how this number of has been reached.

This is an annual process and therefore at the start of a new year (April) Licence Holders will be contacted in order to confirm how many CoS or CAS documents they envisage will be required by them in the coming year.

Should a licence holder wish to increase the number of CoS or CAS part way through a year a written request should be made to Immigration Officers, notifying the total new number requested and reasons why.

How Long is a CoS or CAS Valid for?

A CoS or CAS is intrinsically linked to a migrant's visa, where the CoS or CAS changes the visa must also change, and vice versa.

Once granted a CoS or CAS is valid for three months from the date of issue and must be used to support the migrants' visa application within this time. If the three month period lapses the Licence Holder must apply for a new CoS or CAS to support the sponsored migrant's' visa application.

A CoS or CAS may only be used once for one single visa application. Where a visa application is refused a new CoS or CAS must be applied for.

Where a visa application is successful, the CoS or CAS remains linked to that visa for the duration of the visas validity.

For each new visa applied for a new CoS or CAS is required. Therefore the Licenced Sponsor must also apply for a new CoS or CAS to support that visa application.

Where significant changes are made to a migrant's job role a new CoS must be applied for which means the migrants visa will also require renewal in line with a new CoS.

Change of Employment

If a migrant sponsored under the Tier 2 or Tier 5 categories changes employer, where the conditions of the Leave under the Immigration Rules permit, they must make a new application supported by a CoS from their new Licensed Sponsor. The exception is if they are moving to a new sponsor with the Transfer of Undertaking arrangements to continue in the same job, due to a takeover, merger or de-merger or other circumstance.

The previous employer must notify Immigration Officers in writing with the following information within 14 days of the date of the transfer of undertaking:-

- a) the full name of the employee;
- b) the work permit number;
- c) the date of the termination; and
- d) the name and address of the new employer

Where either:

- a Licensed Sponsor is already sponsoring a migrant who wants to continue working for them in a new job within the same Standard Occupational Classification (SOC) Code quoted on their CoS; or

- a migrant is transferring to a Sponsor under a Transfer of Undertaking or another similar arrangement, and as part of the transfer they move into a new job within the same SOC code that was on the CoS assigned to them by their last sponsor,

The migrant does not have to make a new visa application unless they are changing from a job which is on the list of shortage occupations, to one that is not. In all cases, the rate of pay for their new job must meet the appropriate rate requirements set out in this Policy.

If a sponsored migrant is changing occupations and will still be employed by the same Sponsor, but their new job is in a different SOC code, they must make a new visa application – with a new CoS. The same applies where a migrant is affected by Transfer of Undertakings or another similar arrangement and as part of their transfer they change occupations and the new job is in a different SOC code.

Where a sponsored migrant must make an application for a new visa due changes in employment, the Sponsor must first carry out a resident labour market test, if this guidance requires it, before applying for a new CoS for them. This could be if a migrant already sponsored under Tier 2 (General) wants to continue working for the same Sponsor, but in a new role which is in a different SOC code to the one quoted on the original CoS. A Sponsor cannot simply give them the job and request a new CoS for them straight away unless there is an exemption from the resident labour market test.

If the new job is not exempt from the resident labour market test, then the Sponsor must carry out the resident labour market test and must only appoint that same migrant if no suitable settled workers are available to fill the post.

As a CoS and visa are intrinsically linked if a new CoS is applied for then that migrant must make a new visa application. Their application must be approved before they can start work in their new job.

This applies in all cases whether the new job is with the same sponsor or a new sponsor. The migrant can continue working in their original job, for their original sponsor, provided their last leave or authorisation has not expired, until the start date of the new job, as stated on their new CoS.

If a migrant is sponsored under Tier 2 who is already in the UK or Isle of Man under Tier 2 having been sponsored by someone else, the new Sponsor must be aware of the rules that limit a migrant to a maximum of 6 continuous years' leave in the UK under Tier 2. A Tier 2 migrant may extend their stay to a maximum period of six years, and they will not be able to extend beyond 6 years in total. They will also not be able to reapply to return to the Isle of Man under the Tier 2 route until 12 months after their last leave under Tier 2 expired or they can demonstrate they were outside the Isle of Man for 12 months, whichever is sooner.

What happens if a migrant's leave lapses or expires when they are not in the Isle of Man or UK?

If a Tier 2, 4 or 5 migrants leave lapses, or expires, while they are not in the Isle of Man or UK they will not be able to re-enter unless they make a further successful application for leave which must be supported by a new CoS or CAS.

They may also be affected by the Tier 2 cooling off period as stated in the Immigration Rules.

The Biometric Residence Permit

Migrants applying for entry clearance to the UK will have to apply for a biometric residence permit (BRP). They will be provided with a short term biometric entry clearance (a vignette in their passport), valid for 30 days, in order to travel to the UK to collect their BRP that will confer the full visa validity.

This process is not matched in the Isle of Man, Entry Clearance granted for the Isle of Man should be granted by the Overseas Posts for the full validity of the visa granted.

Where a migrant is issued a vignette in their passport for 30 days incorrectly they must contact immigration officers on arrival to the Isle of Man. Immigration Officers will instruct migrants how to correct the error.

Where a migrant has been granted leave in the UK and is moving to the Isle of Man they must submit their BRP with their Passport and visa application to the Immigration Officers in the Isle of Man.

What happens if a migrant applies for settlement also called indefinite leave to remain?

The maximum time that a Tier 2 Migrant may hold a Tier 2 (General), Tier 2 (Minister of Religion) or Tier 2 (Sportsperson) categories is 6 years. After 5 years, the migrant may apply for settlement (also called 'indefinite leave to remain' (ILR)).

Tier 2 (General) and Tier 2 (Sportsperson) migrants must earn a minimum salary level in order to be successful in an ILR application. They must be paid a minimum of the relevant salary threshold listed below or the appropriate rate of pay for the job as stated in the Codes of Practice for Skilled Workers, whichever is higher.

The minimum salary thresholds are:

- £35,000 if applying for ILR on or after 6 April 2016
- £35,500 if applying for ILR on or after 6 April 2018
- £35,800 if applying for ILR on or after 6 April 2019
- £36,200 if applying for ILR on or after 6 April 2020

Salary for ILR applications is calculated in the same way as that for Tier 2 leave applications, including any of the following that apply:

- basic pay (excluding overtime) up to 48 hours per week
- guaranteed allowances which would be paid to settled workers in similar circumstances

The following are not included:

- other allowances and benefits
- employee-owner shares
- earnings from supplementary employment

Migrants in jobs that are on the 'Shortage occupation list' or, were on the shortage occupation list in the preceding 5 years, or are in PhD level occupations as set out in Appendix J of the Immigration Rules are exempt from the threshold

Sponsoring Tier 2 Skilled Workers

Tier 2 allows Isle of Man employers to employ nationals from outside the settled workforce to fill skilled jobs which cannot be filled by settled workers. A migrant sponsored under any Tier 2 category must not displace a suitable settled worker, which means that you can only offer a job to a migrant you wish to sponsor under Tier 2 if there is no suitable settled worker available to fill the vacancy. A settled worker cannot be made redundant to create a vacancy to be filled by a Tier 2 migrant.

Further information about which jobs are at these different skill levels is available:

1. in Appendix C: Codes of Practice for skilled workers of this Policy; and
2. on the Shortage Occupation List at Appendix K of the Immigration Rules, which are available on immigration pages of the www.gov.im website.

Skill level for jobs under Tier 2 (General) and Tier 2 (Intra-Company Transfer)

Apart from the exceptions listed below, migrants sponsored under Tier 2 (General) and Tier 2 (Intra-company transfer (ICT)) can only work in a skilled occupation at or above National Qualifications Framework (NQF) level 6. This does not mean that the person employed to fill the job must be educated to that level, it means that the work that person will do is pitched at that level.

The only exceptions to this skill level rule are where the migrant:

- will be sponsored under Tier 2 (General) for a job on the current list of shortage occupations;
- will be sponsored in one of the following creative sector standard occupational classification (SOC) codes:
 - 3411 – Artists
 - 3412 – Authors, writers and translators
 - 3413 – Actors, entertainers and presenters
 - 3414 – Dancers and choreographers
 - 3422 – Product, clothing and related designers

Tier 2 applicants can only be sponsored for jobs in these occupations skilled to NQF level 4 if:

- the job appears on the Shortage Occupation List, or
- the job is in one of the creative sector occupations marked “(Creative)”, or
- the applicant is currently in the UK under Tier 2, and has been in Tier 2 since before the requirement to reach NQF level 6 was in place

Requirements for sponsoring a Tier 2 (General) Migrant in a digital technology job on the Shortage Occupation list

There additional conditions to be met by Sponsors before being permitted to sponsor migrants under this provision.

This assessment is made when the licence is applied for, and the additional evidence requested in Appendix A: Supporting Documents for Licence Applications must be supplied.

To meet the conditions the Licence applicant must:

- be a small or medium sized enterprise (SME) - this means that the applicant must have between 20 and 250 employees;
 - if they have fewer than 20 employees they may still apply but they will need a letter from the Department of Economic Development (DED) confirming that DED have been working with the company about the company's trade or investment activity;
 - **Note:** if they have fewer than 20 employees and you don't provide a letter from Department of Economic Development, you cannot sponsor migrants under the digital technology shortage occupation provision
 - you cannot use this provision if you have more than 250 employees
- be independent in the Isle of Man - this means that the Licence applicant must not be more than 25% owned by a company which has one or more other establishments in the UK or Isle of Man, and one of those establishments employs more than 250 employees - they may, however, be owned (partly or wholly) by an overseas company with no other branch, subsidiary or other representative in the Isle of Man; and
- not be established in the Isle of Man for the purpose of supplying services exclusively to another company in the Isle of Man.

Licensed Sponsors are limited to sponsoring a maximum of 10 employees at one time in all of these digital technology shortage occupations, set out in the Appendix K of the Immigration Rules. This means that a Licence Holder may not assign more than 10 CoS for such jobs that permit migrants to be in the Isle of Man at the same time.

If the number of employees increases above 250, the Licence Holder must inform Immigration Officers. The Licence Holder will not be able to recruit any more workers under these shortage occupation provisions, but may continue to sponsor the migrants already employed. You may recruit more migrants into these roles providing a resident labour market test for the job is carried out.

A Licence Holder will be required to keep more information on these jobs and migrants, to show that the jobs and migrants qualify for the shortage occupation classification. This is set out in Appendix K of the Immigration Rules.

Appropriate rate for the jobs under Tier 2 (General) and Tier 2 (Intra-Company Transfer)

All migrants sponsored under Tier 2 (General) and Tier 2 (Intra-company Transfer (ICT)) must be paid in line with the rules on minimum salary levels. These levels are for gross salary packages including any guaranteed bonuses and any allowances permitted by this guidance. These are also set out in Appendix A of the Immigration Rules.

In Appendix C to this Policy, the Codes of practice for Skilled Workers, for most jobs, there are two pay thresholds. The lower pay threshold is for 'new entrants' the other pay threshold is for 'experienced' workers. The thresholds have been set to make sure that the resident labour market is not undercut. The rates of pay are in line with current earnings of settled workers. If the migrant is considered to be a 'new entrant' you may pay a minimum of £20,800 per year or the appropriate rate of pay in the 'Codes of practice', whichever is higher.

The new entrant pay threshold reflects the fact that people in the early stages of their career are generally paid less than their more experienced counterparts. Unless the CoS is assigned for more than 3 years, the new entrant threshold can be paid if the Sponsor has met the resident labour market test by carrying out a milkround, or the migrant is changing ('switching') into Tier 2 (General) and was last granted leave to enter or stay in the Isle of Man or UK under any of the following:

- Tier 1 (Post-study work)
- Tier 1 (Graduate Entrepreneur)
- Tier 4 or as a student and they have received final results confirming that they have passed and will be (or have been) awarded either:
 - a UK recognised bachelor's or master's degree
 - a UK Postgraduate Certificate in Education
 - a Professional Graduate Diploma of Education

Unless the CoS is assigned for more than 3 years, the new entrant pay threshold can also be paid if the migrant is under the age of 26 on the date of their application for Tier 2 leave.

A Licence Holder should not sponsor a migrant at the 'new entrant' pay threshold if it is expected that they will not be sponsored for more than 3 years and that they will not be paid the experienced rate after this time.

Rates of Pay for Tier 2 (Intra-Company Transfer)

The ICT salary thresholds are:

- £41,500 for long term staff
- £24,800 for short term staff
- £24,800 for graduate trainees

The rates of pay for Tier 2 (General)

The minimum salary a migrant under this route must be paid is £20,800 per year or the appropriate rate of pay for the job as stated in the Codes of Practice for Skilled Workers whichever is the higher, unless one of the exceptions in the Immigration Rules applies.

When a Licensed Sponsor applies for a CoS they must provide 3 pieces of information about the salary package:

- the gross salary figure which must represent the total amount paid to the worker, gross of any tax paid whether paid in the Isle of Man, UK or overseas, and must include any permitted allowances and guaranteed bonuses;
- a separate figure for the total of all allowances and guaranteed bonuses; and
- a detailed breakdown of each allowance and each guaranteed bonus showing their value

Where the migrant is paid hourly, the appropriate salary consideration will be based on earnings up to a maximum of 48 hours a week, even if the migrant works for longer than this. For example, a migrant who works 60 hours a week for £10 per hour would be considered to have a salary of £24,960 (10x48x52) and not £31,200 (10x60x52). This migrant would therefore not be awarded points for appropriate salary.

The salary package on the CoS may also include any:

- guaranteed bonuses
- allowances such as London weighting or accommodation

These bonuses and/or allowances may only be included if they would also be paid to a settled worker. There is one exception to this; you may also pay Tier 2 (ICT) migrants allowances to cover the additional cost of living in the Isle of Man.

The salary package on the CoS must not include:

- overtime, bonus or incentive pay which is not guaranteed;
- employer pension contributions;
- allowances to cover business expenses including travel to and from the migrant's country of residence or home country;
- allowances (whether monetary or in-kind) for which the migrant must reimburse the sponsor; or
- the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract.

Standard Occupational Classification Codes

An application made by a Licensed Sponsor to Immigration Officers for a CoS must state the standard occupational classification (SOC) code which contains the job description that best matches the role the Sponsor wants to recruit for. The Codes of Practice for Skilled Workers, at Appendix C of this Policy, contain information about each SOC code and sample job titles and duties that fit each code. The Sponsor must use the Codes of Practice for Skilled Workers to find the correct SOC code.

If the Sponsor uses the wrong SOC code when applying for the CoS, this could lead to the migrants' visa application being delayed or refused.

Resident Labour Market Test

The resident labour market test is there to protect the settled workforce and means that Licensed Sponsors must advertise the job they want to recruit for to give settled workers a chance to apply. Sponsors can only recruit a migrant if:

- they have completed a resident labour market test in accordance with this guidance and can show that no suitable settled worker is available to fill the job; or

- the job is exempt from the resident labour market test.

A suitable settled worker means any settled worker who has the skills and experience you are seeking. If more than one candidate with all the necessary skills and experience for the post advertised for applies and one is a settled worker and the other is a migrant, you must appoint the settled worker even if the migrant is more skilled or experienced. The only exception is if the job falls within one of the PhD standard occupation classification (SOC) codes listed below; when you can appoint a migrant if they are the most suitable candidate.

The PhD level SOC codes are:

- 2111 - Chemical scientists
- 2112 – Biological scientists and biochemists
- 2113 - Physical scientists
- 2114 - Social and humanities scientists
- 2119 - Natural and social science professionals not elsewhere classified - for Tier 2 this includes researchers in research organisations other than universities
- 2150 - Research and development managers
- 2311 - Higher education teaching professionals

Exemptions from the resident labour market test (RLMT)

Continuing to work in the same occupation

If the migrant needs to extend their leave in the same immigration category to continue working for the same sponsor, in the same occupation the RLMT does not need to be carried out.

However if the migrant is changing (switching) immigration categories and is not covered by another exemption, the Sponsor must advertise the post.

Shortage occupations

A RLMT is not required for the assignment of CoS to a job on the Shortage Occupation List at Appendix K of the Immigration Rules. However a CoS can only be assigned for a job on the Shortage Occupation List if the migrant will work for a minimum of 30 hours per week.

High Earners

The RLMT does not apply where the total salary package of the job will be £155,300 or above.

How to Carry out the Resident Labour Market Test: Tier 2 (General)

Unless an exemption applies, all jobs must be advertised to settled workers for a minimum of two weeks.

Advertising Requirements

Sponsors must advertise using two methods set out in this Policy. Two advertisements via the same form of media, such as two different websites, will be accepted.

Advertisements must:

- be in English, though advertisements can be in other languages as well;
- be fair and must not be tailored to suit a certain person;

- be lawful under the Employment (Sex Discrimination) Act 2000 (of Tynwald); and
- have been placed within three months before the date the application for a CoS is received by Immigration Officers.

And advertisements must include all of the following:

- job title;
- the main duties and responsibilities of the job (job description);
- the location of the job;
- an indication of the salary package or salary range or terms on offer, the rates of pay section has more information;
- skills, qualifications and experience needed; and
- the closing date for applications.

Advertising Methods

1. Advertising by the Isle of Man jobcentre

Jobs advertised at the jobcentre will be automatically displayed on the Jobcentre website and can also be e-mailed to individuals or organisations on request. Advertising at the jobcentre is free of charge.

2. National Newspaper (Isle of Man or UK newspaper)

3. Professional Journal

4. Recruitment Agency

Licensed Sponsors may use recruitment agencies to help with recruitment. They may recruit for the post on your behalf, but the recruitment exercise must meet the requirements of the resident labour market test.

Where an agency carries out the recruitment exercise, the Licenced Sponsor is fully responsible for the resident labour market test. If the resident labour market test is not carried out in line with the rules, the CoS application will be refused.

5. Internet

The job may be advertised online, and are not restricted to specific sites however the website must not charge a subscription or any fee to look at the job advertisements or to apply for jobs via these advertisements and they must be one of the following:

- Advertising via the jobcentre
- An online version of a national newspaper
- An online version of a professional journal
- Website of a prominent or professional recruitment organisation
- The Licence Holders own website, if they are a large organisation of more than 250 employees

Other Documentary Evidence

When applying for the CoS the Sponsor must provide:

- evidence that the position was adequately advertised, including a copy of the advertisement;
- the job specification (which should be reflected in the advertisement); and
- brief details as to the number of applications received from Isle of Man workers and the reasons why those workers are considered unsuitable.

If that information is considered insufficient, the employer may be asked to provide further details, in redacted form, such as:

- short-listing summary sheets;
- application forms or Curriculum Vitae of all Isle of Man workers who applied for the position, together with reasons why they were unsuitable;
- interview assessment sheets; or
- the report of the chairperson of the interview panel.

Tier 2 (General) Certificate of Sponsorship

When a Licensed Sponsor applies for a CoS they are confirming that either:

- they have carried out a resident labour market test as set out in this guidance and have been unable to identify a suitable settled worker to fill the post; or
- a resident labour market test is not required

All CoS documents must be applied for within 6 months of the date the vacancy was first advertised. This makes sure the results of advertising reflect the current availability of the skills needed.

When applying for a CoS the Licence Holder must:

- give full details of the resident labour market test carried out, including:
 - the dates the job was advertised
 - where the job was advertised
 - any relevant reference numbers
- say why the resident labour market test was not used and explain which exemption from the resident labour market test applies;
- give the details of any third party that helped recruit the worker.

When an application is made to assign a CoS to a migrant who will be sponsored in standard occupation classification (SOC) code '2231Nurses' or '2231Midwives' the start date should be the earlier date of:

- the date they will start working for you in familiarisation training;

- the date they will start working for you as a full NMC registered nurse or midwife - if they have already passed the Observed Structured Clinical Examination (OSCE) and received their registration number (PIN);
- the date on which they will sit their OSCE.

Sponsoring Tier 2 (Intra-Company Transfer)

The Tier 2 (Intra-company Transfer (ICT)) is for migrants who have been working for multinational organisations and who are being transferred by an overseas employer to a related Isle of Man employer. There are 3 sub categories of this category:

- Short-term Staff
- Long-term Staff
- Graduate Trainee

This route cannot be used to transfer a migrant who is employed by an organisation which is not linked by common ownership or control, but who has been contracted by their own employer to work for one of the overseas linked entities. Below is an example outlining this.

Example

An overseas Company A and Company B in the Isle of Man is linked by common ownership or control. The migrant is employed by Company C who is also overseas, which is not linked by common ownership or control to Company A or Company B. If they have been contracted by Company C to work at Company A, this migrant cannot move to Company B under the Tier 2 (ICT) category.

Because of the nature of transfers, a resident labour market test is not required. But there are requirements unique to all 3 sub categories which must be met, and migrants must be paid at least the minimum salary permitted for the sub category under which they will apply for leave.

Under all the ICT sub categories, the job the migrant will be employed to do must meet the rules on the skill level and be paid the appropriate salary rates as set out in this Policy.

Long-Term and Short-Term Staff

These 2 sub categories are for established employees to be transferred to the Isle of Man to fill a post which cannot be filled by a settled worker. Migrants must have been working for your organisation for at least 12 months, either:

- outside the Isle of Man for a business established outside the territory of the Isle of Man which is linked by common ownership or control to the Licence Holder; or
- inside the Isle of Man, as long as they had permission to work for you as:
 - a Tier 2 (ICT) Long-term Staff or Short-term Staff migrant
 - a Tier 2 (ICT) migrant in the Established Staff category under the
 - as a Representative of an Overseas Business where the you are the business established by the migrant while he had leave in that capacity

Long-Term Staff

The Long-term Staff sub category of Tier 2 (ICT) must be used if you need to transfer existing employees to the Isle of Man and sponsor them for a period of more than 12 months, up to a maximum of 5 years, or longer if the migrant is a high earner (£155,000). This sub category can

also be used for periods of fewer than 12 months. It is up to the Licence Holder and the migrant to decide whether to use this sub category or the Tier 2 (ICT) Short-term Staff sub category for periods of fewer than 12 months.

A migrant can have leave granted under this category for any period of time up to a maximum of 5 years in total. If the migrant is a high earner, they can extend their stay up to a maximum of 9 years.

Short Term Staff

This sub category of Tier 2 (ICT) can be used if a Licences Sponsor needs to transfer existing employees to the Isle of Man and sponsor them for a maximum of 12 months.

A migrant can have leave granted for a maximum of 12 months under the Tier 2 (ICT) Short-term Staff sub category. If the initial grant of leave is for less than that, they can extend it up to a maximum of 12 months.

Where a migrant leaves the Isle of Man after a period of leave granted under the Tier 2 (ICT) Short-term Staff sub category, a Licensed Sponsor wished them to return to the Isle of Man in the future, they may be affected by the Tier 2 cooling-off period if they return under any Tier 2 category other than the Tier 2 (ICT) Long-term Staff sub category.

Salary and Allowances

Migrants in all the Tier 2 (ICT) sub categories must be paid at the appropriate rate. The salary may be paid in the Isle of Man or abroad. Where the migrant will be paid abroad in a currency other than pounds sterling, the salary entered on the certificate of sponsorship (CoS) application must be based on the exchange rate for the relevant currency on the day the CoS application is made, taken from the rates published on 'www.OANDA.com'. Immigration Officers will take account of:

- basic pay excluding overtime
- allowances and guaranteed bonuses -allowances can include payments to cover extra costs of living whilst in the Isle of Man but cannot include:
 - benefits such as overtime, bonus or incentive pay which is not guaranteed
 - employer pension contributions
 - allowances to cover business expenses including travel between the source country and the Isle of Man
 - the value of any shares which the migrant receives when offered a job under an employee shareholder employment contract
- accommodation allowances, but only up to a maximum of 30% of the total gross salary package - this is whether allowances are made available in cash or kind; the migrant's salary and other (non-accommodation) allowances must be at least 70% of the maximum package that we take into account. This applies only to applications supported by a CoS assigned under the Tier 2 (ICT) Long-term Staff sub category.

Tier 2 (Minister of Religion)

This category is for those coming to fill vacancies as religious workers in bona fide religious organisations.

The Tier 2 (Minister of Religion) category includes anyone doing preaching and pastoral work.

Pastoral duties include:

- leading worship regularly and on special occasions
- providing religious education for children and adults by preaching or teaching
- leading at marriages, funerals and other special services
- offering counselling and welfare support to members of the organisation
- recruiting, training and co-ordinating work of local volunteers and lay preachers

Migrants sponsored under this category may undertake a wider range of other duties as well as the above.

This category is also for migrants coming to the Isle of Man as missionaries or as members of religious orders, for example, a monastic community of monks or nuns, or a similar religious community involving a permanent commitment.

Resident Labour Market Test for Tier 2 (Minister of Religion) and Tier 5 (Temporary Worker) Religious Workers

When recruiting a person who will be sponsored under Tier 2 (Minister of Religion) or Tier 5 (Religious Workers) the Licensed Sponsor must carry out a resident labour market test. Although not all religious occupations are 'jobs' in the traditional sense, this does not mean that the test does not apply. Any migrant sponsored must not displace a suitable settled worker.

Religious organisations can also sponsor the admission of workers to fill temporary positions through the Tier 5 (Temporary Workers) – Charity Workers sub category, provided the work is unpaid and comes within the definition of voluntary fieldwork which applies to that sub category (which includes a requirement that the work is directly related to the organisation's charitable objectives).

When a Resident Labour Market Test is not required

A resident labour market test is not required where the:

- role is supernumerary; this means it is over and above normal requirements and if the person filling the role was not there, it wouldn't be filled by anyone else - one example might be where the migrant offers pastoral support to members of a church community as part of their own development, but the work would stop if they were not there and they would not be replaced;
- migrant will mainly live within and be a member of a religious order - for example, an order of nuns or monks; a religious order is defined for our purposes as a lineage of communities or of people who live in some way set apart from society in accordance with their specific religious devotion, and which must be part of a bona fide religious organisation.

A position that is not supernumerary is one vital to your requirements.

Payments you make to sponsored migrants under Tier 2 (Minister of Religion) and Tier 5 (Temporary Worker) Religious Workers

All migrants sponsored under Tier 2 (Minister of Religion) or Tier 5 (Temporary Workers) Religious Workers, must receive pay and conditions at least equal to those given to settled workers in the same role. This may be a traditional salary, customary offering, board and lodgings or a combination of these, but must comply or be exempt from the Isle of Man Minimum Wage regulations.

When assigning applying for CoS under Tier 2 (Minister of Religion), the Licensed Sponsor confirms that:

- the migrant is qualified to fill the role – such as, is an ordained minister of religion, where ordination is prescribed as the sole means of entering the ministry; or missionaries who have been trained as missionaries, or have worked as missionaries and are being sent to the Isle of Man by overseas organisations to work full time as a missionary
- the migrant intends to be based in the Isle of Man throughout the period they have permission to stay and will comply with the conditions ('rules') of their permission to stay and where they have been granted leave under Tier 2, will leave the Isle of Man when it expires
- the Licensed Sponsor has carried out a resident labour market test for the role, where this is required
- where the role is supernumerary, the migrant will be additional to your normal staffing requirements and they will not be filling a vacant position that could otherwise be filled by a settled worker
- the Sponsor accepts the duties of sponsorship
- the migrant will be supported through funds and/or accommodation that are enough to maintain themselves throughout the period of their permission to stay, and are equal to, or exceed those you would normally give to a settled worker in the same role

Migrants need a valid CoS to be able to apply for leave under Tier 2 (Minister of Religion). They must also meet all the requirements for maintenance and competence in English as set out in the Immigration Rules.

The gross salary figure on the CoS application must represent what the Sponsor will pay to the migrant, gross of any tax paid (whether paid in the Isle of Man or overseas) and must include any permissible allowances and guaranteed bonuses. The total of all allowances and guaranteed bonuses paid, and included in that figure, should be entered in the CoS application, then broken down and detailed.

For each migrant sponsored, the Licensed Sponsor must keep the documents specified in Appendix B of this Policy.

Codes of Practice: Standard Occupational Classification Codes

When a Licensed Sponsor applies for a CoS they must choose the standard occupational classification (SOC) code which contains the job description that best matches the role you want to recruit for. The 'Codes of practice for Skilled Workers' contain information about each SOC code and sample job titles and duties that fit within each code.

Sponsoring Tier 5 Temporary Worker

The Tier 5 (Temporary Worker) category offers migrants a range of ways to come to the Isle of Man, to work in a variety of temporary roles.

It is recognised that under Tier 5 the sponsor may not always be the employer. In some circumstances, a migrant may meet all of the Tier 5 criteria where there is no direct employer/employee relationship. Even though an employer/employee relationship may not exist, there must be a sponsor who is able and willing to take responsibility for them and meet all of the duties associated with being their sponsor. If a Licensed Sponsor is taking on this role, they will be responsible for the migrants they sponsor, even if they are not their employer.

Where a migrant is not a direct employee, we will look closely at the Sponsorship arrangements and monitor the Sponsor to make sure that they are fulfilling their sponsor duties.

When a Licensed Sponsor applies for a CoS for a migrant under any sub category of Tier 5, the gross salary figure on the CoS application must represent what you will ensure the migrant is paid, gross of any tax paid whether paid in the Isle of Man or overseas, and must include any permissible allowances and guaranteed bonuses. The total of all allowances and guaranteed bonuses paid, and included in that figure, should be entered in the in the CoS application, then broken down and detailed.

Codes of Practice: Standard Occupational Classification Codes

When a Sponsor applies for a CoS they must choose the standard occupational classification (SOC) code which contains the job description that best matches the role recruited for. The 'Codes of practice' contain information about each SOC code and sample job titles and duties that fit within each code.

Sponsoring Tier 4 Migrants

All students who wish to come to the Isle of Man under Tier 4 of the Points Based System must obtain a visa before they travel. Students who are already in the Isle of Man can apply for an extension of leave under Tier 4 for 'further leave to remain'.

Students cannot apply for a visa or extension of their permission to stay without a CAS.

Students cannot apply for a Tier 4 visa or further leave to remain more than three months before their course starts

Students applying for a Tier 4 visa or further leave to remain (and the course applied for) must meet the requirements of the Immigration Rules.

Care Arrangements for Children

Sponsors who recruit a child under the age of 18 must ensure suitable care arrangements are in place for them in the Isle of Man. This must include arrangements for their:

- travel;
- reception when they arrive in the Isle of Man; and
- care while in the Isle of Man.

Applying for a CAS

There are two routes available to sponsor a student. These are Tier 4 (Child) and Tier 4 (General).

Tier 4 (Child) is for students aged 4-17. Tier 4 (Child) students may only be educated at independent schools. Tier 4 (General) is for students aged 16 or over.

To apply for a CAS a Licensed Sponsor must apply to Immigration Officers by completing the relevant application form and paying the correct fee(s).

What to consider before assigning a CAS

- Complying with the law
- English language requirements
- Students studying at degree level and above
- Students studying below degree level
- Exceptions to the English language requirements
- Place of study
- How long a sponsored student can stay in the Isle of Man

Complying with the law

The Sponsor must only apply for a CAS to a student whom they reasonably believe will:

- meet the requirements of the Tier 4 category under which you assign the CAS; and
- comply with the conditions of their permission to stay in the Isle of Man.

English Language Requirement for Tier 4 (General) students

Before applying for a CAS for a Tier 4 (General) Student, the Licensed Sponsor must assess their English Language ability. In some circumstances the Sponsor is required to check this using the Secure English Language Test (SELT) from an approved test provider in Appendix) of the Immigration Rules.

If the student is successful in a SELT they will be given a unique reference number. The Sponsor should quote this number on the CAS application. The student will also need to quote this reference number on the visa application.

Exceptions to the English Language Requirement

You do not have to confirm English language competence for:

- Tier 4 (Child) students;
- students moving from Tier 4 (Child) into Tier 4 (General);
- those who have successfully obtained an academic qualification (not a professional or vocational qualification) from an educational establishment in the UK or Isle of Man, which is a Bachelor's degree or above;
- those who have previously completed an academic qualification equivalent to a UK degree which was taught in what we call a 'majority English speaking' country (see the table below);

A-H	I-P	Q-Z
Antigua and Barbuda Australia The Bahamas Barbados Belize Dominica Grenada Guyana	Ireland Jamaica New Zealand	St Kitts and Nevis St Lucia St Vincent and the Grenadines Trinidad and Tobago United States of America

- those who are nationals from what we class as 'majority English- speaking' countries, (see the table below); or

A-H	I-P	Q-Z
Antigua and Barbuda Australia The Bahamas Barbados Belize Dominica Grenada Guyana	Jamaica New Zealand	St Kitts and Nevis St Lucia St Vincent and the Grenadines Trinidad and Tobago United States of America

How Long can a sponsored student stay in the Isle of Man?

The period of leave given to a successful visa applicant is based on the length of their course. The length of the course will be calculated using the start and end dates of the course the Licensed Sponsor enters on the CAS application.

A Tier 4 (General) student is allowed to spend no more than two years studying in the Isle of Man below NQF/QCF 6 or SCQF 9 (i.e. studying courses below degree level).

In addition, the time a student can spend studying at degree level or above is limited to five years unless:

- a) the student is studying a course at or above degree level in one of the following exceptional subject areas:
 - Architecture;
 - Medicine;
 - Dentistry;
 - Law;
 - Veterinary Medicine & Science
- b) the student is studying a master’s degree, following completion of an undergraduate degree where the duration of that degree course was at least four academic years. If this applies, the limit will be set at six years in total instead of five.
- c) the student is on the Doctorate Extension Scheme.

How to Sponsor a student

A Tier 4 Licensed Sponsor must apply for a CAS by completing the relevant application form found on the immigration pages of the www.gov.im website and submitting it to Immigration Officers at the Passport, Immigration and Nationality Office at the address stated on the form.

A student can study only with the sponsor named on their CAS or visa letter, including at any partner institution named on the CAS or visa letter. The exceptions to this are:

- a) where a student has a new sponsor with Tier 4 Sponsor status who has assigned them a new CAS and they have applied to us before their existing permission to stay has expired; or
- b) where a student is also undertaking supplementary study, in addition to the studies they are taking with the sponsor named on their current CAS, at another education provider

Before applying for a CAS the Sponsor must complete the table below that is contained within the CAS application form. This is to provide confirmation that both the Sponsor and the prospective student can meet the criteria laid out in the table:

Are you (the Licensed Sponsor) satisfied:	Tick:
You are assigning a CAS under the appropriate Tier 4 route? i.e. (General) or (Child)	
The student intends and is able to follow the course of study concerned?	
The student will successfully complete their course on the date specified on the CAS? This includes any CAS issued for the Doctorate Extension Scheme.	
The course the student intends to follow will lead to an approved qualification?	
The student is aware of their responsibility to abide by the conditions of their Tier 4 visa, including their obligation to study at their sponsor institution (unless	

studying at a partner institution or undertaking supplementary study), their working restrictions or that they will leave the Isle of Man when their visa expires unless they have obtained further valid leave?	
The CAS you are assigning is for a course that represents academic progression if the student is continuing their studies and is applying from within the Isle of Man?	

