



Occupation codes of practice for Tier 2

This section has the codes of practice for skilled occupations under Tier 2 of the points-based system. The information on related job titles and examples of job tasks is taken from Standard Occupational Classification (SOC) 2000 and may not be fully up-to-date.

Section N: Administrative and support service activities

This page gives the SOC codes for the administrative and support service activities sector.

Choose the SOC code that is most relevant to the job you are looking to fill, and then you will be taken to a page giving you more information on the skill level, appropriate salary rate and how to meet the resident labour market test.

Appropriate salary rates are based on a 37½ hour working week, unless otherwise stated. Salaries should be pro-rated for other working patterns.

From 31 March 2009 all jobs in this sector **must** be advertised in Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland) and **at least one other** listed method to pass the resident labour market test.

1. Skilled jobs

All jobs in these occupations are at NVQ or SVQ level 3 or above. Sponsors can issue certificates of sponsorship for any jobs in these occupations:

SOC Code	SOC code description	Related job titles	Examples of job tasks
1112	Directors and chief executives of major organisations	Chief executive (<i>major organisation</i>) Company director (<i>major organisation</i>) Director (<i>major organisation</i>) General manager (<i>major organisation</i>) Managing director (<i>major organisation</i>)	<ul style="list-style-type: none"> analyses economic, social, legal and other data and plans, formulates and directs the operation of a company or organisation consults with subordinates to formulate, implement and review company policy prepares, or arranges for the preparation of reports, budgets, forecasts or other information plans and controls the allocation of resources and the selection of senior staff authorises funding for policy implementation programmes and

			institutes reporting, auditing and control systems
1132	Marketing and sales managers	Business development manager Commercial manager Export manager Marketing manager Product manager Sales and marketing director Sales manager	<ul style="list-style-type: none"> liaises with other managers/staff to determine the range of goods or services to be sold discusses employer's or client's requirements, plans surveys and analyses customers' reactions to product, packaging, price, etc examines and analyses sales figures and prepares proposals for marketing campaigns and promotional activities controls the recruitment and training of sales staff produces reports and recommendations concerning marketing and sales strategies
1135	Personnel, training and industrial relations managers	Human resources manager Industrial relations manager Personnel manager Training manager Works study manager	<ul style="list-style-type: none"> determines staffing needs prepares job descriptions, drafts advertisements and interviews candidates monitors employee performance and discusses career development needs with employees provides or arranges for provision of training courses undertakes industrial relations negotiations with employees representatives or trade unions develops and administers salary, health and safety and promotion policies examines and reports upon company and departmental structures, chains of command, information flows, etc and evaluates efficiency of existing operations considers alternative work procedures to improve productivity
1141	Quality assurance managers	Quality assurance manager Quality control manager Quality manager	<ul style="list-style-type: none"> develops and implements visual, physical, functional or other appropriate measures and tests of quality analyses and report upon the results of quality control tests to ensure that production remains within specification considers the impact of legislation upon specification requirements examines current operating procedures to determine how quality may be improved attends meetings with managers to discuss quality related problems and possible methods for quality improvement
1142	Customer care managers	Customer relations manager Customer service manager Help desk manager	<ul style="list-style-type: none"> develop and implement policies and procedures to deal effectively with customer requirements and complaints co-ordinates and controls the work of those within customer services departments discuss customer responses with other managers with a view to improving the

			<ul style="list-style-type: none"> product or service provided plan, co-ordinate and direct the operations of help and advisory services to provide support for customers and users
1152	Office managers	Accounts manager Administration manager Office manager	<ul style="list-style-type: none"> plans work schedules, assigns tasks and delegates responsibilities advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to plans, organises, directs and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux
1222	Conference and exhibition managers	Conference manager Exhibition manager	<ul style="list-style-type: none"> discusses conference and exhibition requirements with clients develops proposals encompassing technical and creative inputs, and presents proposals to clients allocates exhibition space to exhibitors plans work schedules, assigns tasks, and co-ordinates the activities of designers, crafts persons, technical staff, caterers and other events staff ensures that Health and Safety and other statutory regulations are met
1239	Managers and proprietors in other services not elsewhere classified	Betting shop manager Citizens Advice Bureau manager Crematorium manager Domestic services manager Hire shop manager Library manager Plant hire manager Production manager (<i>broadcasting</i>) Publisher's manager Video shop owner	<ul style="list-style-type: none"> determines staffing, financial, material and other short and long term requirements ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently authorises payment for supplies received and decides on vending price and credit terms examines quality of merchandise and ensures that effective use is made of advertising and display facilities
2451	Librarians	Assistant librarian Branch librarian Chartered librarian Librarian	<ul style="list-style-type: none"> selects and arranges for the acquisition of books, periodicals, audio-visual and other material collects, classifies and catalogues information, books and other material prepares and circulates abstracts, bibliographies, book lists, etc identifies the information needs of clients, seeks out and evaluates information sources establishes information storage systems to deal with queries and to maintain up to date records

