

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

SOC code and description		Skill level
All occupations in Table 1	As stated in Table 1	PhD
All occupations in Table 2	As stated in Table 2	RQF 6
1211 Managers and proprietors in agriculture and horticulture	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines financial, staffing and other short and long-term needs;</li> <li>• produces and maintains records of production, finance and breeding;</li> <li>• decides or advises on the types of crops and/or produce to be grown or livestock raised;</li> <li>• plans intensity and sequence of farm or horticultural operations and orders seed, fertiliser, equipment and other supplies;</li> <li>• markets and arranges for the sale of crops, livestock and other farm or horticultural produce.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Farm manager</li> <li>• Farm owner</li> <li>• Nursery manager (horticulture)</li> </ul> <p>Salary rates:            New entrant: £18,300            Experienced worker: £21,500</p>	RQF 4

[Source: Annual Survey of Hours and Earnings 2016]

SOC code and description		Skill level
1213 Managers and proprietors in forestry, fishing and related services	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines financial, staffing and other short- and long-term needs;</li> <li>• manages and trains staff;</li> <li>• decides, or advises on, type of animal to be bred and/or trained, and selects, buys and trains animals accordingly;</li> <li>• plans and directs the establishment and maintenance of forest /woodland areas and regularly inspects forest work;</li> <li>• liaises with neighbouring landowners, contractors and local authorities;</li> <li>• oversees facilities such as visitor centres, nature trails, footpaths, etc.;</li> <li>• selects suitable breeding grounds for shellfish, sea and freshwater fish and purchases stock;</li> <li>• arranges rearing and feeding and ensures health of fish stocks;</li> <li>• oversees maintenance of equipment and fish habitats;</li> <li>• plans fishing voyages, maintains vessel/s and equipment and oversees operational safety;</li> <li>• arranges for sale of catch, liaises with onshore agents;</li> <li>• ensures observance of maritime laws and international fishing regulations.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cattery owner</li> <li>• Forest manager</li> <li>• Racehorse trainer</li> </ul> <p>Salary rates:  New entrant: £18,300  Experienced worker: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
1241 Health care practice managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules, assigns tasks and delegates responsibilities of practice staff;</li> <li>• oversees staff training and monitors training needs;</li> <li>• takes responsibility for health and safety matters within the practice;</li> <li>• negotiates contracts for services with other health care providers and purchasers;</li> <li>• maintains patient files on medical history, consultations made and treatment undertaken and/or drugs prescribed;</li> <li>• organises duty rosters for professional and support staff in practice;</li> <li>• takes responsibility for stock control of practice equipment, drugs etc.;</li> <li>• liaises with relevant outside organisations (e.g. NHS trust, PCT, social services, drug companies, professional bodies);</li> <li>• responsible for budgeting, pricing and accounting activities within the practice.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clinic manager</li> <li>• GP practice manager</li> <li>• Veterinary practice manager</li> </ul> <p>Salary rates: New entrant: £19,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 ( no 2015 or 2016 equivalent data available)]</p> <p>Experienced worker: £25,300 [Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4
1242 Residential, day and domiciliary care managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• plans work schedules, assigns tasks and delegates responsibilities to staff;</li> <li>• arranges for payment of bills, keeps accounts and adheres to health, safety and other statutory requirements;</li> <li>• maintains contact between service users and the local community and/or family and friends;</li> <li>• assesses service users' needs and ensures they have access to health and social care services as required;</li> <li>• creates a friendly, secure atmosphere to gain the trust and confidence of those using the service;</li> <li>• ensures that the physical comfort and all material needs of service users are provided and attempts to resolve problems that may arise.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Care manager</li> <li>• Day centre manager</li> <li>• Nursing home owner</li> <li>• Residential manager (residential home)</li> </ul> <p>Salary rates: New entrant: £21,100 Experienced worker: £25,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

**SOC code and description**

**Skill level**

1251 Property, housing and estate managers

Example job tasks:

- 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.

Related job titles:

- Estate manager
- Facilities manager
- Landlord (property management)
- Property manager

Salary rates:

New entrant: £19,400

[Source: Annual Survey of Hours and Earnings 2014 ( no 2015 or 2016 equivalent data available)]

Experienced worker: £25,400

[Source: Annual Survey of Hours and Earnings 2016]

RQF  
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SOC code and description		Skill level
1255 Waste disposal and environmental services managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• manages and delegates tasks to staff and co-ordinates the maintenance and optimum utilisation of waste disposal and related equipment to provide an efficient service;</li> <li>• monitors levels of waste disposal, recycling and related environmental services, compiles statistics and produces reports;</li> <li>• liaises with members of the local community to educate and promote the concept of recycling and appropriate waste management;</li> <li>• keeps up to date with new legislation and liaises with appropriate regulatory bodies to ensure compliance with legislation regarding waste disposal and environmental services;</li> <li>• co-ordinates the resources and activities relating to the procurement, collection, storage, processing and sale of scrap metal and related products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Environmental manager (refuse disposal) • Manager (local government: cleansing dept.)</li> <li>• Recycling plant manager</li> <li>• Scrap metal dealer</li> </ul> <p>Salary rates: New entrant: £18,200 Experienced worker: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4
1259 Managers and proprietors in other services not elsewhere	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;</li> <li>• authorises payment for supplies received and decides on vending price and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities;</li> <li>• manages agencies to provide services out-sourced by other organisations and businesses;</li> <li>• ensures maintenance of appropriate service levels to meet the objectives of the business.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Betting shop manager</li> <li>• Graphic design classified manager</li> <li>• Library manager</li> <li>• Plant hire manager</li> <li>• Production manager (entertainment)</li> </ul> <p>Salary rates: New entrant: £18,000 Experienced worker: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
2435 Chartered architectural technologists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• develops construction project briefs and design programmes;</li> <li>• advises clients on methods of project procurement and forms of contract;</li> <li>• advises on environmental, regulatory and legal requirements and assesses environmental impact;</li> <li>• prepares and presents design proposals and manages and coordinates design team;</li> <li>• monitors compliance with design, statutory and professional requirements, undertakes stage inspections;</li> <li>• administers contracts and certification and manages project handover;</li> <li>• evaluates and advises on refurbishment, recycling and deconstruction of buildings;</li> <li>• manages health and safety and carries out design stage risk assessments.</li> </ul> <p>Related job tasks:</p> <ul style="list-style-type: none"> <li>• Architectural technologist</li> </ul> <p>Salary rates: New entrant: £22,800 Experienced worker: £28,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014 ( no 2015 or 2016 equivalent data available)]</p>	RQF 4
3116 Planning, process and production technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• supports planning and production engineers in assessing existing and alternative production methods;</li> <li>• works from, and helps implement, professional engineers' drawings and specifications for equipment and layout, and helps implement modifications required for existing plant machinery/layout;</li> <li>• works with engineers on production control methods to monitor operational efficiency and helps to eliminate potential hazards and bottlenecks in production;</li> <li>• liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies;</li> <li>• supports professional engineers in reviewing safety, quality, accuracy, reliability and contractual requirements;</li> <li>• supports implementation of plans of sequence of operations and completion dates for each phase of production or processing;</li> <li>• ensures implementation of inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products;</li> <li>• ensures accuracy of manufacturing and testing equipment;</li> <li>• ensures effective completion and implementation of detailed instructions on processes, work methods and quality and safety standards for workers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Process technician</li> <li>• Production controller</li> <li>• Production planner</li> <li>• Production technician</li> </ul> <p>Salary rates: New entrant: £19,800 Experienced worker: £23,400</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4

SOC code and description		Skill level
3121 Architectural and town planning technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• investigates proposed design with regard to practicality, cost and use;</li> <li>• prepares building plans, drawings and specifications for use by contractors;</li> <li>• liaises with engineers and building contractors regarding technical construction problems and attends site meetings on behalf of architect;</li> <li>• surveys land and property uses and prepares report for planning authority;</li> <li>• issues development permits as authorised;</li> <li>• checks that completed work conforms to specifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Architectural assistant</li> <li>• Architectural technician</li> <li>• Construction planner</li> <li>• Planning enforcement officer</li> </ul> <p>Salary rates: New entrant: £19,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p> <p>Experienced worker: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4
3131 IT operations technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• administers, monitors and supports internal/external networks, servers, email, database and security systems;</li> <li>• configures and sets up new server systems;</li> <li>• schedules and performs system maintenance tasks, such as loading user applications, programs and data;</li> <li>• analyses systems and makes recommendations to improve performance;</li> <li>• identifies problems, agrees remedial action and undertakes emergency maintenance if required;</li> <li>• performs server backup and recovery operations and restarts systems following outages; • acts as a liaison between users, outside suppliers, and other technical teams.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Computer games tester</li> <li>• Database administrator</li> <li>• IT technician</li> <li>• Network administrator</li> <li>• Systems administrator</li> </ul> <p>Salary rates: New entrant: £18,200 Experienced worker:</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
3218 Medical and dental technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments;</li> <li>• undertakes scaling and polishing of teeth, applies medicaments, carries out post-operative hygiene work and advises on preventative dentistry;</li> <li>• makes dentures, crowns, bridges, orthodontic and other dental appliances according to individual patient requirements;</li> <li>• measures patients for, and fits them with, surgical appliances, hearing aids and artificial limbs;</li> <li>• performs related medical tasks including treating hair and scalp disorders and conducting tests on glaucoma patients;</li> <li>• takes samples for clinical examination.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cardiographer</li> <li>• Dental hygienist</li> <li>• Dental technician</li> <li>• Medical technical officer</li> <li>• Orthopaedic technician</li> </ul> <p>Salary rates: See Table 9</p>	RQF 4
3219 Health associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness;</li> <li>• diagnoses and treats disorders of vision and eye movements,</li> <li>• monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required;</li> <li>• manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure;</li> <li>• inserts needles under the skin, administers aromatic herbs and oils and massages body to relieve pain and restore health;</li> <li>• advises and prescribes in areas of complementary and alternative medicine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Acupuncturist</li> <li>• Homeopath</li> <li>• Hypnotherapist</li> <li>• Massage therapist</li> <li>• Reflexologist</li> <li>• Sports therapist</li> </ul> <p>Salary rates: See Table 9</p>	RQF 4

SOC code and description		Skill level
3319 Protective service associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines, weighs and counts goods imported by ship or aircraft, ensures that the declared value of goods is satisfactory and that duties and taxes have been paid;</li> <li>• examines passports, visas, work permits and other immigration documents, and allows or refuses entry into the UK;</li> <li>• maintains revenue control at breweries, tobacco factories and other premises where dutiable goods are manufactured, processed or stored;</li> <li>• visits racecourses, greyhound stadiums and betting shops to ensure compliance with legal requirements;</li> <li>• broadcasts information on weather and maritime conditions, monitors shipping and provides instruction to navigators;</li> <li>• receives distress messages, alerts other appropriate rescue services and participates in search and rescue operations;</li> <li>• photographs, fingerprints and undertakes other forms of forensic examination at the scene of a crime;</li> <li>• analyses security requirements, advises clients, and develops, monitors and improves security measures;</li> <li>• supervises and assigns duties to security and detection staff.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Customs officer</li> <li>• Immigration officer</li> <li>• Operations manager (security services)</li> <li>• Scenes of crime officer</li> <li>• Security manager</li> </ul> <p>Salary rates: New entrant: £22,100 Experienced worker: £28,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4
3411 Artists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• conceives and develops ideas and ways of working for artistic composition;</li> <li>• selects appropriate materials, medium and method;</li> <li>• prepares sketches, scale drawings or colour schemes;</li> <li>• builds up composition into finished work by carving, sculpting, etching, painting, engraving, drawing, etc.;</li> <li>• approaches managers of galleries and exhibitions in order to get finished work displayed;</li> <li>• uses artistic skills to restore damaged artworks;</li> <li>• liaises with writers and publishers to produce book illustrations;</li> <li>• markets and sells finished work directly to customers;</li> <li>• produces works on commission basis for clients.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Artist</li> <li>• Illustrator</li> <li>• Portrait painter</li> <li>• Sculptor</li> </ul> <p>Salary rates: New entrant: £18,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 ( no 2015 or 2016 equivalent data available)]</p> <p>Experienced worker: £23,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
3412 Authors, writers and translators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, observing etc.;</li> <li>• generates and develops creative ideas for literary material;</li> <li>• selects material for publication, checks style, grammar and accuracy of content, arranges for any necessary revisions and checks proof copies before printing;</li> <li>• negotiates contracts with freelance agents and with buyer on behalf of writer;</li> <li>• writes instruction manuals and user guides, technical reports, catalogues and indexes, prepares sales literature and writes technical articles for trade journals;</li> <li>• converts documents or spoken statements from original or source language into another language;</li> <li>• provides communication support for the hard of hearing or the visually impaired.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Copywriter</li> <li>• Editor (books)</li> <li>• Interpreter</li> <li>• Technical author</li> <li>• Translator</li> <li>• Writer</li> </ul> <p>Salary rates: New entrant: £18,600 Experienced worker: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4
3413 Actors, entertainers and presenters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• studies script, play or book and prepares and rehearses interpretation;</li> <li>• assumes character created by a playwright or author and communicates this to an audience;</li> <li>• performs singing, comedy, acrobatic, illusion and conjuring routines;</li> <li>• trains animals to perform entertaining routines and may perform with them;</li> <li>• introduces and presents radio and television programmes, reads news bulletins and makes announcements;</li> <li>• conducts interviews and prepares reports for news broadcasts, current affairs programmes and documentaries;</li> <li>• plays pre-recorded music at nightclubs, discotheques, and private functions.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Actor</li> <li>• Disc jockey</li> <li>• Entertainer</li> <li>• Presenter (broadcasting)</li> <li>• Singer</li> </ul> <p>Salary rates: New entrant: £18,600 Experienced worker: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4