Applying for a CAS to a student who wants to extend their stay

Where a Licensed Sponsor is considering applying for a CAS to someone who already has leave in the UK as a Tier 4 migrant, they should consider the immigration status of that individual and whether they are able to apply for further leave to remain under Tier 4.

A Tier 4 (General) student can only extend their leave to study at their current sponsor or at another sponsor if their current period of Tier 4 leave is sponsored by:

- a Higher Education Institution (HEI) under the UK’s Immigration Rules;
- an overseas HEI under the UK’s Immigration Rules;
- an embedded college offering pathway courses in the Isle of Man ; or
- an independent school in the Isle of Man or UK.

A Tier 4 (General) student who is sponsored by any other type of institution must apply for a visa from outside of the Isle of Man if they wish to undertake further study under Tier 4.

A Tier 4 (General) student who is applying to extend their leave in Tier 4 must be academically progressing (unless they are exempt from demonstrating academic progression). A student can only demonstrate academic progression if they have successfully completed their previous course.

All migrants wishing to extend their leave must do so before their existing leave expires.

The student has completed the course for which they were given permission to stay

Where a student has completed the course of study for which their permission to stay was granted, and they wish to study a different course with the same sponsor, they must make a new application to extend their leave for the new course.

The Sponsor must apply for a new CAS in order for the leave to remain visa application to be made.

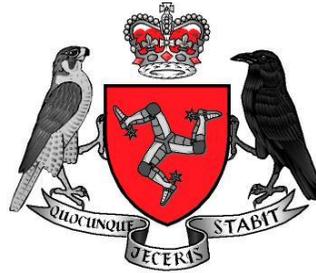
Annex 1: Circumstances in which a licence will be revoked

Reference	Circumstances
1.	If it is found that after the licence has been granted, that false information was provided on the sponsor licence application, or in support of the sponsor licence application, and had the correct information been provided the application would have been refused.
2.	The licence holder stops trading or operating for any reason, including if: <ul style="list-style-type: none"> • The business is sold (including under insolvency circumstances) • Trading ceases as a result of liquidation or sequestration • A court issues a bankruptcy order against the licence holder • An operating/trading presences ceases in the Isle of Man
3.	The licence holder ceases to be accredited or registered with anybody that is a requirement in order to obtain the licence.
4.	The licence holder is issued with a civil penalty for employing one or more illegal workers.
5.	If the licence holder has knowingly provided a false statement or false information, or not provided information that you held when required to by Immigration Officers, or any other Government Department
6.	A migrant is employed by the licence holder in a job that does not meet the skill level requirements set out in the Codes of Practice.
7.	The licence holder does not hold, or stops holding appropriate planning permission or Local Planning Authority consent to operate the type/class of business at your trading address (where this is a requirement).
8.	The licence holder fails be meet safeguarding children standards set by the Safeguarding Children Board.
9.	The licence holder is a food business that is required to be approved or registered by a relevant food authority and either has never been approved or registered, or where previously granted approval has since been withdrawn.
10.	The licence holder ceases to have (or it is found that there never was) an operating or presence in the Isle of Man.
11.	A licence granted to an employment agency or employment business and is granted on that basis, but later it is found that a migrant sponsored under that licence has been supplied to a third party as labour.
12.	Where documentation or information is requested and is not produced within the given time limit.
13.	A CoS is assigned for a vacancy that is not considered to be a vacancy.
14.	Failure to assign a new CoS, and where appropriate, fail to properly carry out a resident labour market test, to any migrant that needs to make a change of employment application.
15.	The role undertaken by a migrant sponsored under that licence does not

	<p>match one or both of the following:</p> <ul style="list-style-type: none"> • the job description in the codes of practice containing the SOC code stated on the CoS you assigned to them • the job description on the CoS that you assigned to them
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Annex 2: Circumstances in which a licence may be revoked

Reference	Circumstances
1.	The licence holder fails to pay a migrant sponsored under Tier 2 or Tier 5 at least the appropriate rate for the job they are being sponsored to do, as set out in this policy and the Codes of Practice.
2.	A director becomes legally prohibited from acting as a company director.
3.	The licence holder fails to comply with any of the sponsor duties
4.	As a result of information available to immigration officers they are not satisfied that the licence holder is using processes or procedures necessary to fully comply with the sponsor duties.
5.	Where it is found that the licence holder has sponsored or employed a migrant that has not complied with the conditions (Rules) of their permission to stay in the Isle of Man or UK, or the conditions of their grant of worker authorisation any the licence holder has not been following good practice set out by this Policy.
6.	The licence holder has no authorising officer in place that meets the requirements set out by this policy.
7.	The licence holder does not supply when asked and within the specified time limit, any document requested by immigration officers to support any changes reported.



Appendix A

Supporting Documents for Sponsor License Applications

This Appendix A forms part of the Immigration Sponsor Licensing Policy

Introduction

This document is for organisations that want to apply for a sponsorship licence. It is an appendix to the full Immigration Sponsor Licensing Policy. It lists the documents you must provide to support your application for a sponsor licence.

You need to provide at least 4 documents unless you are a:

- public body recognised by the Isle of Man government, such as a local authority
- company listed on the London Stock Exchange Main Market

The documents must be the originals or certified copies.

‘We’ for the purposes of this Appendix means ‘Immigration Officers’

Certify a copy of a document

A certified copy of a document is one that includes a signed statement by either of the following:

- the issuing authority
- a practicing barrister
- a solicitor
- a notary

The certifier must confirm that it is an accurate copy of the original document. Each page of a document submitted must be certified, clearly detailing the certifier’s name, signature and the organisation that they represent.

If a document has more than one page we will accept the document if the pages are stapled or otherwise attached together and the top page is certified as described above. The certification must also clearly state how many pages have been certified. If a certifier’s details cannot be verified, the document will be rejected.

Printouts of PDF files are copies of an original document and must be certified in line with guidelines above. The certifier must confirm that they have seen the original email containing the file.

Supporting evidence

The following tables list all of the information we will need to check and tell you whether you need to send a document. The easiest way to work out which documents you need to send is to work your way through each of the following tables starting with Table 1.

Note: All applications should be accompanied by proof of Employers Liability Insurance for at least 5 million pounds from an authorised insurer. A copy of this document may be provided if the original is legally required to be displayed at your premises.

Note: extra information must be provided if you are applying for a **Tier 2 (General) and/or Tier 2 (Minister of Religion)** licence

Table 1:

Sets out some limited circumstances when you **do not** have to send 4 documents. If you are listed in this table you need only send the documents described, and in some cases you may not need to send any documents at all. **If you are not listed in Table 1, you should then look at Table 2.**

Table 2:

Sets out all the documents which you must send, these as 'mandatory', based on the kind of organisation you are. It also sets out some other documents we will accept from you in addition to those which are mandatory. **Once you have identified any documents in Table 2 that you must send us, you should then look at Table 3.**

Table 3:

Sets out all of the documents which are mandatory based on the tier and category you are applying for. If you have **not** identified 4 documents to send to us (after looking at Tables 1, 2 and 3), **you must then look at Table 4** which lists all of the other documents we will accept to make your total up to **4 documents**.

Table 4:

Sets out all other documents you can send if you still need to make your total number of documents up to **a minimum of 4**.

Table 5:

Contains a template you must use if you wish to apply for permission to assign a certificate of sponsorship (CoS) for a [Tier 2 \(General\) shortage occupation digital technology post](#). This is in addition to the 4 documents needed as above.

All the documents must be sent with the application for your Sponsor License

If any of the mandatory items are missing or incorrect, your application may be rejected as invalid. Where an application is rejected as invalid a processing fee of £25 will be retained, however the remainder of the fee paid will be refunded to the applicant.

If there are any other documents specified in this appendix missing from your application, or if we require any additional documents, we will contact you.

We will give you 7 calendar days to send those documents to them. If you do not send them within 7 calendar days, we will refuse your application. Where an application is refused the full will not be refunded.

Online checks

As you work through the tables, you may find that we could do an online check but will need some help from you to locate the relevant web page. If this is the case, you must send us a covering letter giving the address of the website where the information can be found. If that registration is in a different name to the one you have given on your licence application, you will need to tell us what name you are registered under and you can do this by enclosing a covering letter with your submission sheet and any other documents you send to us.

Tier 2 (General) and/or Tier 2 (Minister of Religion)

If you are applying for a licence to sponsor workers in the Tier 2 (General) and/or Tier 2 (Minister of Religion) categories, you must also provide the information below (as well as the documents from the following tables) or your application will be rejected.

Tell us about you:

- why are you applying for a sponsor licence?
- what sector do you operate in?
- what are your opening/operating hours during the week?

You must provide an up to date hierarchy chart detailing any owner, director, and board members. If your business has 50 employees or fewer,

you need to list all employees and set out the names and titles of all staff.

Tell us about what job or jobs do you intend to assign a certificate of sponsorship (CoS) for, this information must include the:

- job title and [Standard Occupational Classification \(SOC\) code](#)
- duties of each job
- where each job sits on the hierarchy chart referred to above
- salary you would guarantee for each job if it were vacant today
- skill, experience and qualifications required for each job

Table 1

Circumstances when you do not have to send 4 documents. If you are listed in this table you need only send the documents described, and in some cases you may not need to send any documents at all. **If you are not listed in table 1, you should then look at table 2.**

Organisation	Documents you need to send
If you are a Public Body	You must provide a link to your sponsor Departments website that clearly sets out that you are a public body, or a document produced by the sponsoring Department that states the same.
If you are a Government Department	You do not need to send any documents.
If you are a Local Authority and listed on the gov.im website	You do not need to send any documents.
If you are: <ul style="list-style-type: none"> • an Overseas Government • a Diplomatic Mission • an International Organisation 	<ol style="list-style-type: none"> 1. A signed letter from the Head of the Mission (or international organisation or overseas government) or his or her delegated person confirming that they are seeking a Sponsor Licence, and 2. Any other document required as tier specific in Table 3

Table 2

Sets out all documents you must send, these are described as mandatory, based on the kind of organisation you are. It also sets out some other documents that will be accepted in addition to those which are mandatory. **Once you have identified any documents in Table 2 that you must submit, you should then look at Table 3.**

Organisation	Documents you must submit
<p>Start-ups: if you have been operating or trading in the Isle of Man for less than 18 months on the date you make your application, the checks we will make are different to those we carry out on more established businesses.</p>	<p>You must submit evidence that you have a current, corporate bank account with a bank registered by the Financial Supervision Commission.</p> <p>You must also send any mandatory information set out in Table 3 of this appendix. We must be able to check 4 different pieces of information. First, you should check Tables 1 to 3 of this appendix to put together those 4 documents. It is recognised that some start-ups may not be able to provide certain documents that more established businesses can provide.</p> <p>If you are unable to put 4 documents together from Tables 1 to 3, you can also send us any of the following:</p> <ul style="list-style-type: none"> • a certificate of VAT registration • a letter from your corporate banking provider, setting out the dealings it has had with you, including the nature and duration of those dealings • any document from Table 4 of this appendix • a letter from the Department of Economic Development confirming that your business is working with them; this letter can only be issued where your company/business already has a demonstrable working relationship with the Department
<p>If you are a Franchise</p>	<p>You must submit your Franchise Agreement signed by both parties.</p>
<p>If you are required to be registered with and/or</p>	<p>If you are regulated by any of the bodies listed on the left, we</p>

<p>inspected/monitored by a regulatory body to operate lawfully in the Isle of Man your registration will need to be checked and to see your last inspection report where appropriate, such as:</p> <ul style="list-style-type: none"> • nursing/care homes and other businesses, which must be registered with the Department of Social Care • Financial or Insurance businesses carrying out regulated activities which must be registered with the Financial Services Authority • Healthcare and medical providers, who must be registered with the Department of Health and Social Care <p>This is not an exhaustive list.</p>	<p>will carry out an online check so you do not need to send us any registration or inspection evidence unless we later ask you to. We will check you and any branches you have asked to be included on your licence.</p> <p>Note: if you have applied for your licence under a different name to the one you have given to any of these bodies, you can either send your last inspection report or send us a covering letter telling us the name you have given to the regulatory body so that we can do an online check.</p> <p>If you are regulated by a body not listed on the left, you can either send us documentary evidence of your registration and any branches or sites you have asked to be included on your licence where appropriate, or a web link to a page on the regulatory body’s website where we can verify your status online, and the status of any branches you have asked to be included on your licence.</p> <p>Note: if you are applying as a head office and all branches or a group of branches, we must see evidence of any registration for each individual branch within that group where that registration is a legal requirement.</p> <p>Note: membership or registration with a professional body or with Companies Registry is not relevant to your application and we do not need any evidence of such a registration. This section only applies where you have to be registered with a body which has the authority to take action against you for any failings and where, if it removed your registration or authorisation, you would no longer be able to lawfully operate some, or all of your business.</p>
<p>If you are a food business you are required to be registered with the Department of Environment, Food and Agriculture</p>	<p>You must send evidence of your registration with the Department of Environment, Food and Agriculture (DEFA).</p> <p>Note: if you have applied for this Sponsor Licence under a different</p>

	name to the one on your DEFA Registration, you must send us a covering letter telling us the name you have been Registered under.
If you are a Charity	You must provide evidence of your registration with the Companies Registry

Table 3

Sets out all of the documents which are mandatory based on the tier and category you are applying for. If you have **not** identified 4 documents to send to us (after looking at Tables 1, 2 and 3), **you must then look at Table 4** which lists all of the other documents we will accept to make your total up to **4 documents**.

Organisation	Documents you need to send
<p>If you are applying for</p> <ul style="list-style-type: none"> • Tier 2 (Sportsperson) • Tier 5 (Temporary Worker) Creative & Sporting <p>Because you want to sponsor sportspeople and/or coaches</p>	<p>You must send an endorsement from the governing body, for that particular sport, which has been approved by the Department of Economic Development. The document must include the governing body endorsement unique reference number.</p>
<p>If you are applying for Tier 5 (Temporary Worker) International Agreement because you want to sponsor contractual service suppliers or independent professionals.</p>	<p>You must provide evidence to show that a contract was tendered and awarded under the GATS agreement. This document is mandatory for any organisation that is applying for a Licence under Tier 5 International Agreement subcategory, wishing to Sponsor migrants under GATS.</p>
<p>If you are applying for a Tier 5 (Temporary Worker) Government Authorised Exchange</p>	<p>You must provide a letter from the Department of Economic Development, confirming the acceptance of the government authorised exchange scheme.</p>

<p>(GAE).</p> <p>If you are applying for:</p> <ul style="list-style-type: none"> • Tier 2 (Minister of Religion) • Tier 5 (Temporary Worker) Religious Worker 	<p>You must submit information about you which must include:</p> <ul style="list-style-type: none"> • which faith/religion you belong to • details of your parent organisation and how you are connected to them, where applicable • a hierarchy chart, where applicable, that shows where you are in the hierarchy • the size of your adult congregation • the number of clergy you currently employ where applicable • addresses of your regular meeting places • your scheduled days and hours of worship <p>Where there is a set hierarchy within your faith, you must send us a letter of support from the head of your faith body organisation) or their nominated legal representative) which confirms that you are part of that organisation.</p> <p>Evidence of a registered charity number. Charities who are not registered according to the relevant charity legislation must explain the reason for non-registration along with their application for a sponsor licence.</p>
<p>If you are applying for Tier 2 (Intra-company Transfer)</p>	<p>The overseas entity from which the migrant is being transferred to referred to as Entity A.</p> <p>The entity in the Isle of Man which holds the sponsor licence to sponsor the migrant is referred to below as Entity B.</p> <p>The parent company or head office of both Entity A and Entity B is referred to as the Parent Entity.</p> <p>Please note: If either Entity A or B or a Parent Entity is not a company or corporate entity then the equivalent constitutional documents (ie limited partnership document, foundation or trust document, register of interests etc should be supplied).</p> <p>You must submit one of the following:</p> <ul style="list-style-type: none"> • Parent Entity’s Audited Accounts clearly showing the link between Entity A and Entity

B.

- Parent Entity's Audited Annual Report clearly showing the link between Entity A and Entity B.

Note: if either of the above documents is available to view online you can simply send us a covering letter telling us which website it is available on and we will download it instead of you having to send it to us

- an affidavit signed by a senior partner/director within Entity B, identifying all connected entities in the Isle of Man, UK and overseas.
- where an organisation is registered on the main list of the London Stock Exchange or a UK FCA approved international stock exchange, a notarised statement by the company secretary of the organisation, setting out the global corporate structure with ownership percentages of each related corporate entity detailed including Entity A and Entity B.
- certified copy of the share register of Entity B showing ownership by the Entity A *or* a copy of the share registers of both Entity A and B showing the common Parent Entity.
- certified copy of the agreement naming Entity A and Entity B as parties *or* Entity A as a party and Entity B as the subject of the agreement which allows Entity A to control the composition of the Entity B's board (this would normally be a Shareholder's Agreement or similar).
- certified copy of the agreement naming Entity A and Entity B as parties *or* Entity A as a party and Entity B as the subject of the agreement which allows Entity A to cast or control the casting of more than half the maximum number of votes that might be cast at a general meeting of Entity B (this would normally be a Shareholder's Agreement or similar).

	<ul style="list-style-type: none"> • certified copy of the joint venture agreement naming Entity A and Entity B as parties or Entity A as a party and Entity B as the entity formed by that agreement. • certified copy of the agreement naming both Entity A and Entity B as parties or Entity A as a party and Entity B as the entity formed by that agreement that would constitute a joint venture agreement other than for the fact that joint venture agreements are not permitted in the country of operation. • certified copy of the agreement which allows Entity B to operate under the same name in the Isle of Man and in the jurisdiction of Entity A's country of operation - this is only applicable to accountancy or law firm¹s.
<p>If you are applying for:</p> <ul style="list-style-type: none"> • Tier 4 (General) student • Tier 4 (Child) Student 	<p>You must provide all of the following documentation:</p> <ul style="list-style-type: none"> • Proof that you are based in the Isle of Man • Proof that you are operating and trading lawfully in the Isle of Man • Proof that you have registered for VAT with Customs and Excise where required to do so • A Fire Certificate issued by the Isle of Man Fire and Rescue Service • evidence to show that you have appropriate planning permission or local planning authority consent to operate the relevant type or class of organisation at your trading address • any documentation which demonstrates that the sites, exceptional arrangements and/or partnerships meet all of the relevant requirements

¹ In the IOM a law firm can only be either firm of advocates who are members of the IOM law society or Registered Legal Practitioners with Civil Registry. IOM law doesn't permit a "foreign law firm" to be recognised here.

Note: that we may ask for other documents at any time.

If you are a new independent school you must send evidence that you have been formally registered by the Department of Education and Children.

Table 4

Other documents you could provide
Evidence that you have employer's liability insurance cover for at least £5m from an authorised insurer.
Proof of your listing on the London Stock Exchange or AIM markets
Proof of your registration with the Income Tax and National Insurance Division
Latest annual return submitted to Income Tax and National Insurance
Evidence of submitting returns to Companies Registry
Customs and Excise VAT Registration Certificate, confirming VAT registration number
Proof of ownership or lease of your business premises. If you send a copy of the lease agreement it must be signed by all parties concerned.
Licence for premises to serve alcohol.

Table 5

Request to sponsor one or more Tier 2 (General) Migrants in the digital technology jobs on the shortage occupation list.

I am requesting permission to allow [Insert company name] to sponsor Tier 2 (General) migrants under the digital technology shortage occupation provisions.	
I confirm that the company	Tick the relevant box below
<ul style="list-style-type: none"> has between 20 and 250 employees or has fewer than 20 employees and a letter of endorsement from the Department of Economic Development is being supplied 	
<ul style="list-style-type: none"> Is not more that 25% owned by a company which has one or more other establishments in the Isle of Man, (with one or more of those establishments employing more that 250 employees) 	
<ul style="list-style-type: none"> Was not established in the Isle of Man for the purpose of supplying services exclusively to a single company or company group in the UK or Isle of Man 	
I confirm that:	Tick the relevant box below
<ul style="list-style-type: none"> if the number of employees increases above 250, the company will notify the Immigration Office and will not sponsor any new Tier 2 (General) migrants under the digital technology shortage occupation provisions 	
<ul style="list-style-type: none"> the company will retain evidence to demonstrate that the job or jobs and the migrants filling them qualify for the shortage occupation classification - the company will make this information available to the Immigration Office on request 	
<ul style="list-style-type: none"> the company acknowledges that the Tier 2 (General) requirements and the shortage occupation list are subject to review 	



Appendix B

Document Retention Policy

This Appendix forms part of the Immigration Sponsor Licensing Policy

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Introduction

This document is for Licensed Sponsor sponsoring migrants under Tiers 2, 4 and/or 5 of the Points Based System. It is an appendix to the full Immigration Sponsor Licencing Policy and lists the documents Licensed Sponsors must keep in order to meet their sponsorship requirements.

The documents in this Policy can either be kept as paper copies or in an electronic format. There is no prescribed method for storing the documents, but Licensed Sponsors must be able to make them available to Immigration Officers upon request.

All documents must be kept for one year from the date sponsorship of the migrant ends.

Note some documents that must be kept as part of your sponsorship duties may also need to be kept for other purposes and for longer periods of time. The Licensed Sponsor must ensure that they meet any other legal requirements for record keeping, such as ones set by us or another government department.

A licensed sponsor should also be aware of and comply with the recommendations associated with the Data Protection Act and storing documents that include details of your employees.

All documents listed in this Appendix must be made available to Immigration Officers on request.

All documents provided as part of an application to become a licensed sponsor must be kept for the duration of the period covered by the licence granted

Part 1: for each migrant sponsored under Tiers 2 or 5

A Licensed Sponsor must keep:

- a. Copy of each sponsored migrant's current passport pages showing all personal identity details (including biometric details), leave stamps, or immigration status document including their period of leave to remain (permission to stay) in the UK or Isle of Man. This **must** show the migrant's entitlement to work for you as an **Isle of Man licensed sponsor**, i.e by reference of a CoS.

In the absence of an entry stamp, other evidence such as the travel ticket to the UK and Isle of Man or boarding card should be kept. The only exception to this is when a migrant is employed for one day or less and it is not practicable to obtain a copy of the documents.
- b. A Copy of the migrant's UK biometric residence permit (BRP), where applicable.
- c. A copy of the migrant's National Insurance (NI) number, unless the migrant is exempt from requiring one. This could be a copy of one of the following:
 - Migrant's NI card or NI number notification letter from the National Insurance Section, Income Tax Division
 - Migrant's wage slip
 - Where applicable a Migrant's T20 (Employee Commencing Certificate)
 - Migrant's T14
 - Where applicable a Migrant's T21 (Employee Leaving Certificate)
 - Employer's annual return T37 to the Isle of Man Income Division, including all T14s enclosed with the return
- d. A history of the migrant's contact details (residential address, telephone number, mobile telephone number). This must always be kept up to date.
- e. In the case of the employment of a child aged under 18, a copy of a letter from the migrant's parents or legal guardian, or just one parent if that parent has sole legal responsibility for the child, consenting to the arrangements that have been made with regard to the child's application, travel, reception and care arrangements in the Isle of Man.
- f. A copy of the migrant's Disclosure and Barring Service (DBS) check where required for the role undertaken by the sponsored migrant.
- g. A record of the migrant's absences, which may be kept electronically or manually.
- h. Any other document set out in Appendix C: Codes of Practice for Skilled Workers.
- i. If Licensed under Tier 5 (Temporary Worker) International Agreement to sponsor contractual service suppliers or independent professionals, the Sponsor must keep a copy of any contract awarded for the supply of service to the Sponsor and either of the following:
 - The tender document for that contract
 - evidence of how the contract was awarded if it was not formally tendered

Part 2: resident labour market test Tiers 2 and 5

- a. Where a rolling recruitment programme has been used, all the documents set out in this section must clearly show that it is a rolling programme and must indicate the period of the recruitment exercise.
- b. Where the vacancy was advertised in a national newspaper or professional journal, the Sponsor must

keep a copy of the job advertisement as it appeared in the given medium. The copy must clearly show the title and date of the publication and the closing date for applications.

Where the advertisement does not show the Sponsor's name, a copy of a letter or invoice from the newspaper and/or journal will be required, to prove an advertisement was placed by the Sponsor.

Note: although there is no requirement to undertake a resident labour market test in all cases, if the Sponsor informs Immigration Officers they have done so then they should retain the evidence of this,

- c. For milkrounds, the Sponsor must keep a letter from each university, on their headed paper, confirming the milkround, the dates it was conducted and method used, for example, presentation and/or interview method.
 - d. A copy of the contents of the job advert which must include the job title, the location of the job, the main duties and responsibilities of the job which must include the skills, qualifications and experience needed, an indication of the salary package or salary range and the closing date for applications.
 - e. Where the vacancy was advertised on the internet, including where it is advertised on the Sponsors' own website (where this is allowed in the Policy), the Sponsor must keep a screen shot from the website hosting the advertisement, on the day the vacancy is first advertised, which clearly shows **all** of the following:
 - Name of the website;
 - Contents of the advert
 - Date and the Uniform Resource Locator (URL); A global address used to locate the vacancy on the internet
 - Closing date for applications.
- Note:** if the website clearly shows the date the vacancy was first advertised, the screen shot can be taken at any point during the period the vacancy is advertised.
- f. Where the advertisement is not on the Sponsor's own website and does not show their name, a copy of a letter or invoice from the website will be required, to prove that an advertisement was placed.
 - g. Where the vacancy has been advertised online through The JobCentre, the Sponsor must keep a screen shot from the relevant government website on the day the vacancy is first advertised which clearly shows **all** of the following:
 - logo of the relevant government website hosting the job advertisement
 - contents of the advert
 - vacancy reference ID number
 - date advert placed
 - URL for the vacancy, this also contains the Reference ID number
 - closing date for applications
 - h. If the Sponsor recruits under the Tier 2 (Sportsperson) and/or Tier 5 (Temporary Worker) Creative and Sporting categories in the sports sector, a copy must be kept of the governing body endorsement as evidence of the resident labour market test and any other document set out in the relevant code of practice.
 - i. If the Sponsors recruit a researcher under Tier 2 (General), evidence must be kept of the competitive process that took place. This could be an advertisement for the grant, a programme for the selection process, the judging criteria or any other evidence.
 - j. The Sponsor must retain the following documents from any recruitment process:
 - All applications short listed for final interview, in the medium they were received, for example,

emails, CV's, application form – this should include the applicant's details such as name, address, date of birth;

- The names and total number of applicants short listed for final interview;
- For each settled worker who was rejected, interview notes which show the reasons why they have not been employed.

Part 3: appropriate rate

- a. Copies of the migrant's payslips, clearly showing the name, NI number, tax code, any allowances paid and deductions made. For limited liability partnership (LLP) members you must keep copies of the migrant's evidence of drawings and profit share.
- b. Evidence of the amount and frequency of all salary payments made to each migrant, showing the transfer of each payment into the named migrant's bank account.

Where the Sponsor may wish to rely on other account records, Immigration Officers must be able to clearly identify the specific migrant's wage in order to assess whether the migrant is being paid in line with what was originally stated on their certificate of sponsorship and with rules set out in guidance. Accounts that show only 'wages for personnel' but not specifically the migrant by name or other unique identifier are not considered acceptable.

This is not required for contractual service suppliers.

- c. A copy of any contract of/for employment/services between the sponsor and the migrant which clearly shows all the following:
 - the names and signatures of all parties involved -normally, this will only be you and the migrant
 - the start and end dates of the contract
 - details of the job, or piece of work that the migrant has been contracted to do
 - an indication of how much the migrant will be paid
 - the names and signatures of all parties involved -normally, this will only be the Sponsor and the migrant

Note: if a Licensed Sponsor is sponsoring a contractual service supplier or independent professional under the Tier 5 (Temporary Worker) International Agreement category, the contract between the Sponsor and the supplier of the service does not have to specify how much an individual migrant will be paid. This is not required, as it is unlikely that the Sponsor will know how much the sponsored migrant will be paid.

- d. Where the migrant receives any allowances as part of their salary package, evidence of the value of those allowances must be kept unless they are clearly shown in a contract of/for employment/services, or on the migrant's payslips

Below are 2 examples

Example 1

If the migrant receives help with accommodation by way of housing being provided, the Sponsor must have evidence from the owner or letting agent for the property concerned which clearly states the value of the rent payable by the Sponsor on the property.

Example 2

If the property is owned by the Sponsor, there must be an independent assessment of the monthly rent achievable from the property concerned.

This is not an exhaustive list and the Sponsor must be able to accurately document the value of any allowances paid in cash or by way of goods and/or services so that Immigration Officers can be satisfied that they are being paid in accordance with the rules set out in this guidance.

This is not required for contractual service suppliers or independent professionals sponsored under Tier 5 (Temporary Worker) International Agreement category.

- e. Any other document set out in the relevant code of practice.

Part 4: skill level

- a. If not provided at Part 2d, a detailed and specific job description outlining the duties and responsibilities of the post which must include the skills, qualifications and experience required for the post.
- b. Where it was a requirement within the job advert, copies of any qualifications the migrant holds to confirm skill level such as degree certificate or Higher National Diploma (HND).

This is not required for contractual service suppliers or independent professionals sponsored under Tier 5 (Temporary Worker) International Agreement category.

- c. In Tier 2 (General) where no resident labour market test was undertaken, copies of any qualifications the migrant holds to confirm skill level, such as degree certificate, HND and/or documents that show the migrant had the skills and experience to do the job. This could be references from a previous employer or other evidence of experience.
- d. Copies of any registration and/or professional accreditation documents and/or any confirmation letter the migrant is required to have in order to do their job. This could be where the migrant is a doctor, proof of registration with the General Medical Council.

This is not required for contractual service suppliers or independent professionals sponsored under the Tier 5 (Temporary Worker) International Agreement category.
- e. Where appropriate a copy of the sport governing body endorsement specific to the migrant.
- f. For those coming to the Isle of Man under the entourage provisions in the Creative and Sporting sub category of Tier 5, details of the migrant's technical or specialist skills must be retained.

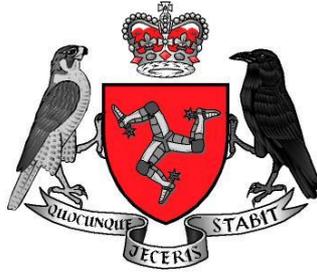
Part 5: for each migrant endorsed under Tier 1 (Graduate Entrepreneur)

- a. Copies or originals, where possible, of evidence assessed by the Sponsor as part of the process of selecting the migrant that the Sponsor has endorsed.

Part 6: for each migrant enrolled under Tier 4 (General) Student or Tier 4 (Child) Student

- a. Copy of each sponsored migrant's current passport pages showing all personal identity details including biometric details, leave stamps, or immigration status document including their period of leave to remain (permission to stay) in the Isle of Man. This must show the migrant's entitlement to study with a licensed sponsor in the UK. In the absence of an entry stamp, other evidence such as the travel ticket to the or boarding card should be kept.
- b. Where appropriate a copy of the migrant's biometric residence permit (BRP).
- c. Record of the migrant's absence/attendance, this may be kept either electronically or manually.

- d. A history of the migrant's contact details to include residential address, telephone number and mobile telephone number. This must be updated regularly.
- e. Where the student's course of study requires them to hold an Academic Technology Approval Scheme (ATAS) clearance certificate, the Sponsor must keep a copy of the certificate or the electronic approval notice received by you, from the Foreign and Commonwealth Office.
- f. For migrants in the Tier 4(Child) Student category who are going to be cared for in the Isle of Man in a private foster care arrangement during their stay, the Sponsor must, as soon as they become aware of the migrant's arrival, provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living. In addition, where a Tier 4 (Child) Student is already in the Isle of Man and a private foster care arrangement subsequently commences, the Sponsor must provide detail of the name of the foster carer and the address where the foster carer and student will be living as soon as the Sponsor becomes aware of the change in their care arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. The Sponsor must keep a record of the notification to the local authority.
- g. Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant, this could be copies of references, or examination certificates.



Appendix C

Codes of Practice for Skilled Workers

Standard Occupational Classification (SOC) Codes and
minimum appropriate salary rates

This Appendix forms part of the Immigration Sponsor Licensing
Policy

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Who should read this document?

This document is aimed at employers who are looking to sponsor a migrant through the Points-Based System. It mainly applies to Tier 2 (General) and Tier 2 (Intra-Company Transfer) categories. However, it also applies to some parts of Tier 5, to Tier 1 (General) and Tier 1 (Post-Study Work) migrants switching to Tier 1 (Entrepreneur), and to work permit holders applying for settlement. It lists:

- The skill level for each occupation;
- The minimum appropriate rates of pay for each occupation; and
- Example job tasks and titles to help you accurately match up a job to the corresponding classification code.

The codes of practice are an integral part of the immigration system relating to migrant workers. These codes supersede all previous codes and apply to all Tier 2 applications made by migrants using certificates of sponsorship assigned by sponsors on or after 6 April 2017, and all other applications made by migrants where the date of application is on or after 6 April 2017.

The Standard Occupational Classification (SOC) is a common classification of occupational information for the United Kingdom. Within the context of the classification, jobs are classified in terms of their skill level and skill content. These codes of practice are based on the new SOC 2010 system developed by the Office for National Statistics, and have been drawn up based on advice from industry experts and the Migration Advisory Committee.

When we refer to 'we' or 'us' in this document we mean the Isle of Man Immigration Officers. When we refer to 'you' or 'your' this means the Licenced Sponsor in the case of Tier 2 or Tier 5 migrants, or the employer supporting the application for settlement in the case of work permit holders. In the case of post-study workers switching to Tier 1 (Entrepreneur), the references to recruiting for jobs will not be relevant, but the code of practice must still be used by applicants to check that they are working at the necessary skill level (National Qualification Framework (NQF) 4 or above).

How do I use this document?

You should use this document to determine what the skill level and minimum rates of pay are for any job you may want to recruit for, and to obtain the relevant classification code when assigning a certificate of sponsorship. The document is made up of 3 sections:

- Section 1 lists the new standard occupational classification (SOC) codes you should use when sponsoring a migrant worker. These are grouped together in tables and are colour coded by NQF skill level and eligibility. They are also listed in numerical order.
- Section 2 provides an index for the conversion of a formerly used SOC 2000 code to the relevant corresponding SOC 2010 one. These are listed in numerical order. The former SOC 2000 codes are listed in grey to the left hand side with the corresponding new SOC 2010 code, colour coded by NQF skill level, to the right hand side.
- Section 3 provides supplementary descriptions and the minimum appropriate salary rates for those occupational SOC codes listed as being NQF level 3 or above.