			<ul style="list-style-type: none"> manages library borrowing and inter-library loan facilities
3115	Quality assurance technicians	NDT technician QA co-ordinator Quality assurance technician	<ul style="list-style-type: none"> sets up scientific, electronic, or other technical equipment to perform functional and inspection tests analyses and interprets the results of tests undertaken and writes up reports upon completion supervises the work of routine inspection staff and notes any defects reported assists quality control engineers in undertaking production audits liaises with production engineers and staff to maintain the quality of output and to develop management quality systems
3421	Graphic designers	Commercial artist Graphic artist Graphic designer	<ul style="list-style-type: none"> liaises with client to clarify aims of project brief, discusses media to be used, establishes timetable for project and defines budgetary constraints undertakes research into project, considers previous related projects and compares costs of using different processes prepares sketches, scale drawings, models, colour schemes and other mock-ups to show clients and discusses any required alterations prepares instructions for printers, specifies typefaces, size, alignments and other formatting requirements
3433	Public relations officers	Information officer Press officer Public relations consultant Publicity assistant	<ul style="list-style-type: none"> discusses issues of business strategy, products, services and target client base with management to identify public relations requirements writes, edits and arranges for the effective distribution of press releases, news letters and other public relations material addresses individuals, clients and other target groups through meetings, presentations, the media and other events to enhance the public image of an organisation develops and implements tools to monitor and evaluate the effectiveness of public relations exercises
3543	Marketing associate professionals	Account representative (<i>advertising</i>) Commercial officer Market researcher Marketing consultant	<ul style="list-style-type: none"> discusses business methods, products or services and targets customer group with employer or client in order to identify marketing requirements establishes an appropriate quantitative and qualitative market research methodology and prepares proposals outlining programmes of work and details of costs collates and interprets findings of market research and presents results to clients discusses possible changes that need to be made in terms of design, price,

			<p>packaging, promotion etc in light of market research with appropriate departments</p> <ul style="list-style-type: none"> • briefs advertising team on client requirements, monitors the progress of advertising campaigns and liaises with client on potential modifications
3562	Personnel and industrial relations officers	<p>Industrial relations officer Personnel officer Recruitment consultant</p>	<ul style="list-style-type: none"> • undertakes research into pay differentials, productivity and efficiency bonuses and other payments • develops and recommends personnel and industrial relations policies and assists with their implementation • arranges meetings between management and employees or trades unions and assists with negotiations concerning pay and conditions of employment • advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues • provides practical recruitment and selection services to clients such as preparing advertisements, checking application forms and interviewing candidates

2. Borderline jobs

The following occupations are borderline. This means that some jobs in each occupation are at NVQ or SVQ level 3 or above, and some jobs are below this level. The codes of practice explain which jobs in each occupation are at NVQ or SVQ level 3 or above, and which sponsors can issue certificates of sponsorship for. Sponsors cannot issue certificates of sponsorship for any other jobs in these occupations:

SOC Code	SOC code description	Related job titles	Examples of job tasks
4137	Market research interviewers	<p>Market research interviewer Market researcher (interviewing) Telephone interviewer</p>	<ul style="list-style-type: none"> • approaches members of the public, individuals, households and organisations to arrange and conduct face to face interviews, telephone interviews, focus groups, panel interviews etc • records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer • collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews • collates and reviews information collected and writes reports
4214	Company secretaries	<p>Club secretary Company secretary</p>	<ul style="list-style-type: none"> • sorts, distributes and files correspondence • writes down dictated matter into shorthand and transcribes it into typewritten form • transcribes audio dictation into