SOC code and description		Skill level
3414 Dancers and choreographers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• builds and maintains stamina, physical strength, agility and general health through fitness exercises and healthy eating;</li> <li>• attends rehearsals to develop and practice dance routines for performance;</li> <li>• participates in dance performance;</li> <li>• demonstrates and directs dance moves, monitors and analyses technique and performance, and determines how improvements can be made.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ballet dancer</li> <li>• Choreographer</li> <li>• Dancer Dance teacher</li> </ul> <p>Salary rates: New entrant: £18,600 Experienced worker: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4
3422 Product, clothing and related designers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with client to determine the purpose, cost, technical specification and potential uses/users of product;</li> <li>• undertakes research to determine market trends, production requirements, availability of resources and formulates design concepts;</li> <li>• prepares sketches, designs, patterns or prototypes for textiles, clothing, footwear, jewellery, fashion accessories, set props, wigs, ceramics, plastics, motor vehicles, domestic appliances and engineering products;</li> <li>• prepares sketches, designs, mock-ups and storyboards for consideration by theatre/film director or client;</li> <li>• submits design to management, sales department or client for approval, communicates design rationale and makes any necessary alterations;</li> <li>• specifies materials, production method and finish for aesthetic or functional effect, and oversees production of sample and/or finished product;</li> <li>• observes and manages intellectual property issues.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Design consultant</li> <li>• Fashion designer</li> <li>• Furniture designer</li> <li>• Interior designer</li> <li>• Kitchen designer</li> <li>• Textile designer</li> </ul> <p>Salary rates: New entrant: £19,700 Experienced worker: £23,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
3513 Ship and hovercraft officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• allocates duties to ship's officers and co-ordinates and directs the activities of deck and engine room ratings;</li> <li>• directs or undertakes the operation of controls to inflate air cushions, run engines and propel and steer ships, hovercraft and other vessels;</li> <li>• locates the position of vessel using electronic and other navigational aids such as charts and compasses and advises on navigation where appropriate;</li> <li>• monitors the operation of engines, generators and other mechanical and electrical equipment and undertakes any necessary minor repairs;</li> <li>• maintains radio contact with other vessels and coast stations;</li> <li>• prepares watch keeping rota and maintains a look-out for other vessels or obstacles;</li> <li>• maintains log of vessel's progress, weather conditions, conduct of crew, etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Chief engineer (shipping)</li> <li>• Marine engineer (shipping)</li> <li>• Merchant navy officer</li> <li>• Petty officer</li> <li>• Tug master</li> <li>• Yacht skipper</li> </ul> <p>Salary rates: New entrant: £33,100 Experienced worker: £51,500</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4
3531 Estimators, valuers and assessors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines plans, drawings, specifications, parts lists, etc. and specifies the materials and components required;</li> <li>• assesses condition, location, desirability and amenities of property to be valued;</li> <li>• assesses costs of materials, labour and other factors such as required profit margins, transport costs, tariffs and fare structures, possible hazards, etc.;</li> <li>• prepares comprehensive estimates of time and costs and presents these in report or tender form;</li> <li>• examines insurance documents to assess extent of liability and gathers information about incident from police, medical records, ship's log, etc. and investigates potential fraudulent claims.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Claims assessor</li> <li>• Claims investigator</li> <li>• Engineering surveyor</li> <li>• Estimator</li> <li>• Loss adjuster</li> <li>• Valuer</li> </ul> <p>Salary rates: New entrant: £18,700 Experienced worker: £23,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
3537 Financial and accounting technicians	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• maintains profit and loss accounts, budgets, cash flow forecasts and other accounting records;</li> <li>• produces, collates and reports financial information for managers;</li> <li>• liaises with clients to ensure that payments are made on time and credit limits are not exceeded;</li> <li>• ensures invoices and payments are correct and sent out on time;</li> <li>• monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Accounting technician</li> <li>• Business associate (banking)</li> <li>• Financial controller</li> <li>• Insolvency administrator</li> <li>• Managing clerk (accountancy)</li> </ul> <p>Salary rates: New entrant: £21,500 Experienced worker: £28,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p>	RQF 4
3539 Business and related associate professionals not elsewhere classified	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• studies particular department or problem area and assesses its interrelationships with other activities;</li> <li>• studies work methods and procedures by measuring work involved and computing standard times for specified activities, and produces report detailing suggestions for increasing efficiency and lowering costs;</li> <li>• analyses project components, organises them into a logical sequence and establishes the minimum time required for the project;</li> <li>• purchases services, receives payment from clients, processes contracts and deals with contractual arrangements;</li> <li>• canvasses political opinion, writes and distributes leaflets, writes and distributes press releases and other such material to promote the image and policies of a political party or election candidate, arranges fund raising activities, and organises and participates in election campaigns.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business systems analyst</li> <li>• Data analyst</li> <li>• Marine consultant</li> <li>• Planning assistant</li> <li>• Project administrator</li> <li>• Project coordinator</li> </ul> <p>Salary rates: New entrant: £17,700 Experienced worker: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

SOC code and description		Skill level
3541 Buyers and procurement officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• attends trade fairs, shows and demonstrations to research new product lines and suppliers, checks catalogues;</li> <li>• keeps up with market trends and chooses products/services;</li> <li>• assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought;</li> <li>• assesses bids from suppliers, finds suppliers and negotiates prices;</li> <li>• helps negotiate contract with supplier and specifies details of goods or services required;</li> <li>• looks at ways to improve supply networks, presents new ideas to senior management team;</li> <li>• 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;</li> <li>• supervises clerical, administrative and warehouse distribution staff, deals with recruitment and training;</li> <li>• works closely with merchandisers who allocate stock and develop sales forecasts;</li> <li>• maintains records and prepares reports as necessary.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Procurement officer</li> <li>• Purchasing consultant</li> </ul> <p>Salary rates: New entrant: £20,800 Experienced worker: £25,000</p>	RQF 4
[Source: Annual Survey of Hours and Earnings 2016]		
3543 Marketing associate professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> <li>• discusses business methods, products or services and targets customer group with employer or client in order to identify marketing requirements;</li> <li>• establishes an appropriate quantitative and qualitative market research methodology and prepares proposals outlining programmes of work and details of costs;</li> <li>• collates and interprets findings of market research and presents results to clients;</li> <li>• discusses possible changes that need to be made in terms of design, price, packaging, promotion etc. in light of market research with appropriate departments;</li> <li>• briefs advertising team on client requirements, monitors the progress of advertising campaigns and liaises with client on potential modifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business development executive</li> <li>• Fundraiser</li> <li>• Market research analyst</li> <li>• Marketing consultant</li> <li>• Marketing executive</li> </ul> <p>Salary rates: New entrant: £18,600 Experienced worker: £22,100</p>	RQF 4
[Source: Annual Survey of Hours and Earnings 2016]		

SOC code and description		Skill level
3546 Conference and exhibition managers and organisers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses conference and exhibition requirements with clients and advises on facilities;</li> <li>• develops proposal for the event, and presents proposal to client;</li> <li>• allocates exhibition space to exhibitors;</li> <li>• plans work schedules, assigns tasks, and co-ordinates the activities of designers, crafts persons, technical staff, caterers and other events staff;</li> <li>• liaises closely with venue staff to ensure smooth running of the event;</li> <li>• ensures that Health and Safety and other statutory regulations are met.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Conference coordinator</li> <li>• Event organiser</li> <li>• Events manager</li> <li>• Exhibition organiser</li> <li>• Hospitality manager</li> </ul> <p>Salary rates: New entrant: £18,400 Experienced worker: £22,700</p>	RQF 4

[Source: Annual Survey of Hours and Earnings 2016]

**SOC code and description****Skill level**

3561 Public services associate professionals Civil servant (HEO, SEO)

**Example job tasks:**

- 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.

**Related job titles:**

- Higher executive officer (government)
- Principle revenue officer (local government)
- Senior executive officer (government)

**Salary rates:**

New entrant: £22,900

Experienced worker: £25,900

[Source: Annual Survey of Hours and Earnings 2016]

RQF  
4

SOC code and description		Skill level
3563 Vocational and industrial trainers and instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assesses training requirements and prepares lectures, demonstrations and study aids;</li> <li>• supervises trainee development, assists trainees with difficulties and prepares regular progress reports on each trainee for management;</li> <li>• arranges work experience and instructional visits for trainees;</li> <li>• plans curriculum and rota of staff duties and updates or amends them in light of developments;</li> <li>• advises on training programmes and discusses progress or problems with staff and trainees;</li> <li>• devises general and specialised training courses in response to particular needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• IT trainer</li> <li>• NVQ assessor</li> <li>• Technical instructor</li> <li>• Training consultant</li> <li>• Training manager</li> </ul> <p>Salary rates: New entrant: £18,300 Experienced worker: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4
3564 Careers advisers and vocational guidance specialists	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses an interview, questionnaire and/or psychological or other test to determine the aptitude, preferences and temperament of the client;</li> <li>• advises on appropriate courses of study or avenues into employment;</li> <li>• visits educational and other establishments to give talks and distribute information regarding careers;</li> <li>• liaises with employers to determine employment opportunities and advises schools, colleges or individuals accordingly;</li> <li>• organises careers forums and exhibitions and establishes and maintains contact with local employers, colleges and training providers;</li> <li>• monitors progress and welfare of young people in employment and advises them on any difficulties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Careers adviser</li> <li>• Careers consultant</li> <li>• Careers teacher</li> <li>• Placement officer</li> </ul> <p>Salary rates: New entrant: £19,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]</p> <p>Experienced worker: £23,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

**SOC code and description****Skill level**

3565 Inspectors of standards and regulations

**Example job tasks:**

- 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;
- 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.

**Related job titles:**

- Building inspector
- Driving examiner
- Housing inspector
- Meat hygiene inspector
- Trading standards officer

**Salary rates:**

New entrant: £22,200

[Source: Annual Survey of Hours and Earnings 2014 (no 2015 or 2016 equivalent data available)]

Experienced worker: £25,400

[Source: Annual Survey of Hours and Earnings 2016]

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RQF  
4

SOC code and description	Skill level
3567 Health and safety officers	RQF 4
<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• inspects workplace areas to ensure compliance with health and safety legislation;</li> <li>• helps to develop effective health and safety policies and procedures and carries out risk assessments;</li> <li>• instructs workers in the proper use of protective clothing and safety devices and conducts routine tests on that equipment;</li> <li>• compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly;</li> <li>• maintains contact with those off work due to illness;</li> <li>• counsels individuals on any personal or domestic problems affecting their work;</li> <li>• gives talks and distributes information on accident prevention, and keeps up to date with the relevant legislation.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fire protection engineer (professional)</li> <li>• Health and safety officer</li> <li>• Occupational hygienist</li> <li>• Safety consultant</li> <li>• Safety officer</li> </ul> <p>Salary rates: New entrant: £22,100 Experienced worker: £28,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	
4161 Office managers	RQF 4
<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules, assigns tasks and delegates responsibilities;</li> <li>• advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records;</li> <li>• ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to;</li> <li>• plans, organises and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Business support manager</li> <li>• Delivery office manager</li> <li>• Office manager</li> <li>• Practice manager</li> <li>• Sales administration manager</li> <li>• Sales office manager</li> </ul> <p>Salary rates: New entrant: £18,500 Experienced worker: £23,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	

<b>SOC code and description</b>		<b>Skill level</b>
7220 Customer service managers and supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• develops and implements policies and procedures to deal effectively with customer requirements and complaints;</li> <li>• co-ordinates and controls the work of those within customer services departments;</li> <li>• discusses customer responses with other managers with a view to improving the product or service provided;</li> <li>• plans and co-ordinates the operations of help and advisory services to provide support for customers and users.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• After sales manager</li> <li>• Call centre supervisor</li> <li>• Customer service manager</li> <li>• Customer service supervisor</li> <li>• Team leader (customer care)</li> </ul> <p>Salary rates: New entrant: £16,200 Experienced worker: £19,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 4

