

STATEMENT OF CHANGES IN IMMIGRATION RULES

*Presented to Parliament pursuant to section 3(2) of
the Immigration Act 1971*

*Ordered by the House of Commons to be printed
7 March 2019*

(This document is accompanied by an Explanatory Memorandum)



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ISBN 978-1-5286-1092-6

CCS0319710302 03/19

Printed on paper containing 75% recycled fibre content minimum

Printed in the UK by the APS Group on behalf of the Controller of Her Majesty's Stationery Office

¹STATEMENT OF CHANGES IN IMMIGRATION RULES

The Home Secretary has made the changes hereinafter stated in the rules laid down by them as to the practice to be followed in the administration of the Immigration Acts for regulating entry into and the stay of persons in the United Kingdom and contained in the statement laid before Parliament on 23 May 1994 (HC 395) as amended. The amending statements were laid before, or presented to, Parliament on 20 September 1994 (Cm 2663), 26 October 1995 (HC 797), 4 January 1996 (Cm 3073), 7 March 1996 (HC 274), 2 April 1996 (HC329), 29 August 1996 (Cm 3365), 31 October 1996 (HC 31), 27 February 1997 (HC 338), 29 May 1997 (Cm 3669), 5 June 1997 (HC 26), 30 July 1997 (HC 161), 11 May 1998 (Cm 3953), 7 October 1998 (Cm 4065), 18 November 1999 (HC 22), 28 July 2000 (HC 704), 20 September 2000 (Cm 4851), 28 August 2001 (Cm 5253), 16 April 2002 (HC 735), 27 August 2002 (Cm 5597), 7 November 2002 (HC 1301), 26 November 2002 (HC 104), 8 January 2003 (HC 180), 10 February 2003 (HC 389), 31 March 2003 (HC 538), 30 May 2003 (Cm 5829), 24 August 2003 (Cm 5949), 12 November 2003 (HC 1224), 17 December 2003 (HC 95), 12 January 2004 (HC 176), 26 February 2004 (HC 370), 31 March 2004 (HC 464), 29 April 2004 (HC523), 3 August 2004 (Cm 6297), 24 September 2004 (Cm 6339), 18 October 2004 (HC 1112), 20 December 2004 (HC 164), 11 January 2005 (HC 194), 7 February 2005 (HC 302), 22 February 2005 (HC 346), 24 March 2005 (HC 486), 15 June 2005 (HC 104), 12 July 2005 (HC 299), 24 October 2005 (HC 582), 9 November 2005 (HC 645), 21 November 2005 (HC 697), 19 December 2005 (HC 769), 23 January 2006 (HC 819), 1 March 2006 (HC 949), 30 March 2006 (HC 1016), 20 April 2006 (HC 1053), 19 July 2006 (HC 1337), 18 September 2006 (Cm 6918), 7 November 2006 (HC 1702), 11 December 2006 (HC 130), 19 March 2007 (HC 398), 3 April 2007 (Cm 7074), 4 April 2007 (Cm 7075), 7 November 2007 (HC 28), 13 November 2007 (HC 40), 19 November 2007 (HC 82), 6 February 2008 (HC 321), 17 March 2008 (HC 420), 9 June 2008 (HC 607), 10 July 2008 (HC 951), 15 July 2008 (HC 971), 4 November 2008 (HC 1113), 9 February 2009 (HC 227), 9 March 2009 (HC 314), 24 April 2009 (HC 413), 9 September 2009 (Cm 7701), 23 September 2009 (Cm 7711), 10 December 2009 (HC 120), 10 February 2010 (HC 367), 18 March 2010 (HC 439), 28 June 2010 (HC 59), 15 July 2010 (HC 96), 22 July 2010 (HC 382), 19 August 2010 (Cm 7929), 1 October 2010 (Cm 7944), 21 December 2010 (HC 698), 16 March 2011 (HC 863), 31 March 2011 (HC 908), 13 June 2011 (HC 1148), 19 July 2011 (HC 1436), 10 October 2011 (HC 1511), 7 November 2011 (HC 1622), 8 December 2011 (HC 1693), 20 December 2011 (HC 1719), 19 January 2012 (HC 1733), 15 March 2012 (HC 1888), 4 April 2012 (Cm 8337), 13 June 2012 (HC 194), 9 July 2012 (HC 514), 19 July 2012 (Cm 8423), 5 September 2012 (HC 565), 22 November 2012 (HC 760), 12 December 2012 (HC 820), 20 December 2012 (HC 847), 30 January 2013 (HC 943), 7 February 2013 (HC 967), 11 March 2013 (HC 1038), 14 March 2013 (HC 1039), 9 April 2013 (Cm 8599), 10 June 2013 (HC 244), 31 July 2013 (Cm 8690), 6 September 2013 (HC 628), 9 October 2013 (HC 686), 8 November 2013 (HC 803), 9 December 2013 (HC 887), 10 December 2013 (HC 901), 18 December 2013 (HC 938), 10 March 2014

¹ This Statement of Changes can be viewed at <https://www.gov.uk/government/collections/immigration-rules-statement-of-changes>

(HC 1130), 13 March 2014 (HC 1138), 1 April 2014 (HC 1201), 10 June 2014 (HC 198), 10 July 2014 (HC 532), 16 October 2014 (HC 693), 26 February 2015 (HC 1025), 16 March 2015 (HC1116), 13 July 2015 (HC 297), 17 September 2015 (HC 437), 29 October 2015 (HC535), 11 March 2016 (HC 877), 3 November 2016 (HC 667), 16 March 2017 (HC 1078), 20 July 2017 (HC 290), 7 December 2017 (HC 309), 15 March 2018 (HC 895), 15 June 2018 (HC 1154), 20 July 2018 (Cm 9675), 11 October 2018 (HC 1534), 11 December 2018 (HC 1779) and 20 December 2018 (HC 1849).

Implementation

EU Settlement Scheme and related changes

The change to Part 1 set out in paragraph 1.1 of this statement shall take effect at 0700 on 30 March 2019.