			<ul style="list-style-type: none"> typewritten form arranges meetings, circulates agenda and keeps records of proceedings directs enquiries to appropriate members of staff
4215	Personal assistants and other secretaries	Bilingual secretary Farm secretary Manager's personal assistant Personal managerial assistant Secretary	<ul style="list-style-type: none"> acts as a first point of contact for a manager with colleagues and people from outside organisations arranges appointments, organises travel arrangements and makes reservations maintains, sorts and files correspondence and other documentation writes down dictated matter in shorthand and transcribes it into typewritten form attends meetings and keeps records of proceedings translates documents and liaises with overseas clients and suppliers

3. Lower-skilled jobs

The following occupations do not contain any jobs at NVQ or SVQ level 3 or above. There are no codes of practice for these occupations. Sponsors cannot issue certificates of sponsorship for any jobs in these occupations:

SOC Code	SOC code description	Related job titles	Examples of job tasks
4123	Counter clerks	Bank clerk Box office clerk Cashier (<i>bank, building society</i>) Cashier (<i>bookmakers, turf accountants</i>) Clerk (<i>bank, building society</i>) Post office clerk Ticket seller	<ul style="list-style-type: none"> deals with enquiries from customers, other banks and other authorised enquirers maintains records of transactions and compiles information advises customers on financial services and products available receives and pays out cash, cheques, money orders, credit notes, foreign currency or travellers cheques provides postal services, pays pensions, Job Seekers' Allowance and other state benefits to claimants, supplies official forms and documentation to the public, and performs other tasks specific to the activities of a post office
4131	Filing and other records assistants / clerks	Filing clerk Lottery assistant Records clerk Technical clerk	<ul style="list-style-type: none"> examines and sorts incoming material classifies, files, archives and locates documents and other records copies or duplicates documents or other records performs specialised clerical tasks in connection with conveyancing, litigation and the maintenance of medical records
4132	Pensions and insurance clerks	Claims handler Insurance clerk Pensions administrator	<ul style="list-style-type: none"> answers queries from clients and assists in interpreting and completing information requested on forms checks forms completed by clients and contacts clients to obtain additional information or to clarify details makes arrangements for financial

			<p>advisers to visit clients and potential customers</p> <ul style="list-style-type: none"> • transfers information from application forms and other documentation to computerised records • receives notice of changes to personal circumstances and updates files • issues application forms, policy documents, reminders, claims forms and other standard documentation • performs general clerical duties to support senior staff
4133	Stock control clerks	Material controller Progress chaser Stock control clerk Stock controller	<ul style="list-style-type: none"> • receives and checks in deliveries from suppliers or completed stock to be despatched to customers • allocates appropriate storage space in accordance with stock control and space utilisation policies • receives enquiries and orders from customers, and quotes prices, discounts, delivery dates and other relevant information • prepares requisitions, consignments and other despatch documents • checks requisitions against stock records and forwards to issuing department • adjusts stock records as orders are received, reports on damaged stock and prepares requisitions to replenish damaged stock
4135	Library assistants / clerks	Library assistant Library clerk	<ul style="list-style-type: none"> • sorts, catalogues and maintains library records • locates and retrieves material on request for borrowers • issues library material and records date of issue/ due date for return • classifies, labels and indexes new books • performs simple repairs on old books
4150	General office assistants / clerks	Clerical assistant Clerical officer Clerk Clerk-typist Office supervisor	<ul style="list-style-type: none"> • stores information by filling in forms, writing notes and filing records • types reports, memos, notes, minutes and other documents • receives and distributes incoming and outgoing correspondence • checks figures, prepares invoices and records details of financial transactions made
4213	School secretaries	School clerk School secretary	<ul style="list-style-type: none"> • sorts and files correspondence • writes down dictated matter into shorthand and transcribes it into typewritten form • transcribes audio dictation into typewritten form • maintains administrative files and records of attendance • handles enquiries from parents and arranges meetings with members of staff
4216	Receptionist	Doctor's	<ul style="list-style-type: none"> • receives callers and clients and directs