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

<b>SOC code and description</b>	<b>Description</b>	<b>Skill level</b>
1162 Managers and directors in storage and warehousing	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with production, maintenance, sales and other departments to determine the materials and other items required for current and future production schedules and sales commitments;</li> <li>• reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources;</li> <li>• advises purchasing department on type, quality and quantity of goods required and dates by which they must be available;</li> <li>• prepares reports on expenditure and advises on materials and parts standardisation, future stores and stock control policies;</li> <li>• decides on storage conditions for particular items, allocates warehouse space and arranges for regular stock inspections to detect deterioration or damage.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Logistics manager</li> <li>• Warehouse manager</li> </ul> <p>Salary rate: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no equivalent 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
1190 Managers and directors in retail and wholesale	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• appoints staff, assigns tasks and monitors and reviews staff performance;</li> <li>• liaises with other staff to provide information about merchandise, special promotions etc. to customers;</li> <li>• ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently;</li> <li>• ensures customer complaints and queries regarding sales and service are appropriately handled;</li> <li>• oversees the maintenance of financial and other records and controls security arrangements for the premises;</li> <li>• authorises payment for supplies received and decides on vending price, discount rates and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Managing director (retail trade)</li> <li>• Retail manager</li> <li>• Shop manager (charitable organisation)</li> <li>• Wholesale manager</li> </ul> <p>Salary rate: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
1221 Hotel and accommodation managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• analyses demand and decides on type, standard and cost of services to be offered;</li> <li>• determines financial, staffing, material and other short- and long-term needs;</li> <li>• ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required;</li> <li>• approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned;</li> <li>• arranges for payment of bills, keeps accounts and ensures adherence to licensing and other statutory regulations.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Caravan park owner</li> <li>• Hotel manager</li> <li>• Landlady (boarding, guest, lodging house)</li> </ul> <p>Salary rate: £19,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
1223 Restaurant and catering establishment managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans catering services and directs staff;</li> <li>• decides on range and quality of meals and beverages to be provided;</li> <li>• discusses customer's requirements for special occasions;</li> <li>• purchases or directs the purchasing of supplies and arranges for preparation of accounts;</li> <li>• verifies that quality of food, beverages and waiting service is as required, that kitchen and dining areas are kept clean and appropriate hygiene standards are maintained in compliance with statutory requirements;</li> <li>• plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff;</li> <li>• checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit;</li> <li>• determines staffing, financial, material and other short- and long-term requirements.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Café owner</li> <li>• Fish &amp; chip shopkeeper</li> <li>• Operations manager (catering)</li> <li>• Restaurant manager</li> <li>• Shop manager (take-away food shop)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Restaurant manager</li> <li>• Fast food restaurant manager</li> <li>• Assistant restaurant manager, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time)</li> </ul> <p>Salary rate: £18,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled
1224 Publicans and managers of licensed premises	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• arranges purchase of alcoholic and other beverages, bar snacks, cigarettes and other items and ensures that stocks are stored in proper conditions;</li> <li>• supervises bar, kitchen and cleaning staff and, if necessary, assists with the serving of drinks;</li> <li>• observes licensing laws and other statutory regulations and regulates behaviour of customers as necessary;</li> <li>• maintains financial records for the establishment; determines financial, staffing, material and other short- and long-term needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Landlady (public house) • Licensee</li> <li>• Manager (wine bar)</li> <li>• Publican</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Publican</li> <li>• Licensee or pub manager</li> </ul> <p>Salary rate: £20,100</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
1225 Leisure and sports managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• organises timetable of activities/schedule of programmes;</li> <li>• ensures that facilities are kept clean and in good condition and that appropriate health and safety requirements are adhered to;</li> <li>• keeps abreast of new trends and developments in recreational activities and arranges exhibitions, theatrical productions, concerts, demonstrations etc.;</li> <li>• advises on the facilities available and promotes publicity in relation to shows, games, races, new theme parks, etc.;</li> <li>• determines financial, staffing, material and other short- and long-term needs;</li> <li>• recruits, supervises and trains staff;</li> <li>• ensures custody of all cash receipts and organises regular stock checks.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Amusement arcade owner</li> <li>• Leisure centre manager</li> <li>• Social club manager</li> <li>• Theatre manager</li> </ul> <p>Salary rate: £22,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
1226 Travel agency managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans work schedules and assigns tasks and responsibilities;</li> <li>• co-ordinates the activities of clerical, secretarial and other staff;</li> <li>• discusses client's requirements and advises on road, rail, air and sea travel and accommodation;</li> <li>• makes and confirms travel and accommodation bookings, arranges group holidays, tours and individual itineraries;</li> <li>• advises on currency and passport/visa regulations and any necessary health precautions needed;</li> <li>• determines financial, staffing, material and other short- and long-term needs.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Tourist information manager</li> <li>• Travel agency owner</li> <li>• Travel manager</li> </ul> <p>Salary rate: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
1252 Garage managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• ensures that necessary spare parts, materials and equipment are available or obtainable at short notice;</li> <li>• arranges for maintenance staff to perform necessary maintenance and repair work on vehicles or motorcycles;</li> <li>• checks completed work for compliance with safety and other statutory regulations;</li> <li>• maintains records of repair work to detect recurrent faults;</li> <li>• provides information about garage merchandise for staff and customers;</li> <li>• ensures the business accounts are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Garage director</li> <li>• Garage owner</li> <li>• Manager (repairing: motor vehicles)</li> </ul> <p>Salary rate: £25,000</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no equivalent 2016 data available)]</p>	RQF 3
1253 Hairdressing and beauty salon managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines staffing, financial, material and other short- and long-term needs;</li> <li>• controls the allocation, training and remuneration of staff;</li> <li>• provides clients with information and advice on styles and treatments, and resolves any complaints or problems;</li> <li>• ensures clients' records are maintained;</li> <li>• undertakes and/or directs hair treatments and/or beauty therapy;</li> <li>• checks and maintains any equipment, and ensures that all safety requirements are met;</li> <li>• demonstrates, advises on and sells hair and/or beauty products;</li> <li>• ensures financial accounts for the business are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Hairdressing salon owner</li> <li>• Health and fitness manager</li> <li>• Manager (beauty salon)</li> </ul> <p>Salary rate: £24,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
1254 Shopkeepers and proprietors - wholesale and retail	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• defines the market position for the business, decides what to sell, forecasts demand and develops the brand image of the business;</li> <li>• determines staffing, financial, material and other short- and long-term requirements;</li> <li>• oversees staff training, rotas and the allocation of work;</li> <li>• provides information about merchandise to staff and customers and ensures customer complaints are appropriately dealt with;</li> <li>• ensures that adequate reserves of merchandise are held and orders new stock as required;</li> <li>• maintains financial and other shop records and controls security arrangements for the premises;</li> <li>• authorises payment for supplies received and decides on vending price and credit terms;</li> <li>• examines quality of merchandise and ensures that effective use is made of advertising and display facilities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Antiques dealer</li> <li>• Fashion retailer</li> <li>• Newsagent</li> <li>• Shopkeeper</li> </ul> <p>Salary rate: £24,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3111 Laboratory technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up and assists with the construction and the development of scientific apparatus for experimental, demonstration or other purposes;</li> <li>• prepares and analyses body fluids, secretions and/or tissue to detect infections or to examine the effects of different drugs;</li> <li>• grows cultures of bacteria and viruses, prepares tissue sections and other organic and inorganic material for examination and stains and fixes slides for microscope work;</li> <li>• operates and services specialised scientific equipment, undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for some equipment are maintained;</li> <li>• records and collates data obtained from experimental work and documents all work carried out.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Laboratory analyst</li> <li>• Laboratory technician</li> <li>• Medical laboratory assistant</li> <li>• Scientific technician</li> <li>• Water tester</li> </ul> <p>Salary rate: £17,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3112 Electrical and electronics technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans and prepares work and test schedules based on specifications and drawings;</li> <li>• sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data;</li> <li>• plans installation methods, checks completed installation for safety and controls or undertakes the initial running of the new electrical or electronic equipment or system;</li> <li>• diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment;</li> <li>• visits and advises clients on the use and servicing of electrical and electronic systems and equipment.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Avionics technician</li> <li>• Electrical technician</li> <li>• Electronics technician</li> <li>• Installation engineer (Electricity Supplier)</li> </ul> <p>Salary rate: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3113 Engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans and prepares work and test schedules based on specifications and drawings;</li> <li>• sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data;</li> <li>• prepares estimates of materials, equipment and labour required for engineering projects;</li> <li>• diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment;</li> <li>• inspects completed aircraft maintenance work to certify that it meets standards and the aircraft is ready for operation;</li> <li>• visits and advises clients on the use and servicing of mechanical and chemical engineering products and services.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aircraft technician</li> <li>• Commissioning engineer</li> <li>• Engineering technician</li> <li>• Manufacturing engineer</li> <li>• Mechanical technician</li> </ul> <p>Salary rate: £28,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3114 Building and civil engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up apparatus and equipment and undertakes field and laboratory tests of soil and work materials;</li> <li>• performs calculations and collects, records and interprets data;</li> <li>• sets out construction site, supervises excavations and marks out position of building work to be undertaken;</li> <li>• inspects construction materials and supervises work of contractors to ensure compliance with specifications and arranges remedial work as necessary.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Building services consultant</li> <li>• Civil engineering technician</li> <li>• Survey technician</li> <li>• Technical assistant (civil engineering)</li> </ul> <p>Salary rate: £21,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
3115 Quality assurance technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up scientific, electronic, or other technical equipment to perform functional and inspection tests;</li> <li>• analyses and interprets the results of tests undertaken and writes up reports upon completion;</li> <li>• supervises the work of routine inspection staff and notes any defects reported;</li> <li>• assists quality control engineers in undertaking production audits;</li> <li>• liaises with production engineers and staff to maintain the quality of output and to develop quality management systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Quality assurance technician</li> <li>• Quality control technician</li> <li>• Quality officer</li> <li>• Quality technician</li> <li>• Test technician</li> </ul> <p>Salary rate: £21,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3119 Science, engineering and production technicians not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• sets up apparatus for experimental, demonstration or other purposes;</li> <li>• undertakes tests and takes measurements and readings;</li> <li>• performs calculations and records and interprets data;</li> <li>• otherwise assists technologists as directed.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• School technician</li> <li>• Technical assistant</li> <li>• Technician</li> <li>• Textile consultant</li> <li>• Workshop technician</li> </ul> <p>Salary rate: £20,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3122 Draughtspersons	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines design specification to determine general requirements;</li> <li>• considers the suitability of different materials with regard to the dimensions and weight and calculates the likely fatigue, stresses, tolerances, bonds and threads;</li> <li>• prepares design drawings, plans or sketches and checks feasibility of construction and compliance with safety regulations;</li> <li>• prepares detailed drawings, plans, charts or maps that include natural features, desired surface finish, elevations, electrical circuitry and other details as required;</li> <li>• arranges for completed drawings to be reproduced for use as working drawings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• CAD operator</li> <li>• Cartographer</li> <li>• Design technician</li> <li>• Draughtsman</li> </ul> <p>Salary rate: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no equivalent 2016 data available)]</p>	RQF 3
3132 IT user support technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• provides technical support to IT users;</li> <li>• advises users on how to resolve hardware and software problems;</li> <li>• installs and upgrades hardware, cables, operating systems and/or appropriate software;</li> <li>• facilitates user access to systems;</li> <li>• refers more complex or intractable problems to appropriate IT professionals;</li> <li>• researches possible solutions in user guides, technical manuals and other documents;</li> <li>• maintains a log of work in progress, calls received, actions taken and problems detected;</li> <li>• reports on commonly occurring queries to detect underlying problems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Customer support analyst</li> <li>• Help desk operator</li> <li>• IT support technician</li> <li>• Systems support officer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Senior PC support analyst</li> <li>• Senior PC support</li> <li>• Technical pre- or post-sales support</li> <li>• Senior database administrator or analyst</li> <li>• Database administrator or analyst</li> <li>• Computer engineers, installation and maintenance</li> </ul> <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
3216 Dispensing opticians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• interprets prescription and measures patient's face to determine distance between pupil centres, height of bridge of nose, etc.;</li> <li>• advises patient on lens type and choice of spectacle frames;</li> <li>• prepares detailed instructions for workshop;</li> <li>• ensures that completed spectacles conform to specification and fit the patient correctly and comfortably;</li> <li>• fits spectacles and advises patient on lens care and any other difficulties likely to be experienced.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dispensing optician</li> <li>• Optical dispenser</li> </ul> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
3217 Pharmaceutical technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• checks received prescriptions for legality and accuracy;</li> <li>• prepares drugs and medicines under the supervision of pharmacist;</li> <li>• prepares specialised, tailor-made drugs for intravenous administration by hospital medical staff;</li> <li>• labels and checks items prior to dispensing; • maintains records of prescriptions received and drugs issued;</li> <li>• advises patients or customers on the use of drugs prescribed or medication purchased over the counter;</li> <li>• checks stock levels, orders new stock from pharmaceutical companies and ensures that drugs are stored appropriately.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Dispensing technician</li> <li>• Pharmaceutical technician</li> <li>• Pharmacy technician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs at NHS Agenda for Change band 4 or equivalent or above</li> </ul> <p>Salary rate: £18,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
3231 Youth and community workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• organises social, recreational and educational activities in local community and youth groups;</li> <li>• undertakes the day-to-day running of community centres and supervises the activities of part-time and voluntary workers;</li> <li>• liaises and supports voluntary workers running groups in village halls, churches, mosques and other places of worship;</li> <li>• advises individuals with particular needs or problems through informal discussion, individual counselling or formal group discussion;</li> <li>• helps set up credit unions, encourages parents to establish playgroups, works with other groups to find solutions to shared concerns or problems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Community development officer</li> <li>• Youth and community worker</li> <li>• Youth project coordinator</li> <li>• Youth worker</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3234 Housing officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• oversees the day-to-day running of rented properties including arranging for the signing of leases, rent collection and maintenance work;</li> <li>• interviews prospective tenants and allocates properties to waiting list applicants;</li> <li>• carries out regular inspections of properties to assess and ensure they are in a good state of repair;</li> <li>• ensures that special needs accommodation is suited to the needs of particular groups such as the elderly and disabled, and that statutory requirements for providing accommodation are met;</li> <li>• refers tenants to appropriate sources of benefits and welfare;</li> <li>• deals with payment of rents and arrears, arranges for legal action where necessary;</li> <li>• supports tenants' groups;</li> <li>• works closely with other agencies such as social services departments and welfare rights groups.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Housing adviser</li> <li>• Housing officer</li> <li>• Homeless prevention officer</li> <li>• Housing support officer</li> </ul> <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3235 Counsellors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• meets clients face-to-face, working either one-to-one or with couples or families, or by telephone or internet;</li> <li>• encourages clients to discuss their feelings in relation to their problems, aiming to ensure that an understanding of the issues is achieved;</li> <li>• presents different perspectives to the problem areas identified;</li> <li>• refers to other appropriate sources of help;</li> <li>• keeps accurate and confidential records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Counsellor (welfare services)</li> <li>• Debt adviser</li> <li>• Drugs and alcohol counsellor</li> <li>• Student counsellor</li> </ul> <p>Salary rate: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
3239 Welfare and housing associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• advises on rights and entitlements in relation to benefits, health, discrimination and welfare;</li> <li>• advises individuals and families experiencing problems about available resources to assist them;</li> <li>• assists and liaises with professionals in social work, the probation service and related welfare areas;</li> <li>• organises day, residential and home care services;</li> <li>• helps to put together care plans and follows professional's care plans;</li> <li>• maintains records and compiles reports on clients;</li> <li>• keeps up to date with legislation;</li> <li>• performs pastoral care duties, preaches sermons and conducts some services in accordance with the relevant faith or denomination.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Day centre officer</li> <li>• Health coordinator</li> <li>• Key worker (welfare services)</li> <li>• Outreach worker (welfare services)</li> <li>• Probation services officer</li> <li>• Project worker (welfare services)</li> </ul> <p>Salary rate: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3312 Police officers (sergeant and below)	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• receives instructions from senior officers and patrols an assigned area on foot, horseback, motorcycle, motor car or boat to check security and enforce regulations;</li> <li>• directs and controls traffic or crowds at demonstrations and large public events;</li> <li>• investigates complaints, crimes, accidents, any suspicious activities or other incidents;</li> <li>• interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects; • attends accidents;</li> <li>• prepares briefs or reports for senior officers; • works on station reception desk and or in communications room;</li> <li>• gives evidence in court cases.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Detective (police service)</li> <li>• Police constable</li> <li>• Police officer</li> <li>• Sergeant</li> <li>• Transport police officer</li> </ul> <p>Salary rate: £34,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3313 Fire service officers (watch manager and below)	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• inspects premises to identify potential fire hazards and to check that fire fighting equipment is available and in working order and that statutory fire safety regulations are met;</li> <li>• arranges fire drills and tests alarm systems and equipment;</li> <li>• travels to fire or other emergency by vehicle and locates water mains if necessary;</li> <li>• operates hose pipes, ladders, chemical, foam, gas or powder fire extinguishing appliances;</li> <li>• rescues people or animals trapped by fire and administers first aid;</li> <li>• removes goods from fire damaged premises, clears excess water, makes safe any structural hazards and takes any other necessary steps to reduce damage to property;</li> <li>• attends and deals with bomb alerts and accidents involving spillage of hazardous substances;</li> <li>• advises on fire safety measures in new buildings;</li> <li>• supervises a watch.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fire engineer</li> <li>• Fire safety officer</li> <li>• Firefighter</li> <li>• Watch manager (fire service)</li> </ul> <p>Salary rate: £30,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3417 Photographers, audio-visual and broadcasting equipment operators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects subject and conceives composition of picture or discusses composition with colleagues;</li> <li>• arranges subject, lighting, camera equipment and any microphones;</li> <li>• inserts lenses and adjusts aperture and speed settings as necessary;</li> <li>• operates scanning equipment to transfer image to computer and manipulates image to achieve the desired effect;</li> <li>• photographs subject or follows action by moving camera;</li> <li>• takes, records and manipulates digital images and digital video footage;</li> <li>• controls transmission, broadcasting and satellite systems for television and radio programmes, identifies and solves related technical problems;</li> <li>• checks operation and positioning of projectors, vision and sound recording equipment, and mixing and dubbing equipment;</li> <li>• operates equipment to record, edit and play back films and television programmes;</li> <li>• manages health and safety issues;</li> <li>• operates sound mixing and dubbing equipment to obtain desired mix, level and balance of sound.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Audio visual technician</li> <li>• Cameraman</li> <li>• Photographer</li> <li>• Projectionist</li> <li>• Sound engineer</li> <li>• Theatre technician (entertainment)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Audio visual technician</li> <li>• Senior audio visual technician</li> <li>• Photographer</li> <li>• Press photographer (regional)</li> <li>• Press photographer (National)</li> <li>• Film technician</li> <li>• Sound recordist</li> <li>• Camera operator (film, television production)</li> </ul> <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
3421 Graphic designers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• liaises with client to clarify aims of project brief, discusses media, software and technology to be used, establishes timetable for project and defines budgetary constraints;</li> <li>• undertakes research into project, considers previous related projects and compares costs of using different processes;</li> <li>• prepares sketches, scale drawings, models, colour schemes and other mock-ups to show clients and discusses any required alterations;</li> <li>• prepares specification and instructions for realisation of the project;</li> <li>• liaises with other parts of the production team to ensure graphic design fits with other elements, processes and timescales;</li> <li>• produces or oversees creation of the final product.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Commercial artist</li> <li>• Designer (advertising)</li> <li>• Graphic artist</li> <li>• Graphic designer</li> <li>• MAC operator</li> </ul> <p>Salary rate: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3443 Fitness instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assesses the fitness levels of clients;</li> <li>• devises programmes of training appropriate to the needs of clients with varying levels of strength, fitness and ability;</li> <li>• demonstrates and leads fitness activities and supervises exercise classes;</li> <li>• ensures that clients do not injure themselves through over exertion or using incorrect training techniques;</li> <li>• plans and monitors personal fitness schedules;</li> <li>• understands the health and safety aspects of different forms of exercise and ensures that any statutory requirements are met.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aerobics instructor</li> <li>• Fitness instructor</li> <li>• Gym instructor</li> <li>• Lifestyle consultant</li> <li>• Personal trainer</li> <li>• Pilates instructor</li> </ul> <p>Salary rate: £14,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3511 Air traffic controllers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• maintains radio and/or radar or visual contact with aircraft and liaises with other air traffic controllers and control centres to direct aircraft in and out of controlled airspace and into holding areas ready for landing;</li> <li>• directs the movement of aircraft en route to its destination and ensures minimum distances are maintained between planes;</li> <li>• gives landing instructions to pilot and monitors descent of aircraft;</li> <li>• directs movement of aircraft and motor vehicles on runways, taxiways and in parking bays;</li> <li>• obtains information regarding weather conditions, navigational hazards, landing conditions, seating arrangements, loading of cargo, fuel and catering supplies;</li> <li>• calculates fuel consumption and optimum flying height, plans route and prepares flight plan for aircraft pilot;</li> <li>• discusses operational requirements with pilot, issues duty schedules for flight deck and cabin crews, maintains records of flight progress and authorises flight departure;</li> <li>• handles emergencies, unscheduled traffic and other unanticipated incidents.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Air traffic control officer</li> <li>• Air traffic controller • Air traffic services assistant</li> <li>• Flight planner</li> </ul> <p>Salary rate: £56,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
3520 Legal associate professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• runs chambers on behalf of principals, develops the practice, manages the flow of work, decides which cases to accept, arranges appropriate fees and prepares financial records;</li> <li>• collates information, drafts briefs and other documents;</li> <li>• interviews and advises clients, undertakes preparatory work for court cases;</li> <li>• attends court to assist barristers and solicitors in the presentation of a case;</li> <li>• assists in all aspects of property conveyancing and probate and common law practice.</li> </ul> <p>Related job title:</p> <ul style="list-style-type: none"> <li>• Barrister's clerk</li> <li>• Compliance officer</li> <li>• Conveyancer</li> <li>• Legal executive</li> <li>• Litigator</li> <li>• Paralegal</li> </ul> <p>Salary rate: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3533 Insurance underwriters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• receives and assesses proposals and propositions for insurance from brokers and clients;</li> <li>• identifies and evaluates the risks associated with a proposal;</li> <li>• liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear;</li> <li>• calculates premiums, provides quotations and, if acceptable to the client, issues policies;</li> <li>• ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions;</li> <li>• negotiates terms of reinsurance contracts.</li> </ul> <p>Related job title:</p> <ul style="list-style-type: none"> <li>• Account handler (insurance) • Commercial underwriter</li> <li>• Insurance inspector</li> <li>• Mortgage underwriter</li> <li>• Underwriter</li> </ul> <p>Salary rate: £26,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3536 Importers and exporters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• investigates and evaluates home and overseas demand for particular commodities;</li> <li>• obtains orders from buyers and arranges payment by bill of exchange, letter of credit or other means;</li> <li>• arranges for shipment of commodities overseas and ensures that insurance and export licences are in order;</li> <li>• carries out customs clearance procedures for imports, arranges their storage and delivery and sells them personally or through a commodity broker;</li> <li>• advises home and overseas producers on the likely future demand for their goods.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Export controller</li> <li>• Export coordinator</li> <li>• Exporter</li> <li>• Import agent</li> <li>• Importer</li> </ul> <p>Salary rate: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
3542 Business sales executives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses customer requirements and advises them on the capabilities and limitations of the goods or services being sold;</li> <li>• quotes prices, credit details, delivery dates and payment arrangements and arranges for delivery and installation of goods if appropriate;</li> <li>• makes follow up visits to ensure customer satisfaction and to obtain further orders;</li> <li>• stays abreast of advances in product/field and suggests possible improvements to product or service;</li> <li>• maintains records and accounts of sales made and handles customer complaints.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Corporate account executive</li> <li>• Sales agent</li> <li>• Sales consultant</li> <li>• Sales executive</li> <li>• Technical representative</li> </ul> <p>Salary rate: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
3544 Estate agents and auctioneers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes;</li> <li>• conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land;</li> <li>• advises vendors and purchasers on market prices of property, accompanies clients to view property;</li> <li>• markets the property on behalf of the vendor, prepares written information and press advertisements;</li> <li>• negotiates land or property purchases, sales, leases or tenancy agreements and arranges legal formalities with solicitors, building societies and other parties;</li> <li>• makes inventories of property for sale, advises vendor of suitable reserve price, issues catalogues, conducts auction, notes bids and records sale.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Auctioneer</li> <li>• Auctioneer and valuer</li> <li>• Estate agent</li> <li>• Letting agent</li> <li>• Property consultant</li> </ul> <p>Salary rate: £20,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
3550 Conservation and environmental associate professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists with ecological surveys to identify plant and animal species, map their habitat and draw up conservation plans;</li> <li>• implements schemes for the management and protection of natural habitats;</li> <li>• assists with environmental audits and impact assessments;</li> <li>• organises and supervises conservation projects and the work of part-time and voluntary staff;</li> <li>• provides information and education to the public through setting up displays, writing leaflets and making presentations;</li> <li>• organises guided walks and answers questions from the public about an area and its wildlife;</li> <li>• works with the emergency services in instances of fire, flood, injury or mountain rescue.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Conservation worker</li> <li>• Countryside ranger</li> <li>• National park warden</li> <li>• Park ranger</li> </ul> <p>Salary rate: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings 2015]</p>	RQF 3
3562 Human resources and industrial relations officers	<p>Example job titles:</p> <ul style="list-style-type: none"> <li>• undertakes research into pay differentials, productivity and efficiency bonuses and other payments;</li> <li>• develops and recommends personnel and industrial relations policies, assists with their implementation and drafts staff handbooks;</li> <li>• assists with negotiations between management and employees or trades unions concerning pay and conditions of employment;</li> <li>• interviews candidates for jobs;</li> <li>• advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues;</li> <li>• deals with grievance and disciplinary procedures, and with staff welfare and counselling provision.</li> </ul> <p>Related job types:</p> <ul style="list-style-type: none"> <li>• Employment adviser</li> <li>• Human resources officer • Personnel officer</li> <li>• Recruitment consultant</li> </ul> <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
4112 National government administrative occupations	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists senior government officers with policy work, external liaison or general administrative work;</li> <li>• undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;</li> <li>• maintains and updates correspondence, documents, data and other records for storage in files or on computer;</li> <li>• classifies, sorts and files publications, correspondence etc. in offices and libraries;</li> <li>• responds to telephone enquiries and other forms of correspondence;</li> <li>• performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc.</li> </ul> <p>Related job types:</p> <ul style="list-style-type: none"> <li>• Administrative assistant (courts of justice)</li> <li>• Administrative officer (government)</li> <li>• Civil servant (EO)</li> <li>• Clerk (government)</li> <li>• Revenue officer (government)</li> </ul> <p>Salary rate: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
4114 Officers of non-governmental organisations	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• maintains and updates records of membership details, subscription fees, mailing lists, etc.;</li> <li>• circulates and reports information of relevance to members and interested parties;</li> <li>• arranges meetings, conferences and other events and circulates agenda and other relevant material;</li> <li>• receives and responds to written correspondence and telephone enquiries from members and other organisations;</li> <li>• assists with fund raising activities within a specified geographical area;</li> <li>• prepares and provides measures of organisational activity for senior officials.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Administrator (charitable organisation)</li> <li>• Organiser (trade union)</li> <li>• Secretary (research association)</li> <li>• Trade union official</li> </ul> <p>Salary rate: £21,100 [Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
4134 Transport and distribution clerks and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• processes customer orders and forwards requisition documentation to storage and distribution personnel;</li> <li>• formulates delivery loads, vehicle schedules and routes to be followed by delivery staff;</li> <li>• monitors tachograph readings and maintains records of hours worked and distance travelled by drivers;</li> <li>• obtains customs clearance and processes import and export documentation necessary for the movement of goods between countries;</li> <li>• maintains records regarding the movement and location of freight, containers and staff.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Export clerk</li> <li>• Logistics controller</li> <li>• Shipping clerk</li> <li>• Transport administrator</li> <li>• Transport clerk</li> <li>• Transport coordinator</li> </ul> <p>Salary rates: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
4151 Sales administrators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• provides information to customers on products and prices;</li> <li>• fields telephone enquiries from prospective customers on behalf of the sales team;</li> <li>• prepares sales invoices and maintains records and accounts of sales activity;</li> <li>• handles customer complaints or forwards them to relevant member of sales team;</li> <li>• carries out general clerical duties.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Marketing administrator</li> <li>• Sales administrator</li> <li>• Sales clerk</li> <li>• Sales coordinator</li> </ul> <p>Salary rate: £17,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
4214 Company secretaries	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• opens, sorts, distributes and files correspondence (both hard copy and electronic);</li> <li>• uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation;</li> <li>• deals directly with routine correspondence;</li> <li>• files and retrieves documents, sets up and maintains filing systems and reproduces copies of documentation as required;</li> <li>• keeps appointments diary, makes travel arrangements and arranges conference and other functions;</li> <li>• arranges meetings, circulates agenda and other meeting documents, attends meetings, and takes and prepares minutes;</li> <li>• answers, screens, handles and directs telephone requests and enquiries, takes messages and forwards to the appropriate member of staff;</li> <li>• undertakes reception responsibilities by greeting visitors and arranging refreshments;</li> <li>• ensures office supplies such as stationery and equipment are maintained.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Assistant secretary</li> <li>• Club secretary</li> <li>• Company secretary</li> </ul> <p>Salary rate: £22,600</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		
4215 Personal assistants and other secretaries	<p>Example of tasks:</p> <ul style="list-style-type: none"> <li>• acts as a first point of contact for a manager or team with colleagues and people from outside organisations, fields telephone enquiries, takes and passes on messages;</li> <li>• arranges appointments, keeps business diary, organises travel arrangements, makes reservations and organises a variety of functions;</li> <li>• opens, sorts, distributes and files correspondence (in hard copy and electronic) and deals directly with routine correspondence;</li> <li>• uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation;</li> <li>• arranges and attends meetings, takes minutes and prepares records of proceedings;</li> <li>• translates documents and liaises with overseas clients and suppliers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Executive assistant</li> <li>• PA-secretary</li> <li>• Personal assistant</li> <li>• Personal secretary</li> <li>• Secretary</li> </ul> <p>Salary rate: £20,400</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		