The change to Part 1 set out in paragraph 1.2 of this statement shall take effect at 0700 on 30 March 2019 in relation to applications made under Appendix AR (EU) on or after that time. However, if an application has been made under Appendix AR (EU) before that time, the Immigration Rules in force before 0700 on 30 March 2019 will apply.

The changes to Part 9 set out in paragraphs 9.1 to 9.4 of this statement shall take effect at 0700 on 30 March 2019 and, in respect of leave to remain granted by virtue of Appendix EU, shall have effect whatever the date of grant of that leave.

The change before Appendix EU set out in paragraph EU1 of this statement shall take effect at 0700 on 30 March 2019.

The change to Appendix EU set out in paragraph EU2 of this statement shall take effect:

(i) subject to sub-paragraph (iii), below, at 0700 on 30 March 2019 in relation to applications made under Appendix EU within the UK (at which time the Implementation provisions in the Statement of Changes in Immigration Rules presented to Parliament on 20 December 2018 in HC 1849 shall cease to have effect);

(ii) subject to sub-paragraph (iii), below, at 0700 on 9 April 2019 in relation to applications made under Appendix EU outside the UK; and

(iii) on 1 May 2019 in relation to applications made under Appendix EU which rely on sub-paragraph (a)(v) in condition 3 in the table in paragraph EU11, sub-paragraph (a)(v) in condition 1 in the table in paragraph EU14 or otherwise on the entry for 'person with a Zambrano right to reside' in the table at Annex 1.

However, in relation to the change set out in paragraph EU2 of this statement:

(i) if an application has been made under Appendix EU on or after 1 November 2018 and before 22 December 2018, the application will be decided in accordance with the Immigration Rules in force on 21 December 2018; and

(ii) if an application has been made under Appendix EU on or after 21 January 2019 and before 0700 on 30 March 2019, the application will be decided in accordance with the Immigration Rules in force before 0700 on 30 March 2019.

The insertion of Appendix EU (Family Permit) made by paragraph EUFP1 of this statement shall take effect at 0700 on 30 March 2019.

Non-EU Settlement Scheme changes

The following sections shall take effect on 29 March 2019. In relation to those changes, if an application for entry clearance, leave to enter or leave to remain has been made before 29 March 2019, such applications will be decided in accordance with the Immigration Rules in force on 28 March 2019.

- Introduction – Paragraphs Intro3 and Intro4
- Part 5 – Paragraphs 5.1 and 5.2
- Part 6A – Paragraphs 6A.5 to 6A.34
- Part 8 – Paragraphs 8.1 to 8.5
- Appendix A – Paragraphs A1 to A13 and A15 to A39
- Appendix E – Paragraphs E1 to E4, E9 and E11 to E12
- Appendix V – Paragraph V2
- Appendix W – Paragraph W1

The changes to Appendix J set out in paragraphs J1 to J5 of this statement shall take effect on 30 March 2019. However, if an applicant has made an application for entry clearance or leave to remain using a Certificate of Sponsorship that was assigned to the applicant by their Sponsor before 30 March 2019, the application will be decided in accordance with the rules in force on 29 March 2019.

The following sections shall take effect on 6 April 2019. In relation to those changes, if an application for entry clearance, leave to enter or leave to remain has been made before 6 April 2019, such applications will be decided in accordance with the Immigration Rules in force on 5 April 2019.

- Part 6A – Paragraphs 6A.58 to 6A.63
- Part 14 – Paragraphs 14.1 to 14.9
- Appendix A – Paragraph A14
- Appendix C – Paragraphs C1 and C4 to C13
- Appendix E – Paragraphs E5 to E8, E10 and E13
- Appendix H – Paragraph H1
- Appendix KoLL – Paragraph KoLL1
- Appendix V – Paragraph V1

The changes to Part 7 set out in paragraphs 7.1 to 7.14 and Appendix V set out in paragraph V3 of this statement shall take effect on 6 April 2019.

The following sections shall take effect on 6 July 2019. In relation to those changes, if an application for entry clearance, leave to enter or leave to remain has been made before 6 July 2019, such applications will be decided in accordance with the Immigration Rules in force on 5 July 2019.

- Part 6A – Paragraph 6A.35
- Appendix A – Paragraph A40
- Appendix B – Paragraphs B1 and B2
- Appendix C – Paragraphs C2 and C3

The changes to Appendix W set out in paragraphs W2 to W4 of this statement shall take effect on 1 August 2019. However, in relation to those changes, if an application has been made for entry clearance or leave to enter or remain before 1 August 2019, the application will be decided in accordance with the Immigration Rules in force on 31 July 2019.

The other changes set out in this statement shall take effect on 30 March 2019. However, in relation to those changes, if an application has been made for entry clearance or leave to enter or remain before 30 March 2019, the application will be decided in accordance with the Immigration Rules in force on 29 March 2019.

Review

Before the end of each review period, the Secretary of State undertakes to review all of the relevant Immigration Rules including any Relevant Rule amended or added by these changes. The Secretary of State will set out the conclusions of the review in a report and publish the report.

The report must in particular:

- (a) consider each of the Relevant Rules and whether or not each Relevant Rule achieves its objectives and is still appropriate; and
- (b) assess whether those objectives remain appropriate and, if so, the extent to which they could be achieved with a system that imposes less regulation.

“Review period” means:

- (a) the period of five years beginning on 6 April 2017; and
- (b) subject to the paragraph below, each successive period of five years.

If a report under this provision is published before the last day of the review period

to which it relates, the following review period is to begin with the day on which that report is published.

“Relevant Rule” means an Immigration Rule which:

- (a) imposes requirements, restrictions or conditions, or sets standards, in relation to any activity carried on by a business or voluntary or community body; or
- (b) relates to the securing of compliance with, or the enforcement of, requirements, restrictions, conditions or standards which relate to any activity carried on by a business or voluntary or community body.

