

SECTOR	JOB TITLE	GUIDANCE NOTES
Agriculture and Environment	Farmers	Owned or rented a farm. Degree/NVQ 4 or significant relevant experience occupation
	Farm Managers	Degree/NVQ 4 or above or significant relevant experience
	Animal Husbandry Managers	Degree/NVQ 4 or above or significant relevant experience
	Forestry Managers	Degree in relevant subject. Professional body - Institute of Chartered Foresters (ICF)
	Conservation Managers	Degree/NVQ 4 or above or significant relevant experience
	Conservation and Environmental Protection Officers	CIEH Level 2 Award in Environmental Principles and Best Practice, CIEH Level 3 Award in Environmental Management - Chartered Institute of Environmental Health
	Veterinarians	A degree in veterinary science/medicine and registration as a member of the Royal College of Veterinary Surgeons (RCVS) is required to practise as a vet
Architectural Services	Property Managers	Degree/NVQ 4 or above or significant relevant experience
	Land Managers	Degree/NVQ 4 or above or significant relevant experience
	Construction Managers	Chartered Builder or Chartered Construction Manager - Chartered Institute of Building (CIOB)
	Chartered Surveyors	Chartered Surveyor MRICS & FRICS (Royal Institution of Chartered Surveyors RICS)
	Architects	Chartered Architect - Royal Institute of British Architects (RIBA)
	Town Planners	Chartered Town Planner - Royal Town Planning Institute (RTPI)
Armed Forces	Armed Forces Officers	Commissioned and non-commissioned officers
	Armed Forces Chaplains	Professionally Qualified Officer (PQO) - British Army
Arts	Archivists	First degree in any subject and a postgraduate degree recognised by the Archives and Records Association (ARA). Or significant relevant experience
	Curators	Degree in a related subject and postgraduate qualification or significant relevant experience
	Artists	No qualifications necessary to be an artist, but may study Fine Art or a related subject at degree or postgraduate level
	Authors	No qualifications necessary to be an author, but may study English Language/Literature, Creative Writing or a related subject at degree or postgraduate level
	Writers	No qualifications necessary to be a writer but may study English Language/Literature, Creative Writing or a related subject at degree or postgraduate level
	Actors	No qualifications necessary but many actors complete performing arts training (HND or degree) at college or university. Need to be a member of Equity to work
	Entertainers	No qualifications necessary but may complete drama training (HND or degree) at college or university. Need to be a member of Equity to work
	Dancers	Degree or diploma in professional dance or musical theatre or significant relevant experience
	Choreographers	Need a high level of dance training and experience may also have completed specific choreography training at college or university

SECTOR	JOB TITLE	GUIDANCE NOTES
Arts (continued)	Conductors	Degrees in music or music education plus specific postgraduate training
	Stage Manager	Relevant degree or HND followed by specific postgraduate study or significant relevant experience
	Arts Producers	Degree/NVQ 4 or above or significant relevant experience
	Arts Directors	Degree/NVQ 4 or above or significant relevant experience
	Graphic Designers	Degree or HND in graphic design or other art and design-based subject, or significant relevant experience
	Designers	Degree or HND in design or became a Chartered Designer through membership of the Chartered Society of Designers (CSD). Or significant relevant experience
	Librarians	Degree or HND in library and information studies. Professional accreditation via the Chartered Institute of Library and Information Professionals (CILIP). Or significant relevant experience
Business Management	Chief Executives	Excludes CEOs of own business - unless evidence that they have earned a living from this role. Member of Chartered Management Institute (CMI)
	Directors	Excludes Directors of own business - unless evidence that they have earned a living from this role. Member of Chartered Management Institute (CMI).
	Production Managers	Degree/NVQ 4 or above or significant relevant experience
	Works and Maintenance Managers	Degree/NVQ 4 or above or significant relevant experience
	Marketing Managers	Chartered Marketer – Member of Chartered Institute of Marketing (CIM).
	Sales Managers	Diploma in Strategic Sales Practice (Level 7) - Chartered Institute of Marketing (CIM) or significant relevant experience.
	Personnel Managers	CIPD Intermediate Certificate in Human Resource Management (Chartered Institute of Personnel and Development) - Level 5. CIPD Advanced Diploma Human Resource Management - Level 7.
	Training Managers	The CIPD Level 5 Certificate in Learning and Development or CIPD Level 5 Diploma in Learning and Development
	Project Managers	Degree, APM Project Management Qualification (Level 7), Prince qualification; or significant relevant experience
	Industrial Relations Managers	Degree/NVQ 4 or above
	Facilities Managers	Level 4 Diploma in Facilities Management Practice, Level 5, Level 6, Level 7 Certificate or Diploma in Facilities Management - British Institute of Facilities Management (BIFM).
	IT Managers	Chartered IT Professional - The Chartered Institute for IT (Level 5) - BCS British Computer Society
	Software Developers	Degree/NVQ 4 or above or significant relevant experience
	Software Engineer	Degree/NVQ 4 or above or significant relevant
	Retail & Distribution Managers	Degree/NVQ 4 or above, or significant relevant experience
Quality Assurance Managers	Diploma in Quality Management (Level 5) - Chartered Quality Institute (CQI)	