SOC code and description	Description	Skill level
5111 Farmers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• feeds and waters animals, takes responsibility for livestock health and welfare, treats minor ailments and calls vet if necessary;</li> <li>• plants, propagates, sprays, fertilises and harvests field crops;</li> <li>• undertakes farm maintenance tasks such as fencing, hedging, cleaning and building maintenance;</li> <li>• operates and maintains farm machinery such as combine harvesters, straw balers, milking machines and tractors;</li> <li>• arranges for the sale of crops, livestock and other farm produce;</li> <li>• maintains records of production, finance and breeding;</li> <li>• ensures good environmental practice is observed in all tasks.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Agricultural contractor</li> <li>• Agricultural technician</li> <li>• Crofter (farming)</li> <li>• Farmer</li> <li>• Herd manager</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Herd managers</li> <li>• Livestock breeders</li> <li>• Pig breeders</li> <li>• Agricultural contractor jobs that require an RQF level 3 in Agricultural Crop Production, Mixed Farming or Livestock Production, or an NPTC Advanced National Certificate in Agriculture</li> </ul> <p>Salary rate: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5112 Horticultural trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares soil in field, bed or pot by hand or machine;</li> <li>• mixes soil, composts, fertilisers and/or organic matter and spreads fertiliser and manure;</li> <li>• sows seeds and bulbs and transplants seedlings;</li> <li>• propagates plants by taking cuttings and by grafting and budding, applies weed-killer, fungicide and insecticide to control pests and diseases;</li> <li>• prunes and thins trees and shrubs;</li> <li>• supports trees by staking and wiring.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Grower</li> <li>• Horticulturalist (market gardening)</li> <li>• Market Gardener</li> <li>• Nursery Assistant (agriculture)</li> <li>• Nurseryman</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Horticultural foreman</li> <li>• Horticultural nursery supervisor</li> <li>• Horticultural technician</li> <li>• Nursery stock production technician or specialist</li> </ul> <p>Salary rate: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled
5113 Gardeners and landscape gardeners	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• levels ground and installs drainage system as required;</li> <li>• prepares soil and plants and transplants, prunes, weeds and otherwise tends plant life;</li> <li>• protects plants from pests and diseases;</li> <li>• cuts and lays turf using hand and machine tools and repairs damaged turf;</li> <li>• prepares or interprets garden design plans;</li> <li>• moves soil to alter surface contour of land using mechanical equipment and constructs paths, rockeries, ponds and other features;</li> <li>• performs general garden maintenance.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Garden designer</li> <li>• Gardener</li> <li>• Gardener-handyman</li> <li>• Landscape gardener</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Gardening Team Supervisor or Manager</li> <li>• Landscaper jobs, where the job requires a Registration of Land-Based Operatives (ROLO) Gold Card</li> <li>• Garden Designer</li> </ul> <p>Salary rate: £17,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5114 Groundsmen and greenkeepers	<p>Example job tasks:</p> <ul style="list-style-type: none"><li>• levels ground and installs drainage system as required;</li><li>• cuts and lays turf using hand and machine tools and repairs damaged turf;</li><li>• moves soil to alter surface contour of land using mechanical equipment and constructs appropriate landscaping features and maintains such features;</li><li>• monitors and maintains the quality and condition of turf;</li><li>• rolls, mows and waters grass, marks out pitches.</li></ul> <p>Related job titles:</p> <ul style="list-style-type: none"><li>• Greenkeeper</li><li>• Groundsman</li><li>• Groundsperson</li></ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"><li>• Head Greenkeeper</li><li>• Ground Manager</li><li>• Head Groundsperson</li></ul> <p>Salary rate: £16,100</p>	RQF3/ Lower-skilled