Changes to the Introduction

Intro1. In paragraph 6, for:

“**“Employment as a Doctor in Training”** means employment in a medical post or training programme which has been approved by the Postgraduate Medical Education and Training Board, or employment in a postgraduate training programme in dentistry.”,

substitute:

“**“Employment as a Doctor or Dentist in Training”** means employment in a medical post or training programme which has been approved by the General Medical Council, or employment in a postgraduate training programme in dentistry.”.

Intro2. In paragraph 6, for the definition of “Professional Sportsperson”, substitute:

“A **“Professional Sportsperson”** is someone, whether paid or unpaid, who:

1. is currently providing services as a sportsperson, or is playing or coaching in any capacity, at a professional or semi-professional level of sport;
2. is currently receiving payment, including payment in kind, for playing or coaching, and that payment covers all, or the majority of, their costs for travelling to, and living in, the UK, or has received such payment within the previous four years;
3. is currently registered to a professional or semi-professional sports team, or has been so registered within the previous four years. This includes all academy and development team age groups;
4. has represented their nation or national team within the previous two years, including all youth and development age groups from under 17s upwards;
5. has represented their state or regional team within the previous two years, including all youth and development age groups from under 17s upwards;

6. has an established international reputation in their chosen field of sport; and/or
7. engages an agent or representative, with the aim of finding opportunities as a sports person, and/or developing a current or future career as a sports person, or has engaged such an agent in the last 12 months,

unless they are playing or coaching as an “Amateur” in a charity event.”.

Intro3. In paragraph 6, delete the current definition of “**Innovator**”.

Intro4. In paragraph 6, after the definition of “**Writer, Composer or Artist**”, insert new definitions:

“**Start-up migrant**” means a migrant who is granted leave in the Start-up category under Appendix W of these Rules.

“**Innovator**” (other than references in Part 6 and Appendix F which are no longer in use) means a migrant who is granted leave in the Innovator category under Appendix W of these Rules.”.

Changes to Part 1

1.1 In paragraph 30A, for sub-paragraph (iii), substitute:

“(iii) where sub-paragraph (iv) does not apply, the holder’s exclusion from the United Kingdom would be conducive to the public good; or

(iv) in the case of an entry clearance granted under Appendix EU (Family Permit), in respect of conduct committed before the specified date as defined in that Appendix, the holder is subject to an exclusion order, an exclusion decision or an Islands exclusion decision as defined in that Appendix.”.

1.2 For paragraph 34QA, substitute:

“34QA. An application under Appendix AR (EU) of these Rules may be made from either inside or outside the UK.”.

Changes to Part 5

5.1 In paragraph 128A(b), for “a writer, composer or artist, an innovator”, substitute “leave granted under Part 6 of these rules”.

5.2 In paragraph 135G(b), for “or an Innovator”, substitute “or leave granted under Part 6 of these rules”.

Changes to Part 6A

- 6A.1 At the end of paragraph 245BD(c)(ii), delete “or”.
- 6A.2 At the end of paragraph 245BD(c)(iii), for “.” substitute “, or”.
- 6A.3 After paragraph 245BD(c)(iii), insert:
- “(iv) a Start-up migrant, or
 - (v) an Innovator.”.
- 6A.4 In paragraph 245BF(c)(iii), for “or as a Tier 2 Migrant (excluding as a Tier 2 (Intra-Company Transfer) Migrant)”, substitute “, as a Tier 2 Migrant (excluding as a Tier 2 (Intra-Company Transfer) Migrant) or as an Innovator”.
- 6A.5 For paragraph 245D(a), substitute:
- “(a) (i) This category is now closed to new applicants.
- (ii) Individuals who have entry clearance, leave to enter or leave to remain as:
- (1) a Tier 1 (Entrepreneur) Migrant
 - (2) a Tier 1 (Graduate Entrepreneur) Migrant, or
 - (3) a Start-up migrant, having previously held leave as a Tier 1 (Graduate Entrepreneur) Migrant,
- or have had such leave in the 12 months immediately before the date of application, may apply under these rules to extend their stay or for indefinite leave to remain.
- (iii) Other migrants who wish to establish, join or take over one or more businesses in the UK may apply under the rules for the Start-up or Innovator categories, which are set out in Appendix W.”.
- 6A.6 For paragraph 245DB(e), substitute:
- “(e) The applicant must have entry clearance, leave to enter or leave to remain as:
- (i) a Tier 1 (Entrepreneur) Migrant
 - (ii) a Tier 1 (Graduate Entrepreneur) Migrant, or
 - (iii) a Start-up migrant, having previously held leave as a Tier 1 (Graduate Entrepreneur) Migrant,
- or have had such leave in the 12 months immediately before the date of application.”.

6A.7 Delete paragraph 245DB(f).

6A.8 Delete paragraph 245DB(h).

6A.9 In paragraph 245DB(k), for “the assessment in (f) or (i)” substitute “the assessment in (i)”.

6A.10 In paragraph 245DB(m), for “the assessment in (f) or (i)” substitute “the assessment in (i)”.

6A.11 After paragraph 245DB(s), insert:

“(t) The application must have been made:

- (i) before 6 July 2021, if the applicant has ever previously had leave as a Tier 1 (Graduate Entrepreneur) Migrant and is claiming points for an initial application under Table 4 of Appendix A; or
- (ii) before 6 July 2025, if the applicant has ever previously had leave as a Tier 1 (Graduate Entrepreneur) Migrant and is claiming points for an extension application under Table 5 of Appendix A; or
- (iii) before 6 April 2023, in all other cases.”.

6A.12 In paragraph 245DC, for:

“(a) Entry clearance will be granted for a period of 3 years and four months and will be subject to the following conditions:”

substitute:

“(a) Entry clearance will be granted:

- (i) for a period of 2 years, to an applicant who has, or has had, leave as a Tier 1 (Entrepreneur) Migrant in the 12 months immediately before the date of application,
- (ii) for a period of 3 years and four months, to an applicant who has, or has had, leave as a Tier 1 (Graduate Entrepreneur) Migrant or a Start-up migrant in the 12 months immediately before the date of application.