	s	receptionist Receptionist Secretary- receptionist	<p>them to the appropriate person or department</p> <ul style="list-style-type: none"> • records the details of enquiries and makes appointments and reservations • deals with telephone enquiries • supplies brochures, pamphlets and other information for clients • records details of visitors, issues security passes and informs visitors of any actions to be taken in case of an emergency
4217	Typists	Audio typist Shorthand typist Typist Word processor operator	<ul style="list-style-type: none"> • types letters, minutes, memos, reports and other documents • proof reads, edits and corrects errors to produce clean copy to specified layout • adjusts settings of printer as necessary and monitors quality of printed document
7124	Market and street traders and assistants	Market assistant Market trader Stall holder Street trader	<ul style="list-style-type: none"> • displays products on stall or barrow • calls out to attract attention to goods on offer • sells goods at fixed price or by bargaining with customer • accepts payment and may wrap goods • cleans up site on completion of each day's trading
7212	Customer care occupations	Commercial officer (<i>telecommunications</i>) Customer care adviser Customer liaison officer Customer services assistant	<ul style="list-style-type: none"> • receives enquiries from potential and existing clients, discusses requirements, and recommends products or services • discusses pricing processes with clients, agrees payment arrangements and handles customer accounts • follows up clients to ensure their satisfaction with a product or service and to gain renewal of customer service agreements • addresses customer complaints and problems • informs customers of special promotions and new product launches
9149	Other goods handling and storage occupations not elsewhere classified	Store keeper Storeman Warehouse assistant Warehouseman	<ul style="list-style-type: none"> • loads and unloads goods from removal vans or delivery vehicles either by hand or using trolleys and lift trucks • packs furniture and household goods into crates and cartons for storage • undertakes the loading and unloading of goods and conveys goods about storage area • retrieves stored items as listed on order sheets, makes up orders against requisitions and prepares goods for despatch • accompanies driver on journey and assists him/ her with manoeuvres such as reversing • secures goods to prevent movement or damage during journey and assists driver to load and unload vehicle
9211	Postal workers, mail sorters,	Courier Dispatch rider Messenger	<ul style="list-style-type: none"> • collects mail from post boxes, receives parcels, and collects correspondence, documents and other material from

	messengers, couriers	Postal worker Postman/woman	<p>individuals, offices or other establishments</p> <ul style="list-style-type: none"> • sorts mail, parcels and other incoming and outgoing material for delivery, and maintains records of material received and despatched • delivers mail, parcels, correspondence and other materials to specified or agreed routes and schedules • completes delivery forms, collects charges, and issues receipts for the collection and delivery of registered or recorded mail and other items
9219	Elementary office occupations not elsewhere classified	Office junior Office worker Paper keeper	<ul style="list-style-type: none"> • copies, duplicates or destroys documents and other records • records and retrieves information • compiles, sorts and files correspondence • distributes internal and external correspondence to office staff
9229	Elementary personal services occupations not elsewhere classified	Bingo caller Bingo operative Stage hand (<i>entertainment</i>)	<ul style="list-style-type: none"> • assists in the movement of scenery and other stage equipment • loads numbered balls into bingo machine, starts machine, removes balls and reads numbers, and checks winning bingo cards against numbers drawn • examines and collects tickets at harbours, piers and similar thoroughfares or establishments not elsewhere classified • collects payment, issues tickets and monitors the use of bathing huts, changing rooms, bath houses and deck chairs
9249	Elementary security occupations not elsewhere classified	Commissionaire Court bailiff Court usher Museum attendant	<ul style="list-style-type: none"> • serves summonses and, on court authority, takes possession of goods to the value of outstanding debt • accepts payment on behalf of court and issues receipts • ejects persons in illegal occupation of premises • watches for illegal fishing or attempted smuggling • deals with any security difficulties in art galleries and museums, clubs, public houses, employers' establishments and other buildings • receives clothing, luggage and other articles, collects fee and issues ticket and returns item to depositor on presentation of receipt

1112 Directors and chief executives of major organisations

This page explains the skill level and appropriate salary rate for directors and chief executives of major organisations, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £36.84 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.chairtyjob.co.uk
- www.ft.com
- www.seniorsalesjobs.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1132 Marketing and sales managers

This page explains the skill level and appropriate salary rate for marketing and sales managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £15.76 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Marketing Week
- Campaign
- Marketing

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.brandrepublic.com
- www.marketingweek.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk

- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1135 Personnel, training and industrial relations managers

This page explains the skill level and appropriate salary rate for personnel, training and industrial relations managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £16.21 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- People Management
- Personnel Today
- Training & Coaching Today

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www2.peoplemanagement.co.uk
- www.personneltoday.com
- www.trainingzone.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk

- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1141 Quality assurance managers

This page explains the skill level and appropriate salary rate for quality assurance managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £15.01 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1142 Customer care managers

This page explains the skill level and appropriate salary rate for customer care managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £12.68 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Customer First
- Customer Strategy