[Source: Annual Survey of Hours and Earnings 2016]

SOC code and description	Description	Skill level
5119 Agri-cultural and fishing trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• nets river fish and feeds and maintains them in spawning pens, cultivates and harvests oysters, mussels and clams on natural and artificial beds, treats water and diseased fish, and empties and cleans outdoor tanks;</li> <li>• navigates and maintains shipping vessels, assists with the shooting, hauling and repairing of fishing nets, prepares, lays and empties baited pots, and guts, sorts and stows fish;</li> <li>• establishes and maintains forest nurseries, forestry and woodland, and diagnoses and treats diseased trees;</li> <li>• patrols a designated area of the countryside to monitor damage, erosion, access to rights of way and the state of footpaths and other facilities, and carries out remedial maintenance work as necessary;</li> <li>• monitors and maintains the level of wildfowl on public and private estates.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Aboricultural consultant</li> <li>• Bee farmer</li> <li>• Gamekeeper</li> <li>• Share fisherman</li> <li>• Trawler skipper</li> <li>• Tree surgeon</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Fishing vessel skippers in inshore areas, and limited and unlimited offshore areas</li> <li>• Fishing vessel mates in unlimited offshore areas</li> <li>• Forest officers and forest or woodland managers</li> <li>• Supervising tree surgeons and supervising arbori-culturists / arborists</li> <li>• Head gamekeepers, head river keepers and head ghillies</li> <li>• Managers in animal husbandry, forestry and fishing not elsewhere classified</li> </ul> <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5211 Smiths and forge workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• reads and interprets order or blueprint to determine operational requirements;</li> <li>• heats or supervises the heating in furnace of metal to be forged;</li> <li>• positions or directs the positioning of heated metal on anvil or other work surface;</li> <li>• operates or directs operation of press or hammer and repositions workpiece between strokes;</li> <li>• uses special forging tools to shape and cut metal as required;</li> <li>• bends or shapes metal by hand forging methods using hammers, punches, drifts and other hand tools;</li> <li>• tempers and hardens forged pieces, as required, by quenching in oil or water;</li> <li>• fits and secures horses shoes.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Blacksmith</li> <li>• Chain repairer</li> <li>• Farrier</li> <li>• Pewtersmith</li> <li>• Steel presser</li> </ul> <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
5212 Moulders, core makers and die casters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• positions moulding frame over pattern, fills it with sand, loam, or plaster and compacts by hand or machine;</li> <li>• transfers mould unit to oven for baking or hardens by injecting carbon dioxide;</li> <li>• separates mould from pattern and repairs damage or imperfections in mould surfaces;</li> <li>• applies refractory bonding solution to moulds and dies to prevent molten metal fusing with sand; • fits cores in mould to form hollow parts in casting;</li> <li>• prepares casting pit with vents to allow the escape of gases, scoops molten metal from furnace using ladle and pours it into die or die casting machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Core Maker (metal trades)</li> <li>• Die Caster</li> <li>• Moulder (metal trades)</li> <li>• Pipe Maker (foundry)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require an engineering technician registered with the Engineering Council</li> <li>• Jobs which require an RQF level 3 qualification in Materials Processing and Finishing</li> <li>• Foundry or casting shop foremen</li> </ul> <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5213 Sheet metal workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to assess job requirements;</li> <li>• uses template, measuring instruments and tools to mark out layout lines and reference points;</li> <li>• uses hand or machine tools to bend, roll, fold, press or beat cut sheet metal;</li> <li>• assembles prepared parts and joins them by bolting, welding or soldering;</li> <li>• finishes product by grinding, filing, cleaning and polishing;</li> <li>• repairs damaged metal parts such as copper sheets and tubes by beating, riveting, soldering, welding and fitting replacement parts;</li> <li>• checks final product to ensure conformity with specifications.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Coppersmith</li> <li>• Panel beater (metal trades)</li> <li>• Sheet metal fabricator</li> <li>• Sheet metal worker</li> </ul> <p>Salary rate: £19,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
5214 Metal plate workers, and riveters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications and uses rules, scribes and punches to mark out metal plate with guidelines and reference points;</li> <li>• cuts metal plate to markings using hand or machine tools;</li> <li>• uses machine tools to bend, curve, punch, drill and straighten metal plate as required;</li> <li>• uses hydraulic jacks to position and align metal platework or frame for welding and bolting;</li> <li>• selects suitable rivets and rivets together metal plates and girders;</li> <li>• seals seams with caulking compound, smoothes welds, fixes metal doors, metal collars, portholes, tank and hatch covers and performs other metal plate finishing tasks using a variety of hand and power tools.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boiler maker</li> <li>• Metal plate worker</li> <li>• Plater</li> <li>• Plater-welder</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC)</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £24,600</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016 equivalent data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5215 Welding trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects appropriate welding equipment such as electric arc, gas torch, etc.;</li> <li>• connects wires to power supply, or hoses to oxygen, acetylene, argon, carbon dioxide, electric arc, or other source and adjusts controls to regulate gas pressure and rate of flow;</li> <li>• cuts metal pieces using gas torch or electric arc;</li> <li>• guides electrode or torch along line of weld, burns away damaged areas, and melts brazing alloy or solder into joints;</li> <li>• cleans and smooths weld;</li> <li>• checks finished workpiece for defects and conformity with specification.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Fabricator-welder</li> <li>• Fitter-welder</li> <li>• Spot welder (metal)</li> <li>• Welder</li> <li>• Welding technician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• High integrity pipe welders where the job requires three or more years' related on-the-job experience</li> <li>• Welding foreman</li> <li>• Welding engineer or consultant</li> <li>• Welding fitter</li> <li>• Welding supervisor</li> <li>• Welding technician</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5216 Pipe fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine layout of piping;</li> <li>• measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic piping using hand or machine tools;</li> <li>• installs pipes for heating, ventilating, fire prevention, water and similar systems in industrial and construction settings, including oil rigs and terminals, sewerage systems and other mains networks;</li> <li>• fits piping into position and joins sections by welding, soldering, cementing, fusing, screwing or by other methods;</li> <li>• tests pipe work for leaks and makes necessary adjustments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Pipe engineer</li> <li>• Pipe fitter</li> <li>• Pipe welder-fitter</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Pipe fitter / welder jobs that require an Engineering Services Gold SKILLcard in Heating and Ventilation Fitting / Welding</li> </ul> <p>Salary rate: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled
5221 Metal machining setters and setter-operators	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate method, sequence of operations and machine setting;</li> <li>• selects and fixes work-holding devices and appropriate cutting, shaping, grinding and/or forming tools;</li> <li>• sets machine controls for rotation speeds, depth of cut and stroke, and adjusts machine table, stops and guides;</li> <li>• operates automatic or manual controls to feed tool to workpiece or vice versa and checks accuracy of machining;</li> <li>• repositions workpiece, changes tools and resets machine as necessary during production run;</li> <li>• instructs operators on the safe and correct method of operation of the machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• CNC machinist</li> <li>• CNC programmer</li> <li>• Centre lathe turner</li> <li>• Miller (metal trades)</li> <li>• Tool setter</li> <li>• Turner</li> </ul> <p>Salary rate: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5222 Tool makers, tool fitters and markers-out	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate method and sequence of operations;</li> <li>• marks out reference points using measuring instruments and tools such as punches, rules and squares;</li> <li>• operates hand and machine tools to shape workpieces to specifications and checks accuracy of machining;</li> <li>• assembles prepared parts, checks their alignment with micrometers, optical projectors and other measuring equipment and adjusts as necessary;</li> <li>• repairs damaged or worn tools.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Die maker</li> <li>• Engineer-toolmaker</li> <li>• Jig maker</li> <li>• Marker-out (engineering)</li> <li>• Tool fitter</li> <li>• Tool maker</li> </ul> <p>Salary rate: £23,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
5223 Metal working production and maintenance fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine appropriate methods and sequence of operations;</li> <li>• fits and assembles parts and/or metal sub-assemblies to fine tolerances to make marine engines, prototype metal products, agricultural machinery and machine tools;</li> <li>• fits and assembles, other than to fine tolerances, prepared parts and sub-assemblies to make motor vehicles, printing and agricultural machinery, orthopaedic appliances and other metal goods;</li> <li>• examines operation of, and makes adjustments to, internal combustion engines and motor vehicles;</li> <li>• erects, installs, repairs and services plant and industrial machinery, including railway stock, textile machines, coin operated machines, locks, sewing machines, bicycles and gas and oil appliances.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Agricultural engineer</li> <li>• Bench fitter</li> <li>• Engineering machinist</li> <li>• Fabricator</li> <li>• Installation engineer</li> <li>• Maintenance fitter</li> <li>• Mechanical engineer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Fitter, turner or millwright jobs that require a completed Engineering Advanced Apprenticeship with an RQF level 3 qualification in Engineering Maintenance or Engineering Technology and Maintenance</li> </ul> <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5224 Precision instrument makers and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings or specifications to determine appropriate methods, materials and sequence of operation;</li> <li>• marks out and machines aluminium, brass, steel and plastics using machine tools such as grinders, lathes and shapers;</li> <li>• tests watches and clocks for repair to diagnose faults and removes, repairs or replaces damaged and worn parts;</li> <li>• tests completed timepiece for accuracy using electronic or other test equipment;</li> <li>• carries out service tasks such as cleaning, oiling and regulating;</li> <li>• checks prepared parts for accuracy using measuring equipment, assembles parts and adjusts as necessary using hand and machine tools;</li> <li>• positions, aligns and secures optical lenses in mounts;</li> <li>• tests, adjusts and repairs precision and optical instruments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Calibration engineer</li> <li>• Horologist</li> <li>• Instrument maker</li> <li>• Instrument mechanic</li> <li>• Instrument technician</li> <li>• Optical technician</li> <li>• Precision engineer</li> <li>• Watchmaker</li> </ul> <p>Salary rate: £21,000</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		
5231 Vehicle technicians, mechanics and electricians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• visually checks, test drives or uses test equipment to diagnose engine and mechanical faults;</li> <li>• removes, dismantles, repairs and replaces defective parts and prepares new parts using appropriate tools;</li> <li>• reassembles, tests, adjusts and tunes the appropriate parts, systems or entire engine;</li> <li>• carries out routine maintenance checks on oil and air filters, brakes and other vehicle parts/systems;</li> <li>• diagnoses faults in electrical/electronic circuitry, removes faulty components and fits replacements;</li> <li>• checks condition of electrical/electronic systems and carries out servicing tasks;</li> <li>• installs additional electrical amenities such as radio/CD players, aerials;</li> <li>• repairs and services air conditioning, heating and engine cooling systems.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Auto electrician</li> <li>• Car mechanic</li> <li>• HGV mechanic</li> <li>• Mechanic (garage)</li> <li>• MOT tester</li> <li>• Motor mechanic</li> <li>• Motor vehicle technician</li> <li>• Technician (motor vehicles)</li> <li>• Vehicle technician</li> </ul> <p>Salary rate: £20,900</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		

SOC code and description	Description	Skill level
5232 Vehicle body builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• diagnoses job requirements or ascertains work specifications from drawings or instructions;</li> <li>• selects, cuts, shapes and assembles materials to form parts of vehicle underframe, framework and body;</li> <li>• repairs damage to chassis and engine mountings using hydraulic rams, jacks and jigs;</li> <li>• hammers out dents in bodywork, fills in small depressions or corroded areas in solder, plastic or other filler compound and replaces body panels using hand and power tools;</li> <li>• installs and repairs interior fittings including seats, seatbelts and fascia in cars, sinks and special features in caravans and mobile shops;</li> <li>• positions, secures and repairs external fittings including windows, doors, door handles, catches and roof attachments.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bodyshop technician</li> <li>• Car body repairer</li> <li>• Coach builder</li> <li>• Panel beater</li> <li>• Restoration technician (motor vehicles)</li> <li>• Vehicle builder</li> </ul> <p>Salary rate: £21,800</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016 equivalent data available)]</p>	RQF 3
5234 Vehicle paint technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• applies masking material to protect areas not to be coated and removes any external fixtures;</li> <li>• consults vehicle colour code, chooses appropriate paint or mixes paint to achieve desired consistency and colour;</li> <li>• uses hand or electrostatic spray gun to coat surfaces, adjusting nozzle and pressure valves of the gun as required;</li> <li>• removes masking materials and refits external fittings after completion of spraying;</li> <li>• cleans and maintains spray equipment, protective clothing and spraying booth.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Car paint sprayer</li> <li>• Coach painter</li> <li>• Paint technician (motor vehicles)</li> <li>• Vehicle refinisher</li> </ul> <p>Salary rate: £20,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