SECTOR	JOB TITLE	GUIDANCE NOTES
Business Management (continued)	Customer Care Managers	Level 4 NVQ Diploma in Customer Service (City & Guilds)
	Hotel Managers	Level 4 Diploma in Advanced Hospitality and Tourism Management (VRQ) - Institute of Hospitality (IH). Or significant relevant experience
	Accommodation Managers	Degree or HND in Hospitality Management or equivalent or significant relevant experience
	Chefs	Level 4 Diploma in Professional and Culinary Arts, other associated qualifications or significant relevant experience
	Restaurant Managers	Degree or Diploma in Hospitality Management. Member of Confederation of Tourism and Hospitality (CTH). Or significant relevant experience
	Conference Managers	Degree/NVQ 4 or above or significant relevant experience
	Exhibition Managers	Degree/NVQ 4 or above or significant relevant experience
	Estate Agent Managers	Level 4 Certificate or Diploma in Sale of Residential Property or Residential Letting and Management. Member of National Association of Estate Agents (NAEA) or National Federation of Property Professionals (NFoPP) Or significant relevant experience
Charities and Not-For-Profit	Chief Executives	Degree/NVQ 4 or above or significant relevant experience
	Directors	Degree/NVQ 4 or above or significant relevant experience
	Managers	Degree/NVQ 4 or above or significant relevant experience
Education	Teachers (fully qualified)	Higher, Further, Secondary, Primary, Nursery, and Special Needs Teaching Professionals. PGCE and Qualified Teacher Status (QTS). Excludes TEFL qualifications
	Lecturers	Degree in relevant subject
	Education Officers	Degree or HND in relevant subject
Education	School Inspectors	Relevant degree and/or equivalent professional qualification
	Registrars /Bursars	Degree/NVQ 4 or above
	Vocational Trainers and Instructors	Level 5 Diploma in Education and Training (DET). Level 4 Certificate in Education and Training; Level 5 integrated specialist diplomas, Level 5 standalone specialist diplomas
Engineering	Civil Engineers	Incorporated Engineer, Chartered Civil Engineer - Institution of Civil Engineers (ICE)
	Mechanical Engineers	Chartered Mechanical Engineer - Institution of Mechanical Engineers (IMechE)
	Electrical Engineers	Chartered Electrical Engineer - Institution of Engineering and Technology (IET)
	Electronic Engineers	Chartered Electronic Engineer - Institution of Engineering and Technology (IET)
	Chemical Engineers	Chartered Chemical Engineer - Institution of Chemical Engineers (IChemE)