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.icsjobsboard.com
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1152 Office Managers

This page explains the skill level and appropriate salary rate for office managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £11.20 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Professional Manager
- Management Today

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual

salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1222 Conference and exhibition managers

This page explains the skill level and appropriate salary rate for conference and exhibition managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: No
Other code of practice: Yes

Minimum rates:

- Conference manager £20,000
- Events manager £19,000
- Hospitality manager £18,640

[Source: Reed salary survey, Caterer.com, Berkley salary survey, Prospects.UK, People 1st]

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Caterer & Hotelkeeper
- Hospitality Magazine (The Magazine for Hospitality Management Professionals)

Milkround: No

Internet: Yes, on any one of the following websites:

- www.caterer.com
- www.caterweb.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk

- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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1239 Managers and proprietors in other services not elsewhere classified

This page explains the skill level and appropriate salary rate for managers and proprietors in other services not elsewhere classified, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings:	Yes
Other code of practice:	No
Minimum rate:	£10.57 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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2451 Librarians

This page explains the skill level and appropriate salary rate for librarians, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £9.72 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Library and Information Gazette
- Managing Information

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.cilip.org.uk
- lisjobnet.com/lisjobnet
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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3115 Quality assurance technicians

This page explains the skill level and appropriate salary rate for quality assurance technicians, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £9.23 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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3421 Graphic designers

This page explains the skill level and appropriate salary rate for graphic designers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £9.84 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any of the following publications:

- Blueprint
- Campaign
- Creative Review
- Design Week
- Eye
- Grafik
- The Designer
- New Design

Milkround: No

Internet: Yes, on any one of the following websites:

- Websites of the professional journals above
- www.csd.org.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com

- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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3433 Public relations officers

This page explains the skill level and appropriate salary rate for public relations officers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: No
Other code of practice: Yes

Minimum rates:

- Information officer £16,000
- Senior information officer £26,000
- Press officer £22,000
- Senior press officer £32,000
- Public relations consultant £36,300
- Publicity assistant £16,000

[Sources: Prospects, Guardian jobs, Local Government careers]

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- [PR Week](#)
- [Press Gazette](#)
- [Profile](#)
- [PRCA Yearbook](#)
- [Chartered Institute of Public Relations \(CIPR\)](#)
- [Hollis Publishing Ltd](#)

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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3543 Marketing associate professionals

This page explains the skill level and appropriate salary rate for marketing associate professionals, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £10.65 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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3562 Personnel and industrial relations officers

This page explains the skill level and appropriate salary rate for personnel and industrial relations officers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £9.39 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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4137 Market research interviewers

This page explains the skill level and appropriate salary rate for market research interviewers, and tells you how to meet the resident labour market test.

1. Skill level

This occupation code is classed as **borderline**.

We will provide more information at a later date on which jobs in this occupation are above NVQ or SVQ level 3, and on which jobs are below this level. In the meantime, all jobs will be assumed to be above NVQ or SVQ level 3 where the migrant you wish to sponsor scores enough points to enter under the skilled migrant tier. You should check this page again for updates before issuing any certificates of sponsorship.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings:	Yes
Other code of practice:	No
Minimum rate:	£6.80 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs

- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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4214 Company secretaries

This page explains the skill level and appropriate salary rate for company secretaries, and tells you how to meet the resident labour market test.

1. Skill level

This occupation code is classed as **borderline**.

We will provide more information at a later date on which jobs in this occupation are above NVQ or SVQ level 3, and on which jobs are below this level. In the meantime, all jobs will be assumed to be above NVQ or SVQ level 3 where the migrant you wish to sponsor scores enough points to enter under the skilled migrant tier. You should check this page again for updates before issuing any certificates of sponsorship.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £7.47 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk

- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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4215 Personal assistants and other secretaries

This page explains the skill level and appropriate salary rate for personal assistants and other secretaries, and tells you how to meet the resident labour market test.

1. Skill level

This occupation code is classed as **borderline**.

We will provide more information at a later date on which jobs in this occupation are above NVQ or SVQ level 3, and on which jobs are below this level. In the meantime, all jobs will be assumed to be above NVQ or SVQ level 3 where the migrant you wish to sponsor scores enough points to enter under the skilled migrant tier. You should check this page again for updates before issuing any certificates of sponsorship.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings:	Yes
Other code of practice:	No
Minimum rate:	£8.61 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: No

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs

- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): No

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

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