Approaches

1. If you are using this document to find the SOC code, minimum pay rates, and/or skill level for a job you want to recruit for, then it is recommended that you start with section 1. Once you have

identified any relevant SOC codes you should then click on the hyperlink (in blue font) which will take you to the corresponding supplementary descriptions and salary rates in section 3.

2. If you are using this document to convert a formerly used SOC 2000 code into the relevant, corresponding SOC 2010 code, then it is recommended that you start with section 2. Once you have identified any relevant SOC codes then you should click on the hyperlink (in blue font) which will take you to the corresponding supplementary descriptions and salary rates in section 3.
3. If you already know the SOC code or occupational description for a job ('2231' or 'nurses' for example) then you can perform a keyword search using the word search function in your browser. Clicking through the search results will take you to all references within the document including the supplementary descriptions and salary rates for this job in section 3. (If you know the SOC code you want to use, but you have not used it since 6 April 2013 you should check Section 2 to make sure it has not changed since you last used it.)

Colour Coding

For ease of reference and consistency each new SOC code is colour coded according to its NQF level and eligibility, as shown in the table below:

PhD level	NQF level 3 or above
NQF level 6 or above	Lower skilled, ineligible
NQF level 4 or above	Ineligible - Other*

*Ineligible – Other means jobs which cannot be filled under Tier 2 (General) or Tier 2 (Intra-Company Transfer) because there is another, more appropriate route under which a migrant must apply; or jobs which can never be filled by a person who is subject to immigration control.

Thresholds

The skills threshold for Tier 2 is NQF level 6. The lists of occupations skilled to NQF level 4 and NQF level 3 apply to skilled workers who entered Tier 2 before the threshold was raised to NQF level 6 in June 2012. They also apply to:

- Croatian nationals sponsored under Tier 2;
- some parts of Tier 5;
- Tier 1 (General) and Tier 1 (Post-Study Work) migrants switching into Tier 1 (Entrepreneur); and
- work permit holders applying for settlement.

The lower pay threshold for **new entrant** employees is set at the 10th percentile of the pay distribution for full-time employees in that occupation. The **new entrant** thresholds apply to:

- Graduates switching into Tier 2 (General) within the UK from the student route or Tier 1 (Post-Study Work);
- Graduate recruits where you have used a university "milkround" to satisfy the Resident Labour Market Test;
- Graduates sponsored in the Intra-Company Transfer Graduate Trainee route; and
- Workers making a Tier 2 application who are aged 25 or under on the date they apply.

The pay thresholds for **experienced** workers are set at the 25th percentile for full-time employees in each occupation, using the Annual Survey of Hours and Earnings (ASHE), except where otherwise stated. These pay thresholds apply to all other Tier 2 applicants. They also apply to all applicants

seeking Tier 2 leave for more than 3 years and 1 month, including those who were classed as new entrants in an earlier application. Please note that this means that the experienced worker rate will always apply if you assign a Certificate of Sponsorship which will mean the migrant will be applying for leave longer than 3 years and 1 month, regardless of whether they fall under any of the points listed above. The **experienced** worker pay thresholds also apply to work permit holders who are applying to switch into Tier 2 or to settle in the UK and to all Tier 2 settlement applications.

Only experienced worker rates are given for occupations skilled below NQF level 4, except where the occupation contains higher skilled jobs which appear on the Shortage Occupation List. Other than applicants working in shortage occupations, there are no applicants in these occupations who can still qualify for the new entrant rate.

The rates are based on a 39-hour working week for all occupations where the salary source used is the Annual Survey of Hours and Earnings.

Where other salary sources are used, please note that the rates are based on the following weekly hours:

- Where the source is NHS Agenda for Change or the Royal Institute of British Architects, a 37.5- hour week;
- Where the source is teachers’ national pay scales, the definition of a full-time teacher is used when determining those pay scales;
- Where the source is the National Grid submission to the Migration Advisory Committee, a 37- hour week;
- In all other cases, a 40-hour week.

If the job has contracted weekly hours or is paid an hourly rate, the rates must be pro-rated accordingly for the hours you are sponsoring the migrant to work, but otherwise they do not need to be pro-rated.

1: Standard Occupational Classification (SOC) Codes

Table 1: Occupations skilled to PhD level

Any Tier 2 applicants can be sponsored for jobs in these occupations. Jobs in these occupations are given additional points when allocating places in the Tier 2 limit. Sponsors have 12 months (rather than the usual 6 months) in which to carry out a Resident Labour Market Test. Migrant workers are exempt from the earnings threshold for settlement (£35,000 from 6 April 2016, £35,500 from 6 April 2018, £35,800 from 6 April 2019 and £36,200 from 6 April 2020), although they must still be paid at least the appropriate rate for the occupation.

Occupations skilled to PhD level	
SOC 2010	Job Title
2111	Chemical scientists
2112	Biological scientists and biochemists
2113	Physical scientists
2114	Social and humanities scientists
2119	Natural and social science professionals not elsewhere classified
2150	Research and development managers
2311	Higher education teaching professionals

Table 2: Occupations skilled to NQF level 6

Any Tier 2 applicants can be sponsored for jobs in these occupations.

Occupations skilled to NQF level 6	
SOC 2010	Job Title
1115	Chief executives and senior officials
1116	Elected officers and representatives
1121	Production managers and directors in manufacturing
1122	Production managers and directors in construction
1123	Production managers and directors in mining and energy
1131	Financial managers and directors
1132	Marketing and sales directors
1133	Purchasing managers and directors
1134	Advertising and public relations directors
1135	Human resource managers and directors
1136	Information technology and telecommunications directors
1139	Functional managers and directors not elsewhere classified
1150	Financial institution managers and directors
1161	Managers and directors in transport and distribution
1172	Senior police officers
1173	Senior officers in fire, ambulance, prison and related services
1181	Health services and public health managers and directors
1184	Social services managers and directors
2121	Civil engineers
2122	Mechanical engineers
2123	Electrical engineers
2124	Electronics engineers
2126	Design and development engineers
2127	Production and process engineers
2129	Engineering professionals not elsewhere classified
2133	IT specialist managers
2134	IT project and programme managers
2135	IT business analysts, architects and systems designers
2136	Programmers and software development professionals
2137	Web design and development professionals
2139	Information technology and telecommunications
2141	Conservation professionals
2142	Environment professionals
2211	Medical practitioners
2212	Psychologists
2213	Pharmacists
2214	Ophthalmic opticians
2215	Dental practitioners
2216	Veterinarians
2217	Medical radiographers
2218	Podiatrists
2219	Health professionals not elsewhere classified.
2221	Physiotherapists
2222	Occupational therapists

Occupations skilled to NQF level 6	
SOC 2010	Job Title
2223	Speech and language therapists
2229	Therapy professionals not elsewhere classified
2231	Nurses
2232	Midwives
2312	Further education teaching professionals
2314	Secondary education teaching professionals
2315	Primary and nursery education teaching professionals
2316	Special needs education teaching professionals
2317	Senior professionals of educational establishments
2318	Education advisers and school inspectors
2319	Teaching and other educational professionals not elsewhere classified
2412	Barristers and judges
2413	Solicitors
2419	Legal professionals not elsewhere classified
2421	Chartered and certified accountants
2423	Management consultants and business analysts
2424	Business and financial project management professionals
2425	Actuaries, economists and statisticians
2426	Business and related research professionals
2429	Business, research and administrative professionals not elsewhere classified
2431	Architects
2432	Town planning officers
2433	Quantity surveyors
2434	Chartered surveyors
2436	Construction project managers and related professionals
2442	Social workers
2443	Probation officers
2449	Welfare professionals not elsewhere classified
2451	Librarians
2452	Archivists and curators
2461	Quality control and planning engineers
2462	Quality assurance and regulatory professionals
2463	Environmental health professionals
2471	Journalists, newspaper and periodical editors
2472	Public relations professionals
2473	Advertising accounts managers and creative directors
3213	Paramedics
3415	Musicians
3416	Arts officers, producers and directors
3512	Aircraft pilots and flight engineers
3532	Brokers
3534	Finance and investment analysts and advisers
3535	Taxation experts
3538	Financial accounts managers
3545	Sales accounts and business development managers

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Table 3: Occupations skilled to NQF level 4

Tier 2 applicants can **only** be sponsored for jobs in these occupations if:

- the applicant is a Croatian national, or
- the job appears on the Shortage Occupation List, or
- the job is in one of the creative sector occupations marked “(Creative)”, or
- the applicant is currently in the UK under Tier 2, and has been in Tier 2 since before the changes made on 14 June 2012 came into force, or
- the applicant is currently in the UK under an old immigration category that was replaced by Tier 2, such as work permit holders.

Occupations skilled to NQF level 4	
SOC 2010	Job Title
1211	Managers and proprietors in agriculture and horticulture
1213	Managers and proprietors in forestry, fishing and related services
1241	Health care practice managers
1242	Residential, day and domiciliary care managers and proprietors
1251	Property, housing and estate managers
1255	Waste disposal and environmental services managers
1259	Managers and proprietors in other services not elsewhere classified
2435	Chartered architectural technologists
3116	Planning, process and production technicians
3121	Architectural and town planning technicians
3131	IT operations technicians
3218	Medical and dental technicians
3219	Health associate professionals not elsewhere classified
3319	Protective service associate professionals not elsewhere classified
3411	Artists (Creative)
3412	Authors, writers and translators (Creative)
3413	Actors, entertainers and presenters (Creative)
3414	Dancers and choreographers (Creative)
3422	Product, clothing and related designers (Creative)
3513	Ship and hovercraft officers
3531	Estimators, valuers and assessors
3537	Financial and accounting technicians
3539	Business and related associate professionals not elsewhere classified
3541	Buyers and procurement officers
3543	Marketing associate professionals
3546	Conference and exhibition managers and organisers
3561	Public services associate professionals
3563	Vocational and industrial trainers and instructors
3564	Careers advisers and vocational guidance specialists
3565	Inspectors of standards and regulations
3567	Health and safety officers
4161	Office managers
7220	Customer service managers and supervisors

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Table 4: Occupations skilled to NQF level 3

Tier 2 applicants can **only** be sponsored for jobs in these occupations if:

- the job appears on the Shortage Occupation List*, or
- the applicant is currently in the UK under Tier 2, and has been in Tier 2 since before the changes made on 6 April 2011 came into force, or
- the applicant is currently in the UK under an old immigration category that was replaced by Tier 2, such as work permit holders.

* Jobs are considered to be at least NQF level 4 if they meet the requirements of the shortage occupation list.

You should also note that, for some occupations, only some jobs within the occupation are skilled to NQF level 3, and other jobs are below this level. Where this is the case, the supplementary description for the SOC code will specify which related job titles for that occupation are at NQF level 3. **No migrants can be sponsored for jobs below NQF level 3 in these occupations.**

Occupations skilled to NQF level 3	
SOC 2010	Job Title
1162	Managers and directors in storage and warehousing
1190	Managers and directors in retail and wholesale
1221	Hotel and accommodation managers and proprietors
1223	Restaurant and catering establishment managers and proprietors
1224	Publicans and managers of licensed premises
1225	Leisure and sports managers
1226	Travel agency managers and proprietors
1252	Garage managers and proprietors
1253	Hairdressing and beauty salon managers and proprietors
1254	Shopkeepers and proprietors – wholesale and retail
3111	Laboratory technicians
3112	Electrical and electronics technicians
3113	Engineering technicians
3114	Building and civil engineering technicians
3115	Quality assurance technicians
3119	Science, engineering and production technicians not elsewhere classified
3122	Draughtspersons
3132	IT user support technicians
3216	Dispensing opticians
3217	Pharmaceutical technicians
3231	Youth and community workers
3234	Housing officers
3235	Counsellors
3239	Welfare and housing associate professionals not elsewhere classified
3312	Police officers (sergeant and below)
3313	Fire service officers (watch manager and below)
3417	Photographers, audio-visual and broadcasting equipment operators
3421	Graphic designers
3443	Fitness instructors
3511	Air traffic controllers
3520	Legal associate professionals
3533	Insurance underwriters
3536	Importers and exporters
3542	Business sales executives

Occupations skilled to NQF level 3	
SOC 2010	Job Title
3544	Estate agents and auctioneers
3550	Conservation and environmental associate professionals
3562	Human resources and industrial relations officers
4112	National government administrative occupations
4114	Officers of non-governmental organisations
4134	Transport and distribution clerks and assistants
4151	Sales administrators
4214	Company secretaries
4215	Personal assistants and other secretaries
5111	Farmers
5112	Horticultural trades
5113	Gardeners and landscape gardeners
5114	Groundsmen and greenkeepers
5119	Agricultural and fishing trades not elsewhere classified
5211	Smiths and forge workers
5212	Moulders, core makers and die casters
5213	Sheet metal workers
5214	Metal plate workers, and riveters
5215	Welding trades
5216	Pipe fitters
5221	Metal machining setters and setter-operators
5222	Tool makers, tool fitters and markers-out
5223	Metal working production and maintenance fitters
5224	Precision instrument makers and repairers
5231	Vehicle technicians, mechanics and electricians
5232	Vehicle body builders and repairers
5234	Vehicle paint technicians
5235	Aircraft maintenance and related trades
5236	Boat and ship builders and repairers
5241	Electricians and electrical fitters
5242	Tele-communications engineers
5244	TV, video and audio engineers
5245	IT engineers
5249	Electrical and electronic trades not elsewhere classified
5311	Steel erectors
5312	Bricklayers and masons
5313	Roofers, roof tilers and slaters
5314	Plumbers and heating and ventilating engineers
5319	Construction and building trades not elsewhere classified
5411	Weavers and knitters
5412	Upholsterers
5413	Footwear and leather working trades
5414	Tailors and dressmakers
5419	Textiles, garments and related trades not elsewhere classified
5421	Pre-press technicians
5422	Printers
5423	Print finishing and binding workers
5431	Butchers
5432	Bakers and flour confectioners
5433	Fishmongers and poultry dressers
5434	Chefs
5436	Catering and bar managers
5441	Glass and ceramics makers, decorators and finishers

Occupations skilled to NQF level 3	
SOC 2010	Job Title
5442	Furniture makers and other craft woodworkers
5443	Florists
5449	Other skilled trades not elsewhere classified
6121	Nursery nurses and assistants
6123	Playworkers
6131	Veterinary nurses
6139	Animal care services occupations not elsewhere classified
6141	Nursing auxiliaries and assistants
6143	Dental nurses
6144	Houseparents and residential wardens
6146	Senior care workers
6214	Air travel assistants
6215	Rail travel assistants
7125	Merchandisers and window dressers
7130	Sales supervisors
7215	Market research interviewers
8124	Energy plant operatives
8126	Water and sewerage plant operatives
8215	Driving instructors
8232	Marine and waterways transport operatives
9119	Fishing and other elementary agriculture occupations not elsewhere classified
9273	Waiters and waitresses

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Table 5: Lower skilled occupations ineligible for Tier 2 (General) and Tier 2 (Intra-Company Transfer) applications

Tier 2 applicants **cannot** be sponsored for jobs in these occupations. Work permit holders also cannot work in jobs in these occupations. This information has been included so that sponsors do not assign Certificates of Sponsorship for these occupations.

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
3233	Child and early years officers	<ul style="list-style-type: none"> Child protection officer Education welfare officer Portage worker (educational establishments)
3315	Police community support officers	<ul style="list-style-type: none"> Civilian support officer (police service) Community support officer (police service) Police community support officer
4113	Local government administrative occupations	<ul style="list-style-type: none"> Administrative assistant (local government) Administrative officer (police service) Benefits assistant (local government) Clerical officer (local government) Local government officer
4121	Credit controllers	<ul style="list-style-type: none"> Credit control clerk Credit controller Debt management associate Loans administrator
4122	Book-keepers, payroll managers and wages clerks	<ul style="list-style-type: none"> Accounts administrator Accounts assistant Accounts clerk Auditor Bookkeeper

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> Payroll clerk
4123	Bank and post office clerks	<ul style="list-style-type: none"> Bank clerk Cashier (bank) Customer adviser (building society) Customer service officer (bank) Post office clerk
4124	Finance officers	<ul style="list-style-type: none"> Deputy finance officer Finance officer Regional finance officer (PO)
4129	Financial administrative occupations not elsewhere classified	<ul style="list-style-type: none"> Cashier Finance administrator Finance assistant Finance clerk Tax assistant Treasurer Valuation assistant
4131	Records clerks and assistants	<ul style="list-style-type: none"> Admissions officer Clerical officer (hospital service) Filing clerk Records clerk Ward clerk
4132	Pensions and insurance clerks and assistants	<ul style="list-style-type: none"> Administrator (insurance) Claims handler Clerical assistant (insurance) Insurance clerk Pensions administrator
4133	Stock control clerks and assistants	<ul style="list-style-type: none"> Despatch clerk Material controller Stock control clerk Stock controller Stores administrator
4135	Library clerks and assistants	<ul style="list-style-type: none"> Information assistant (library) Learning resource assistant Library assistant Library clerk Library supervisor
4138	Human resources administrative occupations	<ul style="list-style-type: none"> Course administrator Human resources administrator Personnel administrator Personnel clerk
4159	Other administrative occupations not elsewhere classified	<ul style="list-style-type: none"> Administrative assistant Clerical assistant Clerical officer Clerk Office administrator
4162	Office supervisors	<ul style="list-style-type: none"> Administration supervisor Clerical supervisor Facilities supervisor Office supervisor
4211	Medical secretaries	<ul style="list-style-type: none"> Clinic coordinator Clinic administrator Medical administrator Medical secretary Secretary (medical practice)
4212	Legal secretaries	<ul style="list-style-type: none"> Legal administrator Legal clerk Legal secretary Secretary (legal services)
4213	School secretaries	<ul style="list-style-type: none"> Clerical assistant (schools) School administrator

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> School secretary Secretary (schools)
4216	Receptionists	<ul style="list-style-type: none"> Dental receptionist Doctor's receptionist Medical receptionist Receptionist Receptionist-secretary
4217	Typists and related keyboard occupations	<ul style="list-style-type: none"> Audio typist Computer operator Typist Typist-clerk Word processor
5225	Air-conditioning and refrigeration engineers	<ul style="list-style-type: none"> Air conditioning engineer Air conditioning fitter Refrigeration engineer Refrigeration technician Service engineer (refrigeration)
5237	Rail and rolling stock builders and repairers	<ul style="list-style-type: none"> Coach repairer (railways) Mechanical fitter (railway and rolling stock) Railway engineer Rolling stock technician
5250	Skilled metal, electrical and electronic trades supervisors	<ul style="list-style-type: none"> Electrical supervisor Maintenance supervisor (manufacturing) Workshop manager
5315	Carpenters and joiners	<ul style="list-style-type: none"> Carpenter Carpenter and joiner Joiner Kitchen fitter Shop fitter
5316	Glaziers, window fabricators and fitters	<ul style="list-style-type: none"> Glass Cutter Glazier Installer (double glazing) Window fabricator Window fitter
5321	Plasterers	<ul style="list-style-type: none"> Fibrous plasterer Plasterer Plastering contractor
5322	Floorers and wall tilers	<ul style="list-style-type: none"> Carpet fitter Ceramic tiler Flooring contractor Mosaic floor layer
5323	Painters and decorators	<ul style="list-style-type: none"> Artexer French polisher Paper hanger Ship sprayer Wood stainer
5330	Construction and building trades supervisors	<ul style="list-style-type: none"> Builder's foreman Construction foreman Construction supervisor Maintenance supervisor Site foreman
5435	Cooks	<ul style="list-style-type: none"> Cook Cook-supervisor Head cook
6122	Childminders and related occupations	<ul style="list-style-type: none"> Au pair Child care assistant Child minder Nanny
6125	Teaching assistants	<ul style="list-style-type: none"> Classroom assistant School assistant Teaching assistant

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
6126	Educational support assistants	<ul style="list-style-type: none"> • Education support assistant • Learning support assistant • Non-teaching assistant (schools) • Special needs assistant (educational establishments) • Support assistant (educational establishments)
6132	Pest control officers	<ul style="list-style-type: none"> • Fumigator • Pest control officer • Pest control technician • Pest controller
6142	Ambulance staff (excluding paramedics)	<ul style="list-style-type: none"> • Ambulance care assistant • Ambulance driver • Ambulance technician • Emergency medical technician
6145	Care workers and home carers	<ul style="list-style-type: none"> • Care assistant • Care worker • Carer • Home care assistant • Home carer • Support worker (nursing home)
6147	Care escorts	<ul style="list-style-type: none"> • Bus escort • Escort • Escort-driver • School escort
6148	Undertakers, mortuary and crematorium assistants	<ul style="list-style-type: none"> • Crematorium technician • Funeral director • Pall bearer • Undertaker
6211	Sports and leisure assistants	<ul style="list-style-type: none"> • Croupier • Leisure attendant • Lifeguard • Sports assistant
6212	Travel agents	<ul style="list-style-type: none"> • Reservations clerk (travel) • Sales consultant (travel agents) • Travel adviser • Travel agent • Travel consultant
6219	Leisure and travel service occupations not elsewhere classified	<ul style="list-style-type: none"> • Bus conductor • Holiday representative • Information assistant (tourism) • Steward (shipping) • Tour guide
6221	Hairdressers and barbers	<ul style="list-style-type: none"> • Barber • Colourist (hairdressing) • Hair stylist • Hairdresser
6222	Beauticians and related occupations	<ul style="list-style-type: none"> • Beautician • Beauty therapist • Nail technician • Tattooist
6231	Housekeepers and related occupations	<ul style="list-style-type: none"> • Cook-housekeeper • House keeper • Lifestyle manager
6232	Caretakers	<ul style="list-style-type: none"> • Caretaker • Janitor • Porter (college) • Site manager (educational establishments)
6240	Cleaning and housekeeping managers and supervisors	<ul style="list-style-type: none"> • Butler • Cleaner-in-charge • Cleaning supervisor • Domestic supervisor • Head house keeper

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> Supervisor (cleaning)
7111	Sales and retail assistants	<ul style="list-style-type: none"> Retail assistant Sales adviser Sales assistant Sales consultant (retail trade) Shop assistant
7112	Retail cashiers and check-out operators	<ul style="list-style-type: none"> Check-out operator Forecourt attendant General assistant (retail trade: check-out) Till operator
7113	Telephone salespersons	<ul style="list-style-type: none"> Sales adviser (telephone sales) Telesales executive Telesales operator
7114	Pharmacy and other dispensing assistants	<ul style="list-style-type: none"> Dispenser Health care assistant (retail chemist) Optical assistant Pharmacy assistant
7115	Vehicle and parts salespersons and advisers	<ul style="list-style-type: none"> Car sales executive Car salesman Parts adviser (retail trade) Parts salesman (motor vehicle repair)
7121	Collector salespersons and credit agents	<ul style="list-style-type: none"> Agent (insurance) Canvasser Collector (insurance) Distributor (door-to-door sales) Insurance agent
7122	Debt, rent and other cash collectors	<ul style="list-style-type: none"> Collecting agent Collector (gas supplier) Debt collector Meter reader Vending operator
7123	Roundspersons and van salespersons	<ul style="list-style-type: none"> Dairyman (retail trade: delivery round) Ice-cream salesman Milkman (milk retailing) Roundsman Van salesman
7124	Market and street traders and assistants	<ul style="list-style-type: none"> Market assistant Market trader Owner (market stall) Stall holder Street trader
7129	Sales related occupations not elsewhere classified	<ul style="list-style-type: none"> Demonstrator Hire controller Sales representative (retail trade)
7211	Call and contact centre occupations	<ul style="list-style-type: none"> Call centre agent Call centre operator Customer service adviser (call centre) Customer service operator
7213	Telephonists	<ul style="list-style-type: none"> Call handler (motoring organisation) Operator (telephone) Switchboard operator (telephone) Telephonist Telephonist-receptionist
7214	Communication operators	<ul style="list-style-type: none"> Call handler (emergency services) Communications operator Control room operator (emergency services) Controller (taxi service)
7219	Customer service occupations not elsewhere classified	<ul style="list-style-type: none"> Customer adviser Customer service administrator Customer service adviser

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> • Customer service assistant • Customer services representative
8111	Food, drink and tobacco process operatives	<ul style="list-style-type: none"> • Baker (food products mfr) • Bakery assistant • Factory worker (food products mfr) • Meat processor • Process worker (brewery) • Process worker (dairy)
8112	Glass and ceramics process operatives	<ul style="list-style-type: none"> • Glass worker • Kiln man (glass mfr) • Process worker (fibre glass mfr)
8113	Textile process operatives	<ul style="list-style-type: none"> • Hosiery worker • Machinist (rope, twine mfr) • Process worker (textile mfr) • Spinner (paper twine mfr)
8114	Chemical and related process operatives	<ul style="list-style-type: none"> • Gas producer operator • Process technician (chemical mfr) • Process worker (cement mfr) • Process worker (nuclear fuel production)
8115	Rubber process operatives	<ul style="list-style-type: none"> • Disc cutter (rubber mfr) • Moulder (rubber goods mfr) • Process worker (rubber reclamation) • Tyre builder
8116	Plastics process operatives	<ul style="list-style-type: none"> • Extrusion operator (plastics mfr) • Fabricator (plastics mfr) • Injection moulder • Laminator (fibreglass) • Process worker (plastic goods mfr)
8117	Metal making and treating process operatives	<ul style="list-style-type: none"> • Degreaser (metal trades) • Foreman (metal refining) • Furnaceman (metal trades) • Process worker (nickel mfr) • Wire drawer
8118	Electroplaters	<ul style="list-style-type: none"> • Electroplater • Galvaniser • Metal sprayer • Powder coater
8119	Process operatives not elsewhere classified	<ul style="list-style-type: none"> • Melting pot assistant (electric cable) • Mixing plant foreman (asphalt mfr) • Process worker (electrical engineering) • Stone finisher (cast concrete products mfr)
8121	Paper and wood machine operatives	<ul style="list-style-type: none"> • Box maker (cardboard) • Guillotine operator (printing) • Machinist (paper goods mfr) • Sawyer • Wood machinist
8122	Coal mine operatives	<ul style="list-style-type: none"> • Coal miner • Colliery worker • Driller (coal mine)
8123	Quarry workers and related operatives	<ul style="list-style-type: none"> • Derrickman (oil wells) • Diamond driller (well sinking) • Plant operator (quarry) • Quarry operative
8125	Metal working machine operatives	<ul style="list-style-type: none"> • Engineer, nos • Machinist (metal trades) • Metal polisher • Process worker (metal trades)
8127	Printing machine assistants	<ul style="list-style-type: none"> • Finishing operative (printing) • Lithographer (printing) • Machinist (printing) • Print operator

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> Printer's assistant
8129	Plant and machine operatives not elsewhere classified	<ul style="list-style-type: none"> Bench hand (metal trades) Cable maker (spring mfr) Laser operator Manufacturer (metal goods mfr) Saw doctor
8131	Assemblers (electrical and electronic products)	<ul style="list-style-type: none"> Assembler (electrical, electronic equipment mfr) Line operator (electrical) Solderer Team leader (electrical, electronic equipment mfr: assembly) Technical operator (circuit board mfr)
8132	Assemblers (vehicles and metal goods)	<ul style="list-style-type: none"> Assembler (metal trades) Lineworker (vehicle mfr) Manufacturing operator (metal trades) Process worker (metal trades: assembly) Team leader (motor vehicle mfr: assembly)
8133	Routine inspectors and testers	<ul style="list-style-type: none"> Quality assurance inspector Quality auditor Quality controller Quality inspector Test engineer
8134	Weighers, graders and sorters	<ul style="list-style-type: none"> Grader (food products mfr) Metal sorter Selector (ceramics mfr) Weighbridge clerk Weighbridge operator
8135	Tyre, exhaust and windscreen fitters	<ul style="list-style-type: none"> Tyre and exhaust fitter Tyre fitter Tyre technician Windscreen fitter
8137	Sewing machinists	<ul style="list-style-type: none"> Overlocker Seamstress Sewing machinist Stitcher Upholstery machinist
8139	Assemblers and routine operatives not elsewhere classified	<ul style="list-style-type: none"> Assembler Gluer (furniture mfr) Paint line operator Production assistant Riveter (soft toy mfr)
8141	Scaffolders, staggers and riggers	<ul style="list-style-type: none"> Bell hanger (church bells) Stage rigger (shipbuilding) Tackleman (steelworks)
8142	Road construction operatives	<ul style="list-style-type: none"> Asphalter Concrete finisher (building construction) Highways maintenance hand Paver Road worker
8143	Rail construction and maintenance operatives	<ul style="list-style-type: none"> Line Inspector (railways) Maintenance man (railway maintenance and repair) Relayer (railways) Trackman (railways) Ultrasonic engineer (railway maintenance and repair)
8149	Construction operatives not elsewhere classified	<ul style="list-style-type: none"> Asbestos remover Cable layer Demolition worker Dry liner General handyman Maintenance man

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
		<ul style="list-style-type: none"> Thermal insulation engineer
8211	Large goods vehicle drivers	<ul style="list-style-type: none"> Haulage contractor HGV driver Lorry driver Owner (heavy goods vehicle) Tanker driver
8212	Van drivers	<ul style="list-style-type: none"> Courier driver Delivery driver Driver Parcel delivery driver Van driver
8213	Bus and coach drivers	<ul style="list-style-type: none"> Bus driver Coach driver Coach operator Minibus driver PSV driver
8214	Taxi and cab drivers and chauffeurs	<ul style="list-style-type: none"> Chauffeur Mini cab driver Taxi driver Taxi owner
8221	Crane drivers	<ul style="list-style-type: none"> Crane driver Crane operator Haulage engine driver Winchman
8222	Fork-lift truck drivers	<ul style="list-style-type: none"> Fork lift driver Fork lift truck driver Fork truck operator Stacker-driver
8223	Agricultural machinery drivers	<ul style="list-style-type: none"> Agricultural machinist Attendant (agricultural machinery) Operator (agricultural machinery) Tractor driver (agriculture)
8229	Mobile machine drivers and operatives not elsewhere classified	<ul style="list-style-type: none"> Digger driver Dredger Excavator driver JCB driver Plant operator Rig operator
8231	Train and tram drivers	<ul style="list-style-type: none"> Train driver Train operator Tram driver
8233	Air transport operatives	<ul style="list-style-type: none"> Aircraft dispatcher Baggage handler Cargo handler (airport) Ramp agent Refueller (airport)
8234	Rail transport operatives	<ul style="list-style-type: none"> Railway worker Shunter Signalman (railways) Transport supervisor (railways)
8239	Other drivers and transport operatives not elsewhere classified	<ul style="list-style-type: none"> Bus inspector Operations assistant (freight handling) Test driver (motor vehicle mfr) Transport supervisor Yard foreman (road transport)
9111	Farm workers	<ul style="list-style-type: none"> Agricultural worker Farm labourer Farm worker Herdsman Shepherd

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
9112	Forestry workers	<ul style="list-style-type: none"> • Forestry contractor • Forestry worker • Lumberjack
9120	Elementary construction occupations	<ul style="list-style-type: none"> • Electrician's mate (building construction) • Ground worker (building construction) • Hod carrier • Labourer (building construction)
9132	Industrial cleaning process occupations	<ul style="list-style-type: none"> • Cleaner and greaser • Factory cleaner • Hygiene operator • Industrial cleaner
9134	Packers, bottlers, canners and fillers	<ul style="list-style-type: none"> • Factory worker (packing) • Packaging operator • Packer • Paint filler
9139	Elementary process plant occupations not elsewhere classified	<ul style="list-style-type: none"> • Factory worker • Fitter's mate • Labourer (engineering) • Material handler
9211	Postal workers, mail sorters, messengers and couriers	<ul style="list-style-type: none"> • Courier • Leaflet distributor • Mail sorter • Messenger • Postman
9219	Elementary administration occupations not elsewhere classified	<ul style="list-style-type: none"> • General assistant • Office junior • Office worker • Reprographic technician
9231	Window cleaners	<ul style="list-style-type: none"> • Window cleaner • Window cleaning contractor
9232	Street cleaners	<ul style="list-style-type: none"> • Cleansing operative (street cleaning) • Road sweeper • Street cleaner
9233	Cleaners and domestics	<ul style="list-style-type: none"> • Chambermaid • Cleaner • Domestic • Home help • School cleaner
9234	Launderers, dry cleaners and pressers	<ul style="list-style-type: none"> • Carpet cleaner • Dry cleaner • Garment presser • Laundry assistant • Laundry worker
9235	Refuse and salvage occupations	<ul style="list-style-type: none"> • Binman (local government: cleansing department) • Hopper attendant (refuse destruction) • Refuse disposal operative • Salvage worker
9236	Vehicle valeters and cleaners	<ul style="list-style-type: none"> • Car wash assistant • Carriage service man (railways) • Motor car polisher (garage) • Vehicle valeter
9239	Elementary cleaning occupations not elsewhere classified	<ul style="list-style-type: none"> • Amenity block attendant • Chimney cleaner • Sweep (chimney) • Toilet attendant
9241	Security guards and related occupations	<ul style="list-style-type: none"> • CCTV operator • Park keeper • Private investigator • Security guard • Security officer
9242	Parking and civil enforcement	<ul style="list-style-type: none"> • Car park attendant

Lower skilled occupations		
SOC 2010	Description	Related Job Titles
	occupations	<ul style="list-style-type: none"> • Community warden • Parking attendant • Traffic warden
9244	School midday and crossing patrol occupations	<ul style="list-style-type: none"> • Dinner lady (schools) • Lollipop man • Lunchtime supervisor • Midday supervisor • School crossing patrol
9249	Elementary security occupations not elsewhere classified	<ul style="list-style-type: none"> • Bailiff • Commissionaire • Court usher • Door supervisor • Doorman
9251	Shelf fillers	<ul style="list-style-type: none"> • General assistant (retail trade) • Grocery assistant • Shelf filler • Shelf stacker
9259	Elementary sales occupations not elsewhere classified	<ul style="list-style-type: none"> • Code controller (wholesale, retail trade) • Home shopper • Order picker (retail trade) • Trolley assistant (wholesale, retail trade)
9260	Elementary storage occupations	<ul style="list-style-type: none"> • Labourer (haulage contractor) • Order picker • Warehouse assistant • Warehouse operator • Warehouse supervisor • Warehouseman
9271	Hospital porters	<ul style="list-style-type: none"> • Hospital porter • Porter (hospital service) • Portering supervisor (hospital services)
9272	Kitchen and catering assistants	<ul style="list-style-type: none"> • Catering assistant • Crew member (fast food outlet) • Kitchen assistant • Kitchen porter
9274	Bar staff	<ul style="list-style-type: none"> • Bar supervisor • Barmaid • Barperson • Bartender • Glass collector (public house)
9275	Leisure and theme park attendants	<ul style="list-style-type: none"> • Arcade assistant • Cinema attendant • Ride operator • Steward (sports ground) • Usher • Ushurette
9279	Other elementary services occupations not elsewhere classified	<ul style="list-style-type: none"> • Bingo caller • Hotel assistant • Night porter • Porter (residential buildings) • Stage hand (entertainment)

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

This information has been included so that sponsors do not assign Certificates of Sponsorship for these occupations.