<b>SOC code and description</b>	<b>Description</b>	<b>Skill level</b>
5235 Aircraft maintenance and related trades	<p>Example job tasks:</p> <ul style="list-style-type: none"><li>• examines drawings, manuals and specifications to determine appropriate methods and sequence of operations;</li><li>• fits and assembles parts and/or metal sub-assemblies to fine tolerances to make aircraft engines;</li><li>• replaces engine components or complete engines, installs and tests electrical and electronic components and systems in aircraft;</li><li>• examines and inspects airframes and aircraft components, including landing gear, hydraulic systems, and de-icers to detect wear, cracks, breaks, leaks, or other problems;</li><li>• maintains, repairs and rebuilds aircraft structures, functional components, and parts;</li><li>• maintains comprehensive repair logs.</li></ul> <p>Related job titles:</p> <ul style="list-style-type: none"><li>• Aeronautical engineer</li><li>• Aircraft electrician</li><li>• Aircraft engineer</li><li>• Aircraft fitter</li><li>• Aircraft mechanic</li><li>• Maintenance engineer (aircraft)</li></ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"><li>• Aircraft engineers</li><li>• Licensed and military certifying engineer / inspector technician</li><li>• Airframe fitter</li></ul> <p>Salary rate: £28,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5236 Boat and ship builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine job requirements;</li> <li>• uses rules, scribes and punches to mark out metal plate with guidelines and reference points and cuts plates using appropriate tools;</li> <li>• uses machine tools to bend, curve, punch, drill and straighten metal plate as required and positions and aligns metal platework or frame for welding and bolting;</li> <li>• rivets together metal plates and girders, seals seams, smoothes welds, fixes metal doors, collars, portholes, tank and hatch covers;</li> <li>• selects and measures appropriate wood and cuts, shapes and drills to specification using saws, planes, chisels and other power or hand tools;</li> <li>• aligns and fixes prepared wood pieces by screwing, nailing, gluing and dowelling to form decking, small wooden marine craft and their interiors and fittings;</li> <li>• maintains and repairs woodwork and fittings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boat builder</li> <li>• Fitter (boat building)</li> <li>• Frame turner (ship building)</li> <li>• Marine engineer</li> <li>• Ship's joiner</li> <li>• Shipwright</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC)</li> <li>• Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5241 Electricians and electrical fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, specifications and wiring diagrams to determine the method and sequence of operations;</li> <li>• selects, cuts and lays wires and connects to sockets, plugs or terminals by crimping, soldering, brazing or bolting;</li> <li>• cuts, bends and installs electrical conduit;</li> <li>• assembles parts and sub-assemblies using hand tools and by brazing, riveting or welding;</li> <li>• installs electrical plant, machinery and other electrical fixtures and appliances such as fuse boxes, generators, light sockets etc.;</li> <li>• examines electrical plant or machinery, domestic appliances and other electrical assembly for faults using test equipment and replaces worn parts and faulty wiring.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Electrical contractor</li> <li>• Electrical engineer</li> <li>• Electrical fitter</li> <li>• Electrician</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Electricians, as defined by the joint industry board (JIB) or the Scottish joint industry board (SJIB) grading definitions</li> <li>• Approved electricians, as defined by the JIB / SJIB grading definitions</li> <li>• Technicians, as defined by the JIB / SJIB grading definitions</li> </ul> <p>Salary rate: £24,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled
5242 Tele-communications engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• installs internal cabling and wiring for telephone systems and fits and wires junction and distribution boxes;</li> <li>• fixes connecting wires from underground and aerial lines to premises and connects cable terminals to inside wiring;</li> <li>• installs telephones, switchboards and coin operated phone boxes;</li> <li>• uses testing equipment to locate defective components of circuitry and makes any necessary repairs;</li> <li>• tests installation and makes any further necessary adjustments;</li> <li>• assists with the erection of wooden poles or steel towers to carry overhead lines;</li> <li>• connects cables and tests for any defects;</li> <li>• locates and repairs faults to lines and ancillary equipment;</li> <li>• erects and maintains mobile telecommunications infrastructure.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Cable jointer</li> <li>• Customer service engineer (telecommunications)</li> <li>• Installation engineer (telecommunications)</li> <li>• Network officer (telecommunications)</li> <li>• Telecommunications engineer</li> <li>• Telephone engineer</li> </ul> <p>Salary rate: £28,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5244 TV, video and audio engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines equipment and observes reception to determine nature of defect;</li> <li>• uses electronic testing equipment to diagnose faults and check voltages and resistance;</li> <li>• dismantles equipment and repairs or replaces faulty components or wiring;</li> <li>• re-assembles equipment, tests for correct functioning and makes any necessary further adjustments;</li> <li>• carries out service tasks such as cleaning and insulation testing according to schedule.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Installation engineer (radio, television and video)</li> <li>• Satellite engineer</li> <li>• Service engineer (radio, television and video)</li> <li>• Technician (radio, television and video)</li> <li>• Television engineer</li> </ul> <p>Salary rate: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
5245 IT engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• installs, tests and maintains computer-related hardware (processors, memory chips, circuit boards, displays, sensors, data storage devices, printers, etc.) according to given specifications;</li> <li>• diagnoses hardware related faults;</li> <li>• repairs or replaces defective components;</li> <li>• advises on and installs operating soft/firm ware and may carry out upgrades;</li> <li>• maintains documentation to track and log work in progress and completed.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Computer repairer</li> <li>• Computer service engineer</li> <li>• Hardware engineer (computer)</li> <li>• Maintenance engineer (computer servicing)</li> </ul> <p>Salary rate: £21,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5249 Electrical and electronic trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, wiring diagrams and specifications to determine appropriate methods and sequence of operations;</li> <li>• places prepared parts and sub-assemblies in position, checks their alignment and secures with hand tools to install x-ray and medical equipment, aircraft instruments and other electronic equipment;</li> <li>• removes protective sheath from wires and cables and connects by brazing, soldering or crimping and applies conductor insulation and protective coverings;</li> <li>• examines for defect and repairs electronic and related equipment;</li> <li>• tests for correct functioning and makes any further necessary adjustments;</li> <li>• performs routine servicing tasks, such as cleaning and insulation testing;</li> <li>• assists with the erection of wood poles or steel towers to carry overhead lines;</li> <li>• connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment;</li> <li>• connects cables to test equipment and tests for balance, resistance, insulation and any defects;</li> <li>• locates and repairs faults to lines and ancillary equipment.</li> </ul> <p>Related titles:</p> <ul style="list-style-type: none"> <li>• Alarm engineer</li> <li>• Electronics engineer</li> <li>• Field engineer</li> <li>• Linesman</li> <li>• Service engineer</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• LE1-equivalent line workers and cable jointers (Chargehands or Leadhands)</li> <li>• Electrical / electronics engineers not elsewhere classified</li> </ul> <p>Salary rates: Overhead linesworker at Linesman Erector 2 (LE2) level and above: £32,000</p> <p>[Source: Migration Advisory Committee]</p> <p>Other line repairer and cable jointer (new entrant): £21,100 Other line repairer and cable jointer (experienced worker): £25,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5311 Steel erectors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to assess job requirements;</li> <li>• erects ladders, scaffolding or working cage;</li> <li>• directs hoisting and positioning of girders and other metal parts and checks alignment;</li> <li>• arranges for or undertakes bolting and welding of metal parts;</li> <li>• checks alignment of metal parts using spirit level and plumb rule.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Steel erector</li> <li>• Steel fabricator</li> <li>• Steel worker (structural engineering)</li> </ul> <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
5312 Bricklayers and masons	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings, photographs and specifications to determine job requirements;</li> <li>• marks and cuts stone using hammers, mallet and hand or pneumatic chisels;</li> <li>• spreads mortar on foundations and bricks, and places, levels and aligns bricks in mortar bed;</li> <li>• uses hand and power tools to shape, trim, carve, cut letters in and polish stone;</li> <li>• levels, aligns and embeds stone in mortar and faces brick, concrete or steel frame with stone to make and repair structures.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bricklayer</li> <li>• Dry stone waller</li> <li>• Stone mason</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Architectural Stone Carver</li> <li>• Stonemason</li> <li>• Bricklayer, where the job requires RQF level 3 in Bricklaying or Trowel Trades</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5313 Roofers, roof tilers and slaters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• measures roof or exterior wall and calculates required amounts of underfelt, tiles, slates or thatching material;</li> <li>• cuts wooden battens, felt and underfelt to required size;</li> <li>• lays and secures underfelt and covers with hot bitumen or other adhesive compound;</li> <li>• lays, aligns and secures successive overlapping layers of roofing material;</li> <li>• seals edges of roof with mortar and ensures that joints are watertight.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Mastic asphalt spreader</li> <li>• Roof tiler</li> <li>• Roofer</li> <li>• Roofing contractor</li> <li>• Slater</li> <li>• Thatcher</li> </ul> <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
5314 Plumbers and heating and ventilating engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines drawings and specifications to determine layout of system;</li> <li>• measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic using hand or machine tools;</li> <li>• installs fittings such as storage tanks, cookers, baths, toilets, taps and valves, refrigerators, boilers, radiators and fires;</li> <li>• tests completed installation for leaks and makes any necessary adjustments;</li> <li>• attaches fittings and joins piping by welding, soldering, cementing, fusing, screwing or other methods;</li> <li>• repairs burst pipes and mechanical and combustion faults and replaces faulty taps, washers, valves, etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Gas engineer</li> <li>• Gas service engineer</li> <li>• Heating and ventilating engineer</li> <li>• Heating engineer</li> <li>• Plumber</li> <li>• Plumbing and heating engineer</li> </ul> <p>Salary rate: £24,400</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5319 Construction and building trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• selects, measures and cuts steel bars, rods and wire to required lengths, positions and fixes reinforcements into position and tensions as required using hydraulic jacks;</li> <li>• lays bricks, tiles and building blocks to construct, repair and decorate buildings;</li> <li>• pours and levels concrete, prepares surfaces for painting and plastering, and mixes and applies plaster and paint;</li> <li>• installs plumbing fixtures, woodwork structures and fittings, and sets glass in frames;</li> <li>• maintains and repairs steeples, industrial chimneys and other high structures, and installs and replaces lightning conductors;</li> <li>• erects and repairs fencing;</li> <li>• checks and puts on diving suit and equipment and descends underwater to carry out construction, maintenance and repair tasks on sites such as oil rigs, harbours, bridges etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Acoustician</li> <li>• Builder</li> <li>• Building contractor</li> <li>• Fencer</li> <li>• Maintenance manager (buildings and other structures)</li> <li>• Property developer (building construction)</li> </ul> <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
5411 Weavers and knitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• prepares machine for operation by setting input packages, feeding thread, fibre or yarn through guides, rollers, tensioners and conditioning devices, and securing to output packages, spools or cards;</li> <li>• sets controls to produce article of specified size and pattern;</li> <li>• places fibre and yarn packages on machine and draws them through appropriate guides and tensioners;</li> <li>• monitors machine operation to detect broken threads of yarn, the evenness of warp tension and the quality of output;</li> <li>• removes completed garments and lengths of fabric from machine;</li> <li>• cleans and oils machine and reports any mechanical faults;</li> <li>• hand knits garments and other items according to pattern.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Carpet weaver</li> <li>• Knitter</li> <li>• Knitwear manufacturer</li> <li>• Weaver</li> </ul> <p>Salary rate: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
5412 Upholsterers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• measures frame to be covered or examines drawings or other specifications and cuts material with shears, knife or scissors;</li> <li>• tacks and staples or otherwise secures webbing to furniture frame;</li> <li>• pads springs and secures padding by stitching, stapling, tacking, etc.;</li> <li>• pins sections of coverings together, joins by sewing and inserts trims, braids and buttons as required and fits upholstery unit to frame;</li> <li>• operates machine to compress padded spring assemblies and inserts them into mattress covers;</li> <li>• encases bed springs and padding with selected covering material by hand or machine stitching and fits castors where required;</li> <li>• replaces covering, padding, webbing or springs to repair upholstered furniture;</li> <li>• measures, cuts, pins, sews and trims fabrics to make curtains, cushions, loose covers and similar soft furnishings.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Curtain fitter</li> <li>• Curtain maker</li> <li>• Soft furnisher</li> <li>• Trimmer (furniture mfr)</li> <li>• Upholsterer</li> </ul> <p>Salary rate: £15,700</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
5413 Footwear and leather working trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts;</li> <li>• positions leather and rubber footwear component parts on lasts and shapes and joins uppers to insoles and soles;</li> <li>• uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products;</li> <li>• uses hand and machine tools to sew and stitch leather and/or other material in the making and decoration of footwear and leather goods other than garments;</li> <li>• prepares paper or paperboard master patterns of component parts of footwear;</li> <li>• waxes, cleans and finishes footwear and other leather goods.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cobbler</li> <li>• Leather worker (leather goods mfr)</li> <li>• Machinist (leather goods mfr)</li> <li>• Shoe machinist</li> <li>• Shoe repairer</li> </ul> <p>Salary rate: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
5414 Tailors and dress-makers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• takes customer's measurements and discusses required style and material;</li> <li>• prepares individual or adapts stock pattern;</li> <li>• examines fabrics or skins for flaws and prepares materials for cutting;</li> <li>• arranges pattern on correct grain of fabric, marks position and cuts out garment parts with hand shears, electric knife or cutting machine;</li> <li>• pins/tacks and fits garment on customer or dummy model and makes any necessary alterations;</li> <li>• sews garment parts together by hand or machine, makes buttonholes and sews on fasteners and trimmings;</li> <li>• shapes garment by pressing seams, pleats, etc.;</li> <li>• makes alterations to finished garments according to customer's requirements.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Cutter (hosiery, knitwear mfr)</li> <li>• Dressmaker</li> <li>• Fabric cutter</li> <li>• Tailor</li> <li>• Tailoress</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Bespoke or handcraft tailor jobs that require a completed Bespoke Tailoring Apprenticeship leading to an RQF level 3 in Bespoke Cutting and Tailoring</li> <li>• Jobs that require a completed Modern Apprenticeship in Handicraft Tailoring leading to an RQF level 3 in Apparel Manufacturing Technology</li> </ul> <p>Salary rate: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5419 Textiles, garments and related trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• marks out, cuts and sews corsets, light clothing and hoods and aprons and makes and repairs sails, boat covers and other canvas goods;</li> <li>• fills and stuffs cushions, quilts, soft toys and furniture;</li> <li>• examines sketches and draws out patterns for the manufacture of garments and upholstery;</li> <li>• shapes and steams fabric into hats or hoods and gives final shape to fibre helmets and felt hats;</li> <li>• performs other tasks not elsewhere classified, for example, forms mounts for wigs, makes buttons, shapes hat brims, and staples seams of industrial gloves.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Clothing manufacturer</li> <li>• Embroiderer</li> <li>• Hand sewer</li> <li>• Sail maker</li> <li>• Upholstery cutter</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Jobs that require Licentiate (LTI) or Associateship (Ctext ATI) of the Textile Institute</li> <li>• Pattern cutter jobs that require an ABC Level 3 Certificate in Pattern Cutting or an RQF level 3 in Apparel Technology</li> <li>• Head pattern graders</li> <li>• Pattern grader jobs that require a completed Advanced Apprenticeship in Textiles</li> </ul> <p>Salary rate: £15,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled
5421 Pre-press technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines from specification the kind and size of type to be used;</li> <li>• uses computer applications to generate images and text;</li> <li>• scans and retouches digital images to create sample proofs, plans and lays out artwork to match planned design;</li> <li>• examines proof copies, checks for quality and accuracy and makes any necessary alterations;</li> <li>• processes filmsetting or desktop publishing output to produce image on film and transfers to printing plates and digital output;</li> <li>• arranges and pastes printing material onto paper ready for photographing.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Compositor</li> <li>• Plate maker</li> <li>• Pre-press manager</li> <li>• Pre-press technician</li> <li>• Type setter</li> </ul> <p>Salary Rate: £18,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3