(b) Entry clearance will be subject to the following conditions:”.

6A.13 For paragraph 245DD(e), substitute:

“(e) The applicant who is applying for leave to remain must have, or have last

been granted, entry clearance, leave to enter or remain as:

- (i) a Tier 1 (Entrepreneur) Migrant,
- (ii) a Tier 1 (Graduate Entrepreneur) Migrant, or
- (iii) a Start-up migrant, having previously held leave as a Tier 1 (Graduate Entrepreneur) Migrant.”.

6A.14 Delete paragraph 245DD(f).

6A.15 Delete paragraph 245DD(h).

6A.16 Delete paragraph 245DD(j).

6A.17 In paragraph 245DD(m), for “the assessment in (h) or (k)” substitute “the assessment in (k)”.

6A.18 In paragraph 245DD(o), for “the assessment in (h) or (k)” substitute “the assessment in (k)”.

6A.19 After paragraph 245DD(s), insert:

“(t) The application must have been made:

- (i) before 6 July 2021, if the applicant has, or was last granted, entry clearance, leave to enter or remain as a Tier 1 (Graduate Entrepreneur) Migrant or a Start-up migrant; or
- (ii) before 6 July 2025, if the applicant has ever previously had leave as a Tier 1 (Graduate Entrepreneur) Migrant and is claiming points for an extension application under Table 5 of Appendix A; or
- (iii) before 6 April 2023, in all other cases.”.

6A.20 In paragraph 245DE(a)(ii), for “to any other applicant”, substitute “to an applicant who has, or was last granted, leave as a Tier 1 (Graduate Entrepreneur) Migrant or a Start-up migrant”.

6A.21 After paragraph 245DF(k), insert:

“(l) The application for indefinite leave to remain must have been made:

- (i) before 6 July 2027, if the applicant has ever previously had leave as a Tier 1 (Graduate Entrepreneur) Migrant; or
- (ii) before 6 April 2025, in all other cases.”.

6A.22 For paragraph 245EB(e)(i), substitute:

“(i) notwithstanding that the applicant has provided the relevant specified documents required under Appendix A or (where relevant) was awarded points in a previous application as a Tier 1 (Investor) Migrant, the applicant is or was not in control of and at liberty to freely invest the money specified in their application for the purposes of meeting the requirements of Appendix A to these Rules; or”.

6A.23 In paragraph 245EB(e)(ii), delete “of Table 7”.

6A.24 At the end of paragraph 245EB(e)(ii), after “if it occurred in the UK”, insert “, or has been or will be transferred internationally by means which are unlawful in any of the countries involved”.

6A.25 In paragraph 245EB(e)(iii), delete “of Table 7”.

6A.26 At the end of paragraph 245EB(e), for “Table 7 (where relevant)”, substitute “Appendix A”.

6A.27 In paragraph 245EC, for:

“(a) Entry clearance will be granted for a period of 3 years and four months and will be subject to the following conditions:”

substitute:

“(a) Entry clearance will be granted:

(i) for a period of 2 years, to an applicant who has, or has had, leave as a Tier 1 (Investor) Migrant in the 12 months immediately before the date of application, or

(ii) for a period of 3 years and four months, to any other applicant.

(b) Entry clearance will be subject to the following conditions:”.

6A.28 For paragraph 245ED(g)(i), substitute:

“(i) notwithstanding that the applicant has provided the relevant specified documents required under Appendix A or (where relevant) was awarded points in a previous application as a Tier 1 (Investor) Migrant, the applicant is not or was not in control of and at liberty to freely invest the money specified in their application for the purposes of meeting the requirements of Appendix A to these Rules; or”.

- 6A.29 In paragraph 245ED(g)(ii), delete “of Table 7”.
- 6A.30 At the end of paragraph 245ED(g)(ii), after “if it occurred in the UK”, insert “, or has been or will be transferred internationally by means which are unlawful in any of the countries involved”.
- 6A.31 In paragraph 245ED(g)(iii), delete “of Table 7”.
- 6A.32 At the end of paragraph 245ED(g), for “Table 7 (where relevant)”, substitute “Appendix A”.
- 6A.33 In paragraph 245EE(c)(i), after “UK Government bonds”, insert “(where the applicant’s initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place before 29 March 2019 and the date of application is before 6 April 2023)”.
- 6A.34 After paragraph 245EF(e), insert new sub-paragraph:

“(f) The Secretary of State must not have reasonable grounds to believe that:

- (i) notwithstanding that the applicant was awarded points in a previous application as a Tier 1 (Investor) Migrant, the applicant is or was not in control of and at liberty to freely invest the money specified in their application for the purposes of meeting the requirements of Appendix A to these Rules; or
- (ii) any of the money specified in the application for the purposes of meeting the requirements of Appendix A to these Rules held by:
 - (1) the applicant; or
 - (2) where any of the specified money has been made available to the applicant by another party, that party, has been acquired by means of conduct which is unlawful in the UK, or would constitute unlawful conduct if it occurred in the UK, or has been transferred internationally by means which are unlawful in any of the countries involved; or
- (iii) where any of the money specified in the application for the purposes of meeting the requirements of Appendix A to these Rules has been made available by another party, the character, conduct or associations of that party are such that approval of the application would not be conducive to the public good,

and where the Secretary of State does have reasonable grounds to believe one or more of the above applies, no points from Appendix A

will be awarded.”

6A.35 For paragraphs 245F to 245FC, substitute:

“Tier 1 (Graduate Entrepreneur) Migrants

245F. This category is now closed and has been replaced by the Start-up category in Appendix W.”.

6A.36 At the end of paragraph 245HD(b)(i)(4), delete “or”.

6A.37 At the end of paragraph 245HD(b)(i)(5), insert “or”.