SOC 2010	Description	Related Job Titles	Reason
1116	Elected officers and representatives	<ul style="list-style-type: none"> • Councillor (local government) • Member of Parliament 	Those subject to immigration control cannot stand for elections.
1171	Officers in armed forces	<ul style="list-style-type: none"> • Army officer • Flight-lieutenant • Squadron-leader 	Those subject to immigration control cannot apply for jobs in this occupation.
2444	Clergy	<ul style="list-style-type: none"> • Chaplain • Minister (religious organisation) • Pastor • Priest • Vicar 	Tier 2 applicants for this occupation must apply in the Tier 2 (Minister of Religion) category.
3311	NCOs and other ranks	<ul style="list-style-type: none"> • Aircraftman • Aircraft technician (armed forces) • Lance-corporal • Sergeant (armed forces) • Soldier • Weapons engineer (armed forces) 	Those subject to immigration control cannot apply for jobs in this occupation.
3314	Prison service officers (below principal officer)	<ul style="list-style-type: none"> • Prison custodial officer • Prison escort officer • Prison officer • Prison warden 	Those subject to immigration control cannot apply for jobs in this occupation.
3441	Sports players	<ul style="list-style-type: none"> • Cricketer • Footballer • Golfer 	Tier 2 applicants for this occupation must apply in the Tier 2 (Sportsperson) category.
3442	Sports coaches, instructors and officials	<ul style="list-style-type: none"> • Referee • Riding instructor • Sports development officer • Swimming teacher 	Tier 2 applicants for this occupation must apply in the Tier 2 (Sportsperson) category.

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2: SOC Conversion Index

Conversion table

You should use this table to convert a formerly used SOC 2000 code (listed in numerical order, in grey, to the left) into the corresponding new SOC 2010 code listed on the right.

SOC 2000	Job Title	SOC 2010	Job Title
1111	Senior officials in national government	1115	Chief executives and senior officials
1112	Directors and chief executives of major organisations	1115	Chief executives and senior officials
		1131	Financial managers and directors
1113	Senior officials in local government	1139	Functional managers and directors not elsewhere classified
		2424	Business and financial project management professionals
1114	Senior officials of special interest organisations	1139	Functional managers and directors not elsewhere classified
		2424	Business and financial project management professionals
1121	Production, works and maintenance managers	1121	Production managers and directors in manufacturing
1122	Managers in construction	1122	Production managers and directors in construction
		2436	Construction project managers and related professionals
1123	Managers in mining and energy	1123	Production managers and directors in mining and energy
		2424	Business and financial project management professionals
1131	Financial managers and chartered secretaries	1131	Financial managers and directors
1132	Marketing and sales managers	1132	Marketing and sales directors
		3545	Sales accounts and business development managers
1133	Purchasing managers	1133	Purchasing managers and directors
1134	Advertising and public relations managers	1134	Advertising and public relations directors
		2473	Advertising accounts managers and creative directors
1135	Personnel, training and industrial relations managers	1135	Human resource managers and directors
		3563	Vocational and industrial trainers and instructors
1136	Information and communication technology managers	1136	Information technology and telecommunications directors
		2133	IT specialist managers
		2134	IT project and programme managers
1137	Research and development managers	1139	Functional managers and directors not elsewhere classified
		2150	Research and development managers
1141	Quality assurance managers	2462	Quality assurance and regulatory professionals
1142	Customer care managers	7220	Customer service managers and supervisors
1151	Financial institution managers	1150	Financial institution managers and directors
		2424	Business and financial project management professionals
		3538	Financial accounts managers
1152	Office managers	3538	Financial accounts managers
		4161	Office managers
1161	Transport and distribution managers	1161	Managers and directors in transport and distribution
		1162	Managers and directors in storage and warehousing

SOC 2000	Job Title	SOC 2010	Job Title
1162	Storage and warehouse managers	1162	Managers and directors in storage and warehousing
1163	Retail and wholesale managers	1190	Managers and directors in retail and wholesale
		7130	Sales supervisors
1172	Police officers	1172	Senior police officers
1173	Senior officers in fire, ambulance, prison and related services	1173	Senior officers in fire, ambulance, prison and related services
1174	Security managers	3319	Protective service associate professionals not elsewhere classified
1181	Hospital and health service managers	1181	Health services and public health managers and directors
		2231	Nurses
1182	Pharmacy managers	2213	Pharmacists
1183	Healthcare practice managers	1241	Health care practice managers
1184	Social services managers	1184	Social services managers and directors
		2424	Business and financial project management professionals
1185	Residential and day care managers	1242	Residential, day and domiciliary care managers and proprietors
1211	Farm managers	1211	Managers and proprietors in agriculture and horticulture
1212	Natural environment and conservation managers	2141	Conservation professionals
		2142	Environment professionals
1219	Managers in animal husbandry, forestry and fishing not elsewhere classified	1211	Managers and proprietors in agriculture and horticulture
		1213	Managers and proprietors in forestry, fishing and related services
		5119	Agricultural and fishing trades not elsewhere classified
1221	Hotel and accommodation managers	1221	Hotel and accommodation managers and proprietors
1222	Conference and exhibition managers	3546	Conference and exhibition managers and organisers
1223	Restaurant and catering managers	1223	Restaurant and catering establishment managers and proprietors
		5436	Catering and bar managers
1224	Publicans and managers of licensed premises	1224	Publicans and managers of licensed premises
1225	Leisure and sports managers	1225	Leisure and sports managers
1226	Travel agency managers	1226	Travel agency managers and proprietors
1231	Property, housing and land managers	1251	Property, housing and estate managers
1232	Garage managers and proprietors	1252	Garage managers and proprietors
1233	Hairdressing and beauty salon managers and proprietors	1253	Hairdressing and beauty salon managers and proprietors
1234	Shopkeepers and wholesale / retail dealers	1254	Shopkeepers and proprietors – wholesale and retail
1235	Recycling and refuse disposal managers	1255	Waste disposal and environmental services managers
1239	Managers and proprietors in other services not elsewhere classified	1259	Managers and proprietors in other services not elsewhere classified
2111	Chemists	2111	Chemical scientists
2112	Biological scientists and	2112	Biological scientists and biochemists

SOC 2000	Job Title	SOC 2010	Job Title
	research chemists		
2113	Physicists, geologists and meteorologists	2113	Physical scientists
2121	Civil engineers	2121	Civil engineers
2122	Mechanical engineers	2122	Mechanical engineers
2123	Electrical engineers	2123	Electrical engineers
2124	Electronics engineers	2124	Electronics engineers
2125	Chemical engineers	2127	Production and process engineers
2126	Design and development engineers	2126	Design and development engineers
2127	Production and process engineers	2127	Production and process engineers
2128	Planning and quality control engineers	2127	Production and process engineers
		2461	Quality control and planning engineers
		3116	Planning, process and production technicians
2129	Engineering professionals not elsewhere classified	2129	Engineering professionals not elsewhere classified
2131	IT strategy and planning professionals	2139	Information technology and telecommunications professionals not elsewhere classified
2132	Software professionals	2135	IT business analysts, architects and systems designers
		2136	Programmers and software development professionals
		2139	Information technology and telecommunications professionals not elsewhere classified
2211	Medical practitioners	2211	Medical practitioners
2212	Psychologists	2212	Psychologists
2213	Pharmacists / pharmacologists	2213	Pharmacists
2214	Ophthalmic opticians	2214	Ophthalmic opticians
2215	Dental practitioners	2215	Dental practitioners
2216	Veterinarians	2216	Veterinarians
2311	Higher education teaching professionals	2311	Higher education teaching professionals
2312	Further education teaching professionals	2312	Further education teaching professionals
2313	Education officers, school inspectors	2318	Education advisers and school inspectors
2314	Secondary education teaching professionals	2314	Secondary education teaching professionals
2315	Primary and nursery education teaching professionals	2315	Primary and nursery education teaching professionals
2316	Special needs education teaching professionals	2316	Special needs education teaching professionals
2317	Registrars and senior administrators of educational establishments	2317	Senior professionals of educational establishments
2319	Teaching professionals not elsewhere classified	2319	Teaching and other educational professionals not elsewhere classified
2321	Scientific researchers	2119	Natural and social science professionals not elsewhere classified
2322	Social science researchers	2119	Natural and social science not elsewhere classified
		2426	Business and related research professionals
2329	Researchers not elsewhere classified	2119	Natural and social science professionals not elsewhere classified
		2426	Business and related research professionals
2411	Solicitors and lawyers, judges and coroners	2412	Barristers and judges
		2413	Solicitors
		2419	Legal professionals not elsewhere classified
2419	Legal professionals not elsewhere classified	2419	Legal professionals not elsewhere classified

SOC 2000	Job Title	SOC 2010	Job Title
2421	Chartered and certified accountants	2421	Chartered and certified accountants
2422	Management accountants	2421	Chartered and certified accountants
2423	Management consultants, actuaries, economists and statisticians	2423	Management consultants and business analysts
		2425	Actuaries, economists and statisticians
2431	Architects	2431	Architects
2432	Town planners	2432	Town planning officers
2433	Quantity surveyors	2433	Quantity surveyors
2434	Chartered surveyors (not quantity surveyors)	2434	Chartered surveyors (not quantity surveyors)
2441	Public service administrative professionals	2429	Business, research and administrative professionals not elsewhere classified
2442	Social workers	2442	Social workers
2443	Probation officers	2443	Probation officers
2451	Librarians	2451	Librarians
2452	Archivists and curators	2452	Archivists and curators
3111	Laboratory technicians	3111	Laboratory technicians
3112	Electrical / electronics technicians	3112	Electrical and electronics technicians
3113	Engineering technicians	3113	Engineering technicians
3114	Building and civil engineering technicians	3114	Building and civil engineering technicians
3115	Quality assurance technicians	3115	Quality assurance technicians
3119	Science and engineering technicians not elsewhere classified	3116	Planning, process and production technicians
		3119	Science, engineering and production technicians not elsewhere classified
3121	Architectural technologists and town planning technicians	2435	Chartered architectural technologists
		3121	Architectural and town planning technicians
3122	Draughtspersons	3122	Draughtspersons
3123	Building inspectors	3565	Inspectors of standards and regulations
3131	IT operations technicians	3131	IT operations technicians
3132	IT user support technicians	3132	IT user support technicians
3211	Nurses	2231	Nurses
3212	Midwives	2232	Midwives
3213	Paramedics	3213	Paramedics
3214	Medical radiographers	2217	Medical radiographers
3215	Chiropodists	2218	Podiatrists
3216	Dispensing opticians	3216	Dispensing opticians
3217	Pharmaceutical dispensers	3217	Pharmaceutical technicians
3218	Medical and dental technicians	2219	Health professionals not elsewhere classified
		3218	Medical and dental technicians
3221	Physiotherapists	2221	Physiotherapists
3222	Occupational therapists	2222	Occupational therapists
3223	Speech and language therapists	2223	Speech and language therapists
3229	Therapists not elsewhere classified	2229	Therapy professionals not elsewhere classified
		3219	Health associate professionals not elsewhere classified
3231	Youth and community workers	2449	Welfare professionals not elsewhere classified
		3231	Youth and community workers

SOC 2000	Job Title	SOC 2010	Job Title
		3239	Welfare and housing associate professionals not elsewhere classified
3232	Housing and welfare officers	3234	Housing officers
		3235	Counsellors
		3239	Welfare and housing associate professionals not elsewhere classified
3312	Police officers (sergeant and below)	3312	Police officers (sergeant and below)
3313	Fire service officers (leading fire officer and below)	3313	Fire service officers (watch manager and below)
3319	Protective service associate professionals not elsewhere classified	3319	Protective service associate professionals not elsewhere classified
3411	Artists	3411	Artists
3412	Authors, writers	3412	Authors, writers and translators
3413	Actors, entertainers	3413	Actors, entertainers and presenters
3414	Dancers and choreographers	3414	Dancers and choreographers
3415	Musicians	3415	Musicians
3416	Arts officers, producers and directors	3416	Arts officers, producers and directors
3421	Graphic designers	2137	Web design and development professionals
		3421	Graphic designers
3422	Product, clothing and related designers	3422	Product, clothing and related designers
3431	Journalists, newspaper and periodical editors	2471	Journalists, newspaper and periodical editors
3432	Broadcasting associate professionals	3416	Arts officers, producers and directors
3433	Public relations officers	2472	Public relations professionals
3434	Photographers and audio-visual equipment operators	3417	Photographers, audio-visual and broadcasting equipment operators
3443	Fitness instructors	3443	Fitness instructors
3511	Air traffic controllers	3511	Air traffic controllers
3512	Aircraft pilots and flight engineers	3512	Aircraft pilots and flight engineers
3513	Ship and hovercraft officers	3513	Ship and hovercraft officers
3520	Legal associate professionals	3520	Legal associate professionals
3531	Estimators, valuers and assessors	3531	Estimators, valuers and assessors
3532	Brokers	3532	Brokers
3533	Insurance underwriters	3533	Insurance underwriters
3534	Finance and investment analysts / advisers	3534	Finance and investment analysts and advisers
3535	Taxation experts	3535	Taxation experts
3536	Importers, exporters	3536	Importers and exporters
3537	Financial and accounting technicians	3537	Financial and accounting technicians
3539	Business and related associate professionals not elsewhere classified	3539	Business and related associate professionals not elsewhere classified
		3546	Conference and exhibition managers and organisers
3541	Buyers and purchasing officers	3541	Buyers and procurement officers
3542	Sales representatives	3542	Business sales executives
		4151	Sales administrators
3543	Marketing associate	3543	Marketing associate professionals

SOC 2000	Job Title	SOC 2010	Job Title
	professionals		
3544	Estate agents, auctioneers	3544	Estate agents, auctioneers
3551	Conservation and environmental protection officers	2141	Conservation professionals
		2142	Environment professionals
3552	Countryside and park rangers	3550	Conservation and environmental associate professionals
3561	Public service associate professionals	2429	Business, research and administrative professionals not elsewhere classified
		3561	Public services associate professionals
3562	Personnel and industrial relations officers	3562	Human resources and industrial relations officers
3563	Vocational and industrial trainers and instructors	3563	Vocational and industrial trainers and instructors
3564	Careers advisers and vocational guidance specialists	3564	Careers advisers and vocational guidance specialists
3565	Inspectors of factories, utilities and trading standards	3565	Inspectors of standards and regulations
3566	Statutory examiners	3565	Inspectors of standards and regulations
3567	Occupational hygienists and safety officers (health and safety)	2219	Health professionals not elsewhere classified
		3567	Health and safety officers
3568	Environmental health officers	2463	Environmental health professionals
		3565	Inspectors of standards and regulations
4111	Civil Service executive officers	3561	Public services associate professionals
		4112	National government administrative occupations
4114	Officers of non-governmental organisations	4114	Officers of non-governmental organisations
4134	Transport and distribution clerks	4134	Transport and distribution clerks and assistants
4137	Market research interviewers	7215	Market research interviewers
4214	Company secretaries	4214	Company secretaries
4215	Personal assistants and other secretaries	4215	Personal assistants and other secretaries
5111	Farmers	5111	Farmers
5112	Horticultural trades	5112	Horticultural trades
5113	Gardeners and groundsmen / groundswomen	5113	Gardeners and landscape gardeners
		5114	Groundsmen and greenkeepers
5119	Agricultural and fishing trades not elsewhere classified	5119	Agricultural and fishing trades not elsewhere classified
		6139	Animal care services occupations not elsewhere classified
5211	Smiths and forge workers	5211	Smiths and forge workers
5212	Moulders, core makers, die casters	5212	Moulders, core makers and die casters
5213	Sheet metal workers	5213	Sheet metal workers
5214	Metal plate workers, shipwrights, riveters	5214	Metal plate workers, and riveters
		5236	Boat and ship builders and repairers
5215	Welding trades	5215	Welding trades

SOC 2000	Job Title	SOC 2010	Job Title
5216	Pipe fitters	5216	Pipe fitters
5221	Metal machining setters and setter-operators	5221	Metal machining setters and setter-operators
5222	Tool makers, tool fitters and markers-out	5222	Tool makers, tool fitters and markers-out
5223	Metal working production and maintenance fitters	5223	Metal working production and maintenance fitters
		5235	Aircraft maintenance and related trades
5224	Precision instrument makers and repairers	5224	Precision instrument makers and repairers
5231	Motor mechanics, auto engineers	5231	Vehicle technicians, mechanics and electricians
5232	Vehicle body builders and repairers	5232	Skilled metal, electrical and electronic trades supervisors
5233	Auto electricians	5231	Vehicle technicians, mechanics and electricians
5234	Vehicle spray painters	5234	Vehicle paint technicians
5241	Electricians, electrical fitters	5241	Electricians and electrical fitters
5242	Telecommunications engineers	5242	Telecommunications engineers
5243	Lines repairers and cable jointers	5249	Electrical and electronic trades not elsewhere classified
5244	TV, video and audio engineers	5244	TV, video and audio engineers
		3132	IT user support technicians
5245	Computer engineers, installation and maintenance	5245	IT engineers
		5249	Electrical and electronic trades not elsewhere classified
5249	Electrical / electronics engineers not elsewhere classified	5249	Electrical and electronic trades not elsewhere classified
5311	Steel erectors	5311	Steel erectors
5312	Bricklayers, masons	5312	Bricklayers and masons
5313	Roofers, roof tilers and slaters	5313	Roofers, roof tilers and slaters
5314	Plumbers, heating and ventilating engineers	5314	Plumbers, heating and ventilating engineers
5319	Construction trades not elsewhere classified	5319	Construction and building trades not elsewhere classified
5411	Weavers and knitters	5411	Weavers and knitters
5412	Upholsterers	5412	Upholsterers
5413	Leather and related trades	5413	Footwear and leather working trades
5414	Tailors and dressmakers	5414	Tailors and dressmakers
5419	Textiles, garments and related trades not elsewhere classified	5419	Textiles, garments and related trades not elsewhere classified
5421	Originators, compositors and print preparers	5421	Pre-press technicians
5422	Printers	5422	Printers
5423	Bookbinders and print finishers	5423	Print finishing and binding workers
5424	Screen printers	5422	Printers
5431	Butchers, meat cutters	5431	Butchers
5432	Bakers, flour confectioners	5432	Bakers and flour confectioners
5433	Fishmongers, poultry dressers	5433	Fishmongers and poultry dressers
5434	Chefs, cooks	5434	Chefs
5491	Glass and ceramics makers, decorators and	5441	Glass and ceramics makers, decorators and finishers

SOC 2000	Job Title	SOC 2010	Job Title
	finishers		
5492	Furniture makers, other craft woodworkers	5442	Furniture makers and other craft woodworkers
5493	Pattern makers (moulds)	5449	Other skilled trades not elsewhere classified
5494	Musical instrument makers and tuners	5449	Other skilled trades not elsewhere classified
5495	Goldsmiths, silversmiths, precious stone workers	5449	Other skilled trades not elsewhere classified
5496	Floral arrangers, florists	5443	Florists
5499	Hand craft occupations not elsewhere classified	5449	Other skilled trades not elsewhere classified
6111	Nursing auxiliaries and assistants	6141	Nursing auxiliaries and assistants
6113	Dental nurses	6143	Dental nurses
6114	Houseparents and residential wardens	6144	Houseparents and residential wardens
6115	Care assistants and home carers	6146	Senior care workers
6121	Nursery nurses	6121	Nursery nurses and assistants
6123	Playgroup leaders / assistants	6123	Playgroup leaders / assistants
6131	Veterinary nurses	6131	Veterinary nurses
		6139	Animal care services occupations not elsewhere classified
6214	Air travel assistants	6214	Air travel assistants
6215	Rail travel assistants	6215	Rail travel assistants
7125	Merchandisers and window dressers	7125	Merchandisers and window dressers
8124	Energy plant operatives	8124	Energy plant operatives
8126	Water and sewerage plant operatives	8126	Water and sewerage plant operatives
8215	Driving instructors	8215	Driving instructors
8217	Seafarers (merchant navy); barge, lighter and boat operatives	8232	Marine and waterways transport operatives
9119	Fishing and agriculture related occupations not elsewhere classified	9119	Fishing and other elementary agriculture occupations not elsewhere classified
9224	Waiters, Waitresses	9273	Waiters and waitresses

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3: Supplementary Descriptions and Minimum Appropriate Salary Rates

Table 1: Occupations skilled to PhD level

Occupations skilled to PhD Level	
SOC 2010	Description
2111	<p>Chemical scientists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • develops experimental procedures, instruments and recording and testing systems; • conducts experiments to identify chemical composition, energy and chemical changes in natural substances and processed materials; • analyses results and experimental data; • tests techniques and processes for reliability under a variety of conditions; • develops procedures for quality control of manufactured products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Analytical chemist • Chemist • Development chemist • Industrial chemist • Research chemist <p>Salary rates: New entrant: £21,000 / Experienced: £27,200</p> <p>[Source: Evidence from partners who responded to the Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2112	<p>Biological scientists and biochemists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • studies the physical and chemical form, structure, composition and function of living organisms; • identifies and studies the chemical substances, including microbial infections, involved in physiological processes and the progress of disease; • performs tests to study physiological and pathological characteristics within cells and other organisms; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Biomedical scientist • Forensic scientist • Horticulturist • Microbiologist • Pathologist <p>Salary rates:</p> <p>Biomedical scientists working in the health sector:</p>

Occupations skilled to PhD Level	
SOC 2010	Description
	<ul style="list-style-type: none"> • Band 5 and equivalent: £21,478 • Band 6 and equivalent: £25,783 • Band 7 and equivalent: £30,764 • Band 8a and equivalent: £39,239 • Band 8b and equivalent: £45,707 • Band 8c and equivalent: £54,998 • Band 8d and equivalent: £65,922 • Band 9 and equivalent: £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Other biomedical scientists:</p> <p>New entrant: £21,000 / Experienced: £27,200</p> <p>[Source: Evidence from partners who responded to the Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2113	<p>Physical scientists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • conducts experiments and tests and uses mathematical models and theories to investigate the structure and properties of matter, transformations and propagations of energy, the behaviour of particles and their interaction with various forms of energy; • uses surveys, seismology and other methods to determine the earth's mantle, crust, rock structure and type, and to analyse and predict the occurrence of seismological activity; • observes, records and collates data on atmospheric conditions from weather stations, satellites, and observation vessels to plot and forecast weather conditions; • applies mathematical models and techniques to assist in the solution of scientific problems in industry and commerce and seeks out new applications of mathematical analysis. <p>Related job titles:</p> <ul style="list-style-type: none"> • Geologist • Geophysicist • Medical physicist • Meteorologist • Oceanographer • Physicist • Seismologist <p>Salary rates: New entrant: £21,000 / Experienced worker: £27,200</p> <p>[Source: Evidence from partners who responded to the Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2114	<p>Social and humanities scientists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • studies society and the manner in which people behave and impact upon the world; • undertakes research across the humanities that furthers understanding of human culture and creativity; • traces the evolution of word and language forms, compares grammatical structures and analyses the relationships between ancient, parent and modern languages; • identifies, compiles and analyses economic, demographic, legal, political, social and other data to address research objectives;

Occupations skilled to PhD Level	
SOC 2010	Description
	<ul style="list-style-type: none"> administers questionnaires, carries out interviews, organises focus groups and implements other social research tools; undertakes analyses of data, presents results of research to sponsors, the media and other interested organisations; addresses conferences and publishes articles detailing the methodology and results of research undertaken. <p>Related job titles:</p> <ul style="list-style-type: none"> Anthropologist Archaeologist Criminologist Epidemiologist Geographer Historian Political scientist Social scientist <p>Salary rates: New entrant: £21,000 / Experienced worker: £27,200</p> <p>[Source: Evidence from partners who responded to the Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2119	<p>Natural and social science professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; designs and develops an appropriate research methodology in order to address the research objective; compiles and analyses quantitative and qualitative data, prepares reports and presents results to summarise main findings and conclusions; advises 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Operational research scientist Research associate (medical) Research fellow (university) Researcher (university) Scientific officer Scientist Sports scientist University researcher <p>Salary rates: New entrant: £21,000 / Experienced worker: £27,200</p> <p>[Source: Evidence from partners who responded to the Migration Advisory Committee in 2011 uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>

Occupations skilled to PhD Level	
SOC 2010	Description
2150	<p>Research and development managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> establishes product design and performance objectives in consultation with other business functions; liaises with production departments to investigate and resolve manufacturing problems; develops research methodology, implements and reports upon research investigations undertaken; plans work schedules, assigns tasks and delegates responsibilities to the research and development team; monitors the standards of scientific and technical research undertaken by the research team. <p>Related job titles:</p> <ul style="list-style-type: none"> Creative manager (research and development) Design manager Market research manager Research manager (broadcasting) <p>Salary rates: New entrant: £27,700 / Experienced worker: £34,800</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
2311	<p>Higher education teaching professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> prepares, delivers and directs lectures, seminars and tutorials; prepares, administers and marks examinations, essays and other assignments; advises students on academic matters and encourages independent research; provides pastoral care or guidance to students; participates in decision making processes regarding curricula, budgetary, departmental and other matters; directs the work of postgraduate students; undertakes research, writes articles and books and attends conferences and other meetings. <p>Related job titles:</p> <ul style="list-style-type: none"> Fellow (university) Lecturer (higher education, university) Professor (higher education, university) Tutor (higher education, university) University lecturer <p>Salary rates: New entrant: £25,000 / Experienced worker: £31,400</p> <p>[Source: Evidence from Universities UK, Universities and Colleges Employers Association and GuildHE provided to the Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>

Table 2: Occupations skilled to NQF level 6

Occupations skilled to NQF level 6	
SOC 2010	Description
1115	Chief executives and senior officials
	<p>Example job tasks:</p> <ul style="list-style-type: none"> • analyses economic, social, legal and other data, and plans, formulates and directs at strategic level the operation of a company or organisation; • consults with subordinates to formulate, implement and review company/organisation policy, authorises funding for policy implementation programmes and institutes reporting, auditing and control systems; • 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; • evaluates government/local authority departmental activities, discusses problems with government/local authority officials and administrators and formulates departmental policy; • negotiates and monitors contracted out services provided to the local authority by the private sector; • studies and acts upon any legislation that may affect the local authority; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief executive • Chief medical officer • Civil servant (grade 5 & above) • Vice President <p>Salary rates: New entrant: £35,300 / Experienced: £52,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1116	Elected officers and representatives
	<p>Example job tasks:</p> <ul style="list-style-type: none"> • represents constituency within the legislature and advises and assists constituents on a variety of issues; • acts as a Party representative within the constituency; • participates in debates and votes on legislative and other matters; • holds positions on parliamentary or local government committees; • tables questions to ministers and introduces proposals for government action; • recommends or reviews potential policy or legislative change, and offers advice and opinions on current policy; • advises on the interpretation and implementation of policy decisions, acts and regulations; • studies and acts upon any legislation that may affect the local authority. <p>Related job titles:</p> <ul style="list-style-type: none"> • Councillor (local government) • Member of Parliament <p>Salary rates: New entrant: £30,700 / Experienced: £49,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 6

SOC 2010	Description
1121	<p>Production managers and directors in manufacturing</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with other managers to plan overall production activity and daily manufacturing activity, sets quality standards and estimates timescales and costs; • 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; • oversees supervision of the production line and its staff, ensures targets are met. <p>Related job titles:</p> <ul style="list-style-type: none"> • Engineering manager • Managing director (engineering) • Operations manager (manufacturing) • Production manager <p>Salary rates: New entrant: £20,800* / Experienced: £31,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
1122	<p>Production managers and directors in construction</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with other managers to plan overall production activity and construction activities, sets quality standards and estimates timescales and costs; • receives invitations to tender, arranges for estimates and liaises with client, architect and engineers for the preparation of contracts; • plans, directs and co-ordinates the construction and maintenance of civil and structural engineering works, including demolition, open-cast mining works and pipeline and piling; • receives reports upon work in progress to ensure that materials and construction methods meet with specifications and statutory requirements and that there are no deviations from agreed plans. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building Services manager • Construction manager • Director (building construction) • Owner (electrical contracting) <p>Salary rates: New entrant: £20,800* / Experienced: £30,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
1123	<p>Production managers and directors in mining and energy</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • co-ordinates the activities of mines, quarries, drilling operations and offshore installations;

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> determines staffing, material and other needs; co-ordinates and supervises coal-face production activities and ensures compliance with health and safety regulations; ensures that all haulage, storage, purification and distribution work is performed efficiently and in compliance with statutory and other regulations; arranges for the provision of gas, water and electricity supplies; ensures compliance with issues relating to the environmental impact of operations. <p>Related job titles:</p> <ul style="list-style-type: none"> Operations manager (mining, water & energy) Quarry manager <p>Salary rates: New entrant: £20,800* / Experienced: £37,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
1131	<p>Financial managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation; plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems; determines staffing levels appropriate for accounting activities; assesses and advises on factors affecting business performance. <p>Related job titles:</p> <ul style="list-style-type: none"> Investment banker Treasury manager <p>Salary rates: New entrant: £26,700 / Experienced: £40,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1132	<p>Marketing and sales directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with other senior staff to determine the range of goods or services to be sold; discusses employer's or clients' requirements, plans and monitors surveys and analyses of customers' reactions to products; examines and analyses sales figures, advises on and monitors marketing campaigns and promotional activities; controls the recruitment and training of staff; produces and/or assesses reports and recommendations concerning marketing and sales strategies. <p>Related job titles:</p> <ul style="list-style-type: none"> Marketing director Sales director

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Salary rates: New entrant: £33,300 / Experienced: £47,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1133	<p>Purchasing managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines what goods, services and equipment need to be sourced; devises purchasing policies, decides on whether orders should be put out to tender and evaluates suppliers' bids; negotiates prices and contracts with suppliers and draws up contract documents; arranges for quality checks of incoming goods and ensures suppliers deliver on time; interviews suppliers' representatives and visits trade fairs; researches and identifies new products and suppliers; stays abreast of and ensures adherence to relevant legislation regarding tendering and procurement procedures. <p>Related job titles:</p> <ul style="list-style-type: none"> Bid manager Purchasing manager <p>Salary rates: New entrant: £30,000 / Experienced: £36,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1134	<p>Advertising and public relations directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with client to discuss product/service to be marketed and develops the most appropriate strategy to deliver the objectives; defines target group and implements strategy through appropriate media planning work; conceives advertising campaign to impart the desired product image in an effective and economical way; reviews and revises campaign strategy in light of sales figures, surveys, etc. and takes appropriate corrective measures if necessary; stays abreast of changes in media, readership or viewing figures and advertising rates; directs the arranging of conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation. <p>Related job titles:</p> <ul style="list-style-type: none"> Account director (advertising) Head of public relations <p>Salary rates:</p> <p>New entrant: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Experienced worker: £46,000</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Back to Table of Contents</p>
1135	<p>Human resource managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines staffing needs; oversees the preparation of job descriptions, drafts advertisements and interviews candidates; oversees the monitoring of employee performance and career development needs; provides or arranges for provision of training courses; undertakes industrial relations negotiations with employees' representatives or trades unions; develops and administers salary, health and safety and promotion policies; examines and reports on company and departmental structures, chains of command, information flows, etc. and evaluates efficiency of existing operations; considers alternative work procedures to improve productivity; stays abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action. <p>Related job titles:</p> <ul style="list-style-type: none"> Human resources manager Personnel manager Recruitment manager <p>Salary rates: New entrant: £27,000 / Experienced worker: £35,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1136	<p>Information technology and telecommunications directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> develops in consultation with other senior management the IT/telecommunications strategy of the organisation; directs the implementation within the organisation of IT/telecommunications strategy, infrastructure, procurement, procedures and standards; develops the periodic business plan and operational budget for IT/telecommunications to deliver agreed service levels; considers the required IT/telecommunications staffing levels, oversees recruitment and appointment of staff and directs training policy; prioritises and schedules major IT/telecommunications projects; ensures that new technologies are researched and evaluated in the light of the organisation's broad requirements. <p>Related job titles:</p> <ul style="list-style-type: none"> IT Director Technical director (computer services) Telecommunications director <p>Salary rates: New entrant: £32,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Experienced worker: £75,500</p> <p>[Source: Incomes Data Services in 2014, uplifted based on national changes in earnings]</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	Back to Table of Contents
1139	<p>Functional managers and directors not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> helps to formulate and implement local government policy and ensures legal and statutory provisions are observed; organises local authority office work and resources, negotiates contracted out services; plans, organises, coordinates and directs the resources of a special interest organisation; formulates and directs the implementation of an organisation's policies; represents union, association or charity in consultation and negotiation with government, employees and other bodies; stimulates public interest by providing publicity, giving lectures and interviews and organising appeals; directs or undertakes the preparation, publication and dissemination of reports and other information pertaining to the organisation. <p>Related job titles:</p> <ul style="list-style-type: none"> Manager (charitable organisation) Research director <p>Salary rates: New entrant: £24,100 / Experienced: £35,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1150	<p>Financial institution managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; ensures compliance with the statutory regulatory framework. <p>Related job titles:</p> <ul style="list-style-type: none"> Bank manager Insurance manager <p>Salary rates: New entrant: £26,600 / Experienced: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1161	<p>Managers and directors in transport and distribution</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>services or freight rates accordingly;</p> <ul style="list-style-type: none"> • directs the movement, handling and storage of freight in transit, and reviews space utilisation, staffing and distribution expenditure to determine future distribution policies; • ensures that regulations regarding hours of work, the licensing of crews and transport equipment, the operational safety and efficiency of equipment, the insurance of vehicles and other statutory regulations are complied with; • ensures that harbour channels and berths are maintained and liaises with ship owners, crew, customs officials, dock and harbour staff to arrange entry, berthing and servicing of ships; • supervises day-to-day activities in a railway station; • arranges for maintenance of airport runways and buildings, liaises with fuel and catering crews to ensure adequate supplies and resolves any complaints and problems raised by airport users. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fleet manager • Transport manager <p>Salary rates: New entrant: £23,200 / Experienced: £29,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1172	<p>Senior police officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief superintendent (police service) • Detective inspector • Police inspector <p>Salary rates: New entrant: £50,800</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £54,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1173	<p>Senior officers in fire, ambulance, prison and related services</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with other senior officials and/or government departments to determine staffing, financial and other short and long-term needs; • prepares reports for insurance companies, the Home Office, Scottish Home and Health Department, and other bodies as necessary; • advises on the recruitment, training and monitoring of staff; • fire officers plan, direct and co-ordinate an operational plan • for one or more fire stations, attend fires and other emergencies to minimise danger to property and people, arrange for the salvaging of goods, immediate temporary repairs and security