SECTOR	JOB TITLE	GUIDANCE NOTES
Engineering (continued)	Production & Process Engineers	Relevant Degree
	Design & Development Engineers	Relevant Degree
	Planning & Development Engineers	Relevant Degree
Finance	Actuaries	IFoA (Institute and Faculty of Actuaries). Degree in a related subject or Faculty of Actuaries qualification – the CT1, Certificate in Financial Mathematics or Certified Actuarial Analyst (CAA)
	Financial Managers/ Accountants	Degree or HND in a related subject. Member of the Association of Chartered Certified Accountants (ACCA), Institute of Chartered Accountants (ICA), or the Institute of Financial Accountants (IFA): IFA Level 5 Diploma for SME Financial Managers, IFA Level 5 Diploma for SME Finance and Business Managers
	Financial Advisors/Analysts	Relevant Degree
	Investment Advisors/Analysts	Relevant Degree
	Insurance Underwriters	Chartered Insurance Institute (CII) - CII Diploma in Insurance (Level 4), CII Advanced Diploma in Insurance. An apprenticeship which includes CII insurance qualifications
	Company Secretaries	Chartered Secretaries Qualifying Scheme (CSQS). ICSA validated postgraduate qualification
	Chartered Secretaries	Chartered Secretaries Qualifying Scheme (CSQS). ICSA validated postgraduate qualification
	Management Consultants	Institute of Consulting (IC) - Level 5 in Professional Consulting, Level 7 in Professional Consulting, Certified Management Consultant (CMC)
	Economists	Relevant Degree
	Statisticians	Higher Certificate, Graduate Diploma - Royal Statistical Society (RSS).
	Bankers	Chartered Banker Diploma, Certified Bank Director Diploma, Professional Banker Diploma, Associate Chartered Banker Diploma - Chartered Banker Institute (CBI)
	Mortgage Brokers	Certificate in Advanced Mortgage Advice - Chartered Insurance Institute (CII). Diploma in Mortgage Advice and Practice (DipMAP®) - Institute of Financial Services (IFS)
	Government and Local Government Engineering	Civil Service Executive Officers
Police Officers		Full Time sworn in Police Officer
Firefighters		Worked as a full time Fire Fighter
Fire Service Officers		Degree/NVQ 4 or above
Ambulance Officers		Qualified Ambulance Technician (QAT)
Prison Officers (managerial and above)		Serving prison officers, usually with at least 2 years' experience with the Custodial Care NVQ at Level 3

SECTOR	JOB TITLE	GUIDANCE NOTES
Government and Local Government Engineering (continued)	Environmental Officers	Environmental health degree or postgraduate degree approved by the Chartered Institute of Environmental Health (CIEH)
	Service Managers	Relevant degree or significant relevant experience
Health and Social Care	Hospital Managers	Degree/NVQ 4 or above
	Health Service Managers	Degree/NVQ 4 or above
	Social Services Managers	Degree or Social Work qualification approved by Health and Care Professions Council (HCPC)
	Residential Home Managers	A professional social work, nursing or care qualification
	Nursing Home Managers	A professional social work, nursing or care qualification
	Day Care Managers	A professional social work, nursing or care qualification
	Doctors of Medicine	Degree in Medicine and registered on GP Register - General Medical Council (GMC)
	Complementary Therapists	Membership of relevant professional body
	Psychologists	A British Psychological Society (BPS) accredited degree in psychology leading to the Graduate Basis for Chartered Membership (GBC)
	Pharmacists/ Pharmacologists	Registered as a pharmacist with the General Pharmaceutical Council (GPhC)
	Ophthalmic Opticians	The Foundation Fellowship of the British College of Ophthalmic Opticians (Optometrists); The Membership of the British College of Ophthalmic Opticians (Optometrists)
	Optometrists	Accredited degree and registration with the General Optical Council (GOC)
	Dentists	Accredited degree and membership of General Dental Council (GDC)
	Probation Officers	Professional Qualification in Probation (PQiP) - Level 6
	Social Workers	Social Work qualification approved by Health and Care Professions Council (HCPC)
	Nurses	A degree in nursing and registration with the Nursing and Midwifery Council (NMC)
	Midwives	A degree in nursing and registration with the Nursing and Midwifery Council (NMC)
	Paramedics	Degree and registered with the Health and Care Professions Council (HCPC)
	Radiographers	Degree approved by the Health and Care Professions Council (HCPC)
	Chiropodists	Degree (BSc) in chiropody and registered with the Health and Care Professions Council (HCPC)
Podiatrists	Degree (BSc) in podiatry and registered with the Health and Care Professions Council (HCPC)	