6A.38 After paragraph 245HD(b)(i)(5), insert:

“(6) a Start-up migrant, or
(7) an Innovator,”.

6A.39 For paragraph 245HD(c)(iii) substitute:

“(iii) not be applying to work for the same Sponsor as sponsored them when they were last granted leave.”.

6A.40 For paragraph 245HD(d)(i), substitute:

“(i) The applicant must:

- (1) have completed, or be applying no more than 3 months before the expected completion date for, a course leading to a UK recognised bachelor’s or master’s degree (not a qualification of equivalent level which is not a degree),
- (2) have completed, or be applying no more than 3 months before the expected completion date for a course leading to a UK Postgraduate Certificate in Education or Professional Graduate Diploma of Education (not a qualification of equivalent level), or
- (3) have completed a minimum of 12 months study in the UK towards a UK PhD.”.

6A.41 In paragraph 245HD(d)(ii), after “studied for” insert “, or be studying,”.

6A.42 For paragraph 245HD(d)(iii), substitute:

“(iii) The applicant must have studied, or be studying, the course referred to in (d)(i) during:

- (1) their last grant of leave, or
- (2) a period of continuous leave which includes their last grant of leave, (for these purposes continuous leave will not be considered to have been broken if any of the circumstances set out in paragraphs 245AAA(a)(i) to (iii) of these Rules apply or where the applicant has spent time with valid leave in the Bailiwick of Guernsey, the Bailiwick of Jersey or the Isle of Man in a category equivalent to any of the categories set out in (b)(i) or (ii).”.

6A.43 For paragraph 245HD(d)(iv), substitute:

“(iv) The applicant’s periods of UK study and/or research towards the course in (i) must have been undertaken whilst they had entry clearance, leave to enter or leave to remain in the UK that was not subject to a restriction preventing them from undertaking that course of study and/or research.”.

6A.44 For paragraph 245HD(d)(vii), substitute:

“(vii) The applicant must provide a degree certificate, academic transcript or an academic reference on official headed paper of the institution, which clearly shows:

- (1) The applicant’s name,
- (2) the course title/award,
- (3) the course duration (except in the case of a degree certificate), and either
- (4) if they have completed the course, the completion date, having sat all exams and presented all academic papers (or the date of award in the case of a degree certificate), or
- (5) the date they are expected to complete the course, which must be the expected date when all exams will have been taken and all academic papers submitted, or
- (6) confirmation of 12 months study if they are studying a PhD course.”.

6A.45 In paragraph 245HE(d)(iii), in each instance it occurs, for “his”, substitute “their”.

6A.46 At the end of paragraph 245HF(b)(v), delete “or”.

6A.47 At the end of paragraph 245HF(b)(vi), for “.” substitute “, or”.

6A.48 After paragraph 245HF(b)(vi), insert:

“(vii) as an Innovator.”.

6A.49 In paragraph 245HF(c)(ii)(1), for “he still requires”, substitute “they still require”.

6A.50 In paragraph 245HF(d)(iv), for “his” substitute “their”.

6A.51 Delete paragraph 245HF(d)(vi)(1).

6A.52 After paragraph 245HF(d)(vi)(6), insert:

“(7) £38,800 if the date of application is on or after 6 April 2023,

(8) £40,100 if the date of application is on or after 6 April 2024,”.

6A.53 In paragraph 245HF(e)(ii) for “his”, substitute “their”.

6A.54 In paragraph 245HF(f)(iii)(1) for “he was”, substitute “they were”.

6A.55 At the end of paragraph 245HG(b)(v), delete “or”.

6A.56 At the end of paragraph 245HG(b)(vi), for “.” substitute “, or”.

6A.57 After paragraph 245HG(b)(vi), insert:

“(vii) as an Innovator.”.

6A.58 In paragraph 245ZV(ga), after “5 years in the UK” insert “since the age of 18”.

6A.59 In paragraph 245ZV(ga)(i), after “6 years in the UK” insert “since the age of 18”.

6A.60 In paragraph 245ZV(gb), after “8 years in the UK” insert “since the age of 18”.

6A.61 In paragraph 245ZX(ha), after “5 years in the UK” insert “since the age of 18”.

6A.62 In paragraph 245ZX(ha)(i), after “6 years in the UK” insert “since the age of 18”.

6A.63 In paragraph 245ZX(hb), after “8 years in the UK” insert “since the age of

18”.

Changes to Part 7

- 7.1 In paragraph 276BE1, for “dependant” substitute “dependent”.
- 7.2 For Paragraph 276BG1 substitute, “276BG1. The application must include details of all dependants seeking relocation at the time the application is made, including any dependants who intend to relocate to the UK under paragraph 276BE1 after the relevant Afghan citizen.”.
- 7.3 Delete paragraph 276BH1.
- 7.4 After paragraph 276BK1, insert, “276BK2. Where a relevant Afghan citizen has already been granted leave to enter the United Kingdom under paragraph 276BA1 and has relocated to the UK, any such partner must also have met the requirements in 276BK1 at the time of that relocation.”.
- 7.5 In the heading “Definition of “minor dependant child” of a relevant Afghan citizen or their partner” before paragraph 276BP1, for “dependant” substitute “dependent”.
- 7.6 In paragraph 276BP1, for “dependant” substitute “dependent”.
- 7.7 For Paragraph 276BP1(i) substitute, “(i) is the child of the principal applicant or the partner of the principal applicant subject to paragraph 276BQ1; and who”.
- 7.8 In the heading “Relationship requirements for a minor dependant child of a relevant Afghan citizen or their partner” before paragraph 276BQ1, for “dependant” substitute “dependent”.
- 7.9 In paragraph 276BQ1, for “dependant” substitute “dependent”.
- 7.10 In paragraph 276BQ1 (v) delete, “who is also seeking leave to enter on the same application,”.
- 7.11 In the heading “Refusal of limited leave to enter the United Kingdom as the minor dependant child of a relevant Afghan citizen or their partner” before paragraph 276BR1, for “dependant” substitute “dependent”.
- 7.12 In paragraph 276BR1, 276BR1(ii), 276BR1(iii) and 276BR1(iv), for “dependant” substitute “dependent”.