SOC code and description	Description	Skill level
5422 Printers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• positions form or plate on machine, checks alignments and sets press;</li> <li>• mixes and loads inks and solvents, loads paper and regulates during print run;</li> <li>• prints and examines proof copies and adjusts press as necessary;</li> <li>• starts or directs start of printing run and monitors machine to ensure that printing proceeds smoothly;</li> <li>• pours colour into machine or directly on to screen and positions screen over item;</li> <li>• operates squeegee by hand or machine to press colour through screen;</li> <li>• dips wooden pattern block into colour tray and lays different colours on top of, and adjacent to, others to form the required pattern;</li> <li>• produces, transfers and outputs digital print images;</li> <li>• maintains, adjusts, repairs and cleans machine;</li> <li>• keeps production records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Lithographic printer</li> <li>• Machine minder (printing)</li> <li>• Print manager</li> <li>• Screen printer</li> <li>• Wallpaper printer</li> </ul> <p>Salary rate: £22,700</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		
5423 Print finishing and binding workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• folds, collates and sews printed sheets by hand or machine;</li> <li>• compresses sewn book in nipping machine to expel air and reduce swelling caused by sewing;</li> <li>• trims head, tail and fore-edge of book and gilds and marbles page edges as necessary;</li> <li>• cuts board and cloth for book cover and spine;</li> <li>• embosses lettering or decoration on cover by hand or machine;</li> <li>• repairs worn book bindings;</li> <li>• sets up and supervises automatic binding and finishing machine.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Binder's assistant</li> <li>• Book binder</li> <li>• Finishing supervisor (printing)</li> <li>• Print finisher</li> </ul> <p>Salary rate: £17,800</p>	RQF 3
[Source: Annual Survey of Hours and Earnings 2016]		

SOC code and description	Description	Skill level
5431 Butchers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• slaughters animal and removes skin, hide, hairs, internal organs, etc.;</li> <li>• cuts or saws carcasses into manageable portions;</li> <li>• removes bones, gristle, surplus fat, rind and other waste material;</li> <li>• cuts carcass parts into chops, joints, steaks, etc. for sale;</li> <li>• prepares meat for curing or other processing; cleans tools and work surfaces.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Butcher</li> <li>• Butcher's assistant</li> <li>• Butchery manager</li> <li>• Master butcher</li> <li>• Slaughterman</li> </ul> <p>Salary rate: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
5432 Bakers and flour confectioners	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• weighs ingredients according to recipe;</li> <li>• mixes ingredients using hand or machine to obtain the required consistency;</li> <li>• rolls and cuts pastry, stretches, kneads and moulds dough to form bread, rolls and buns;</li> <li>• fills and glazes pastry, mixes ingredients for cakes;</li> <li>• bakes bread, pastry and cakes;</li> <li>• makes cake decorations, spreads icing, fillings and toppings on products.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Baker</li> <li>• Baker's assistant</li> <li>• Bakery manager</li> <li>• Cake decorator</li> <li>• Confectioner</li> </ul> <p>Salary rate: £16,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5433 Fish-mongers and poultry dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• scrubs, de-scales, heads, guts, washes and bones fish;</li> <li>• cuts and slits fish for curing by hand or machine;</li> <li>• removes feathers and internal organs, extracts edible offal and cuts off feet and head from poultry carcasses and dresses as required;</li> <li>• cleans tools and work surfaces.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Butcher (fish, poultry)</li> <li>• Filleter (fish)</li> <li>• Fish processor</li> <li>• Fishmonger</li> <li>• Poultry processor</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Manual filleters of frozen fish, where the job requires an individual with three or more years' related on-the-job paid experience</li> <li>• Machine-trained operatives in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience</li> <li>• Quality controllers in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience</li> </ul> <p>Salary rate: £15,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5434 Chefs	<p>Example job tasks:</p> <ul style="list-style-type: none"><li>• requisitions or purchases and examines foodstuffs from suppliers to ensure quality;</li><li>• plans menus, prepares, seasons and cooks foodstuffs or oversees their preparation and monitors the quality of finished dishes;</li><li>• supervises, organises and instructs kitchen staff and manages the whole kitchen or an area of the kitchen;</li><li>• ensures relevant hygiene and health and safety standards are maintained within the kitchen;</li><li>• plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils.</li></ul> <p>Related job titles:</p> <ul style="list-style-type: none"><li>• Chef</li><li>• Chef-manager</li><li>• Head chef</li><li>• Pastry chef</li></ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"><li>• Skilled chef jobs where the pay is at least equal to the appropriate salary rates shown and the job requires three or more years relevant experience</li></ul> <p>Salary rates: Skilled chef as defined in the Shortage Occupation List in Appendix K: £29,570</p> <p>[Source: Migration Advisory Committee]</p> <p>Other chef: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p> <p>All rates apply after deductions for accommodation, meals, etc. Any overtime must also be paid at least at these rates.</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
5436 Catering and bar managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• plans catering or bar services and supervises staff;</li> <li>• decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions;</li> <li>• purchases or directs the purchasing of supplies and arranges for preparation of accounts;</li> <li>• verifies that quality of food, beverages and waiting service are as required and that kitchen and dining areas are kept clean in compliance with statutory requirements;</li> <li>• checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Bar manager</li> <li>• Catering manager</li> <li>• Floor manager (restaurant)</li> <li>• Kitchen manager</li> <li>• Steward (club)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Catering manager</li> <li>• Banqueting manager</li> <li>• Hotel food and beverage manager</li> </ul> <p>Salary rate: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled
5441 Glass and ceramics makers, decorators and finishers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand tools and operates machinery to heat, bend, shape, press, drill and cut glass;</li> <li>• makes artificial eyes, laminated glass sheets or blocks, glass fibre tissue, wool, filament and matting, marks optical lenses and assembles rimless spectacles;</li> <li>• makes models and moulds from moulding clay and plaster for use in the making and casting of pottery and other ceramic goods;</li> <li>• throws, casts and presses clay by hand or machine to form pottery, stoneware or refractory goods such as bricks, crucibles, ornaments, sanitary furnishings, saggars, cups, saucers, plates and roofing tiles;</li> <li>• cuts and joins unfired stoneware pipes to form junctions and gullies, moulds sealing bands on clay pipes, prepares and joins porcelain or earthenware components and assists crucible makers and stone workers with their tasks;</li> <li>• applies decorative designs and finishes to glassware, optical glass and ceramic goods by grinding, smoothing, polishing, cutting, etching, dipping, painting or transferring patterns or labels.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Ceramic artist</li> <li>• Glass blower</li> <li>• Potter (ceramics mfr)</li> <li>• Pottery worker</li> <li>• Sprayer (ceramics mfr)</li> <li>• Stained glass artist</li> </ul> <p>Salary rate: £15,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
5442 Furniture makers and other craft woodworkers	<p data-bbox="303 190 925 224">Example job tasks:</p> <ul data-bbox="303 224 925 649" style="list-style-type: none"><li data-bbox="303 224 925 291">• examines drawings and specifications to determine job requirements and appropriate materials;</li><li data-bbox="303 291 925 380">• selects, measures, cuts and shapes wood using saws, chisels, planes, powered hand tools and woodworking machines;</li><li data-bbox="303 380 925 470">• assembles parts with crafted joints, nails, screws, dowels or adhesives and fits locks, catches, hinges, castors, drawers, shelves and other fittings;</li><li data-bbox="303 470 925 537">• removes, replaces or repairs damaged parts of wooden furniture;</li><li data-bbox="303 537 925 604">• measures floor area to be covered and lays wood blocks, parquet panels or hardwood strips;</li><li data-bbox="303 604 925 649">• matches and marks out veneers ready for cutting and examines and repairs defects in veneer or plywood sheets.</li></ul> <p data-bbox="303 672 925 705">Related job titles:</p> <ul data-bbox="303 705 925 896" style="list-style-type: none"><li data-bbox="303 705 925 739">• Antiques restorer</li><li data-bbox="303 739 925 772">• Cabinet maker</li><li data-bbox="303 772 925 806">• Coffin maker</li><li data-bbox="303 806 925 840">• Furniture restorer</li><li data-bbox="303 840 925 873">• Picture framer</li><li data-bbox="303 873 925 896">• Sprayer (furniture mfr)</li></ul> <p data-bbox="303 918 925 952">Salary rate: £18,900</p> <p data-bbox="303 974 925 1034">[Source: Annual Survey of Hours and Earnings 2015 (no 2016 equivalent data available)]</p>	RQF 3

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

Salary rate: £16,900

[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]

SOC code and description	Description	Skill level
5449 Other skilled trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• uses hand or machine tools to engrave letters, patterns and other designs on jewellery and stoneware;</li> <li>• constructs and covers wire frames for lampshades;</li> <li>• makes wigs, beards and other artificial hairpieces from human hair or synthetic materials;</li> <li>• interweaves canes of willow, withy, bamboo, rattan or similar material to make baskets and other pieces of wickerwork;</li> <li>• charges fireworks, cartridges and other munitions with explosive material;</li> <li>• makes children's toys, dolls, models, candles, artificial flowers and other fancy goods;</li> <li>• makes, maintains and adapts surgical and orthopaedic appliances;</li> <li>• makes patterns for moulds, fits metal castings, pours plaster, fills plaster mould with resin and smooths surface;</li> <li>• makes musical instruments, makes and assembles parts for musical instruments, and tunes to improve pitch, tone and volume;</li> <li>• makes and repairs jewellery and decorative precious metal ware, sets, cuts and polishes gemstones and makes master patterns for articles of jewellery.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Diamond mounter</li> <li>• Engraver</li> <li>• Goldsmith</li> <li>• Paint sprayer</li> <li>• Piano tuner</li> <li>• Sign maker</li> <li>• Silversmith</li> <li>• Wig maker</li> </ul> <p>Salary rate: £18,900</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
6121 Nursery nurses and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• baths, dresses, prepares feed for and feeds babies, changes babies clothing whenever necessary;</li> <li>• supervises young children at mealtimes;</li> <li>• plans and organises games and other activities and supervises children's play;</li> <li>• reads stories, organises counting games to help develop language and number skills;</li> <li>• writes reports on children's development and maintains awareness of health and safety issues;</li> <li>• communicates with parents and colleagues on children's development and well-being.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Crèche assistant</li> <li>• Crèche worker</li> <li>• Nursery assistant</li> <li>• Nursery nurse</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Nursery nurse / practitioner</li> <li>• Nursery supervisor</li> <li>• Nursery room leader</li> <li>• Montessori teacher</li> <li>• Pre-school assistant</li> </ul>	RQF3/ Lower-skilled
	Salary rate: £13,200	
	[Source: Annual Survey of Hours and Earnings 2016]	
6123 Play-workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• supervises children's games and encourages the development of physical, social and language skills;</li> <li>• provides play areas and prepares materials for a wide range of children's activities;</li> <li>• encourages children's independence, self-confidence and social interaction;</li> <li>• organises and supervises children on excursions;</li> <li>• organises and supervises children's activities in accordance with Health and Safety regulations, deals accordingly with injuries and emergencies;</li> <li>• puts away equipment and cleans premises after use;</li> <li>• liaises with parents, carers and colleagues and keeps appropriate records.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Playgroup assistant</li> <li>• Playgroup leader</li> <li>• Playgroup supervisor</li> <li>• Playworker</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Playgroup leader</li> <li>• Playgroup supervisor</li> </ul>	RQF3/ Lower-skilled
	Salary rate: £13,400	
	[Source: Annual Survey of Hours and Earnings 2013 (no equivalent 2014 data available)]	