SECTOR	JOB TITLE	GUIDANCE NOTES
Health and Social Care (continued)	Physiotherapists	Physiotherapy degree and registered with the Health and Care Professions Council (HCPC)
	Osteopaths	Degree or equivalent qualification in osteopathy and registration with the General Osteopathic Council (GOsC)
	Occupational Therapists	Degree in occupational therapy and registered with the Health and Care Professions Council (HCPC)
	Speech and Language Therapists	Degree in speech and language therapy and registered with the Health and Care Professions Council (HCPC)
	Art Therapists	Art degree, approved postgraduate qualification in Art Therapy, registered with the Health and Care Professions Council (HCPC)
	Music Therapists	MA training course validated by the Healthcare Professions Council (HCPC) and state registration with the HCPC
	Nutritionist	Degree in Nutrition or related bioscience degree, or significant professional experience (usually around seven years) if no nutrition degree. Registration of the Voluntary Registration of Nutritionists (UKVRN).
	Anaesthetist	Medical degree, membership of the General Medical Council (GMC)
	Counsellor	Must have undertaken relevant training. Member of the British Association for Counselling and Psychotherapy (BACP) or the UK Council for Psychotherapy (UKCP)
	Medical Secretaries	Degree/NVQ 4 or above or relevant significant experience as lead medical secretary to a Consultant or Department
	Audiologists	Degree in healthcare science (audiology) or NHS Scientist Training Programme (STP) specialising in neurosensory sciences
The Law	Solicitors	Law Degree, or degree and Graduate Diploma in Law (GDL) or work-based qualification through the Chartered Institute of Legal Executives (CILEx) AND Legal Practice Course (PGDip Legal Practice) with the Solicitors Regulation Authority (SRA)
	Lawyers	See notes for Solicitors and Barristers
	Barristers	Law Degree, or degree and Graduate Diploma in Law (GDL) or work-based qualification through the Chartered Institute of Legal Executives (CILEx) and complete the Bar Professional Training Course (BPTC)
	Judges	Qualified barrister or solicitor – or a fellow of the Chartered Institute of Legal Executives (CILEx) – with at least five years' experience after qualifying and take a training contract and/or pupillage
	Coroners	Qualified barrister or solicitor – or a fellow of the Chartered Institute of Legal Executives (CILEx) – with at least five years' experience after qualifying
	Legal Secretaries	City & Guilds Level 2 and Level 3 certificates or significant relevant experience
The Media	Advertising Managers	Degree/NVQ 4 or above
	Public Relations Managers	Degree/NVQ 4 or above
	Journalists	Degree or Level 5 National Qualification in Journalism - National Council for the Training of Journalists

SECTOR	JOB TITLE	GUIDANCE NOTES
The Media (continued)	Newspaper Editors	Same as for journalists plus industry experience
	Periodical Editors	Same as for journalists plus industry experience
	Television Editors	Degree or Level 4 HNC Diploma in Creative Media Production or HND
	Television Producers/ Directors	Degree/NVQ 4 or above
Science	Chemists	Chartered Chemist - Royal Society of Chemistry (RSC)
	Biological Scientists	Chartered Biologist - Institute of Biology (IoB)
	Biochemists	Relevant Degree/NVQ 4 or above
	Laboratory Technicians	Relevant Degree/NVQ 4 or above
	Physicists	Chartered Physicist - Institute of Physics (IoP)
	Geologists	Chartered Geologist (Geological Society)
	Meteorologists	Chartered Meteorologist - Royal Meteorological Society (RMS)
	Scientific Researchers	Relevant Degree/NVQ 4 or above
	Social Science Researchers	Relevant Degree/NVQ 4 or above
	Mining and Energy Managers	Chartered Mining Engineer - Institute of Mining Engineers - Institute of Materials, Minerals and Mining (IOM3)
Other	Personal Assistants	Degree/NVQ 4 or above or significant relevant experience working for a Director or Chief Executive
	Interpreters/ Translators	Degree and a postgraduate qualification, such as: Diploma in Public Service Interpreting (DPSI) or Diploma in Translation (DipTrans)
	Religious Leaders	Degree/NVQ 4 or above or significant relevant experience