- 7.13 In the heading “Curtailed of limited leave to enter the United Kingdom as the minor dependant child of a relevant Afghan citizen or their partner” before paragraph 276BS1, for “dependant” substitute “dependent”.
- 7.14 In paragraph 276BS1, 276BS1(i) and 276BS1(ii), for “dependant” substitute “dependent”.

Changes to Part 8

- 8.1 In paragraphs A277A to 319K, after “Relevant Points Based System Migrant”, add “or Appendix W Worker” in each place it occurs (including in the plural, “Appendix W Workers”, where “Relevant Points Based System Migrants” occurs in the plural), except for the occurrences in paragraphs 319AA, 319C(g)-(i), 319D(b), 319E(d)(i)(a), 319H(g)-(j), 319I(b) and the second reference in paragraph 319J(e)(iv).

- 8.2 For paragraph 319AA, including the headings, substitute:

“Family members of Relevant Points Based System Migrants and Appendix W Workers

Partners of Relevant Points Based System Migrants and Appendix W Workers

319AA. In paragraphs A277A to 319K, Appendix C and Appendix E:

- (a) ‘*Relevant Points Based System Migrant*’ means a migrant granted leave as a Tier 1 Migrant, a Tier 2 Migrant, a Tier 4 (General) Student, or a Tier 5 (Temporary Worker) Migrant with leave in one of the following subcategories:
- (i) Tier 5 (Temporary Worker) Creative and Sporting
 - (ii) Tier 5 (Temporary Worker) Charity Worker
 - (iii) Tier 5 (Temporary Worker) Government Authorised Exchange
 - (iv) Tier 5 (Temporary Worker) International Agreement
 - (v) Tier 5 (Temporary Worker) Religious Worker.
- (b) ‘*Appendix W Worker*’ means a migrant granted leave under Appendix W of these Rules.”.

- 8.3 In paragraph 319C(g)-(h), the first line of paragraph 319C(i) and the first line of paragraph 319D(b)(iv), for “the Relevant Points Based System Migrant”, substitute “the applicant is applying as the Partner of a Relevant Points Based System Migrant who” in each place it occurs.
- 8.4 In paragraph 319H(g)-(h), the first line of paragraph 319(i) and the first line of paragraph 319I(b)(iii), for “the Relevant Points Based System Migrant”,

substitute “the applicant is applying as the Child of a Relevant Points Based System Migrant who” in each place it occurs.

- 8.5 In paragraphs 319J(c) and (e)(i)-(ii), for “Points Based System Migrant”, substitute “Relevant Points Based System Migrant or Appendix W Worker” in each place it occurs.

Changes to Part 9

- 9.1 For paragraph D320., substitute:

“D320(1). Subject to sub-paragraph 2, Part 9 does not apply to applications made under Appendix EU or under Appendix EU (Family Permit).

(2) If the United Kingdom withdraws from the European Union on 29 March 2019 without a Withdrawal Agreement, then, in respect of the person’s conduct committed after that date, the following paragraphs apply to such applications, regardless of the application of paragraph 5 of these Rules: paragraphs 320(1), (2), (3) to (7), (8), (8A), (10), (17), (18A), (18B) and (19); and paragraph 322(1E).”.

- 9.2 For paragraph E320., substitute:

“E320(1). Subject to sub-paragraph (2), Part 9 does not apply to leave to enter granted by virtue of having arrived in the UK with an entry clearance that was granted under Appendix EU (Family Permit), except for paragraph 321B, which applies to such leave, regardless of the application of paragraph 5 of these Rules.

(2) If the United Kingdom withdraws from the European Union on 29 March 2019 without a Withdrawal Agreement, then, in respect of the person’s conduct committed after that date, the following paragraphs apply to such leave, regardless of the application of paragraph 5 of these Rules: paragraphs 320(1), (2), (3) to (7), (8), (8A), (10), (17), (18A), (18B) and (19); paragraph 321A (except sub-paragraph (2)); and paragraph 321B.

(3) Subject to sub-paragraph (4), Part 9 does not apply to leave to enter or remain that was granted by virtue of Appendix EU, except for paragraphs 321B and 323(ii), which apply to such leave, regardless of the application of paragraph 5 of these Rules.

(4) If the United Kingdom withdraws from the European Union on 29 March 2019 without a Withdrawal Agreement, then:

(a) in respect of the person’s conduct committed by that date, the following paragraphs apply to such leave, regardless of the

application of paragraph 5 of these Rules: paragraphs 321B and 323(ii); and

(b) in respect of the person's conduct committed after that date, the following paragraphs apply to such leave, regardless of the application of paragraph 5 of these Rules: paragraphs 320(1), (2), (3) to (7), (8), (8A), (10), (17), (18A), (18B) and (19); paragraph 321A (except sub-paragraph (2)); paragraph 321B; and paragraph 323(ii).”.

- 9.3 In paragraph 321B, in sub-paragraph (a), after ‘Appendix EU’ insert ‘, or leave to enter the United Kingdom granted by virtue of having arrived in the United Kingdom with an entry clearance that was granted under Appendix EU (Family Permit).’.
- 9.4 In paragraph 321B, in sub-paragraph (b), for “indefinite leave to remain” substitute “indefinite leave to enter or remain”.