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>measures for fire damaged premises as necessary;</p> <ul style="list-style-type: none"> • ambulance officers plan, organise, direct and co-ordinate the activities of ambulance personnel and control room assistants, for the provision of ambulance services for emergency and non-emergency cases; • prison officers interview prisoners on arrival and discharge/departure, receive reports on disciplinary problems and decide on appropriate action, make periodic checks on internal and external security, and provide care and support to prisoners in custody; • revenue and customs, excise and immigration officers advise on the interpretation of regulations concerning taxes, duties and immigration requirements and enforce these regulations through monitoring of premises, examining goods entering the country to ensure correct duty is paid and establishing that passengers have the necessary authorisation for crossing national borders. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fire service officer (government) • Prison governor • Station officer (ambulance service) <p>Salary rates: All workers: £37,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1181	<p>Health services and public health managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • implements policies of the board, ensures statutory procedures are followed, with particular emphasis on patient safety and the management of risk; • liaises with health care professionals to determine short and long-term needs and how to meet these objectives within budgetary constraints; • oversees the day-to-day management of the unit or service and provides leadership to staff; • uses statistical information to monitor performance and assist with planning; • negotiates and manages contracts with providers and purchasers of health care services; • manages staff, including recruitment, appraisal and development; • monitors and reports upon the effectiveness of services with a view to improving the efficiency of health care provision; coordinates the promotion of public health and wellbeing in the actions and policies of public agencies and their social partners; monitors and reports upon the state of public health and wellbeing. <p>Related job titles:</p> <ul style="list-style-type: none"> • Director of nursing • Health Service manager • Information manager (health authority: hospital service) <p>Salary rates: New entrant: £26,700 / Experienced: £35,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1184	<p>Social services managers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • provides leadership and management to ensure services are delivered in accordance with statutory requirements and in line with the local authority social services department's policies and procedures; • determines staffing, financial, material and other short and long-term needs;

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> plans work schedules, assigns tasks and delegates responsibilities of social services staff; monitors and evaluates departmental performance with a view to improving social service provision; studies and advises upon changes in legislation that will impact upon social service provision; liaises with representatives of other relevant agencies. <p>Related job titles:</p> <ul style="list-style-type: none"> Care manager (local government: social services) Service manager (welfare services) <p>Salary rates: New entrant: £26,700 / Experienced worker: £35,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2121	<p>Civil engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> undertakes research and advises on soil mechanics, concrete technology, hydraulics, water and waste water treatment processes and other civil engineering matters; determines and specifies construction methods, materials, quality and safety standards and ensures that equipment operation and maintenance comply with design specifications; designs foundations and earthworks; designs structures such as roads, dams, bridges, railways, hydraulic systems, sewerage systems, industrial and other buildings and plans the layout of tunnels, wells and construction shafts; organises and plans projects, arranges work schedules, carries out inspection work and plans maintenance control; organises and establishes control systems to monitor operational efficiency and performance of materials and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> Building engineer Civil engineer (professional) Highways engineer Petroleum engineer Public health engineer Site engineer Structural engineer <p>Salary rates: New entrant: £22,800 / Experienced: £30,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2122	<p>Mechanical engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>standards;</p> <ul style="list-style-type: none"> organises and establishes control systems to monitor operational efficiency and performance of materials and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> Aeronautical engineer (professional) Aerospace engineer Automotive engineer (professional) Marine engineer (professional) Mechanical engineer (professional) <p>Salary rates: New entrant: £27,400 / Experienced: £32,900</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
2123	<p>Electrical engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> supervises, controls and monitors the operation of electrical generation, transmission and distribution systems; determines and specifies manufacturing methods of electrical systems; ensures that manufacture, operation and maintenance comply with design specifications and contractual arrangements; organises and establishes control systems to monitor the performance and safety of electrical assemblies and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> Electrical engineer (professional) Electrical surveyor Equipment engineer Power engineer Signal engineer (railways) <p>Salary rates:</p> <ul style="list-style-type: none"> Power system engineer, control engineer or protection engineer in the electricity transmission and distribution industry: £32,500 <p>[Source: National Grid submission to Migration Advisory Committee in 2011 uplifted based on national changes in earnings]</p> <ul style="list-style-type: none"> Other electrical engineer (new entrant): £24,800 Other electrical engineer (experienced worker): £35,600 <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2124	<p>Electronics engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>safety standards;</p> <ul style="list-style-type: none"> organises and establishes control systems to monitor performance and evaluate designs; tests, diagnoses faults and undertakes repair of electronic equipment. <p>Related job titles:</p> <ul style="list-style-type: none"> Avionics engineer Broadcasting engineer (professional) Electronics engineer (professional) Microwave engineer Telecommunications engineer (professional) <p>Salary rates: New entrant: £25,200 / Experienced: £31,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2126	<p>Design and development engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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, building systems and services, 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Clinical engineer Design engineer Development engineer Ergonomist Research and development engineer <p>Salary rates: New entrant: £25,300 / Experienced: £32,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2127	<p>Production and process engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> studies existing and alternative production methods, regarding work flow, plant layout, types of machinery and cost; recommends optimum equipment and layout and prepares drawings and specifications; devises and implements production control methods to monitor operational efficiency; investigates and eliminates potential hazards and bottlenecks in production; advises management on and ensures effective implementation of new production methods, techniques and equipment; liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies; undertakes research and develops processes to achieve physical and/or chemical change for oil, pharmaceutical, synthetic, plastic, food and other products;

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> designs, controls and constructs process plants to manufacture products. <p>Related job titles:</p> <ul style="list-style-type: none"> Chemical engineer Industrial engineer Process engineer Production consultant Production engineer <p>Salary rates: New entrant: £22,900 / Experienced: £30,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2129	<p>Engineering professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> researches into problem areas to advance basic knowledge, evaluate new theories and techniques and to solve specific problems; establishes principles and techniques to improve the quality, durability and performance of materials such as textiles, glass, rubber, plastics, ceramics, metals and alloys; designs new systems and equipment with regard to cost, market requirements and feasibility of manufacture; devises and implements control systems to monitor operational efficiency and performance of system and materials; prepare sketches, drawings and specifications showing materials to be used, construction and finishing methods and other details; examines and advises on patent applications; provides technical consultancy services. <p>Related job titles:</p> <ul style="list-style-type: none"> Acoustician (professional) Ceramicist Food technologist Metallurgist Patent agent Project engineer Scientific consultant Technical engineer Technologist Traffic engineer <p>Salary rates: New entrant: £26,100 / Experienced: £32,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2133	<p>IT specialist managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> plans, coordinates and manages the organisation's IT provision or a specialist area of IT activity; liaises with users, senior staff and internal/external clients to clarify IT requirements and development needs; takes responsibility for managing the development of a specialist aspect of IT provision such as user support, network operations, service delivery or quality control;

Occupations skilled to NQF level 6

SOC 2010	Description
	<ul style="list-style-type: none"> • supervises the technical team and coordinates training; • plans and monitors work and maintenance schedules to ensure agreed service levels are achieved; • reports on IT activities to senior management. <p>Related job titles:</p> <ul style="list-style-type: none"> • Data centre manager • IT manager • IT support manager • Network operations manager (computer services) • Service delivery manager <p>Salary rates: New entrant: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Experienced: £40,300</p> <p>[Source: Incomes Data Services in 2014, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2134	<p>IT project and programme managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • works with client or senior management to establish and clarify the aims, objectives and requirements of the IT project or programme; • plans the stages of the project or programme, reviews actions and amends plans as necessary; • coordinates and supervises the activities of the project/programme team; • manages third party contributions to the programme or project; • monitors progress including project/programme budget, timescale and quality; • coordinates and oversees implementation of the project or programme; • reports on project or programme to senior • management and/or client. <p>Related job titles:</p> <ul style="list-style-type: none"> • Implementation manager (computing) • IT project manager • Programme manager (computing) • Project leader (software design) <p>Salary rates: New entrant: £28,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Experienced: £40,600</p> <p>[Source: Incomes Data Services in 2014, uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2135	<p>IT business analysts, architects and systems designers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with internal/external clients in order to analyse business procedure, clarify clients' requirements and to define the scope of existing software, hardware and network provision; • undertakes feasibility studies for major IT developments incorporating costs and benefits, and presents proposals to clients;

Occupations skilled to NQF level 6

SOC 2010	Description
	<ul style="list-style-type: none"> 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 IT systems and their environments; examines existing business models and flows of data and designs functional specifications and test plans for new systems in order to meet clients' needs; researches, analyses, evaluates and monitors network infrastructure and performance; works closely with clients to implement new systems. <p>Related job titles:</p> <ul style="list-style-type: none"> Business analyst (computing) Data communications analyst Systems analyst Systems consultant Technical analyst (computing) Technical architect <p>Salary rates: New entrant: £25,800 / Experienced: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2136	<p>Programmers and software development professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines existing software and determines requirements for new/modified systems in the light of business needs; undertakes feasibility study to design software solutions; writes and codes individual programs according to specifications; develops user interfaces; tests and corrects software programs; writes code for specialist programming for computer games, (for example, artificial intelligence, 3D engine development); implements and evaluates the software; plans and maintains database structures; writes operational documentation and provides subsequent support and training for users. <p>Related job titles:</p> <ul style="list-style-type: none"> Analyst-programmer Database developer Games programmer Programmer Software engineer <p>Salary rates: New entrant: £24,000 / Experienced: £31,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2137	<p>Web design and development professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with internal/external client in order to define the requirements for the website; presents design options to the client; designs web pages including graphics, animation and functionality to maximise visual

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>effectiveness and facilitate appropriate access;</p> <ul style="list-style-type: none"> • develops the website and applications; • designs and develops web interfaces for relational database systems; • establishes methods to ensure appropriate website security and recovery; • writes and publishes content for the website; • tests website interaction and performance prior to going 'live', and monitor and maintains functionality of the website; • activates the 'live' website. <p>Related job titles:</p> <ul style="list-style-type: none"> • Internet developer • Multimedia developer • Web design consultant • Web designer <p>Salary rates: New entrant: £20,800* / Experienced: £23,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2139	<p>Information technology and telecommunications</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • undertakes the testing of software, systems or computer games for errors, identifies source of problems and proposes solutions; • develops, implements and documents test plans for IT software, systems and computer games; • develops quality standards and validation techniques; • makes recommendations concerning software/system quality; • examines IT system for potential threats to its security and integrity and draws up plans for disaster recovery if security is compromised; • deals with and reports on breaches in security. <p>Related job titles:</p> <ul style="list-style-type: none"> • IT consultant • Quality analyst (computing) • Software tester • Systems tester (computing) • Telecommunications planner <p>Salary rates: New entrant: £20,800* / Experienced: £29,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2141	<p>Conservation professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • promotes and implements local and national biodiversity action plans, particularly with regard to threatened species and habitats; • carries out environmental impact assessments and field surveys; • implements, evaluates and monitors schemes for the management and protection of natural

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>habitats;</p> <ul style="list-style-type: none"> • provides advice and information to government at national and local levels, clients, landowners, planners and developers to facilitate the protection of the natural environment; • liaises with other groups in the selection and maintenance of the Protected Site System including Special Areas of Conservation (SACs), Ramsar sites, and Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs); • maintains and develops knowledge in relevant policy areas within a national and European legislative context; • promotes conservation issues via educational talks, displays, workshops and literature and liaison with the media; • prepares applications for funding to other organisations, and assessing applications for funding from other organisations; • carries out research into aspects of the natural world. <p>Related job titles:</p> <ul style="list-style-type: none"> • Conservation officer • Ecologist • Energy conservation officer • Heritage manager • Marine conservationist <p>Salary rates: New entrant: £20,800* / Experienced: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2142	<p>Environment professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • identifies contamination of land, air or water and assesses any adverse impact on the environment; • advises on and provides solutions for mitigating the effects of such contamination; • implements remediation works; • carries out environment-related desk based research and fieldwork to collect, analyse and interpret data to determine their validity, quality and significance; • carries out environmental audits and environmental impact assessments; • communicates scientific and technical information to relevant audiences in an appropriate form, via reports, workshops, educational events, public hearings; • assists organisations to conduct their activities in an environmentally appropriate manner; • implements, reviews and advises on regulatory and legislative standards, guidelines and policies; • provides professional guidance to clients, government agencies, regulators and other relevant bodies, having regard for sustainable approaches and solutions. <p>Related job titles:</p> <ul style="list-style-type: none"> • Energy manager • Environmental consultant • Environmental engineer • Environmental protection officer • Environmental scientist • Landfill engineer <p>Salary rates: New entrant: £20,800* / Experienced: £24,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2211	<p>Medical practitioners</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines patient, arranges for any necessary x-rays or other tests and interprets results; • diagnoses condition and prescribes and/or administers appropriate treatment/surgery; • administers medical tests and inoculations against communicable diseases; • supervises patient's progress and advises on diet, exercise and other preventative action; • refers patient to specialist where necessary and liaises with specialist; • prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials; • supervises the implementation of care and treatment plans by other healthcare providers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Anaesthetist • Consultant (Hospital Service) • Doctor • General practitioner • Medical practitioner • Paediatrician • Psychiatrist • Radiologist • Surgeon <p>Salary rates:</p> <ul style="list-style-type: none"> • Foundation year 1 (F1) and equivalent: £22,636 • Foundation year 2 (F2) and equivalent: £28,076 • Speciality registrar (StR) and equivalent: £30,002 • Speciality doctor and equivalent: £37,176 • Salaried General practitioner (GP) and equivalent: £54,863 • Consultant and equivalent: £75,249 <p>[Source: NHS Employers Pay and Conditions (M&D) Circular 2/2014]</p> <p>Back to Table of Contents</p>
2212	<p>Psychologists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • maintains required contacts with family members, education or other health professionals, as appropriate, and recommends possible solutions to problems presented; • applies professional knowledge and techniques within the workplace, addressing issues such as job design, work groups, motivation etc.; • applies psychological treatment methods to help athletes achieve optimum mental health and

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>enhance sporting performance.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Clinical psychologist • Educational psychologist • Forensic psychologist • Occupational psychologist • Psychologist • Psychometrist <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2213	<p>Pharmacists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form following prescriptions issued by medical doctors and other health professionals; • advises health professionals on the selection and appropriate use of medicines; • highlights a drug's potential side effects, identifies harmful interactions with other drugs and assesses the suitability of treatments for patients with particular health conditions; • checks that recommended doses are not being exceeded and that instructions are understood by patients; • maintains prescription files and records issue of narcotics, poisons and other habit-forming drugs; • liaises with other professionals regarding the development, manufacturing and testing of drugs; • tests and analyses drugs to determine their identity, purity and strength; • ensures that drugs and medicaments are in good supply and are stored properly. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chemist (pharmaceutical) • Dispensary manager • Pharmaceutical chemist • Pharmacist • Pharmacy manager <p>Salary rates:</p> <ul style="list-style-type: none"> • Pre-registration and Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>[Source: NHS - Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2214	<p>Ophthalmic opticians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines eyes and tests vision of patient, identifies problems, defects, injuries and ill health; prescribes, supplies and fits appropriate spectacle lenses, contact lenses and 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Ophthalmic optician Optician Optologist Optometrist <p>Salary rates:</p> <ul style="list-style-type: none"> Band 5 & equiv. £21,478 Band 6 & equiv. £25,783 Band 7 & equiv. £30,764 Band 8a & equiv. £39,239 Band 8b & equiv. £45,707 Band 8c & equiv. £54,998 Band 8d & equiv. £65,922 Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2215	<p>Dental practitioners</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines patient's teeth, gums and jaw, using dental and x-ray equipment, diagnoses dental conditions; assesses and recommends treatment options to patients; administers local anaesthetics; carries out clinical treatments, restores teeth affected by decay etc., treats gum disease and other disorders; constructs and fits braces, inlays, dentures and other appliances; supervises patient's progress and advises on preventative action; educates patients on oral health care; refers patient to specialist, where necessary; maintains patients' dental health records; prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials. <p>Related job titles:</p> <ul style="list-style-type: none"> Dental surgeon Dentist Orthodontist Periodontist

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Salary rates:</p> <ul style="list-style-type: none"> • Foundation year 1 (F1) (Hospital dental services) and equivalent: £30,433 • Foundation year 2 (F2) (Hospital dental services) and equivalent: £29,912 <p>[Source: Health Education England]</p> <ul style="list-style-type: none"> • Speciality registrar (StR) and equivalent: £30,002 • Speciality dentist: £37,176 • Band A posts (e.g. Community practitioner) and equivalent: £38,095 • Band B posts (e.g. Senior dental officer) and equivalent: £59,259 • Band C posts (e.g. Specialist / managerial posts) and equivalent: £70,899 • Consultant (Hospital dental services) and equivalent: £75,249 <p>[Source: NHS Employers Pay and Conditions (M&D) Circular 2/2014]</p> <p>Back to Table of Contents</p>
2216	<p>Veterinarians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines animals, diagnoses condition and prescribes and administers appropriate drugs, dressings, etc., and arranges or undertakes any necessary x-ray or other tests; • inoculates animals against communicable diseases; • administers local or general anaesthetics and performs surgery; • investigates outbreaks of animal diseases and advises owners on feeding, breeding and general care; • euthanases old, sick, terminally ill and unwanted animals; • performs tasks relating to food safety policy, regulation of veterinary drugs, quality control of veterinary products; • performs <i>ante-mortem</i> inspection of animals destined for the food chain, and animal <i>post-mortem</i> examinations; • carries out expert witness work and undertakes teaching of veterinary students; • maintains records, raises and forwards reports and certificates in compliance with current legislation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Veterinarian • Veterinary practitioner • Veterinary surgeon <p>Salary rates: New entrant: £25,200 / Experienced: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2217	<p>Medical radiographers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • uses a range of imaging devices for diagnostic and therapeutic purposes; • assesses patients and interprets clinical requirements to determine appropriate radiographic treatments; • 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;

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> maintains records of all radiographic/therapeutic work undertaken; plans course of treatment with clinical oncologists and physicists; calculates radiation dosage and maps volume to be treated; explains treatment to patient and management of any side effects; carries out post-treatment reviews and follow-ups. <p>Related job titles:</p> <ul style="list-style-type: none"> Medical radiographer Radiographer Sonographer Therapeutic radiographer Vascular technologist <p>Salary rates:</p> <ul style="list-style-type: none"> Band 5 & equiv. £21,478 Band 6 & equiv. £25,783 Band 7 & equiv. £30,764 Band 8a & equiv. £39,239 Band 8b & equiv. £45,707 Band 8c & equiv. £54,998 Band 8d & equiv. £65,922 Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2218	<p>Podiatrists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines patient's feet to determine the nature and extent of disorder; provides vascular and neurological assessment for the long term management of chronic disorders and high risk patients; administers local anaesthetic where appropriate; treats conditions of the skin, nails and soft tissues of feet by minor surgery, massage and heat treatment, padding and strapping or drugs; prescribes, makes and fits pads and other orthotic appliances to correct and/or protect foot disorders; those with advanced training may carry out minor surgery on the feet; advises patients on aspects of foot care to avoid recurrence of foot problems; delivers foot health education to groups such as the elderly, children, the homeless, those with medical problems such as arthritis; refers patients who require further medical or surgical attention. <p>Related job titles:</p> <ul style="list-style-type: none"> Chiropodist Chiropodist-podiatrist Podiatrist <p>Salary rates:</p> <ul style="list-style-type: none"> Band 5 & equiv. £21,478 Band 6 & equiv. £25,783 Band 7 & equiv. £30,764 Band 8a & equiv. £39,239 Band 8b & equiv. £45,707 Band 8c & equiv. £54,998

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> Band 8d & equiv. £65,922 Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2219	<p>Health professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> provides expert technical and technological support in the delivery of critical care; provides high level support within surgical teams before, during and after surgery; operate heart-lung machines during surgical procedures; conducts medical education relevant to specialism and provides team leadership and supervision; diagnoses and treats patients with a variety of hearing-related problems; carries out a range of oral/dental treatments; provides prosthetic devices to patients and advises on rehabilitation. <p>Related job titles:</p> <ul style="list-style-type: none"> Audiologist Dental hygiene therapist Dietician-nutritionist Family planner Occupational health adviser Paramedical practitioner <p>Salary rates:</p> <ul style="list-style-type: none"> Band 5 & equiv. £21,478 Band 6 & equiv. £25,783 Band 7 & equiv. £30,764 Band 8a & equiv. £39,239 Band 8b & equiv. £45,707 Band 8c & equiv. £54,998 Band 8d & equiv. £65,922 Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2221	<p>Physiotherapists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines medical reports and assesses patient to determine the condition of muscles, nerves or joints in need of treatment; writes up patients' case notes and reports, maintains their records and manages caseload; 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; offers advice and education on how to avoid injury and promote patient's future health and well-being; supervises physiotherapy assistants; monitors patient's progress and liaises with others concerned with the treatment and rehabilitation of patient, and refers patients requiring other specific medical attention.

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Electro-therapist • Physiotherapist • Physiotherapy practitioner <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2222	<p>Occupational therapists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • considers the physical, psychological and social needs of a patient that may result from illness, injury, congenital condition or lifestyle problems; • devises, designs, initiates and monitors carefully selected and graded treatments and activities as part of the assessment and intervention process; • liaises with a wide variety of other professionals in planning and reviewing ongoing treatments; • trains students and supervises the work of occupational therapy assistants; • makes home visits to clients, families and carers to organise support and rehabilitation and 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; • maintains patient records, manages caseloads. <p>Related job titles: Occupational therapist</p> <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2223	<p>Speech and language therapists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses, tests and diagnoses a client's condition; • designs and initiates appropriate rehabilitation and/or remedial programmes of treatment; • treats speech and language disorders by coaching and counselling clients or through the use of artificial communication devices;

Occupations skilled to NQF level 6

SOC 2010	Description
	<ul style="list-style-type: none"> • 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 patient's disability; • writes reports and maintains client caseloads. <p>Related job titles:</p> <ul style="list-style-type: none"> • Language therapist • Speech and language therapist • Speech therapist <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2229	<p>Therapy professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness amongst the general population; • diagnoses and treats disorders of vision and eye movements, monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required; • manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure; • adopts a holistic approach in assessing the overall health of the patient, and treats by inserting needles under the skin at particular locations according to the disorder being treated; • administers aromatic herbs and oils and massage to relieve pain and restore health; • assesses and provides treatment for people with mental disabilities, or those suffering with mental illness, stress, and emotional and relationship problems; • diagnoses and treats behavioural problems in animals. <p>Related job titles:</p> <ul style="list-style-type: none"> • Art therapist • Chiropractor • Cognitive behavioural therapist • Dance movement therapist • Family therapist • Nutritionist • Osteopath • Psychotherapist <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2231	<p>Nurses</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assists medical doctors and works with other healthcare professionals to deal with emergencies and pre-planned treatment of patients; • manages own case load; • monitors patient's progress, administers drugs and medicines, applies surgical dressings and gives other forms of treatment; • participates in the preparation for physical and psychological treatment of mentally ill patients; • 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; • plans, manages, provides and evaluates nursing care services for patients, supervises the implementation of nursing care plans; • delivers lectures and other forms of formal training relating to nursing practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • District nurse • Health visitor • Mental health practitioner • Nurse • Practice nurse • Psychiatric nurse • Staff nurse • Student nurse <p>Salary rates:</p> <ul style="list-style-type: none"> • Pre-registration candidate nurses who either: <ul style="list-style-type: none"> • obtained a Nursing and Midwifery Council permission before 30 March 2015 to undertake the Overseas Nursing Programme, or • have arranged to sit an Observed Structured Clinical Examination (OSCE) to obtain Nursing and Midwifery Council registration (Band 3 and equivalent): £16,271 • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Note: Nurses who enter Tier 2 can be paid at the Band 3 rate until they achieve full Nursing and Midwifery Council registration, even though this is below the minimum Tier 2 (General) threshold of £20,800. They must be sponsored to do a job as a pre-registration candidate nurse on the basis that:</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>(1) they obtained a Nursing and Midwifery Council permission before 30 March 2015 to undertake the Overseas Nursing Programme, and are being sponsored to undertake a supervised practice placement as part of the programme, which has been approved by the Nursing and Midwifery Council, or</p> <p>(2) they will sit an Observed Structured Clinical Examination (OSCE) to obtain Nursing and Midwifery Council registration no later than 3 months after the start date on their Certificate of Sponsorship, and familiarisation training will be permitted until the application for registration with the Nursing and Midwifery Council Registration is either successfully completed, otherwise closed, or 8 months, whichever is earlier.</p> <p>You must provide evidence of the above, if requested to do so. You must also continue to sponsor them as a nurse after they achieve Nursing and Midwifery Council registration, and pay them at least the Band 5 rate once that registration is achieved.</p> <p>Back to Table of Contents</p>
2232	<p>Midwives</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • monitors condition and progress of patient and baby throughout 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; • supervises more junior staff and directs the work of the midwifery unit; • plans and manages midwifery care services; • delivers lectures and other forms of training in midwifery practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • Midwife • Midwifery sister <p>Salary rates:</p> <ul style="list-style-type: none"> • Pre-registration candidate midwives who either: <ul style="list-style-type: none"> • obtained a Nursing and Midwifery Council permission before 30 March 2015 to undertake the Adaptation to Midwifery Programme, or • have arranged to sit an Observed Structured Clinical Examination (OSCE) to obtain Nursing and Midwifery Council registration (Band 3 and equivalent): £16,271 • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Note: Midwives who enter Tier 2 can be paid at the Band 3 rate until they achieve full Nursing and Midwifery Council registration, even though this is below the minimum Tier 2 (General) threshold of £20,300. They must be sponsored to do a job as a pre-registration candidate midwife on the basis that:</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>(1) they obtained a Nursing and Midwifery Council permission before 30 March 2015 to undertake the Adaptation to Midwifery Programme, and are being sponsored to undertake a supervised practice placement as part of the programme, which has been approved by the Nursing and Midwifery Council, or</p> <p>(2) they will sit an Observed Structured Clinical Examination (OSCE) to obtain Nursing and Midwifery Council registration no later than 3 months after the start date on their Certificate of Sponsorship, and familiarisation training will be permitted until the application for registration with the Nursing and Midwifery Council Registration is either successfully completed, otherwise closed, or 8 months, whichever is earlier.</p> <p>You must provide evidence of the above, if requested to do so. You must also continue to sponsor them as a midwife after they achieve Nursing and Midwifery Council registration, and pay them at least the Band 5 rate once that registration is achieved.</p> <p>Back to Table of Contents</p>
2312	<p>Further education teaching professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • FE College lecturer • Lecturer (further education) • Teacher (further education) • Tutor (further education) <p>Salary rates:</p> <ul style="list-style-type: none"> • Lecturer or equivalent (new entrant): £21,936 • Senior lecturer / advanced teacher and equivalent: £32,421 • Further education management / principal lecturer and equivalent: £36,162 <p>[Source: Teachers' national pay scales]</p> <p>Back to Table of Contents</p>
2314	<p>Secondary education teaching professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares and delivers courses and lessons in accordance with curriculum requirements and teaches one or more subjects; • prepares, assigns and corrects exercises and examinations to record and evaluate students' progress; • prepares students for external examinations and administers and invigilates these examinations; • maintains records of students' progress and development; • supervises any practical work and maintains classroom discipline; • undertakes pastoral duties; • supervises teaching assistants and trainees; • discusses progress with student, parents and/or other education professionals; • assists with or plans and develops curriculum and rota of teaching duties.

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (secondary school) • Secondary school teacher • Sixth form teacher • Teacher (secondary school) <p>Salary rates:</p> <ul style="list-style-type: none"> • Unqualified teachers undertaking Overseas Trained Teachers Programme and equivalent: £20,800* • Qualified teachers and equivalent: £21,804 • Post-threshold teachers and equivalent: £34,523 • Leadership group, assistant head teacher, principal teacher and equivalent: £37,836 <p>[Source: Teachers' national pay scales]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the pay scales]</p> <p>Back to Table of Contents</p>
2315	<p>Primary and nursery education teaching professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares and delivers courses and lessons in accordance with curriculum requirements and teaches a range of subjects; • prepares, assigns and corrects exercises and examinations to record and evaluate students' progress; • prepares students for external examinations and administers and invigilates these examinations; • maintains records of students' progress and development; • supervises students and maintains classroom discipline; • teaches simple songs and rhymes, reads stories and organises various activities to promote language, social and physical development; • undertakes pastoral duties; • supervises teaching assistants and trainees; • discusses progress with student, parents and/or other education professionals; • assists with or plans and develops curriculum and rota of teaching duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (primary school) • Infant teacher • Nursery school teacher • Primary school teacher <p>Salary rates:</p> <ul style="list-style-type: none"> • Unqualified teachers undertaking Overseas Trained Teachers Programme and equivalent: £20,800* • Qualified teachers and equivalent: £21,804 • Post-threshold teachers and equivalent: £34,523 • Leadership group, assistant head teacher, principal teacher and equivalent: £37,836 <p>[Source: Teachers' national pay scales]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the pay scales]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 6

SOC 2010	Description
2316	<p>Special needs education teaching professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • creates a safe, stimulating and supportive learning environment for students; • assesses student's abilities, identifies student's needs and devises curriculum and rota of teaching duties accordingly; • gives instruction, using techniques appropriate to the student's handicap; • develops and adapts conventional teaching methods to meet the individual student's needs; • 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; • liaises with other professionals, such as social workers, speech and language therapists and educational psychologists; • updates and maintains students' records to monitor development and progress; • discusses student's progress with parents and other teaching professionals. <p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (special school) • Learning support teacher • Special needs coordinator • Special needs teacher <p>Salary rates:</p> <ul style="list-style-type: none"> • Unqualified teachers undertaking Overseas Trained Teachers Programme and equivalent: £20,800* • Qualified teachers and equivalent: £21,804 • Post-threshold teachers and equivalent: £34,523 • Leadership group, assistant head teacher, principal teacher and equivalent: £37,836 <p>[Source: Teachers' national pay scales]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the pay scales]</p> <p>Back to Table of Contents</p>
2317	<p>Senior professionals of educational establishments</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • considers staffing, financial, material and other short- and long-term needs; • arranges for evaluation of management, accounting, information storage and retrieval and other facilities; • provides administrative support to the academic team; • leads or contributes to decision making processes regarding curricula, budgetary, disciplinary and other matters; • controls administrative aspects of student admission, registration and graduation; • acts as secretary to statutory and other bodies/committees associated with the educational establishment; • drafts and interprets regulations and deals with queries and complaints procedures; • organises examinations, necessary invigilations and any security procedures required; • arranges for the preparation and publication of syllabuses and other official documents; • assists with recruitment, public relations and marketing activities; • coordinates and maintains quality assurance procedures. <p>Related job titles:</p> <ul style="list-style-type: none"> • Administrator (higher education, university)

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Bursar • Head teacher (primary school) • Principal (further education) • Registrar (educational establishments) <p>Salary rates: New entrant: £26,600 / Experienced: £39,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2318	<p>Education advisers and school inspectors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • advises on all aspects of education and ensures that all statutory educational requirements are being met; • plans and advises on the provision of special schools for children with physical or learning disabilities; • appoints and controls teaching staff; • verifies that school buildings are adequately maintained; • arranges for the provision of school medical and meals services; • observes teaching, assesses learning level and discusses any apparent faults with teachers, heads of department and head teachers; • prepares reports on schools concerning teaching standards, educational standards being achieved, the spiritual, moral and social development of pupils, resource management etc. <p>Related job titles:</p> <ul style="list-style-type: none"> • Curriculum adviser • Education adviser • Education officer • School inspector <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £24,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2319	<p>Teaching and other educational professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • designs and implements methods of assessing the performance of students, co-ordinates and undertakes the evaluation of assessments and awards grades of merit based upon performance; • co-ordinates the activities of private music and dancing schools, training centres and similar establishments; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Adult education tutor

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Education consultant • Music teacher • Nursery manager (day nursery) • Owner (nursery: children's) • Private tutor • TEFL <p>Salary rates: All workers: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013]</p> <p>* [or £20,600 for those not subject to the £20,800 minimum threshold. The Tier 2 minimum threshold is higher than the rate shown by the ASHE data.]</p> <p>Back to Table of Contents</p>
2412	<p>Barristers and judges</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • becomes acquainted with the facts of a case through reading statements, law reports, and consulting with clients or other professionals; • advises client on the basis of legal knowledge, research and past precedent as to whether to proceed with legal action; • drafts pleadings and questions in preparation for court cases, appears in court to present evidence to the judge and jury, cross examines witnesses and sums up why the court should decide in their client's favour; • hears, reads and evaluates evidence, and instructs or advises the jury on points of law or procedure; • conducts trials according to rules of procedure, announces the verdict and passes sentence and/or awards costs and damages. <p>Related job titles:</p> <ul style="list-style-type: none"> • Advocate • Barrister • Chairman (appeals tribunal, inquiry) • Coroner • Crown prosecutor • District judge <p>Salary rates: New entrant: £20,800 / Pupillage: £20,800 / Experienced worker (not pupillage): £31,900</p> <p>[Source: Evidence provided by the Bar Council in 2011 uplifted based on national changes in earnings and the Tier 2 (General) minimum salary threshold]</p> <p>Back to Table of Contents</p>
2413	<p>Solicitors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • draws up contracts, leases, wills and other legal documents; • undertakes legal business on behalf of client in areas of business law, criminal law, probate, conveyancing and litigation, and acts as trustee or executor if required; • instructs counsel in higher and lower courts and pleads cases in lower courts as appropriate; • scrutinises statements, reports and legal documents relevant to the case being undertaken and prepares papers for court; • represents clients in court.