SOC code and description	Description	Skill level
6131 Veterinary nurses	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists the veterinary surgeon during surgical and medical treatments of animals;</li> <li>• prepares operating theatre, sterilises equipment and assists in theatre as required;</li> <li>• dispenses and administers medication and applies dressings to animals under direction from the veterinarian;</li> <li>• handles animals during treatment;</li> <li>• collects and analyses blood, urine and other samples;</li> <li>• cares for animals in hospital accommodation and keeps accurate records;</li> <li>• maintains the biosecurity of the veterinary premises;</li> <li>• advises clients on preventative medicine to maintain appropriate animal health and welfare.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Animal nurse</li> <li>• Veterinary nurse</li> </ul> <p>Salary rate: £16,100</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
6139 Animal care services occupations not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• feeds, washes, grooms, trims and exercises animals;</li> <li>• cleans animals' quarters and renews bedding as necessary;</li> <li>• houses, feeds, exercises, trains, grooms horses, dogs and other animals in preparation for entry to shows, races and other events;</li> <li>• checks animals for illness, treats minor ailments or calls for vet if further treatment is required;</li> <li>• meets prospective owners and advises on animal selection and animal care;</li> <li>• patrols public areas to search for and capture stray or nuisance dogs, and transports captured animals to kennels.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Animal technician</li> <li>• Canine beautician</li> <li>• Groom</li> <li>• Kennel assistant</li> <li>• Kennel maid</li> <li>• Stable hand</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Head lad and travelling head lad for horseracing stables</li> <li>• Head groom for horseracing stables and performance horse stud farms</li> <li>• Competition groom</li> <li>• Stud hand, stallion handler, foaling specialists in performance horse • stud farms</li> <li>• Head riding instructor</li> <li>• Work rider</li> </ul> <p>Salary rate: £14,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF3/ Lower-skilled

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

SOC code and description	Description	Skill level
6144 Houseparents and residential wardens	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• creates friendly, secure atmosphere and tries to gain the trust and confidence of those in the home or under supervision;</li> <li>• plans and participates in games and leisure activities to encourage emotional, social, physical and intellectual development;</li> <li>• ensures that all material needs of residents are provided and endeavours to resolve any problems that they may have;</li> <li>• provides one-to-one counselling or group therapy;</li> <li>• establishes and maintains contact with members of the neighbouring community and/or the residents' family and friends;</li> <li>• maintains contact and discusses problems/progress with other staff and social workers;</li> <li>• keeps records and writes reports.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Foster carer</li> <li>• Matron (residential home)</li> <li>• Resident warden</li> <li>• Team leader (residential care home)</li> <li>• Warden (sheltered housing)</li> </ul>	RQF 3
	Salary rate: £17,700	
	[Source: Annual Survey of Hours and Earnings 2016]	

SOC code and description	Description	Skill level
6146 Senior care workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• routinely oversees and monitors care workers and home carers;</li> <li>• takes responsibility for the shift and for the service while on duty;</li> <li>• responds to emergencies and provides guidance and support to care workers;</li> <li>• assists and enables service users to dress, undress, wash, use the toilet and bathe;</li> <li>• serves meals to service users at table or in bed, assists with feeding if required;</li> <li>• generally assists with service users' overall comfort and well being;</li> <li>• provides interest and activities to stimulate and engage the service user;</li> <li>• helps with daily activities such as letter writing, paying bills, collecting benefits;</li> <li>• undertakes light cleaning and domestic duties including meal preparation as required;</li> <li>• monitors service users' conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping;</li> <li>• liaises with professional staff in carrying out care plans etc.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Senior care assistant</li> <li>• Senior carer</li> <li>• Senior support worker (Local government: welfare services)</li> <li>• Team leader (nursing home)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Skilled senior care worker jobs in England and Northern Ireland which include responsibility for supervising staff, and require a relevant RQF level 2 or equivalent qualification in care and two or more years relevant experience</li> <li>• Skilled senior care worker jobs in Scotland which include responsibility for supervising staff, and require a relevant Scottish Credit and Qualifications Framework level 6 or equivalent qualification in care and registration with the Scottish Social Services Council as a Supervisor</li> <li>• Skilled senior care worker jobs in Wales which require a relevant RQF level 3 or equivalent qualification in care and registration with the Care Council for Wales as an Assistant Manager, Senior Care Worker, Senior Care Officer or Senior Care Assistant</li> <li>• Senior care worker jobs where the individual has (or previously had) leave as a work permit holder which was granted for them to do the job</li> </ul> <p>Salary rate: £14,900 This rate applies after deductions for accommodation, meals, etc. Any overtime must also be paid at least at this rate.</p>	RQF3/ Lower-skilled
[Source: Annual Survey of Hours and Earnings 2016]		

SOC code and description	Description	Skill level
6214 Air travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• passengers at airport terminal, examines tickets and other documentation, checks in luggage and distributes boarding passes;</li> <li>• checks emergency equipment, distributes reading material, blankets and other items, and ensures that the aircraft is ready for the receipt of passengers;</li> <li>• welcomes passengers on board the aircraft, guides them to their seats and assists with any hand luggage;</li> <li>• ensures that sufficient stocks of meals and beverages are on board the aircraft prior to take off and serves passengers during the flight;</li> <li>• sells duty-free goods during the flight;</li> <li>• makes announcements on behalf of the pilot, demonstrates the use of emergency equipment and checks that safety belts are fastened;</li> <li>• directs and instructs passengers in the event of an emergency, ensures safety procedures are followed.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Air hostess</li> <li>• Cabin crew</li> <li>• Customer service agent (travel)</li> <li>• Flight attendant</li> <li>• Passenger service agent</li> </ul> <p>Salary rate: £18,500</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
6215 Rail travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• examines and collects tickets at the ticket barrier of a railway station;</li> <li>• helps with passenger enquiries and makes announcements over a public address system at stations;</li> <li>• loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks;</li> <li>• assists passengers with special needs to board and leave trains;</li> <li>• attends to the safety, welfare and comfort of passengers on trains and manages train crew;</li> <li>• checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train;</li> <li>• inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Retail service manager (railways)</li> <li>• Station assistant (underground railway)</li> <li>• Ticket inspector (railways)</li> <li>• Train conductor</li> <li>• Train manager</li> </ul> <p>Salary rate: £25,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
7125 Merchandisers and window dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• monitors stock movements, considers customer requirements and assists customers in completing orders;</li> <li>• supplies information about the product to the retailer and sales staff and deals with customer enquiries;</li> <li>• consults with advertising and sales staff and advises retailers on the optimal display of a product and of any promotions;</li> <li>• implements plans from display designers or display managers or develops ideas and plans for merchandise display or window dressing;</li> <li>• prepares area for new display, constructs or assembles displays from a variety of materials, and dismantles existing displays and returns merchandise to relevant departments;</li> <li>• provides feedback about displays to senior managers.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Merchandiser</li> <li>• Sales merchandiser</li> <li>• Visual merchandising manager</li> <li>• Window dresser</li> </ul> <p>Salary rate: £18,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3
7130 Sales supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• directly supervises and coordinates the activities of sales and related workers;</li> <li>• establishes and monitors work schedules to meet sales and productivity targets;</li> <li>• liaises with managers and other departments to resolve operational problems;</li> <li>• determines or recommends staffing and other needs to meet sales and productivity targets;</li> <li>• reports as required to managerial staff on departmental activities.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Sales supervisor (retail trade: delivery round)</li> <li>• Section manager (retail trade)</li> <li>• Shop supervisor (retail trade)</li> <li>• Supervisor (retail, wholesale trade)</li> <li>• Team leader (retail trade)</li> </ul> <p>Salary rate: £16,600</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
7215 Market research interviewers	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• approaches members of the public, individuals, households and organisations to arrange and conduct face-to-face interviews, telephone interviews, focus groups, panel interviews etc.;</li> <li>• records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer;</li> <li>• collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews;</li> <li>• collates and reviews information collected and compiles reports to pass back to the organisation/individual commissioning the market research.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Interviewer (market research)</li> <li>• Market researcher (interviewing)</li> <li>• Telephone interviewer</li> <li>• Telephone researcher</li> <li>• Traffic enumerator</li> </ul> <p>Salary rate: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF 3
8124 Energy plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• determines job requirements from switchboard attendant or operating instructions;</li> <li>• opens valves and operates controls to regulate the flow of fuel to boiler or generating equipment;</li> <li>• operates remote control panel to load fuel and remove discharged fuel elements from nuclear reactors;</li> <li>• adjusts controls to maintain correct running speed of turbine or generator and monitors temperature and pressure controls on boilers;</li> <li>• records instrument readings periodically and shuts down turbine/generator or boiler as demand decreases;</li> <li>• carries out minor maintenance tasks and prescribed tests and reports any faults.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Boilerman</li> <li>• Control room operator(electric)</li> <li>• Hydraulic engineman</li> <li>• Plant operator (electricity supplier)</li> <li>• Power station operator</li> </ul> <p>Salary rate: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings 2016]</p>	RQF 3

SOC code and description	Description	Skill level
8126 Water and sewerage plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• attends water filtration and purification plant, monitors chemical treatment and regulates treatment of water supply within strict guidelines;</li> <li>• opens and closes valves to regulate quantity and pressure of water and reports defective valves or abnormal water pressure;</li> <li>• stops water supply in an emergency and informs consumers likely to be affected;</li> <li>• regulates flow of raw sewage into screening plant, releases screened sewage and regulates its flow into detritus pits, sedimentation tanks and filtration beds;</li> <li>• cleans out screen compartments, sedimentation tanks and filtration beds manually or using mechanical scraper;</li> <li>• patrols sections of sewer, examines for any blockages or gas releases and clears blockages by flushing or by using boring rods;</li> <li>• digs trench and assists pipe layers to lay, renew or repair sewerage pipes.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Controller (water treatment)</li> <li>• Plant operator (sewage works)</li> <li>• Pump attendant</li> <li>• Water treatment engineer</li> <li>• Water treatment operator</li> </ul>	RQF 3
	Salary rate: £21,000	
	[Source: Annual Survey of Hours and Earnings 2016]	
8215 Driving instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• checks instruction and learning standards and discusses teaching plans with other instructors;</li> <li>• plans lessons in accordance with the needs and abilities of individual pupils;</li> <li>• explains driving techniques and assists pupil with difficulties;</li> <li>• familiarises pupil with the Highway Code and different road and traffic conditions;</li> <li>• advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Driving instructor</li> <li>• HGV instructor</li> <li>• Instructor (driving school)</li> <li>• Motorcycle instructor</li> </ul>	RQF 3
	Salary rate: £18,400	
	[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]	

SOC code and description	Description	Skill level
8232 Marine and waterways transport operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• ensures that necessary fuel supplies are on board and inspects engine, boilers and other mechanisms for correct functioning;</li> <li>• removes and repairs or replaces damaged or worn parts of plant and machinery and ensures that engine and plant machinery are well lubricated;</li> <li>• stows cargo, assists passengers to embark and disembark, watches for hazards and moors or casts off mooring ropes as required;</li> <li>• steers ship, under the supervision of a duty officer, checks navigational aids and keeps bridge, wheel and chartroom clean and tidy;</li> <li>• performs other deck duties, including servicing and maintaining deck gear and rigging, splicing wire and fibre ropes, greasing winches and derricks, opening up and battening down hatches, securing gangways and ladders and lowering and raising lifeboats.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Engine room attendant (shipping)</li> <li>• Engineer, nos (boat, barge)</li> <li>• Ferryman</li> <li>• Merchant seaman</li> <li>• Seaman (shipping)</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Merchant navy master</li> <li>• Merchant navy chief officer</li> <li>• Merchant navy 2nd officer</li> <li>• Merchant navy 3rd officer</li> <li>• Merchant navy chief engineer officer</li> <li>• Merchant navy 2nd engineer officer</li> <li>• Merchant navy 3rd engineer officer</li> <li>• Merchant navy 4th engineer officer</li> <li>• Officer of the watch</li> <li>• Chief mate</li> <li>• Ship master</li> </ul> <p>Salary rate: £28,800</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
9119 Fishing and other elementary agriculture occupations not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> <li>• assists with the shooting, hauling and repairing of nets, prepares, lays and empties baited pots at intervals, operates winches and lifting gear, and guts, sorts and stows fish;</li> <li>• harvests oysters, mussels, clams and seaweed off natural or artificial beds, nets river fish and maintains them in spawning pens, assists with feeding and water treatment, and empties and cleans outdoor tanks;</li> <li>• cleans animals' quarters and renews bedding as necessary;</li> <li>• extracts semen for storage, selects appropriate semen from store, injects recipient animal and issues certificate giving pedigree and date of insemination;</li> <li>• incubates eggs in hatchery and supplies chicks for meat and egg production and game birds for reserves;</li> <li>• plants cuttings or shrubs, maintains hedges by clipping, pruning and re-planting, and picks fruit, vegetables, hops and flowers;</li> <li>• performs other farming and related tasks not elsewhere classified including sorting and marking livestock, catching rabbits, cutting peat, shearing sheep and sexing chickens.</li> </ul> <p>Related job titles:</p> <ul style="list-style-type: none"> <li>• Horticultural worker</li> <li>• Labourer (landscape gardening)</li> <li>• Mushroom picker</li> <li>• Nursery worker</li> </ul> <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> <li>• Sheep Shearers with a recognised qualification equivalent to British Wool Marketing Board (BWMB) Bronze, Silver or Gold Seal</li> <li>• Chick sexers (vent sexers)</li> </ul> <p>Salary rate: £14,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015 or 2016 data available)]</p>	RQF3/ Lower-skilled

SOC code and description	Description	Skill level
9273 Waiters and waitresses	<p data-bbox="304 197 512 228">Example job tasks:</p> <ul data-bbox="304 228 963 465" style="list-style-type: none"><li data-bbox="304 228 847 282">• sets tables with clean linen, cutlery, crockery and glassware;</li><li data-bbox="304 282 963 336">• presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines;</li><li data-bbox="304 336 963 389">• takes down orders for food and/or drinks and passes order to kitchen and/or bar;</li><li data-bbox="304 389 576 421">• serves food and drinks;</li><li data-bbox="304 421 895 465">• presents bill and accepts payment at end of the meal.</li></ul> <p data-bbox="304 497 496 528">Related job titles:</p> <ul data-bbox="304 528 544 676" style="list-style-type: none"><li data-bbox="304 528 448 560">• Head waiter</li><li data-bbox="304 560 544 591">• Silver service waiter</li><li data-bbox="304 591 520 622">• Steward (catering)</li><li data-bbox="304 622 392 654">• Waiter</li><li data-bbox="304 654 416 676">• Waitress</li></ul> <p data-bbox="304 707 938 761">Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul data-bbox="304 761 963 887" style="list-style-type: none"><li data-bbox="304 761 963 842">• Head waiter or waitress, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time)</li><li data-bbox="304 842 440 887">• Sommelier</li></ul> <p data-bbox="304 918 528 949">Salary rate: £10,800</p> <p data-bbox="304 981 911 1037">[Source: Annual Survey of Hours and Earnings 2015 (no equivalent 2016 data available)]</p>	