Changes to Part 14

- 14.1 For paragraph 403(c) substitute, “(c) has taken reasonable steps to facilitate admission to their country of former habitual residence or any other country but has been unable to secure the right of admission;”.
- 14.2 In paragraph 403(d) after “stateless” insert, “or whether they are admissible to another country under the meaning of paragraph 403(c);”.
- 14.3 After paragraph 403(d) insert:
- “(e) has sought and failed to obtain or re-establish their nationality with the appropriate authorities of the relevant country; and
- (f) if, in the case of a child born in the UK, has provided evidence that they have attempted to register their birth with the relevant authorities but have been refused.”.
- 14.4 In paragraph 405, substitute “30 months” with “five years”.
- 14.5 In paragraph 407(c) substitute “lawful leave” with “stateless leave granted under Rule 405”.
- 14.6 In paragraph 410(c), remove “or same sex”.
- 14.7 For paragraph 410(d)(ii) substitute, (ii) is not married, in a civil partnership or has an unmarried partner with whom they have lived together in a subsisting relationship akin to marriage or a civil partnership for two years or more; and”.
- 14.8 In paragraph 413, substitute “30 months” with “five years”.

14.9 In paragraph 415(c), substitute “lawful leave” with “stateless leave granted under Rule 413”.

Changes to Appendix A

A1. For paragraph 36, substitute:

“36. Available points are shown in Table 4 for initial applications for applicants who have entry clearance, leave to enter or leave to remain as a Tier 1 (Graduate Entrepreneur) Migrant or a Start-up migrant, or have had such leave in the 12 months immediately before the date of application.”.

A2. For row 1 of Table 4, substitute:

“

1	At least £50,000 is available to the applicant or their business, or has been invested in their business due to their activity.	25
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”.

A3. Delete paragraph 40(f).

A4. In Table 4A, delete row 2 and renumber subsequent rows 3 to 5 as 2 to 4 respectively.

A5. In row 2 (previously row 3) of Table 4A, for “rows 1 and 2 above”, substitute “row 1 above”.

A6. Delete paragraph 41(a)(ii) to (v).

A7. At the start of paragraph 41(b), for “(a)(i)-(ii), (v)”, substitute “(a)(i)”.

A8. In paragraph 41(b)(3), for “(in the case of (i), (ii), (v) and (vii))”, substitute “(in the case of (i) and (vii))”.

A9. In paragraph 41(b)(7), after “expiry” delete “, unless the third party is a venture capital firm”.

A10. Delete paragraph 44, including the heading.

A11. In paragraph 45(d)(ii), after “where the investment was made after 19 November 2015”, insert “and the date of application is before 19 November 2021”.

A12. For paragraph 45(h), substitute:

“(h) if the applicant is claiming points for investing £50,000 from one of the following sources, and has not been awarded points for those funds in a previous application, they must also provide the following documents:

(i) if the source is a seed funding competition or a UK or devolved government department, the applicant must provide the specified evidence in Table 4A above as evidence of the source of the funds (except that the letter referred to in paragraph 41(a)(i) does not need to be dated within the three months immediately before the date of the application);

(ii) if the source is a venture capital firm, the applicant must provide:

(1) A letter from a director, partner or fund manager of the venture capital firm, which includes:

(_a) confirmation of the amount of money that was made available to the applicant, the entrepreneurial team or the applicant’s business from the organisation,

(_b) a statement providing detailed information on the strategy, structure and financial exposure of the fund,

(_c) a statement detailing the rationale for the investment, providing specific information about the circumstances which led to the investment decision,

(_d) a statement confirming that the business/proposed business is a genuine and credible proposition, and

(_e) confirmation that the venture capital firm was, at the time the investment was made, registered with the Financial Conduct Authority (FCA) and its entry in the register included a permission to arrange, deal in or manage investments, or to manage alternative investment funds.

(2) A copy of the completed term sheet for the investment, signed by all parties to the transaction, which must include details of the company valuation, company structure, founder and investor rights, the structure of funding and the type of security being taken.

(3) A breakdown of the technical, legal, commercial and financial due diligence conducted by the venture capital firm in support of the investment.

(4) A letter from an accountant, validating the financial condition of

the fund.

(5) A letter from a legal representative, who is not the applicant, which confirms that the letters and declarations in (1)-(4) contain the genuine signatures of the required signatories. The letter must clearly show the registration or authority of the legal representative to practise legally in the UK.”.

A13. After paragraph 48(b), insert:

“(c) regardless of whether the applicant is self-employed, a director or member, they must also provide:

(i) an overview of the business’s activity, including an explanation of the goods or services it provides to its customers or clients; and

(ii) the applicant’s job title and job description, setting out their role within the company, how they are implementing their business plan and what their main tasks and responsibilities are in running the business on a day-to-day basis.”.

A14. In paragraph 49(e), delete “The only exception is where the applicant successfully applied as a Tier 1 (Entrepreneur) Migrant before 6 April 2014, has had continuous leave as a Tier 1 (Entrepreneur) Migrant since then, and the date of application for entry clearance, leave to remain or indefinite leave to remain is before 6 April 2019.”.

A15. In paragraph 50(c), after “the employment start date,” insert “job title, job description,”.

A16. In paragraph 56(b), for “for an applicant who”, substitute “where the date of application is before 6 April 2020 and the applicant”.

A17. In paragraph 57(b), for “for an applicant who”, substitute “where the date of application is before 6 April 2022 and the applicant”.

A18. In the first paragraph of Table 8A, after “The applicant has invested not less than £2 million”, insert “of his own under his control”.

A19. In the first paragraph of Table 8A, after “set out in paragraph 65 below,”, insert, “Where the applicant’s initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place from 29 March 2019 or the date of application is on or after 6 April 2023, no points will be awarded for investments in UK Government bonds.”.

A20. In row 1 of Table 9A, after “set out in paragraph 65 below,”, insert, “Where the applicant’s initial grant of leave as a Tier 1 (Investor) Migrant was granted

under the Rules in place from 29 March 2019 or the date of application is on or after 6 April 2025, no points will be awarded for investments in UK Government bonds.”.

A21. At the end of paragraph 59(c)(i), delete “and”.

A22. At the end of paragraph 59(c)(ii), for “.”, substitute “; and”.

A23. After paragraph 59(c)(ii), insert:

“(iii) the bank has carried out all required due diligence checks and Know Your Customer enquiries in relation to the applicant.”.

A24. In paragraph 61A(i), delete “which is undecided or”.