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Managing clerk (qualified solicitor) • Solicitor • Solicitor-partner • Solicitor to the council <p>Salary rates: New entrant: £24,700 / Experienced: £32,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2419	<p>Legal professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • co-ordinates the activities of magistrates courts and advises magistrates on law and legal procedure; • provides legal advice to individuals within Citizens Advice, 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Attorney • Justice’s clerk • Lawyer • Legal adviser • Legal consultant • Legal counsel • Solicitor’s clerk (articled) <p>Salary rates: New entrant: £33,300 / Experienced: £44,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
2421	<p>Chartered and certified accountants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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.; • evaluates financial information for management purposes; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Accountant (qualified)

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Auditor (qualified) • Chartered accountant • Company accountant • Cost accountant (qualified) • Financial controller (qualified) • Management accountant (qualified) <p>Salary rates: New entrant: £21,600 / Experienced: £28,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2423	<p>Management consultants and business analysts</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses the functions, objectives and requirements of the organisation seeking advice; • identifies problems concerned with business strategy, policy, organisation, procedures, methods and markets; • determines the appropriate method of data collection and research methodology, analyses and interprets information gained and formulates and implements recommendations and solutions; • advises governments, commercial enterprises, organisations and other clients in light of research findings; • runs workshops, and addresses seminars, conferences and the media to present results of research activity or to express professional views. <p>Related job titles:</p> <ul style="list-style-type: none"> • Business adviser • Business consultant • Business continuity manager • Financial risk analyst • Management consultant <p>Salary rates: New entrant: £23,000 / Experienced: £30,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2424	<p>Business and financial project management professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • finds out what the client or company wants to achieve; • agrees timescales, costs and resources needed; • draws up a detailed plan for how to achieve each stage of the project; • selects and leads a project team; • negotiates with contractors and suppliers for materials and services; • ensures that each stage of the project is progressing on time, on budget and to the right quality standards; • reports regularly on progress to the client or to senior managers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief knowledge officer • Contracts manager (security services) • Project manager • Research support officer

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Salary rates: New entrant: £24,100 / Experienced: £33,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2425	<p>Actuaries, economists and statisticians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses the objectives and requirements of the organisation seeking advice; • uses a variety of techniques and theoretical principles to establish probability and risk in respect of e.g. life insurance or pensions; • uses appropriate techniques and theoretical principles to determine an appropriate method of data collection and research methodology, analyse and interpret information gained and formulate recommendations on issues such as future trends, improved efficiency; • designs and manages surveys and uses statistical techniques in order to analyse and interpret the quantitative data collected; • provides economic or statistical advice to governments, commercial enterprises, organisations and other clients in light of research findings; • addresses seminars, conferences and the media to present results of research activity or to express professional views. <p>Related job titles:</p> <ul style="list-style-type: none"> • Actuarial consultant • Actuary • Economist • Statistician • Statistical analyst <p>Salary rates: New entrant: £26,500 / Experienced: £34,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2426	<p>Business and related research professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with production team to generate and develop ideas for film, television and radio programmes; • research sources for accurate factual material, finds suitable contributors to programmes or print features and deals with any copyright issues; • briefs presenters, scriptwriters or journalists as required via verbal or written reports; • provides administrative support for programme development such as booking facilities; • provides support to criminal intelligence or to military or other security operations by gathering and verifying intelligence data and sources; • presents findings in the required format, via written reports or presentations; • researches images for clients in a wide range of media using specialist picture libraries and archives, museums, galleries etc., or commissions new images; • liaises with client on the appropriate image/s to be used; • deals with copyright issues and negotiates fees. <p>Related job titles:</p> <ul style="list-style-type: none"> • Crime analyst (police force) • Fellow (research) • Games researcher (broadcasting) • Inventor

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2429	<p>Business, research and administrative professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • coordinates the organisation's services and resources, liaising with other senior staff; • analyses internal processes and systems, recommends and implements procedural and policy changes; • recruits and manages staff, assigns and delegates tasks and duties, makes changes in procedures to deal with variations in workload; • develops plans, sets objectives and monitors and evaluates performance; • prepares and reviews operational and financial reports; • controls and administers budgets. • advises national and local government on the interpretation and implementation of policy decisions, acts and regulations, and provides technical assistance in the formulation of policy; • co-ordinates and directs the activities of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; • registers and maintains records of all births, deaths and marriages in local authority area, issues appropriate certificates and reports any suspicious causes of death to the coroner. • negotiates and monitors contracted out services provided by the private sector to local government studies and acts upon any legislation that may affect the local authority. <p>Related job titles:</p> <ul style="list-style-type: none"> • Civil servant (grade 6, 7) • Company secretary (qualified) • Policy adviser (government) • Registrar (government) <p>Salary rates: New entrant: £24,300 / Experienced: £29,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [or £20,400 for applicants who entered Tier 2 under the Rules in place before 6 April 2011 and are not subject to the experienced worker rate]</p> <p>Back to Table of Contents</p>
2431	<p>Architects</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>these for planning approval;</p> <ul style="list-style-type: none"> monitors construction work in progress to ensure compliance with specifications. <p>Related job titles:</p> <ul style="list-style-type: none"> Architect Architectural consultant Chartered architect Landscape architect <p>Salary rates:</p> <ul style="list-style-type: none"> Part 1 graduate £21,000 Part 2 graduate £23,100 Part 3 graduate/ newly registered architect £27,300 Experienced worker £31,400 <p>[Source: Evidence provided by the Royal Institute of British Architects in 2011 uplifted based on national changes in earnings]</p> <p>Back to Table of Contents</p>
2432	<p>Town planning officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> analyses information to establish the nature, extent, growth rate and likely development requirements of the area; consults statutory bodies and other interested parties to ensure that local interests are catered for and to evaluate competing development proposals; 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Planning officer (local government: building and contracting) Town planner Town planning consultant <p>Salary rates: New entrant: £22,800 / Experienced: £26,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2433	<p>Quantity surveyors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; examines tenders received, advises client on the most acceptable and assists with preparation of a contract document; measures and values work in progress and examines any deviations from original contract;

Occupations skilled to NQF level 6

SOC 2010	Description
	<ul style="list-style-type: none"> measures and values completed contract for authorisation of payment. <p>Related job titles:</p> <ul style="list-style-type: none"> Quantity surveyor Surveyor (quantity surveying) <p>Salary rates: New entrant: £23,400 / Experienced: £30,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2434	<p>Chartered surveyors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> surveys, measures and describes land surfaces to establish property boundaries and to aid with construction or cartographic work; surveys mines, prepares drawings of surfaces, hazards and other features to control the extent and direction of mining; surveys buildings to determine necessary alterations and repairs; measures shore lines, elevations and underwater contours, establishes high and low water marks, plots shore features and defines navigable channels. <p>Related job titles:</p> <ul style="list-style-type: none"> Building surveyor Chartered surveyor Hydrographic surveyor Land surveyor <p>Salary rates: New entrant: £22,000 / Experienced: £28,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2436	<p>Construction project managers and related professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> draws up budgets and timescales for new construction projects based on clients' requirements; briefs project team, contractors and suppliers; assembles information for invoicing at the end of projects; plans work schedules for construction projects based on prior discussion with architects, surveyors etc.; hires and may supervise site staff, establishes temporary site offices, takes delivery of materials; regularly inspects and monitors progress and quality of work, ensures legal requirements are met; identifies defects in work and proposes corrections; records, monitors and reports progress; forecasts the impact on traffic and transport of new developments (e.g. shopping centre); assesses schemes to manage traffic such as congestion charging and parking controls; examines accident 'blackspots' to improve road safety; writes reports for funding bids and planning authorities and acts as expert witness. <p>Related job titles:</p> <ul style="list-style-type: none"> Contract manager (building construction) Project manager (building construction)

Occupations skilled to NQF level 6

SOC 2010	Description
	<ul style="list-style-type: none"> • Transport planner <p>Salary rates: New entrant: £23,900</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £25,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2442	<p>Social workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with other health and social care professionals and agencies to identify those in need and at risk within the local community; • interviews individuals and groups to assess and review the nature and extent of difficulties; • undertakes and writes up assessments to specified standards; • arranges for further counselling or assistance in the form of financial or material help; • organises support and develops care plans to address service users' needs; • keeps case records, prepares reports and participates in team meetings; • gives evidence in court; • participates in training and supervision. <p>Related job titles:</p> <ul style="list-style-type: none"> • Psychiatric social worker • Senior practitioner (local government: social services) • Social worker <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 5 & equiv. £21,478 • Band 6 & equiv. £25,783 • Band 7 & equiv. £30,764 • Band 8a & equiv. £39,239 • Band 8b & equiv. £45,707 • Band 8c & equiv. £54,998 • Band 8d & equiv. £65,922 • Band 9 & equiv. £77,850 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
2443	<p>Probation officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • produces pre-sentence reports to the court about an individual's crime, their personal circumstances, the suitability of sentencing, the likelihood of re-offending and the future risk to the public; • enforces court orders and serves the public by providing a wide range of supervision programmes for those in receipt of a community sentence; • draws up probation plans with offenders and helps them follow it, advises them on any work and helps them with any family or social problems; • works with prisoners in giving advice on problems such as drug and alcohol abuse, addressing training needs, finding work and getting accommodation; • keeps accurate and comprehensive records.

Occupations skilled to NQF level 6

SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Inspector (National Probation Service) • Probation officer • Youth justice officer <p>Salary rates: New entrant: £20,800 / Experienced: £29,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2449	<p>Welfare professionals n.e.c.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • provides activities to assist young people develop and fulfil their potential as individuals and within the community; • advises and supports families experiencing stress or crisis; • acts as an advocate for and represents individuals and families at tribunals and similar hearings; • oversees, supervises and provides counselling for the process of adoption; • mentors and counsels those with mental health problems; • provides rehabilitation services to individuals; • manages volunteers and part-time workers, and liaises with other relevant professionals; • keeps records and controls budgets. <p>Related job titles:</p> <ul style="list-style-type: none"> • Children’s guardian • Rehabilitation officer • Social services officer • Youth worker (professional) <p>Salary rates: New entrant: £20,800 / Experienced: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2451	<p>Librarians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • promotes library services through displays and talks provides learning and cultural experiences through events such as author talks, reading groups, formal and informal teaching. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chartered librarian • Librarian • Technical librarian • University librarian <p>Salary rates: All workers: £20,800*</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2452	<p>Archivists and curators</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines, appraises and advises on the acquisition of exhibits, historic records, government papers and other material; classifies material and arranges for its safe keeping and preservation; maintains indexes, bibliographies and descriptive details of archive material and arranges for reproductions of items where necessary; examines objects to identify any damage and carries out necessary restoration whilst preserving original characteristics; makes sure that storage and display conditions protect objects from deterioration and damage; allows access to original material or material not on display for researchers; develops and promotes ideas for exhibitions and displays; negotiates loans of material for specialist displays; liaises with school and other groups or individuals, publicises exhibits and arranges special displays for general, specialised or educational interest; answers verbal or written enquiries and gives advice on exhibits or other material. <p>Related job titles:</p> <ul style="list-style-type: none"> Archivist Conservator Curator Keeper (art gallery) Museum officer <p>Salary rates: All workers: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the new entrant rate shown by the ASHE data; the experienced worker rate shown by the ASHE data is £20,800.]</p> <p>Back to Table of Contents</p>
2461	<p>Quality control and planning engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; 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; oversees effective implementation of adopted processes, schedules and procedures. <p>Related job titles:</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Planning engineer • Quality assurance engineer • Quality control officer (professional) • Quality engineer <p>Salary rates: New entrant: £23,000 / Experienced: £29,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2462	<p>Quality assurance and regulatory professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • develops and implements visual, physical, functional or other appropriate measures and tests of quality; • analyses and reports 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; • examines operating procedures to ensure the process and the product meet regulatory standards and implements changes necessary to ensure compliance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Compliance manager • Financial regulator • Patent attorney • Quality assurance manager • Quality manager <p>Salary rates: New entrant: £24,300</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £30,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2463	<p>Environmental health professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • inspects businesses for compliance with legislation on health and safety, food hygiene and food standards and takes appropriate action in the event of non-compliance; • follows up complaints of unsafe workplaces, investigating accidents; • investigates outbreaks of food poisoning, infectious diseases or pests; • monitors radiation activity, levels of noise, air, land and water pollution and takes appropriate action when safety levels are exceeded; • ensures animal welfare for compliance with legislation, issues licences for premises such as pet shops, zoos and abattoirs; • gives talks at public enquiries and meetings, ensures compliance through education, advice and enforcement; • initiates legal proceedings and gives evidence in court. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air pollution inspector

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Environmental health officer • Food inspector • Public health inspector • Technical officer (environmental health) <p>Salary rates: New entrant: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £29,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
2471	<p>Journalists, newspaper and periodical editors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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, periodical or programme editor; • selects material for broadcast or 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Broadcast journalist • Editor • Journalist • Radio journalist • Reporter <p>Salary rates: New entrant: £20,800* / Experienced: £25,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2472	<p>Public relations professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • discusses issues of business strategy, products, services and target client base with senior colleagues to identify public relations requirements; • writes, edits and arranges for the effective distribution of press releases, newsletters and other public relations material; • addresses individuals, clients and other target groups through meetings, presentations, the media and other events to enhance the public image of an organisation; • develops and implements tools to monitor and evaluate the effectiveness of public relations exercises. <p>Related job titles:</p> <ul style="list-style-type: none"> • Account manager (public relations) • Information officer (public relations) • PR consultant

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Press officer • Public relations officer <p>Salary rates: New entrant: £20,800* / Experienced: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
2473	<p>Advertising accounts managers and creative directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Account manager (advertising) • Advertising Manager • Campaign Manager • Creative Director • Projects Manager (advertising) <p>Salary rates: New entrant: £22,800 / Experienced: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3213	<p>Paramedics</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • drives ambulance or accompanies driver to respond to calls for assistance at accidents, emergencies and other incidents; • assesses the nature of injuries, provides first aid treatment and ascertains appropriate method of conveying patient; • resuscitates and/or stabilises patient using relevant techniques, equipment and drugs; • transports and accompanies patients who either require or potentially require skilled treatment whilst travelling; • briefs other medical staff when handing over the patient, and completes patient report forms describing the patient's condition and any treatment provided. <p>Related job titles:</p> <ul style="list-style-type: none"> • Ambulance paramedic • Emergency care practitioner • Paramedic • Paramedic-ECP <p>Salary rates: New entrant: £28,400 / Experienced: £32,100</p> <ul style="list-style-type: none"> • Band 5 and equivalent: £21,478

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> Band 6 and equivalent: £25,783 Band 7 and equivalent: £30,764 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
3415	<p>Musicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> conceives and writes original music; tunes instrument and studies and rehearses score; plays instrument as a soloist or as a member of a group or orchestra; scores music for different combinations of voices and instruments to produce desired effect; auditions and selects performers and rehearses and conducts them in the performance of the composition. <p>Related job titles:</p> <ul style="list-style-type: none"> Composer Musician Organist Pianist Song writer Violinist <p>Salary rates: New entrant: £20,800* / Experienced: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3416	<p>Arts officers, producers and directors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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 production and 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; manages health and safety issues; selects, contracts, markets and arranges for the presentation and/or distribution of performance, visual and heritage arts. <p>Related job titles:</p> <ul style="list-style-type: none"> Film editor Production assistant (broadcasting) Studio manager Television producer Theatrical agent <p>Salary rates: New entrant: £24,600 / Experienced: £30,500</p>

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3512	<p>Aircraft pilots and flight engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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 air traffic control and aircraft operating procedures; monitors fuel consumption, air pressure, engine performance and other indicators during flight and advises pilot of any factors that affect the navigation or performance of the aircraft; maintains radio contact and discusses weather conditions with air traffic controllers; performs specified tests to determine aircraft's stability, response to controls and overall performance; accompanies pupil on training flights and demonstrates flying techniques. <p>Related job titles:</p> <ul style="list-style-type: none"> Airline pilot First officer (airlines) Flight engineer Flying instructor Helicopter pilot <p>Salary rates: New entrant: £33,100 / Experienced: £69,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3532	<p>Brokers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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 and 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Foreign exchange dealer Insurance broker Investment administrator Stockbroker

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> • Trader (stock exchange) <p>Salary rates: New entrant: £22,200</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Experienced: £40,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3534	<p>Finance and investment analysts and advisers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • predicts the likely long- and short-term future performance of securities and other financial products and advises upon what will be an appropriate investment for their clients; • 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; • monitors information on the socio-economic environment and interprets the implications of such information for their clients; • prepares summary reports of findings for fund managers; • keeps up to date with financial products, legislation and requirements for compliance with the relevant regulatory authority; • identifies and attracts new clients by arranging visits and explaining the benefits of financial products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Financial adviser • Financial analyst • Financial consultant • Mortgage adviser • Pensions consultant <p>Salary rates: New entrant: £21,400 / Experienced: £26,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3535	<p>Taxation experts</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines accounts of industrial, commercial and other establishments to determine their tax liability and makes adjustments to claims where necessary; • considers particular problems concerning all forms of personal and company taxation; • stays abreast of all changes in tax law and precedent; • discusses disputed cases with accountants and other specialists; • represents Government, client or employer in contested claims before tax officials or an independent tribunal. <p>Related job titles:</p> <ul style="list-style-type: none"> • Tax adviser • Tax consultant • Tax inspector

Occupations skilled to NQF level 6	
SOC 2010	Description
	<ul style="list-style-type: none"> Taxation specialist <p>Salary rates: New entrant: £ 20,800* / Experienced: £33,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3538	<p>Financial accounts managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> develops and manages business accounts to increase sales of financial products; takes responsibility for the efficient and effective operation of several business accounts; manages teams handling insurance claims; checks customers' credit rating with banks and credit reference agencies, and decides whether to offer credit; establishes terms of credit and ensures timely payment by customer, renegotiates payment terms and initiates legal action to recover debts if necessary; carries out and/or supervises general accounting and administrative work. <p>Related job titles:</p> <ul style="list-style-type: none"> Accounts manager Audit manager Credit manager Fund manager Relationship manager (bank) <p>Salary rates: New entrant: £22,200 / Experienced: £27,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3545	<p>Sales accounts and business development managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with other senior staff to determine the range of goods or services to be sold, contributes to the development of sales strategies and setting of sales targets; discusses employer's or client's requirements, carries out surveys and analyses customers' reactions to product, packaging, price, etc.; compiles and analyses sales figures, prepares proposals for marketing campaigns and promotional activities and undertakes market research; handles customer accounts; recruits and trains junior sales staff; produces reports and recommendations concerning marketing and sales strategies for senior management; keeps up to date with products and competitors. <p>Related job titles:</p> <ul style="list-style-type: none"> Account manager (sales) Area sales manager Business development manager Product development manager Sales manager

Occupations skilled to NQF level 6	
SOC 2010	Description
	<p>Salary rates: New entrant: £25,000 / Experienced: £32,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Table 3: Occupations skilled to NQF level 4

Occupations skilled to NQF level 4	
SOC 2010	Description
1211	<p>Managers and proprietors in agriculture and horticulture</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines financial, staffing and other short and long-term needs; produces and maintains records of production, finance and breeding; decides or advises on the types of crops and/or produce to be grown or livestock raised; plans intensity and sequence of farm or horticultural operations and orders seed, fertiliser, equipment and other supplies; markets and arranges for the sale of crops, livestock and other farm or horticultural produce. <p>Related job titles:</p> <ul style="list-style-type: none"> Farm manager Farm owner Nursery manager (horticulture) <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2012 (no equivalent 2013 or 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1213	<p>Managers and proprietors in forestry, fishing and related services</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines financial, staffing and other short- and long-term needs; manages and trains staff; decides, or advises on, type of animal to be bred and/or trained, and selects, buys and train animals accordingly; plans and directs the establishment and maintenance of forest /woodland areas and regularly inspects forest work; liaises with neighbouring landowners, contractors and local authorities; oversees facilities such as visitor centres, nature trails, footpaths, etc.; selects suitable breeding grounds for shellfish, sea and freshwater fish and purchases stock; arranges rearing and feeding and ensures health of fish stocks; oversees maintenance of equipment and fish habitats; plans fishing voyages, maintains vessel/s and equipment and oversees operational safety; arranges for sale of catch, liaises with onshore agents; ensures observance of maritime laws and international fishing regulations.

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Cattery owner • Forest manager • Racehorse trainer <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2012 (no equivalent 2013 or 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £21,400</p> <p>[Source: New entrant - Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
1241	<p>Health care practice managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • plans work schedules, assigns tasks and delegates responsibilities of practice staff; • oversees staff training and monitors training needs; • takes responsibility for health and safety matters within the practice; • 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; • organises duty rosters for professional and support staff in practice; • takes responsibility for stock control of practice equipment, drugs etc.; • liaises with relevant outside organisations (e.g. NHS trust, PCT, social services, drug companies, professional bodies); • responsible for budgeting, pricing and accounting activities within the practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • Clinic manager • GP practice manager • Veterinary practice manager <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £25,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1242	<p>Residential, day and domiciliary care managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • plans work schedules, assigns tasks and delegates responsibilities to staff; • arranges for payment of bills, keeps accounts and adheres to health, safety and other statutory

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>requirements;</p> <ul style="list-style-type: none"> • maintains contact between service users and the local community and/or family and friends; • assesses service users' needs and ensures they have access to health and social care services as required; • creates a friendly, secure atmosphere to gain the trust and confidence of those using the service; • ensures that the physical comfort and all material needs of service users are provided and attempts to resolve problems that may arise. <p>Related job titles:</p> <ul style="list-style-type: none"> • Care manager • Day centre manager • Nursing home owner • Residential manager (residential home) <p>Salary rates: New entrant: £20,800* / Experienced: £23,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
1251	<p>Property, housing and estate managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short and long-term requirements; • manages general upkeep, maintenance and security of the estate's amenities; • makes sure that the amenities meet health and safety standards and legal requirements; • advises on energy efficiency; • 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, and deals with grant and subsidy applications; • negotiates land or property purchases and sales or leases and tenancy agreements and arranges legal formalities with solicitors, building societies and other parties; • maintains or arranges for the maintenance of estate accounts and records and produces financial forecasts; • acts as arbiter in disputes between landlord and tenant and ensures that both fulfil their legal obligations; • examines and assesses housing applications, advises on rent levels, investigates complaints and liaises with tenants' association and social workers to resolve any family problems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Estate manager • Facilities manager • Landlord (property management) • Property manager <p>Salary rates: New entrant: £20,800* / Experienced: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
1255	<p>Waste disposal and environmental services managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines staffing, financial, material and other short- and long-term requirements; manages and delegates tasks to staff and co-ordinates the maintenance and optimum utilisation of waste disposal and related equipment to provide an efficient service; monitors levels of waste disposal, recycling and related environmental services, compiles statistics and produces reports; liaises with members of the local community to educate and promote the concept of recycling and appropriate waste management; keeps up to date with new legislation and liaises with appropriate regulatory bodies to ensure compliance with legislation regarding waste disposal and environmental services; co-ordinates the resources and activities relating to the procurement, collection, storage, processing and sale of scrap metal and related products. <p>Related job titles:</p> <ul style="list-style-type: none"> Environmental manager (refuse disposal) Manager (local government: cleansing dept.) Recycling plant manager Scrap metal dealer <p>Salary rates: New entrant: £20,800* / Experienced worker: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
1259	<p>Managers and proprietors in other services not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines staffing, financial, material and other short- and long-term requirements; ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently; authorises payment for supplies received and decides on vending price and credit terms; examines quality of merchandise and ensures that effective use is made of advertising and display facilities; manages agencies to provide services out-sourced by other organisations and businesses; ensures maintenance of appropriate service levels to meet the objectives of the business. <p>Related job titles:</p> <ul style="list-style-type: none"> Betting shop manager Graphic design manager Library manager Plant hire manager Production manager (entertainment) <p>Salary rates: New entrant: £20,800* / Experienced: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
2435	<p>Chartered architectural technologists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • develops construction project briefs and design programmes; • advises clients on methods of project procurement and forms of contract; • advises on environmental, regulatory and legal requirements and assesses environmental impact; • prepares and presents design proposals and manages and coordinates design team; • monitors compliance with design, statutory and professional requirements, undertakes stage inspections; • administers contracts and certification and manages project handover; • evaluates and advises on refurbishment, recycling and deconstruction of buildings; • manages health and safety and carries out design stage risk assessments. <p>Related job titles:</p> <ul style="list-style-type: none"> • Architectural technologist <p>Salary rates: New entrant: £22,800 / Experienced: £28,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3116	<p>Planning, process and production technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • supports planning and production engineers in assessing existing and alternative production methods; • works from, and helps implement, professional engineers' drawings and specifications for equipment and layout, and helps implement modifications required for existing plant machinery/layout; • works with engineers on production control methods to monitor operational efficiency and helps to eliminate potential hazards and bottlenecks in production; • liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies; • supports professional engineers in reviewing safety, quality, accuracy, reliability and contractual requirements; • supports implementation of plans of sequence of operations and completion dates for each phase of production or processing; • ensures implementation of inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products; • ensures accuracy of manufacturing and testing equipment; • ensures effective completion and implementation of detailed instructions on processes, work methods and quality and safety standards for workers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Process technician • Production controller • Production planner • Production technician <p>Salary rates: New entrant: £20,800* / Experienced: £23,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
3121	<p>Architectural and town planning technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • issues development permits as authorised; • checks that completed work conforms to specifications. <p>Related job titles:</p> <ul style="list-style-type: none"> • Architectural assistant • Architectural technician • Construction planner • Planning enforcement officer <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3131	<p>IT operations technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • administers, monitors and supports internal/ external networks, servers, email, database and security systems; • configures and sets up new server systems; • schedules and performs system maintenance tasks, such as loading user applications, programs and data; • analyses systems and makes recommendations to improve performance; • identifies problems, agrees remedial action and undertakes emergency maintenance if required; • performs server backup and recovery operations and restarts systems following outages; • acts as a liaison between users, outside suppliers, and other technical teams. <p>Related job titles:</p> <ul style="list-style-type: none"> • Computer games tester • Database administrator • IT technician • Network administrator • Systems administrator <p>Salary rates: New entrant: £20,800* / Experienced : £21,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
3218	<p>Medical and dental technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments; undertakes scaling and polishing of teeth, applies medicaments, carries out post-operative hygiene work and advises on preventative dentistry; makes dentures, crowns, bridges, orthodontic and other dental appliances according to individual patient requirements; measures patients for, and fits them with, surgical appliances, hearing aids and artificial limbs; performs related medical tasks including treating hair and scalp disorders and conducting tests on glaucoma patients; takes samples for clinical examination. <p>Related job titles:</p> <ul style="list-style-type: none"> Cardiographer Dental hygienist Dental technician Medical technical officer Orthopaedic technician <p>Salary rates:</p> <ul style="list-style-type: none"> Band 3 and equivalent: £16,271 Band 4 and equivalent: £18,838 Band 5 and equivalent: £21,478 Band 6 and equivalent: £25,783 Band 7 and equivalent: £30,764 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
3219	<p>Health associate professionals n.e.c.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness; diagnoses and treats disorders of vision and eye movements, monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required; manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure; inserts needles under the skin, administers aromatic herbs and oils and massages body to relieve pain and restore health; advises and prescribes in areas of complementary and alternative medicine. <p>Related job titles:</p> <ul style="list-style-type: none"> Acupuncturist Homeopath Hypnotherapist Massage therapist Reflexologist Sports therapist <p>Salary rates:</p> <ul style="list-style-type: none"> Band 3 and equivalent: £16,271

Occupations skilled to NQF level 4	
SOC 2010	Description
	<ul style="list-style-type: none"> • Band 4 and equivalent: £18,838 • Band 5 and equivalent: £21,478 • Band 6 and equivalent: £25,783 • Band 7 and equivalent: £30,764 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
3319	<p>Protective service associate professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines, weighs and counts goods imported by ship or aircraft, ensures that the declared value of goods is satisfactory and that duties and taxes have been paid; • examines passports, visas, work permits and other immigration documents, and allows or refuses entry into the UK; • maintains revenue control at breweries, tobacco factories and other premises where dutiable goods are manufactured, processed or stored; • visits racecourses, greyhound stadiums and betting shops to ensure compliance with legal requirements; • broadcasts information on weather and maritime conditions, monitors shipping and provides instruction to navigators; • receives distress messages, alerts other appropriate rescue services and participates in search and rescue operations; • photographs, fingerprints and undertakes other forms of forensic examination at the scene of a crime; • analyses security requirements, advises clients, and develops, monitors and improves security measures; • supervises and assigns duties to security and detection staff. <p>Related job titles:</p> <ul style="list-style-type: none"> • Customs officer • Immigration officer • Operations manager (security services) • Scenes of crime officer • Security manager <p>Salary rates: New entrant: £24,000 / Experienced: £27,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3411	<p>Artists (Creative)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • conceives and develops ideas and ways of working for artistic composition; • selects appropriate materials, medium and method; • prepares sketches, scale drawings or colour schemes; • builds up composition into finished work by carving, sculpting, • etching, painting, engraving, drawing, etc.; • approaches managers of galleries and exhibitions in order to get finished work displayed; • uses artistic skills to restore damaged artworks; • liaises with writers and publishers to produce book illustrations; • markets and sells finished work directly to customers; • produces works on commission basis for clients.

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Artist • Illustrator • Portrait painter • Sculptor <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £21,500</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
3412	<p>Authors, writers and translators (Creative)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, observing etc.; • generates and develops creative ideas for literary material; • elects 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; • provides communication support for the hard of hearing or the visually impaired. <p>Related job titles:</p> <ul style="list-style-type: none"> • Copywriter • Editor (books) • Interpreter • Technical author • Translator • Writer <p>Salary rates: New entrant: £20,800* / Experienced: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3413	<p>Actors, entertainers and presenters (Creative)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • studies script, play or book and prepares and rehearses interpretation; • assumes character created by a playwright or author and communicates this to an audience; • performs singing, comedy, acrobatic, illusion and conjuring routines; • trains animals to perform entertaining routines and may perform with them; • introduces and presents radio and television programmes, reads news bulletins and makes announcements;

Occupations skilled to NQF level 4	
SOC 2010	Description
	<ul style="list-style-type: none"> conducts interviews and prepares reports for news broadcasts, current affairs programmes and documentaries; plays pre-recorded music at nightclubs, discotheques, and private functions. <p>Related job titles:</p> <ul style="list-style-type: none"> Actor Disc jockey Entertainer Presenter (broadcasting) Singer <p>Salary rates: New entrant: £20,800* / Experienced: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3414	<p>Dancers and choreographers (Creative)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; participates in dance performance; demonstrates and directs dance moves, monitors and analyses technique and performance, and determines how improvements can be made. <p>Related job titles:</p> <ul style="list-style-type: none"> Ballet dancer Choreographer Dancer Dance teacher <p>Salary rates: New entrant: £20,800* / Experienced: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3422	<p>Product, clothing and related designers (Creative)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with client to determine the purpose, cost, technical specification and potential uses/users of product; undertakes research to determine market trends, production requirements, availability of resources and formulates design concepts; prepares sketches, designs, patterns or prototypes for textiles, clothing, footwear, jewellery, fashion accessories, set props, wigs, ceramics, plastics, motor vehicles, domestic appliances and engineering products; prepares sketches, designs, mock-ups and storyboards for consideration by theatre/film director or client; submits design to management, sales department or client for approval, communicates design rationale and makes any necessary alterations;

Occupations skilled to NQF level 4	
SOC 2010	Description
	<ul style="list-style-type: none"> specifies materials, production method and finish for aesthetic or functional effect, and oversees production of sample and/or finished product; observes and manages intellectual property issues. <p>Related job titles:</p> <ul style="list-style-type: none"> Design consultant Fashion designer Furniture designer Interior designer Kitchen designer Textile designer <p>Salary rates: New entrant: £20,800* / Experienced: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3513	<p>Ship and hovercraft officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> allocates duties to ship's officers and co-ordinates and directs the activities of deck and engine room ratings; 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Chief engineer (shipping) Marine engineer (shipping) Merchant navy officer Petty officer Tug master Yacht skipper <p>Salary rates: New entrant: £33,100 / Experienced: £51,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3531	<p>Estimators, valuers and assessors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines plans, drawings, specifications, parts lists, etc. and specifies the materials and components required; assesses condition, location, desirability and amenities of property to be valued; assesses costs of materials, labour and other factors such as required profit margins, transport costs, tariffs and fare structures, possible hazards, etc.; prepares comprehensive estimates of time and costs and presents these in report or tender form;

Occupations skilled to NQF level 4	
SOC 2010	Description
	<ul style="list-style-type: none"> examines insurance documents to assess extent of liability and gathers information about incident from police, medical records, ship's log, etc. and investigates potential fraudulent claims. <p>Related job titles:</p> <ul style="list-style-type: none"> Claims assessor Claims investigator Engineering surveyor Estimator Loss adjuster Valuer <p>Salary rates: New entrant: £20,800* / Experienced: £23,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3537	<p>Financial and accounting technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> maintains profit and loss accounts, budgets, cash flow forecasts and other accounting records; produces, collates and reports financial information for managers; liaises with clients to ensure that payments are made on time and credit limits are not exceeded; ensures invoices and payments are correct and sent out on time; monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors. <p>Related job titles:</p> <ul style="list-style-type: none"> Accounting technician Business associate (banking) Financial controller Insolvency administrator Managing clerk (accountancy) <p>Salary rates: New entrant: £21,500 / Experienced: £28,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3539	<p>Business and related associate professionals not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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,

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>arranges fund raising activities, and organises and participates in election campaigns.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Business systems analyst • Data analyst • Marine consultant • Planning assistant • Project administrator • Project coordinator <p>Salary rates: New entrant: £20,800* / Experienced: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3541	<p>Buyers and procurement officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • attends trade fairs, shows and demonstrations to research new product lines and suppliers, checks catalogues; • keeps up with market trends and chooses products/services; • assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought; • assesses bids from suppliers, finds suppliers and negotiates prices; • helps negotiate contract with supplier and specifies details of goods or services required; • looks at ways to improve supply networks, presents new ideas to senior management team; • ensures that delivered items comply with order, monitors quality of incoming goods and returns unsatisfactory or faulty items, monitors performance and makes sure targets are met; • supervises clerical, administrative and warehouse distribution staff, deals with recruitment and training; • works closely with merchandisers who allocate stock and develop sales forecasts; • maintains records and prepares reports as necessary. <p>Related job titles:</p> <ul style="list-style-type: none"> • Buyer • Procurement officer • Purchasing consultant • Project coordinator <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
3543	<p>Marketing associate professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> discusses business methods, products or services and targets customer group with employer or client in order to identify marketing requirements; establishes an appropriate quantitative and qualitative market research methodology and prepares proposals outlining programmes of work and details of costs; collates and interprets findings of market research and presents results to clients; discusses possible changes that need to be made in terms of design, price, packaging, promotion etc. in light of market research with appropriate departments; briefs advertising team on client requirements, monitors the progress of advertising campaigns and liaises with client on potential modifications. <p>Related job titles:</p> <ul style="list-style-type: none"> Business development executive Fundraiser Market research analyst Marketing consultant Marketing executive <p>Salary rates: New entrant: £20,800* / Experienced: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3546	<p>Conference and exhibition managers and organisers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> discusses conference and exhibition requirements with clients and advises on facilities; develops proposal for the event, and presents proposal to client; 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; liaises closely with venue staff to ensure smooth running of the event; ensures that Health and Safety and other statutory regulations are met. <p>Related job titles:</p> <ul style="list-style-type: none"> Conference coordinator Event organiser Events manager Exhibition organiser Hospitality manager <p>Salary rates: New entrant: £20,800* / Experienced: £25,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
3561	<p>Public services associate professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> manages the activities of government office staff, assigns tasks and responsibilities and makes changes in procedures to deal with variations in workload; assists senior government officers with policy work, external liaison or general administrative work; supervises a variety of administrative functions in government departments such as recruitment and training, the negotiation and arrangement of contracts, building and capital management, monitoring and authorising department expenditure etc.; organises resources for the acceptance and recording of vacancy details, the selection of suitable applicants and other Job Centre activities; authorises the payment of social security benefits, assesses the financial circumstances of claimants and investigates any state insurance contribution problems; undertakes supervisory duties specific to the operation of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; advises the public or companies on general tax problems and arranges for the issue, receipt and examination of tax forms, assessment of PAYE codes and the computation of tax arrears and rebates; discusses business strategy, products, services and target client base with management to identify public relations requirements; writes, edits and arranges for the distribution of press releases and other public relations material, addresses target groups through meetings, presentations, the media and other events to enhance the public image of the organisation, and monitors and evaluates its effectiveness. <p>Related job titles:</p> <ul style="list-style-type: none"> Civil servant (HEO, SEO) Higher executive officer (government) Principle revenue officer (local government) Senior executive officer (government) <p>Salary rates: New entrant: £21,800 / Experienced: £25,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3563	<p>Vocational and industrial trainers and instructors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> assesses training requirements and prepares lectures, demonstrations and study aids; supervises trainee development, assists trainees with difficulties and prepares regular progress reports on each trainee for management; arranges work experience and instructional visits for trainees; 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. <p>Related job titles:</p> <ul style="list-style-type: none"> IT trainer NVQ assessor Technical instructor Training consultant Training manager <p>Salary rates: New entrant: £20,800* / Experienced: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
3564	<p>Careers advisers and vocational guidance specialists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • liaises with employers to determine employment opportunities and advises schools, colleges or individuals accordingly; • organises careers forums and exhibitions and establishes and maintains contact with local employers, colleges and training providers; • monitors progress and welfare of young people in employment and advises them on any difficulties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Careers adviser • Careers consultant • Careers teacher • Placement officer <p>Salary rates: New entrant: £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £22,900</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
3565	<p>Inspectors of standards and regulations</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines building plans to ensure compliance with local, statutory and other requirements; • inspects building structures, facilities and sites to determine suitability for habitation, compliance with regulations and for insurance purposes; • inspects measuring and similar equipment in factories and visits street traders, shops, garages and other premises to check scales, weights and measuring equipment; • 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; • verifies the weight of commercial vehicles, checks driver's licence and hours worked; • samples and tests river water, checks and advises on premises discharging effluent to prevent pollution; • checks fishing licences and prevents illegal fishing;

Occupations skilled to NQF level 4	
SOC 2010	Description
	<ul style="list-style-type: none"> visits premises where animals are kept, advises on animal care and investigates complaints; undertakes other inspections including chemicals, drugs, flight operations, etc.; prepares reports and recommendations on all inspections made and recommends legal action where necessary. <p>Related job titles:</p> <ul style="list-style-type: none"> Building inspector Driving examiner Housing inspector Meat hygiene inspector Trading standards officer <p>Salary rates: New entrant: £22,200 / Experienced: £25,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3567	<p>Health and safety officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> inspects workplace areas to ensure compliance with health and safety legislation; helps to develop effective health and safety policies and procedures and carries out risk assessments; instructs workers in the proper use of protective clothing and safety devices and conducts routine tests on that equipment; compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly; maintains contact with those off work due to illness; counsels individuals on any personal or domestic problems affecting their work; gives talks and distributes information on accident prevention, and keeps up to date with the relevant legislation. <p>Related job titles:</p> <ul style="list-style-type: none"> Fire protection engineer (professional) Health and safety officer Occupational hygienist Safety consultant Safety officer <p>Salary rates: New entrant: £24,100 / Experienced: £28,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
4161	<p>Office managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> plans work schedules, assigns tasks and delegates responsibilities; advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records; ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to; plans, organises and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux.

Occupations skilled to NQF level 4	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Business support manager • Delivery office manager • Office manager • Practice manager • Sales administration manager • Sales office manager <p>Salary rates: New entrant: £20,800* / Experienced: £23,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>
7220	<p>Customer service managers and supervisors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • develops and implements policies and procedures to deal effectively with customer requirements and complaints; • co-ordinates and controls the work of those within customer services departments; • discusses customer responses with other managers with a view to improving the product or service provided; • plans and co-ordinates the operations of help and advisory services to provide support for customers and users. <p>Related job titles:</p> <ul style="list-style-type: none"> • After sales manager • Call centre supervisor • Customer service manager • Customer service supervisor • Team leader (customer care) <p>Salary rates: New entrant: £20,800* / Experienced: £21,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Back to Table of Contents</p>

Table 4: Occupations skilled to NQF level 3

Occupations skilled to NQF level 3	
SOC 2010	Description
1162	<p>Managers and directors in storage and warehousing</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources; • advises purchasing department on type, quality and quantity of goods required and dates by which

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>they must be available;</p> <ul style="list-style-type: none"> 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Logistics manager Warehouse manager <p>Salary rates: Experienced: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1190	<p>Managers and directors in retail and wholesale</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> appoints staff, assigns tasks and monitors and reviews staff performance; liaises with other staff to provide information about merchandise, special promotions etc. to customers; ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently; ensures customer complaints and queries regarding sales and service are appropriately handled; oversees the maintenance of financial and other records and controls security arrangements for the premises; authorises payment for supplies received and decides on vending price, discount rates and credit terms; examines quality of merchandise and ensures that effective use is made of advertising and display facilities. <p>Related job titles:</p> <ul style="list-style-type: none"> Managing director (retail trade) Retail manager Shop manager (charitable organisation) Wholesale manager <p>Salary rates: Experienced: £18,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1221	<p>Hotel and accommodation managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> analyses demand and decides on type, standard and cost of services to be offered; determines financial, staffing, material and other short- and long-term needs; ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required; approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned; arranges for payment of bills, keeps accounts and ensures adherence to licensing and other statutory regulations. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Caravan park owner • Hotel manager • Landlady (boarding, guest, lodging house) <p>Salary rates: Experienced: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1223	<p>Restaurant and catering establishment managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • plans catering services and directs staff; • decides on range and quality of meals and beverages to be provided; • discusses customer's requirements for special occasions; • purchases or directs the purchasing of supplies and arranges for preparation of accounts; • verifies that quality of food, beverages and waiting service is as required, that kitchen and dining areas are kept clean and appropriate hygiene standards are maintained in compliance with statutory requirements; • plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff; • checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit; • determines staffing, financial, material and other short- and long-term requirements. <p>Related job titles:</p> <ul style="list-style-type: none"> • Café owner • Fish & chip shopkeeper • Operations manager (catering) • Restaurant manager • Shop manager (take-away food shop) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Restaurant manager • Fast food restaurant manager • Assistant restaurant manager, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time) <p>Salary rates: Experienced: £18,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1224	<p>Publicans and managers of licensed premises</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • arranges purchase of alcoholic and other beverages, bar snacks, cigarettes and other items and ensures that stocks are stored in proper conditions; • 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; • maintains financial records for the establishment; • determines financial, staffing, material and other short- and long-term needs.

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Landlady (public house) • Licensee • Manager (wine bar) • Publican <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Publican • Licensee or pub manager <p>Salary rates: Experienced: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1225	<p>Leisure and sports managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • organises timetable of activities/schedule of programmes; • ensures that facilities are kept clean and in good condition and that appropriate health and safety requirements are adhered to; • keeps abreast of new trends and developments in recreational activities and arranges exhibitions, theatrical productions, concerts, demonstrations etc.; • advises on the facilities available and promotes publicity in relation to shows, games, races, new theme parks, etc.; • determines financial, staffing, material and other short- and long-term needs; • recruits, supervises and trains staff; • ensures custody of all cash receipts and organises regular stock checks. <p>Related job titles:</p> <ul style="list-style-type: none"> • Amusement arcade owner • Leisure centre manager • Social club manager • Theatre manager <p>Salary rates: Experienced: £20,200</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
1226	<p>Travel agency managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • plans work schedules and assigns tasks and responsibilities; • co-ordinates the activities of clerical, secretarial and other staff; • discusses client's requirements and advises on road, rail, air and sea travel and accommodation; • makes and confirms travel and accommodation bookings, arranges group holidays, tours and individual itineraries; • advises on currency and passport/visa regulations and any necessary health precautions needed; • determines financial, staffing, material and other short- and long-term needs.

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Related job titles:</p> <ul style="list-style-type: none"> • Tourist information manager • Travel agency owner • Travel manager <p>Salary rates: Experienced: £17,900</p> <p>[Source: Annual Survey of Hours and Earnings 2012 ((no equivalent 2013 or 2014 data available))]</p> <p>Back to Table of Contents</p>
1252	<p>Garage managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • 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; • ensures the business accounts are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Garage director • Garage owner • Manager (repairing: motor vehicles) <p>Salary rates: Experienced: £24,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
1253	<p>Hairdressing and beauty salon managers and proprietors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term needs; • controls the allocation, training and remuneration of staff; • provides clients with information and advice on styles and treatments, and resolves any complaints or problems; • ensures clients' records are maintained; • undertakes and/or directs hair treatments and/or beauty therapy; • checks and maintains any equipment, and ensures that all safety requirements are met; • demonstrates, advises on and sells hair and/or beauty products; • ensures financial accounts for the business are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Hairdressing salon owner • Health and fitness manager • Manager (beauty salon) <p>Salary rates: Experienced : £24,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Back to Table of Contents</p>
1254	<p>Shopkeepers and proprietors – wholesale and retail</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • defines the market position for the business, decides what to sell, forecasts demand and develops the brand image of the business; • determines staffing, financial, material and other short- and long-term requirements; • oversees staff training, rotas and the allocation of work; • provides information about merchandise to staff and customers and ensures customer complaints are appropriately dealt with; • ensures that adequate reserves of merchandise are held and orders new stock as required; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Antiques dealer • Fashion retailer • Newsagent • Shopkeeper <p>Salary rates: Experienced : £18,800</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
3111	<p>Laboratory technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • sets up and assists with the construction and the development of scientific apparatus for experimental, demonstration or other purposes; • prepares and analyses body fluids, secretions and/or tissue to detect infections or to examine the effects of different drugs; • grows cultures of bacteria and viruses, prepares tissue sections and other organic and inorganic material for examination and stains and fixes slides for microscope work; • operates and services specialised scientific equipment, undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for some equipment are maintained; • records and collates data obtained from experimental work and documents all work carried out. <p>Related job titles:</p> <ul style="list-style-type: none"> • Laboratory analyst • Laboratory technician • Medical laboratory assistant • Scientific technician • Water tester <p>Salary rates: Experienced: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
3112	<p>Electrical and electronics technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Avionics technician • Electrical technician • Electronics technician • Installation engineer (Electricity Supplier) <p>Salary rates: Experienced: £24,300</p> <p>[Source: Annual Survey of Hours and Earnings 2013]</p> <p>Back to Table of Contents</p>
3113	<p>Engineering technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • plans and prepares work and test schedules based on specifications and drawings; • sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data; • prepares estimates of materials, equipment and labour required for engineering projects; • diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment; • inspects completed aircraft maintenance work to certify that it meets standards and the aircraft is ready for operation; • visits and advises clients on the use and servicing of mechanical and chemical engineering products and services. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aircraft technician • Commissioning engineer • Engineering technician • Manufacturing engineer • Mechanical technician <p>Salary rates: New entrant (shortage occupations only): £20,800*</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>* [The Tier 2 minimum threshold is higher than the rate shown by the ASHE data]</p> <p>Experienced: £27,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
3114	<p>Building and civil engineering technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building services consultant • Civil engineering technician • Survey technician • Technical assistant (civil engineering) <p>Salary rates: Experienced: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3115	<p>Quality assurance technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • sets up scientific, electronic, or other technical equipment to perform functional and inspection tests; • analyses and interprets the results of tests undertaken and writes up reports upon completion; • supervises the work of routine inspection staff and notes any defects reported; • assists quality control engineers in undertaking production audits; • liaises with production engineers and staff to maintain the quality of output and to develop quality management systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Quality assurance technician • Quality control technician • Quality officer • Quality technician • Test technician <p>Salary rates: Experienced: £22,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3119	<p>Science engineering and production technicians n.e.c.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • School technician • Technical assistant • Technician • Textile consultant • Workshop technician <p>Salary rates: Experienced: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3122	<p>Draughtspersons</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines design specification to determine general requirements; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • CAD operator • Cartographer • Design technician • Draughtsman <p>Salary rates: Experienced: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3132	<p>IT user support technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • provides technical support to IT users; • advises users on how to resolve hardware and software problems; • installs and upgrades hardware, cables, operating systems and/or appropriate software; • facilitates user access to systems; • refers more complex or intractable problems to appropriate IT professionals; • researches possible solutions in user guides, technical manuals and other documents; • maintains a log of work in progress, calls received, actions taken and problems detected; • reports on commonly occurring queries to detect underlying problems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Customer support analyst • Help desk operator • IT support technician • Systems support officer <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Senior PC support analyst • Senior PC support • Technical pre- or post-sales support • Senior database administrator or analyst • Database administrator or analyst • Computer engineers, installation and maintenance <p>Salary rates: Experienced: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3216	<p>Dispensing opticians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • interprets prescription and measures patient's face to determine distance between pupil centres, height of bridge of nose, etc.; • advises patient on lens type and choice of spectacle frames; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dispensing optician • Optical dispenser <p>Salary rates: Experienced: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3217	<p>Pharmaceutical technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • checks received prescriptions for legality and accuracy; • prepares drugs and medicines under the supervision of pharmacist; • prepares specialised, tailor-made drugs for intravenous administration by hospital medical staff; • labels and checks items prior to dispensing; • maintains records of prescriptions received and drugs issued; • advises patients or customers on the use of drugs prescribed or medication purchased over the counter; • checks stock levels, orders new stock from pharmaceutical companies and ensures that drugs are stored appropriately. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dispensing technician • Pharmaceutical technician • Pharmacy technician <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Jobs at NHS Agenda for Change band 4 or equivalent or above

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Salary rates: Experienced: £19,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3231	<p>Youth and community workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> organises social, recreational and educational activities in local community and youth groups; undertakes the day-to-day running of community centres and supervises the activities of part-time and voluntary workers; liaises and supports voluntary workers running groups in village halls, churches, mosques and other places of worship; advises individuals with particular needs or problems through informal discussion, individual counselling or formal group discussion; helps set up credit unions, encourages parents to establish playgroups, works with other groups to find solutions to shared concerns or problems. <p>Related job titles:</p> <ul style="list-style-type: none"> Community development officer Youth and community worker Youth project coordinator Youth worker <p>Salary rates: Experienced: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3234	<p>Housing officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> oversees the day-to-day running of rented properties including arranging for the signing of leases, rent collection and maintenance work; interviews prospective tenants and allocates properties to waiting list applicants; carries out regular inspections of properties to assess and ensure they are in a good state of repair; 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; refers tenants to appropriate sources of benefits and welfare; deals with payment of rents and arrears, arranges for legal action where necessary; supports tenants' groups; works closely with other agencies such as social services departments and welfare rights groups. <p>Related job titles:</p> <ul style="list-style-type: none"> Housing adviser Housing officer Homeless prevention officer Housing support officer <p>Salary rates: Experienced: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
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3235	<p>Counsellors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • meets clients face-to-face, working either one-to-one or with couples or families, or by telephone or internet; • encourages clients to discuss their feelings in relation to their problems, aiming to ensure that an understanding of the issues is achieved; • presents different perspectives to the problem areas identified; • refers to other appropriate sources of help; • keeps accurate and confidential records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Counsellor (welfare services) • Debt adviser • Drugs and alcohol counsellor • Student counsellor <p>Salary rates: Experienced: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3239	<p>Welfare and housing associate professionals n.e.c.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • advises on rights and entitlements in relation to benefits, health, discrimination and welfare; • advises individuals and families experiencing problems about available resources to assist them; • assists and liaises with professionals in social work, the probation service and related welfare areas; • organises day, residential and home care services; • helps to put together care plans and follows professional's care plans; • maintains records and compiles reports on clients; • keeps up to date with legislation; • performs pastoral care duties, preaches sermons and conducts some services in accordance with the relevant faith or denomination. <p>Related job titles:</p> <ul style="list-style-type: none"> • Day centre officer • Health coordinator • Key worker (welfare services) • Outreach worker (welfare services) • Probation services officer • Project worker (welfare services) <p>Salary rates: Experienced: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3312	<p>Police officers (sergeant and below)</p> <p>Example job tasks:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> 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 at demonstrations and large public events; investigates complaints, crimes, accidents, any suspicious activities or other incidents; interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects; attends accidents; prepares briefs or reports for senior officers; works on station reception desk and or in communications room; gives evidence in court cases. <p>Related job titles:</p> <ul style="list-style-type: none"> Detective (police service) Police constable Police officer Sergeant Transport police officer <p>Salary rates: Experienced: £33,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3313	<p>Fire service officers (watch manager and below)</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> inspects premises to identify potential fire hazards and to check that fire fighting equipment is available and in working order and that statutory fire safety regulations are met; arranges fire drills and tests alarm systems and equipment; travels to fire or other emergency by vehicle and locates water mains if necessary; operates hose pipes, ladders, chemical, foam, gas or powder fire extinguishing appliances; rescues people or animals trapped by fire and administers first aid; removes goods from fire damaged premises, clears excess water, makes safe any structural hazards and takes any other necessary steps to reduce damage to property; attends and deals with bomb alerts and accidents involving spillage of hazardous substances; advises on fire safety measures in new buildings; supervises a watch. <p>Related job titles:</p> <ul style="list-style-type: none"> Fire engineer Fire safety officer Firefighter Watch manager (fire service) <p>Salary rates: Experienced: £29,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3417	<p>Photographers, audio-visual and broadcasting equipment operators</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> selects subject and conceives composition of picture or discusses composition with colleagues; arranges subject, lighting, camera equipment and any microphones; inserts lenses and adjusts aperture and speed settings as necessary;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> operates scanning equipment to transfer image to computer and manipulates image to achieve the desired effect; photographs subject or follows action by moving camera; takes, records and manipulates digital images and digital video footage; controls transmission, broadcasting and satellite systems for television and radio programmes, identifies and solves related technical problems; checks operation and positioning of projectors, vision and sound recording equipment, and mixing and dubbing equipment; operates equipment to record, edit and play back films and television programmes; manages health and safety issues; operates sound mixing and dubbing equipment to obtain desired mix, level and balance of sound. <p>Related job titles:</p> <ul style="list-style-type: none"> Audio visual technician Cameraman Photographer Projectionist Sound engineer Theatre technician (entertainment) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Audio visual technician Senior audio visual technician Photographer Press photographer (regional) Press photographer (National) Film technician Sound recordist Camera operator (film, television production) <p>Salary rates: Experienced: £21,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3421	<p>Graphic designers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> liaises with client to clarify aims of project brief, discusses media, software and technology to be used, establishes timetable for project and defines budgetary constraints; 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 specification and instructions for realisation of the project; liaises with other parts of the production team to ensure graphic design fits with other elements, processes and timescales; produces or oversees creation of the final product. <p>Related job titles:</p> <ul style="list-style-type: none"> Commercial artist Designer (advertising) Graphic artist Graphic designer MAC operator

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Salary rates: Experienced: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3443	<p>Fitness instructors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses the fitness levels of clients; • devises programmes of training appropriate to the needs of clients with varying levels of strength, fitness and ability; • demonstrates and leads fitness activities and supervises exercise classes; • ensures that clients do not injure themselves through over exertion or using incorrect training techniques; • plans and monitors personal fitness schedules; • understands the health and safety aspects of different forms of exercise and ensures that any statutory requirements are met. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aerobics instructor • Fitness instructor • Gym instructor • Lifestyle consultant • Personal trainer • Pilates instructor <p>Salary rates: Experienced: £14,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3511	<p>Air traffic controllers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • maintains radio and/or radar or visual contact with aircraft and liaises with other air traffic controllers and control centres to direct aircraft in and out of controlled airspace and into holding areas ready for landing; • directs the movement of aircraft en route to its destination and ensures minimum distances are maintained between planes; • gives landing instructions to pilot and monitors descent of aircraft; • directs movement of aircraft and motor vehicles on runways, taxiways and in parking bays; • obtains information regarding weather conditions, navigational hazards, landing conditions, seating arrangements, loading of cargo, fuel and catering supplies; • 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; • handles emergencies, unscheduled traffic and other unanticipated incidents. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air traffic control officer • Air traffic controller • Air traffic services assistant • Flight planner

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Salary rates: Experienced: £56,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3520	<p>Legal associate professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Barrister's clerk • Compliance officer • Conveyancer • Legal executive • Litigator • Paralegal <p>Salary rates: Experienced: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3533	<p>Insurance underwriters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • receives and assesses proposals and propositions for insurance from brokers and clients; • identifies and evaluates the risks associated with a proposal; • liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear; • calculates premiums, provides quotations and, if acceptable to the client, issues policies; • ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions; • negotiates terms of reinsurance contracts. <p>Related job titles:</p> <ul style="list-style-type: none"> • Account handler (insurance) • Commercial underwriter • Insurance inspector • Mortgage underwriter • Underwriter <p>Salary rates): Experienced: £24,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
3536	<p>Importers and exporters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Export controller • Export coordinator • Exporter • Import agent • Importer <p>Salary rates: Experienced: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3542	<p>Business sales executives</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Corporate account executive • Sales agent • Sales consultant • Sales executive • Technical representative <p>Salary rates: Experienced: £22,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3544	<p>Estate agents and auctioneers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>of property or agricultural land;</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Auctioneer • Auctioneer and valuer • Estate agent • Letting agent • Property consultant <p>Salary rates: Experienced: £18,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3550	<p>Conservation and environmental associate professionals</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assists with ecological surveys to identify plant and animal species, map their habitat and draw up conservation plans; • implements schemes for the management and protection of natural habitats; • assists with environmental audits and impact assessments; • organises and supervises conservation projects and the work of part-time and voluntary staff; • provides information and education to the public through setting up displays, writing leaflets and making presentations; • organises guided walks and answers questions from the public about an area and its wildlife; • works with the emergency services in instances of fire, flood, injury or mountain rescue. <p>Related job titles:</p> <ul style="list-style-type: none"> • Conservation worker • Countryside ranger • National park warden • Park ranger <p>Salary rates: Experienced: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
3562	<p>Human resources and industrial relations officers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • undertakes research into pay differentials, productivity and efficiency bonuses and other payments; • develops and recommends personnel and industrial relations policies, assists with their implementation and drafts staff handbooks; • assists with negotiations between management and employees or trades unions concerning pay and conditions of employment;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> interviews candidates for jobs; advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues; deals with grievance and disciplinary procedures, and with staff welfare and counselling provision. <p>Related job titles:</p> <ul style="list-style-type: none"> Employment adviser Human resources officer Personnel officer Recruitment consultant <p>Salary rates: Experienced: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
4112	<p>National government administrative occupations</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> assists senior government officers with policy work, external liaison or general administrative work; undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; 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; performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc. <p>Related job titles:</p> <ul style="list-style-type: none"> Administrative assistant (courts of justice) Administrative officer (government) Civil servant (EO) Clerk (government) Revenue officer (government) <p>Salary rates: Experienced: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
4114	<p>Officers of non-governmental organisations</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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 correspondence and telephone enquiries from members and other organisations; assists with fund raising activities within a specified geographical area; prepares and provides measures of organisational activity for senior officials. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Administrator (charitable organisation) • Organiser (trade union) • Secretary (research association) • Trade union official <p>Salary rates: Experienced: £20,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
4134	<p>Transport and distribution clerks and assistants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • processes customer orders and forwards requisition documentation to storage and distribution personnel; • formulates delivery loads, vehicle schedules and routes to be followed by delivery staff; • monitors tachograph readings and maintains records of hours worked and distance travelled by drivers; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Export clerk • Logistics controller • Shipping clerk • Transport administrator • Transport clerk • Transport coordinator <p>Salary rates: Experienced: £19,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
4151	<p>Sales administrators</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • provides information to customers on products and prices; • fields telephone enquiries from prospective customers on behalf of the sales team; • prepares sales invoices and maintains records and accounts of sales activity; • handles customer complaints or forwards them to relevant member of sales team; • carries out general clerical duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Marketing administrator • Sales administrator • Sales clerk • Sales coordinator <p>Salary rates: Experienced: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
4214	<p>Company secretaries</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • opens, sorts, distributes and files correspondence (both hard copy and electronic); • uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation; • deals directly with routine correspondence; • files and retrieves documents, sets up and maintains filing systems and reproduces copies of documentation as required; • keeps appointments diary, makes travel arrangements and arranges conference and other functions; • arranges meetings, circulates agenda and other meeting documents, attends meetings, and takes and prepares minutes; • answers, screens, handles and directs telephone requests and enquiries, takes messages and forwards to the appropriate member of staff; • undertakes reception responsibilities by greeting visitors and arranging refreshments; • ensures office supplies such as stationery and equipment are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Assistant secretary • Club secretary • Company secretary <p>Salary rates: Experienced: £18,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
4215	<p>Personal assistants and other secretaries</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • acts as a first point of contact for a manager or team with colleagues and people from outside organisations, fields telephone enquiries, takes and passes on messages; • arranges appointments, keeps business diary, organises travel arrangements, makes reservations and organises a variety of functions; • opens, sorts, distributes and files correspondence (in hard copy and electronic) and deals directly with routine correspondence; • uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation; • arranges and attends meetings, takes minutes and prepares records of proceedings; • translates documents and liaises with overseas clients and suppliers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Executive assistant • PA-secretary • Personal assistant • Personal secretary • Secretary <p>Salary rates: Experienced: £19,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5111	<p>Farmers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • feeds and waters animals, takes responsibility for livestock health and welfare, treats minor ailments and calls vet if necessary; • plants, propagates, sprays, fertilises and harvests field crops; • undertakes farm maintenance tasks such as fencing, hedging, cleaning and building maintenance; • operates and maintains farm machinery such as combine harvesters, straw balers, milking machines and tractors; • arranges for the sale of crops, livestock and other farm produce; • maintains records of production, finance and breeding; • ensures good environmental practice is observed in all tasks. <p>Related job titles:</p> <ul style="list-style-type: none"> • Agricultural contractor • Agricultural technician • Crofter (farming) • Farmer • Herd manager <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Herd managers • Livestock breeders • Pig breeders • Agricultural contractor jobs that require an NQF level 3 in Agricultural Crop Production, Mixed Farming or Livestock Production, or an NPTC Advanced National Certificate in Agriculture <p>Salary rates: Experienced: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5112	<p>Horticultural trades</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Grower • Horticulturalist (market gardening) • Market Gardener • Nursery Assistant (agriculture) • Nurseryman <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Horticultural foreman

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Horticultural nursery supervisor • Horticultural technician • Nursery stock production technician or specialist <p>Salary rates: Experienced: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5113	<p>Gardeners and landscape gardeners</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • levels ground and installs drainage system as required; • prepares soil and plants and transplants, prunes, weeds and otherwise tends plant life; • protects plants from pests and diseases; • cuts and lays turf using hand and machine tools and repairs damaged turf; • prepares or interprets garden design plans; • moves soil to alter surface contour of land using mechanical equipment and constructs paths, rockeries, ponds and other features; • performs general garden maintenance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Garden designer • Gardener • Gardener-handyman • Landscape gardener <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Gardening Team Supervisor or Manager • Landscaper jobs, where the job requires a Registration of Land-Based Operatives (ROLO) Gold Card • Garden Designer <p>Salary rates: Experienced: £16,200</p> <p>[Source: Annual Survey of Hours and Earnings 2013]</p> <p>Back to Table of Contents</p>
5114	<p>Groundsmen and greenkeepers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • levels ground and installs drainage system as required; • cuts and lays turf using hand and machine tools and repairs damaged turf; • moves soil to alter surface contour of land using mechanical equipment and constructs appropriate landscaping features and maintains such features; • monitors and maintains the quality and condition of turf; • rolls, mows and waters grass, marks out pitches. <p>Related job titles:</p> <ul style="list-style-type: none"> • Greenkeeper • Groundsman • Groundsperson

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Head Greenkeeper • Ground Manager • Head Groundsperson <p>Salary rates: Experienced: £15,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5119	<p>Agricultural and fishing trades not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • nets river fish and feeds and maintains them in spawning pens, cultivates and harvests oysters, mussels and clams on natural and artificial beds, treats water and diseased fish, and empties and cleans outdoor tanks; • navigates and maintains shipping vessels, assists with the shooting, hauling and repairing of fishing nets, prepares, lays and empties baited pots, and guts, sorts and stows fish; • establishes and maintains forest nurseries, forestry and woodland, and diagnoses and treats diseased trees; • patrols a designated area of the countryside to monitor damage, erosion, access to rights of way and the state of footpaths and other facilities, and carries out remedial maintenance work as necessary; • monitors and maintains the level of wildfowl on public and private estates. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aboricultural consultant • Bee farmer • Gamekeeper • Share fisherman • Trawler skipper • Tree surgeon <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Fishing vessel skippers in inshore areas, and limited and unlimited offshore areas • Fishing vessel mates in unlimited offshore areas • Forest officers and forest or woodland managers • Supervising tree surgeons and supervising arbori-culturists / arborists • Head gamekeepers, head river keepers and head ghillies • Managers in animal husbandry, forestry and fishing not elsewhere classified <p>Salary rates: Experienced: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013]</p> <p>Back to Table of Contents</p>
5211	<p>Smiths and forge workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • reads and interprets order or blueprint to determine operational requirements; • heats or supervises the heating in furnace of metal to be forged;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> positions or directs the positioning of heated metal on anvil or other work surface; operates or directs operation of press or hammer and repositions workpiece between strokes; uses special forging tools to shape and cut metal as required; bends or shapes metal by hand forging methods using hammers, punches, drifts and other hand tools; tempers and hardens forged pieces, as required, by quenching in oil or water; fits and secures horses shoes. <p>Related job titles:</p> <ul style="list-style-type: none"> Blacksmith Chain repairer Farrier Pewtersmith Steel presser <p>Salary rates: Experienced: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5212	<p>Moulders, core makers and die casters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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 damage or imperfections in 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Core Maker (metal trades) Die Caster Moulder (metal trades) Pipe Maker (foundry) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Jobs which require an engineering technician registered with the Engineering Council Jobs which require an NQF level 3 qualification in Materials Processing and Finishing Foundry or casting shop foremen <p>Salary rates: Experienced: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5213	<p>Sheet metal workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings and specifications to assess job requirements; uses template, measuring instruments and tools to mark out layout lines and reference points;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> uses hand or machine tools to bend, roll, fold, press or beat cut sheet metal; assembles prepared parts and joins them by bolting, welding or soldering; finishes product by grinding, filing, cleaning and polishing; repairs damaged metal parts such as copper sheets and tubes by beating, riveting, soldering, welding and fitting replacement parts; checks final product to ensure conformity with specifications. <p>Related job titles:</p> <ul style="list-style-type: none"> Coppersmith Panel beater (metal trades) Sheet metal fabricator Sheet metal worker <p>Salary rates: Experienced: £20,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5214	<p>Metal plate workers, and riveters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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, smoothes welds, fixes metal doors, metal collars, portholes, tank and hatch covers and performs other metal plate finishing tasks using a variety of hand and power tools. <p>Related job titles:</p> <ul style="list-style-type: none"> Boiler maker Metal plate worker Plater Plater-welder <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC) Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding <p>Salary rates: Experienced: £24,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5215	<p>Welding trades</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> selects appropriate welding equipment such as electric arc, gas torch, etc.; connects wires to power supply, or hoses to oxygen, acetylene, argon, carbon dioxide, electric

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>arc, or other source and adjusts controls to regulate gas pressure and rate of flow;</p> <ul style="list-style-type: none"> • cuts metal pieces using gas torch or electric arc; • guides electrode or torch along line of weld, burns away damaged areas, and melts brazing alloy or solder into joints; • cleans and smoothes weld; • checks finished workpiece for defects and conformity with specification. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fabricator-welder • Fitter-welder • Spot welder (metal) • Welder • Welding technician <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • High integrity pipe welders where the job requires three or more years related on-the-job experience • Welding foreman • Welding engineer or consultant • Welding fitter • Welding supervisor • Welding technician • Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding <p>Salary rates: New entrant (shortage occupations only): £18,000 / Experienced: £20,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5216	<p>Pipe fitters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine layout of piping; • 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 industrial and construction settings, including oil rigs and terminals, sewerage systems and other mains networks; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Pipe engineer • Pipe fitter • Pipe welder-fitter <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Pipe fitter / welder jobs that require an Engineering Services Gold SKILLcard in Heating and Ventilation Fitting / Welding <p>Salary rates: Experienced : £28,900</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
5221	<p>Metal machining setters and setter-operators</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; operates automatic or manual controls to feed tool to workpiece or vice versa and checks accuracy of machining; repositions workpiece, changes tools and resets machine as necessary during production run; instructs operators on the safe and correct method of operation of the machine. <p>Related job titles:</p> <ul style="list-style-type: none"> CNC machinist CNC programmer Centre lathe turner Miller (metal trades) Tool setter Turner <p>Salary rates: Experienced: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5222	<p>Tool makers, tool fitters and markers-out</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Die maker Engineer-toolmaker Jig maker Marker-out (engineering) Tool fitter Tool maker <p>Salary rates: Experienced : £22,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Back to Table of Contents</p>
5223	<p>Metal working production and maintenance fitters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings and specifications to determine appropriate methods and sequence of operations; fits and assembles parts and/or metal sub-assemblies to fine tolerances to make marine engines, prototype metal products, agricultural machinery and machine tools; fits and assembles, other than to fine tolerances, prepared parts and sub-assemblies to make motor vehicles, printing and agricultural machinery, orthopaedic appliances and other metal goods; examines operation of, and makes adjustments to, internal combustion engines and motor vehicles; erects, installs, repairs and services plant and industrial machinery, including railway stock, textile machines, coin operated machines, locks, sewing machines, bicycles and gas and oil appliances. <p>Related job titles:</p> <ul style="list-style-type: none"> Agricultural engineer Bench fitter Engineering machinist Fabricator Installation engineer Maintenance fitter Mechanical engineer <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Fitter, turner or millwright jobs that require a completed Engineering Advanced Apprenticeship with an NQF level 3 qualification in Engineering Maintenance or Engineering Technology and Maintenance <p>Salary rates: Experienced: £22,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5224	<p>Precision instrument makers and repairers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Calibration engineer • Horologist • Instrument maker • Instrument mechanic • Instrument technician • Optical technician • Precision engineer • Watchmaker <p>Salary rates: Experienced: £22,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5231	<p>Vehicle technicians, mechanics and electricians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • visually checks, test drives or uses test equipment to diagnose engine and mechanical faults; • removes, dismantles, repairs and replaces defective parts and prepares new parts using appropriate tools; • reassembles, tests, adjusts and tunes the appropriate parts, systems or entire engine; • carries out routine maintenance checks on oil and air filters, brakes and other vehicle parts/systems; • diagnoses faults in electrical/electronic circuitry, removes faulty components and fits replacements; • checks condition of electrical/electronic systems and carries out servicing tasks; • installs additional electrical amenities such as radio/CD players, aerials; • repairs and services air conditioning, heating and engine cooling systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Auto electrician • Car mechanic • HGV mechanic • Mechanic (garage) • MOT tester • Motor mechanic • Motor vehicle technician • Technician (motor vehicles) • Vehicle technician <p>Salary rates: Experienced: £20,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5232	<p>Vehicle body builders and repairers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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 and mobile shops; • positions, secures and repairs external fittings including windows, doors, door handles, catches

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>and roof attachments.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Bodyshop technician • Car body repairer • Coach builder • Panel beater • Restoration technician (motor vehicles) • Vehicle builder <p>Salary rates: Experienced: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5234	<p>Vehicle paint technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • applies masking material to protect areas not to be coated and removes any external fixtures; • consults vehicle colour code, chooses appropriate paint or mixes paint to achieve desired consistency and colour; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Car paint sprayer • Coach painter • Paint technician (motor vehicles) • Vehicle refinisher <p>Salary rates: Experienced: £19,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5235	<p>Aircraft maintenance and related trades</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings, manuals and specifications to determine appropriate methods and sequence of operations; • fits and assembles parts and/or metal sub-assemblies to fine tolerances to make aircraft engines; • replaces engine components or complete engines, installs and tests electrical and electronic components and systems in aircraft; • examines and inspects airframes and aircraft components, including landing gear, hydraulic systems, and deicers to detect wear, cracks, breaks, leaks, or other problems; • maintains, repairs and rebuilds aircraft structures, functional components, and parts; • maintains comprehensive repair logs. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aeronautical engineer • Aircraft electrician • Aircraft engineer

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Aircraft fitter • Aircraft mechanic • Maintenance engineer (aircraft) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Aircraft engineers • Licensed and military certifying engineer / inspector technician • Airframe fitter <p>Salary rates: New entrant (shortage occupations only): £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Experienced: £27,100</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
5236	<p>Boat and ship builders and repairers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine job requirements; • uses rules, scribes and punches to mark out metal plate with guidelines and reference points and cuts plates using appropriate tools; • uses machine tools to bend, curve, punch, drill and straighten metal plate as required and positions and aligns metal platework or frame for welding and bolting; • rivets together metal plates and girders, seals seams, smoothes welds, fixes metal doors, collars, portholes, tank and hatch covers; • selects and measures appropriate wood and cuts, shapes and drills to specification using saws, planes, chisels and other power or hand tools; • aligns and fixes prepared wood pieces by screwing, nailing, gluing and dowelling to form decking, small wooden marine craft and their interiors and fittings; • maintains and repairs woodwork and fittings. <p>Related job titles:</p> <ul style="list-style-type: none"> • Boat builder • Fitter (boat building) • Frame turner (ship building) • Marine engineer • Ship's joiner • Shipwright <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC) • Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding <p>Salary rates: Experienced: £22,300</p> <p>[Source: Annual Survey of Hours and Earnings 2012 (no equivalent 2013 or 2014 data available)]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5241	<p>Electricians and electrical fitters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; cuts, bends and installs electrical conduit; assembles parts and sub-assemblies using hand tools and by brazing, riveting or welding; installs electrical plant, machinery and other electrical fixtures and appliances such as fuse boxes, generators, light sockets etc.; examines electrical plant or machinery, domestic appliances and other electrical assembly for faults using test equipment and replaces worn parts and faulty wiring. <p>Related job titles:</p> <ul style="list-style-type: none"> Electrical contractor Electrical engineer Electrical fitter Electrician <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Electricians, as defined by the joint industry board (JIB) or the Scottish joint industry board (SJIB) grading definitions Approved electricians, as defined by the JIB / SJIB grading definitions Technicians, as defined by the JIB / SJIB grading definitions <p>Salary rates: Experienced: £24,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5242	<p>Tele-communications engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; assists with the erection of wooden poles or steel towers to carry overhead lines; connects cables and tests for any defects; locates and repairs faults to lines and ancillary equipment; erects and maintains mobile telecommunications infrastructure. <p>Related job titles:</p> <ul style="list-style-type: none"> Cable jointer Customer service engineer (telecommunications) Installation engineer (telecommunications) Network officer (telecommunications) Telecommunications engineer Telephone engineer

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>Salary rates: Experienced: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5244	<p>TV, video and audio engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines equipment and observes reception to determine nature of defect; uses electronic testing equipment to diagnose faults and check voltages and resistance; 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Installation engineer (radio, television and video) Satellite engineer Service engineer (radio, television and video) Technician (radio, television and video) Television engineer <p>Salary rates: Experienced: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5245	<p>IT engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> installs, tests and maintains computer-related hardware (processors, memory chips, circuit boards, displays, sensors, data storage devices, printers, etc.) according to given specifications; diagnoses hardware related faults; repairs or replaces defective components; advises on and installs operating soft/firm ware and may carry out upgrades; maintains documentation to track and log work in progress and completed. <p>Related job titles:</p> <ul style="list-style-type: none"> Computer repairer Computer service engineer Hardware engineer (computer) Maintenance engineer (computer servicing) <p>Salary rates: Experienced: £20,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5249	<p>Electrical and electronic trades not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings, wiring diagrams and specifications to determine appropriate methods and

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>sequence of operations;</p> <ul style="list-style-type: none"> places prepared parts and sub-assemblies in position, checks their alignment and secures with hand tools to install x-ray and medical equipment, aircraft instruments and other electronic equipment; removes protective sheath from wires and cables and connects by brazing, soldering or crimping and applies conductor insulation and protective coverings; examines for defect and repairs electronic and related equipment; tests for correct functioning and makes any further necessary adjustments; performs routine servicing tasks, such as cleaning and insulation testing; assists with the erection of wood poles or steel towers to carry overhead lines; connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment; connects cables to test equipment and tests for balance, resistance, insulation and any defects; locates and repairs faults to lines and ancillary equipment. <p>Related job titles:</p> <ul style="list-style-type: none"> Alarm engineer Electronics engineer Field engineer Linesman Service engineer <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> LE1-equivalent line workers and cable jointers (Chargehands or Leadhands) Electrical / electronics engineers not elsewhere classified <p>LE2-equivalent line workers referred to in the Shortage Occupation List: £32,000</p> <p>Salary rates: Other experienced worker: £24,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5311	<p>Steel erectors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings and specifications to assess job requirements; erects ladders, scaffolding or working cage; directs hoisting and positioning of girders and other metal parts and checks alignment; arranges for or undertakes bolting and welding of metal parts; checks alignment of metal parts using spirit level and plumbrule. <p>Related job titles:</p> <ul style="list-style-type: none"> Steel erector Steel fabricator Steel worker (structural engineering) <p>Salary rates: Experienced: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5312	<p>Bricklayers and masons</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Bricklayer Dry stone waller Stone mason <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Architectural Stone Carver Stonemason Bricklayer, where the job requires NQF level 3 in Bricklaying or Trowel Trades <p>Salary rates: Experienced: £21,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5313	<p>Roofers, roof tilers and slaters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> measures roof or exterior wall and calculates required amounts of underfelt, tiles, slates or thatching material; cuts wooden battens, felt and underfelt to required size; lays and secures underfelt and covers with hot bitumen or other adhesive compound; lays, aligns and secures successive overlapping layers of roofing material; seals edges of roof with mortar and ensures that joints are watertight. <p>Related job titles:</p> <ul style="list-style-type: none"> Mastic asphalt spreader Roof tiler Roofer Roofing contractor Slater Thatcher <p>Salary rates: Experienced: £19,000</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
5314	<p>Plumbers and heating and ventilating engineers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings and specifications to determine layout of system;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Gas engineer Gas service engineer Heating and ventilating engineer Heating engineer Plumber Plumbing and heating engineer <p>Salary rates: Experienced: £23,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5319	<p>Construction and building trades n.e.c.</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; maintains and repairs steeples, industrial chimneys and other high structures, and installs and replaces lightning conductors; erects and repairs fencing; checks and puts on diving suit and equipment and descends underwater to carry out construction, maintenance and repair tasks on sites such as oil rigs, harbours, bridges etc. <p>Related job titles:</p> <ul style="list-style-type: none"> Acoustician Builder Building contractor Fencer Maintenance manager (buildings and other structures) Property developer (building construction) <p>Salary rates: Experienced: £20,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5411	<p>Weavers and knitters</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> prepares machine for operation by setting input packages, feeding thread, fibre or yarn through

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>guides, rollers, tensioners and conditioning devices, and securing to output packages, spools or cards;</p> <ul style="list-style-type: none"> • sets controls to produce article of specified size and pattern; • places fibre and yarn packages on machine and draws them through appropriate guides and tensioners; • monitors machine operation to detect broken threads of yarn, the evenness of warp tension and the quality of output; • removes completed garments and lengths of fabric from machine; • cleans and oils machine and reports any mechanical faults; • hand knits garments and other items according to pattern. <p>Related job titles:</p> <ul style="list-style-type: none"> • Carpet weaver • Knitter • Knitwear manufacturer • Weaver <p>Salary rates: Experienced: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5412	<p>Upholsterers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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 and fits upholstery unit to frame; • 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; • replaces covering, padding, webbing or springs to repair upholstered furniture; • measures, cuts, pins, sews and trims fabrics to make curtains, cushions, loose covers and similar soft furnishings. <p>Related job titles:</p> <ul style="list-style-type: none"> • Curtain fitter • Curtain maker • Soft furnisher • Trimmer (furniture mfr) • Upholsterer <p>Salary rates: Experienced: £15,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5413	<p>Footwear and leather working trades</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts;

Occupations skilled to NQF level 3

SOC 2010	Description
	<ul style="list-style-type: none"> • positions leather and rubber footwear component parts on lasts and shapes and joins uppers to insoles and soles; • uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products; • uses hand and machine tools to sew and stitch leather and/or other material in the making and decoration of footwear and leather goods other than garments; • prepares paper or paperboard master patterns of component parts of footwear; • waxes, cleans and finishes footwear and other leather goods. <p>Related job titles:</p> <ul style="list-style-type: none"> • Cobbler • Leather worker (leather goods mfr) • Machinist (leather goods mfr) • Shoe machinist • Shoe repairer <p>Salary rates: Experienced: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5414	<p>Tailors and dressmakers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • takes customer’s measurements and discusses required style and material; • prepares individual or adapts stock pattern; • examines fabrics or skins for flaws and prepares materials for cutting; • arranges pattern on correct grain of fabric, marks position and cuts out garment parts with hand shears, electric knife or cutting machine; • pins/tacks and fits 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.; • makes alterations to finished garments according to customer’s requirements. <p>Related job titles:</p> <ul style="list-style-type: none"> • Cutter (hosiery, knitwear mfr) • Dressmaker • Fabric Cutter • Tailor • Tailoress <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Bespoke or handcraft tailor jobs that require a completed Bespoke Tailoring Apprenticeship leading to an NQF level 3 in Bespoke Cutting and Tailoring • Jobs that require a completed Modern Apprenticeship in Handicraft Tailoring leading to an NQF level 3 in Apparel Manufacturing Technology <p>Salary rates: Experienced: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5419	<p>Textiles, garments and related trades not else where classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> marks out, cuts and sews corsets, light clothing and hoods and aprons and makes and repairs sails, boat covers and other canvas goods; fills and stuffs cushions, quilts, soft toys and furniture; examines sketches and draws out patterns for the manufacture of garments and upholstery; shapes and steams fabric into hats or hoods and gives final shape to fibre helmets and felt hats; performs other tasks not elsewhere classified, for example, forms mounts for wigs, make buttons, shapes hat brims, and staples seams of industrial gloves. <p>Related job titles:</p> <ul style="list-style-type: none"> Clothing manufacturer Embroiderer Hand sewer Sail maker Upholstery cutter <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Jobs that require Licentiatehip (LTI) or Associateship (Ctext ATI) of the Textile Institute Pattern cutter jobs that require an ABC Level 3 Certificate in Pattern Cutting or an NQF level 3 in Apparel Technology Head pattern graders Pattern grader jobs that require a completed Advanced Apprenticeship in Textiles <p>Salary rates: Experienced: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5421	<p>Pre-press technicians</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> determines from specification the kind and size of type to be used; uses computer applications to generate images and text; scans and retouches digital images to create sample proofs, plans and lays out artwork to match planned design; examines proof copies, checks for quality and accuracy and makes any necessary alterations; processes filmsetting or desktop publishing output to produce image on film and transfers to printing plates and digital output; arranges and pastes printing material onto paper ready for photographing. <p>Related job titles:</p> <ul style="list-style-type: none"> Compositor Plate maker Pre-press manager Pre-press technician Type setter <p>Salary rates: Experienced: £18,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5422	<p>Printers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • positions form or plate on machine, checks alignments and sets press; • mixes and loads inks and solvents, loads paper and regulates during print run; • prints and examines proof copies and adjusts press as necessary; • starts or directs start of printing run and monitors machine to ensure that printing proceeds smoothly; • pours colour into machine or directly on to screen and positions screen over item; • operates squeegee by hand or machine to press colour through screen; • dips wooden pattern block into colour tray and lays different colours on top of, and adjacent to, others to form the required pattern; • produces, transfers and outputs digital print images; • maintains, adjusts, repairs and cleans machine; • keeps production records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Lithographic printer • Machine minder (printing) • Print manager • Screen printer • Wallpaper printer <p>Salary rates: Experienced: £20,100</p> <p>[Source: Annual Survey of Hours and Earnings 2012 (no equivalent 2013 or 2014 data available)]</p> <p>Back to Table of Contents</p>
5423	<p>Print finishing and binding workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • trims head, tail and fore-edge of book and gilds and marbles page edges as necessary; • cuts board and cloth for book cover and spine; • embosses lettering or decoration on cover by hand or machine; • repairs worn book bindings; • sets up and supervises automatic binding and finishing machine. <p>Related job titles:</p> <ul style="list-style-type: none"> • Binder's assistant • Book binder • Finishing supervisor (printing) • Print finisher <p>Salary rates: Experienced: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5431	<p>Butchers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • slaughters animal and removes skin, hide, hairs, internal organs, etc.;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • cuts or saws carcasses into manageable portions; • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Butcher • Butcher's assistant • Butchery manager • Master butcher • Slaughterman <p>Salary rates: Experienced: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5432	<p>Bakers and flour confectioners</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • weighs ingredients according to recipe; • mixes ingredients using hand or machine to obtain the required consistency; • rolls and cuts pastry, stretches, kneads and moulds dough to form bread, rolls and buns; • fills and glazes pastry, mixes ingredients for cakes; • bakes bread, pastry and cakes; • makes cake decorations, spreads icing, fillings and toppings on products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Baker • Baker's assistant <p>Salary rates: Experienced: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5433	<p>Fishmongers and poultry dressers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • scrubs, de-scales, heads, guts, washes and bones fish; • cuts and slits fish for curing by hand or machine; • removes feathers and internal organs, extracts edible offal and cuts off feet and head from poultry carcasses and dresses as required; • cleans tools and work surfaces. <p>Related job titles:</p> <ul style="list-style-type: none"> • Butcher (fish, poultry) • Filleter (fish) • Fish processor • Fishmonger • Poultry processor <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> Manual filleters of frozen fish, where the job requires an individual with three or more years' related on-the-job paid experience Machine-trained operatives in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience Quality controllers in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience <p>Salary rates: Experienced: £15,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5434	<p>Chefs</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> requisitions or purchases and examines foodstuffs from suppliers to ensure quality; plans menus, prepares, seasons and cooks foodstuffs or oversees their preparation and monitors the quality of finished dishes; supervises, organises and instructs kitchen staff and manages the whole kitchen or an area of the kitchen; ensures relevant hygiene and health and safety standards are maintained within the kitchen; plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils. <p>Related job titles:</p> <ul style="list-style-type: none"> Chef Chef-manager Head chef Pastry chef <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Skilled chef jobs where the pay is at least equal to the appropriate salary rates shown and the job requires three or more years relevant experience <p>Salary rates: All rates apply after deductions for accommodation, meals, etc. Any overtime must also be paid at least at these rates.</p> <p>Skilled chef as defined in the Shortage Occupation List: £29,570</p> <p>[Source: Migration Advisory Committee]</p> <p>Other chef (experienced worker): £15,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>*A skilled chef who meets the increased salary and experience requirements of the Shortage Occupation List is considered to be skilled at NQF 4.</p> <p>Back to Table of Contents</p>
5436	<p>Catering and bar managers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> plans catering or bar services and supervises staff;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions; purchases or directs the purchasing of supplies and arranges for preparation of accounts; verifies that quality of food, beverages and waiting service are as required and that kitchen and dining areas are kept clean in compliance with statutory requirements; checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit. <p>Related job titles:</p> <ul style="list-style-type: none"> Bar manager Catering manager Floor manager (restaurant) Kitchen manager Steward (club) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Catering manager Banqueting manager Hotel food and beverage manager <p>Salary rates: Experienced: £15,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5441	<p>Glass and ceramics makers, decorators and finishers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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; throws, casts and presses clay by hand or machine to form pottery, stoneware or refractory goods such as bricks, crucibles, ornaments, sanitary furnishings, saggars, cups, saucers, plates and roofing tiles; cuts and joins unfired stoneware pipes to form junctions and gullies, moulds sealing bands on clay pipes, prepares and joins porcelain or earthenware components and assists crucible makers and stone workers with their tasks; applies decorative designs and finishes to glassware, optical glass and ceramic goods by grinding, smoothing, polishing, cutting, etching, dipping, painting or transferring patterns or labels. <p>Related job titles:</p> <ul style="list-style-type: none"> Ceramic artist Glass blower Potter (ceramics mfr) Pottery worker Sprayer (ceramics mfr) Stained glass artist <p>Salary rates: Experienced: £14,400</p> <p>[Source: Annual Survey of Hours and Earnings 2012 (no equivalent 2013 or 2014 data available)]</p> <p>Back to Table of Contents</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
5442	<p>Furniture makers and other craft woodworkers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> examines drawings and specifications to determine job requirements and appropriate materials; selects, measures, cuts and shapes wood using saws, chisels, planes, powered hand tools and woodworking machines; assembles parts with crafted joints, 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Antiques restorer Cabinet maker Coffin maker Furniture restorer Picture framer Sprayer (furniture mfr) <p>Salary rates: Experienced: £17,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
5443	<p>Florists</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> orders and purchases fresh flowers, foliage and other floristry items such as ribbons, wire, cards, artificial flowers etc. from wholesalers or growers; displays and cares for flowers, plants and ready-made floral arrangements in selling premises; designs and makes up wreaths, bouquets, posies, corsages, headdresses and button holes using appropriate flowers, foliage, frame and trimmings; confers with and advises customers regarding their design requirements and arranges for the delivery of floral arrangements as requested by the customer; decorates buildings, halls, churches or other facilities for parties, weddings, etc.; sells flowers, plants, foliage etc. to the public and performs retail duties such as keeping accounts. <p>Related job titles:</p> <ul style="list-style-type: none"> Floral assistant Floral designer Florist Flower arranger <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Florist managers and shop managers who manage purchasing and relationships with suppliers, manage and develop staff, and ensure that the business meets health and safety standards and other legal requirements Senior florists and floral designers who manage the production and design of formal displays <p>Salary rates: Experienced: £16,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
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5449	<p>Other skilled trades not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • uses hand or machine tools to engrave letters, patterns and other designs on jewellery and stoneware; • constructs and covers wire frames for lampshades; • makes wigs, beards and other artificial hairpieces from human hair or synthetic materials; • interweaves canes of willow, withy, bamboo, rattan or similar material to make baskets and other pieces of wickerwork; • charges fireworks, cartridges and other munitions with explosive material; • makes children's toys, dolls, models, candles, artificial flowers and other fancy goods; • makes, maintains and adapts surgical and orthopaedic appliances; • makes patterns for moulds, fits metal castings, pours plaster, fills plaster mould with resin and smooths surface; • makes musical instruments, makes and assembles parts for musical instruments, and tunes to improve pitch, tone and volume; • makes and repairs jewellery and decorative precious metal ware, sets, cuts and polishes gemstones and makes master patterns for articles of jewellery. <p>Related job titles:</p> <ul style="list-style-type: none"> • Diamond mounter • Engraver • Goldsmith • Paint sprayer • Piano tuner • Sign maker • Silversmith • Wig maker <p>Salary rates: Experienced: £19,000</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
6121	<p>Nursery nurses and assistants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • baths, dresses, prepares feed for and feeds babies, changes babies clothing whenever necessary; • supervises young children at mealtimes; • plans and organises games and other activities and supervises children's play; • reads stories, organises counting games to help develop language and number skills; • writes reports on children's development and maintains awareness of health and safety issues; • communicates with parents and colleagues on children's development and well-being. <p>Related job titles:</p> <ul style="list-style-type: none"> • Crèche assistant • Crèche worker • Nursery assistant • Nursery nurse • Pre-school assistant <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> Nursery nurse / practitioner Nursery supervisor Nursery room leader Montessori teacher <p>Salary rates: Experienced: £12,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
6123	<p>Playworkers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> supervises children’s games and encourages the development of physical, social and language skills; provides play areas and prepares materials for a wide range of children’s activities; encourages children’s independence, self-confidence and social interaction; organises and supervises children on excursions; organises and supervises children’s activities in accordance with Health and Safety regulations, deals accordingly with injuries and emergencies; puts away equipment and cleans premises after use; liaises with parents, carers and colleagues and keeps appropriate records. <p>Related job titles:</p> <ul style="list-style-type: none"> Playgroup assistant Playgroup leader Playgroup supervisor Playworker <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Playgroup leader Playgroup supervisor <p>Salary rates: Experienced: £10,500</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
6131	<p>Veterinary nurses</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> assists the veterinary surgeon during surgical and medical treatments of animals; prepares operating theatre, sterilises equipment and assists in theatre as required; dispenses and administers medication and applies dressings to animals under direction from the veterinarian; handles animals during treatment; collects and analyses blood, urine and other samples; cares for animals in hospital accommodation and keeps accurate records; maintains the biosecurity of the veterinary premises; advises clients on preventative medicine to maintain appropriate animal health and welfare. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Animal nurse • Veterinary nurse <p>Salary rates: Experienced: £14,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
6139	<p>Animal care services occupations not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • feeds, washes, grooms, trims and exercises animals; • cleans animals' quarters and renews bedding as necessary; • houses, feeds, exercises, trains, grooms horses, dogs and other animals in preparation for entry to shows, races and other events; • checks animals for illness, treats minor ailments or calls for vet if further treatment is required; • meets prospective owners and advises on animal selection and animal care; • patrols public areas to search for and capture stray or nuisance dogs, and transports captured animals to kennels. <p>Related job titles:</p> <ul style="list-style-type: none"> • Animal technician • Canine beautician • Groom • Kennel assistant • Kennel maid • Stable hand <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Head lad and travelling head lad for horseracing stables • Head groom for horseracing stables and performance horse stud farms • Competition groom • Stud hand, stallion handler, foaling specialists in performance horse stud farms • Head riding instructor • Work rider <p>Salary rates: Experienced: £14,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
6141	<p>Nursing auxiliaries and assistants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • performs basic clinical tasks such as taking patients' temperature and pulse, weighing and measuring, performing urine tests and extracting blood samples; • prepares patient for examination and treatment; • distributes and serves food, assists patients in feeding and prepares snacks and hot drinks; • assists patients in washing, dressing, toiletry activities and general mobility; • changes bed linen, makes beds and tidies wards. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Auxiliary nurse • Health care assistant (hospital service) • Health care support worker • Nursing assistant • Nursing auxiliary <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Jobs at NHS Agenda for Change band 3 or equivalent or above <p>Salary rates: Band 3 and equivalent: £16,271 / Band 4 and equivalent: £18,838</p> <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
6143	<p>Dental nurses</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares patient for examination; • prepares and sterilises instruments and follows guidelines to maintain sterile conditions within the surgery; • hands required equipment and medication to dentist during examination; • assists with minor treatment, such as preparing materials for fillings; • removes water and saliva from patient's mouth during treatment; • maintains records, processes and mounts x-ray films and undertakes reception duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dental assistant • Dental nurse • Dental nurse-receptionist • Dental surgery assistant <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Registered dental nursing jobs that require registration with the General Dental Council (GDC) (Dental nurse is a protected title) <p>Salary rates:</p> <ul style="list-style-type: none"> • Band 3 and equivalent: £16,271 • Band 4 and equivalent: £18,838 • Band 5 and equivalent: £21,478 • Band 6 and equivalent: £25,783 <p>[Source: NHS Agenda for Change 2014]</p> <p>Back to Table of Contents</p>
6144	<p>Houseparents and residential wardens</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • performs basic clinical tasks such as taking patients' temperature and pulse, weighing and measuring, performing urine tests and extracting blood samples; • prepares patient for examination and treatment; • distributes and serves food, assists patients in feeding and prepares snacks and hot drinks;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> assists patients in washing, dressing, toiletry activities and general mobility; changes bed linen, makes beds and tidies wards. <p>Related job titles:</p> <ul style="list-style-type: none"> Foster carer Matron (residential home) Resident warden Team leader (residential care home) Warden (sheltered housing) <p>Salary rates: Experienced: £16,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
6146	<p>Senior care workers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> routinely oversees and monitors care workers and home carers; takes responsibility for the shift and for the service while on duty; responds to emergencies and provides guidance and support to care workers; assists and enables service users to dress, undress, wash, use the toilet and bathe; serves meals to service users at table or in bed, assists with feeding if required; generally assists with service users' overall comfort and well being; provides interest and activities to stimulate and engage the service user; helps with daily activities such as letter writing, paying bills, collecting benefits; undertakes light cleaning and domestic duties including meal preparation as required; monitors service users' conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping; liaises with professional staff in carrying out care plans etc. <p>Related job titles:</p> <ul style="list-style-type: none"> Senior care assistant Senior carer Senior support worker (Local government: welfare services) Team leader (nursing home) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> Skilled senior care worker jobs in England and Northern Ireland which include responsibility for supervising staff, and require a relevant NQF level 2 or equivalent qualification in care and two or more years relevant experience Skilled senior care worker jobs in Scotland which include responsibility for supervising staff, and require a relevant Scottish Credit and Qualifications Framework level 6 or equivalent qualification in care and registration with the Scottish Social Services Council as a Supervisor Skilled senior care worker jobs in Wales which require a relevant NQF level 3 or equivalent qualification in care and registration with the Care Council for Wales as an Assistant Manager, Senior Care Worker, Senior Care Officer or Senior Care Assistant Senior care worker jobs where the individual has (or previously had) leave as a work permit holder which was granted for them to do the job <p>Salary rates: All rates apply after deductions for accommodation, meals, etc. Any overtime must also be paid at least at these rates.</p> <p>Experienced: £14,600</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
6214	<p>Air travel assistants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • creates friendly, secure atmosphere and tries to gain the trust and confidence of those in the home or under supervision; • plans and participates in games and leisure activities to encourage emotional, social, physical and intellectual development; • ensures that all material needs of residents are provided and endeavours to resolve any problems that they may have; • provides one-to-one counselling or group therapy; • 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; • keeps records and writes reports. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air hostess • Cabin crew • Customer service agent (travel) • Flight attendant • Passenger service agent <p>Salary rates: Experienced: £17,900</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>
6215	<p>Rail travel assistants</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • examines and collects tickets at the ticket barrier of a railway station; • helps with passenger enquiries and makes announcements over a public address system at stations; • loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks; • assists passengers with special needs to board and leave trains; • attends to the safety, welfare and comfort of passengers on trains and manages train crew; • checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train; • inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train. <p>Related job titles:</p> <ul style="list-style-type: none"> • Retail service manager (railways) • Station assistant (underground railway) • Ticket inspector (railways) • Train conductor • Train manager <p>Salary rates: Experienced: £26,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
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7125	<p>Merchandisers and window dressers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • 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; • consults with advertising and sales staff and advises retailers on the optimal display of a product and of any promotions; • implements plans from display designers or display managers or develops ideas and plans for merchandise display or window dressing; • prepares area for new display, constructs or assembles displays from a variety of materials, and dismantles existing displays and returns merchandise to relevant departments; • provides feedback about displays to senior managers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Merchandiser • Sales merchandiser • Visual merchandising manage • Window dresser <p>Salary rates: Experienced: £16,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
7130	<p>Sales supervisors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • directly supervises and coordinates the activities of sales and related workers; • establishes and monitors work schedules to meet sales and productivity targets; • liaises with managers and other departments to resolve operational problems; • determines or recommends staffing and other needs to meet sales and productivity targets; • reports as required to managerial staff on departmental activities. <p>Related job titles:</p> <ul style="list-style-type: none"> • Sales supervisor (retail trade: delivery round) • Section manager (retail trade) • Shop supervisor (retail trade) • Supervisor (retail, wholesale trade) • Team leader (retail trade) <p>Salary rates: Experienced: £15,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
7215	<p>Market research interviewers</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • approaches members of the public, individuals, households and organisations to arrange and conduct face-to-face interviews, telephone interviews, focus groups, panel interviews etc.;

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer; collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews; collates and reviews information collected and compiles reports to pass back to the organisation/individual commissioning the market research. <p>Related job titles:</p> <ul style="list-style-type: none"> Interviewer (market research) Market researcher (interviewing) Telephone interviewer Telephone researcher Traffic enumerator <p>Salary rates: Experienced: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
8124	<p>Energy plant operatives</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> 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. <p>Related job titles:</p> <ul style="list-style-type: none"> Boilerman Control room operator (electric) Hydraulic engineman Plant operator (electricity supplier) Power station operator <p>Salary rates: Experienced: £17,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
8126	<p>Water and sewerage plant operatives</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> attends water filtration and purification plant, monitors chemical treatment and 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

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>mechanical scraper;</p> <ul style="list-style-type: none"> patrols sections of sewer, examines for any blockages or gas releases and clears blockages by flushing or by using boring rods; digs trench and assists pipe layers to lay, renew or repair sewerage pipes. <p>Related job titles:</p> <ul style="list-style-type: none"> Controller (water treatment) Plant operator (sewage works) Pump attendant Water treatment engineer Water treatment operator <p>Salary rates: Experienced: £23,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
8215	<p>Driving instructors</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> checks instruction and learning standards and discusses teaching plans with other instructors; plans lessons in accordance with the needs and abilities of individual pupils; explains driving techniques and assists pupil with difficulties; familiarises pupil with the Highway Code and different road and traffic conditions; advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards. <p>Related job titles:</p> <ul style="list-style-type: none"> Driving instructor HGV instructor Instructor (driving school) Motorcycle instructor <p>Salary rates: Experienced: £18,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
8232	<p>Marine and waterways transport operatives</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> ensures that necessary fuel supplies are on board and inspects engine, boilers and other mechanisms for correct functioning; removes and repairs or replaces damaged or worn parts of plant and machinery and ensures that engine and plant machinery are well lubricated; stows cargo, assists passengers to embark and disembark, watches for hazards and moors or casts off mooring ropes as required; steers ship, under the supervision of a duty officer, checks navigational aids and keeps bridge, wheel and chartroom clean and tidy; performs other deck duties, including servicing and maintaining deck gear and rigging, splicing wire and fibre ropes, greasing winches and derricks, opening up and battening down hatches, securing gangways and ladders and lowering and raising lifeboats. <p>Related job titles:</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<ul style="list-style-type: none"> • Engine room attendant (shipping) • Engineer, nos (boat, barge) • Ferryman • Merchant seaman • Seaman (shipping) <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Merchant navy master • Merchant navy chief officer • Merchant navy 2nd officer • Merchant navy 3rd officer • Merchant navy chief engineer officer • Merchant navy 2nd engineer officer • Merchant navy 3rd engineer officer • Merchant navy 4th engineer officer • Officer of the watch • Chief mate • Ship master <p>Salary rates: Experienced: £28,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
9119	<p>Fishing and other elementary agriculture occupations not elsewhere classified</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • assists with the shooting, hauling and repairing of nets, prepares, lays and empties baited pots at intervals, operates winches and lifting gear, and guts, sorts and stows fish; • harvests oysters, mussels, clams and seaweed off natural or artificial beds, nets river fish and maintains them in spawning pens, assists with feeding and water treatment, and empties and cleans outdoor tanks; • cleans animals' quarters and renews bedding as necessary; • extracts semen for storage, selects appropriate semen from store, injects recipient animal and issues certificate giving pedigree and date of insemination; • incubates eggs in hatchery and supplies chicks for meat and egg production and game birds for reserves; • plants cuttings or shrubs, maintains hedges by clipping, pruning and re-planting, and picks fruit, vegetables, hops and flowers; • performs other farming and related tasks not elsewhere classified including sorting and marking livestock, catching rabbits, cutting peat, shearing sheep and sexing chickens. <p>Related job titles:</p> <ul style="list-style-type: none"> • Horticultural worker • Labourer (landscape gardening) • Mushroom picker • Nursery worker <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Sheep Shearers with a recognised qualification equivalent to British Wool Marketing Board (BWMB) Bronze, Silver or Gold Seal • Chick sexers (vent sexers) <p>Salary rates: Experienced: £14,300</p>

Occupations skilled to NQF level 3	
SOC 2010	Description
	<p>[Source: Annual Survey of Hours and Earnings 2014]</p> <p>Back to Table of Contents</p>
9273	<p>Waiters and waitresses</p> <p>Example job tasks:</p> <ul style="list-style-type: none"> • sets tables with clean linen, cutlery, crockery and glassware; • presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines; • takes down orders for food and/or drinks and passes order to kitchen and/or bar; • serves food and drinks; • presents bill and accepts payment at end of the meal. <p>Related job titles:</p> <ul style="list-style-type: none"> • Head waiter • Silver service waiter • Steward (catering) • Waiter • Waitress <p>Only the following job titles in this classification are skilled to NQF level 3 (all others are lower skilled and therefore ineligible):</p> <ul style="list-style-type: none"> • Head waiter or waitress, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time) • Sommelier <p>Salary rates: Experienced: £10,600</p> <p>[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]</p> <p>Back to Table of Contents</p>