A25. At the end of paragraph 61A(ii), delete “and”.

A26. At the end of paragraph 61A(iii), for “.”, substitute “, and”.

A27. After paragraph 61A(iii), insert:

“(iv) the date of application is before 6 April 2020.”

A28. In paragraphs 64 and 64-SD, for “90-day”, substitute “2-year” in each place it occurs.

A29. In paragraph 64-SD(a)(i)(5), delete “UK Government bonds,”.

A30. In paragraph 64B-SD(a)(i), for “his previous grant for a consecutive 90-day period of time”, substitute “their previous grant for a consecutive 2-year period of time (or a consecutive 90-day period of time if their initial leave as a Tier 1 (Investor) Migrant was granted under the rules in place before 29 March 2019 and the date of application is before 6 April 2025)”.

A31. For paragraph 64B-SD(a)(ii), substitute:

“(ii) provides the specified documents in paragraph 64-SD (or the additional assets in respect of an application to which either row 1 (a)(i) or (b)(i) of Table 9B applies), with the following differences:

- (1) References to "date of application" in paragraph 64-SD are taken to read "date of investment";
- (2) The evidence in paragraph 64-SD(a)(i)(5) may also include evidence that the money has already been invested in the UK in the form of UK Government bonds, if the applicant’s initial leave as a Tier 1 (Investor) Migrant was granted under the Rules in

place before 29 March 2019 and the date of application is before 6 April 2025; or”.

A32. For paragraph 65(a), substitute:

- “(a) an offshore company or trust, or investments that are held in offshore custody except that investments held in offshore custody will not be excluded where:
- (i) the applicant made an application before 13 December 2012 which led to a grant of entry clearance or leave to remain as a Tier 1 (Investor) migrant,
 - (ii) the applicant has not since been granted entry clearance, leave to enter or leave to remain in any other category, and
 - (iii) the date of application is before 6 April 2020.”.

A33. At the end of paragraph 65(b), after “pooled investment vehicles,” insert “except that investment via pooled investment vehicles is permitted if such vehicles receive funding from a UK or devolved government department or one of its agencies, and the applicant provides a letter from a financial institution regulated by the Financial Conduct Authority to confirm this,”.

A34. At the end of paragraph 65(e), delete “or”.

A35. At the end of paragraph 65(f), for “.” substitute “, or”.

A36. After paragraph 65(f), insert:

- “(g) UK government bonds, if:
- (i) the applicant’s initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place from 29 March 2019, or
 - (ii) the date of application is on or after:
 - (1) 6 April 2023, if the application is for entry clearance or leave to remain;
 - (2) 6 April 2025, if the application is for indefinite leave to remain.”.

A37. After paragraph 65, insert:

“65AA. If an applicant invests in an entity which acts as an intermediary vehicle to invest or otherwise channel the funds elsewhere (including to another intermediary vehicle):

- (a) Their investment will be considered to be where the funds are finally invested, not in the intermediary vehicle(s) (except in the case of a government-funded pooled investment vehicle permitted under paragraph 65(b) above, where the investment will be considered to be in that vehicle);
- (b) The investment in the final destination must itself be a qualifying investment, as set out in these Rules;
- (c) Any intermediary vehicle(s) involved must not fall within the exclusions in paragraph 65(a), (b) or (f) above;
- (d) Any intermediary vehicle(s) involved must be based in the UK and regulated by the Financial Conduct Authority, if:
 - (i) the applicant's initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place from 29 March 2019, or
 - (ii) the date of application is on or after:
 - (1) 6 April 2023, if the application is for entry clearance or leave to remain;
 - (2) 6 April 2025, if the application is for indefinite leave to remain;
- (e) The applicant must provide the specified evidence in paragraph 65-SD in relation to the transfer of their funds to and between any intermediary vehicle(s), and from the intermediary vehicle to the final investment destination. This applies regardless of how long any chain of intermediary vehicles is.”.

A38. For paragraph 65A, substitute:

- “65A. (a) "Active and trading UK registered companies" must meet the definition set out in (b) if:
- (i) the applicant's initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place from 29 March 2019, or
 - (ii) the date of application is on or after:
 - (1) 6 April 2023, if the application is for entry clearance or leave to remain;

- (2) 6 April 2025, if the application is for indefinite leave to remain.
- (b) In the applications set out in (a), "active and trading UK registered companies" means companies which:
 - (i) are registered with Companies House in the UK;
 - (ii) are registered with HM Revenue and Customs for corporation tax and PAYE;
 - (iii) have accounts and a UK business bank account, both showing regular trading of its own goods or services;
 - (iv) have at least two UK-based employees who are not its directors.
- (c) "Active and trading UK registered companies" must meet the definition set out in (d) if:
 - (i) the applicant's initial grant of leave as a Tier 1 (Investor) Migrant was granted under the Rules in place before 29 March 2019, and
 - (ii) the date of application is before:
 - (1) 6 April 2023, if the application is for entry clearance or leave to remain;
 - (2) 6 April 2025, if the application is for indefinite leave to remain.
- (d) In the applications set out in (c), "active and trading UK registered companies" means companies which:
 - (i) have a registered office or head office in the UK;
 - (ii) have a UK bank account showing current business transactions; and
 - (iii) are subject to UK taxation.”.

A39. For paragraph 65-SD(a)(iii), substitute:

- “(iii) include the price the applicant paid for the investments, which must total at least the amount for which points are being claimed

throughout the required period;”.

A40. For paragraphs 66 to 72, substitute:

“Attributes for Tier 1 (Graduate Entrepreneur) Migrants

66. The attributes for this category have been deleted as the category is now closed and has been replaced by the Start-up category in Appendix W.

67 - 72. DELETED.”.

A41. In paragraph 77C (a), for “him”, substitute “them”.

A42. In paragraph 77C (g)(3), for “his”, substitute “their”.

A43. In paragraph 77E, in both instances it occurs, for “his”, substitute “their”.

A44. In paragraph 77F, for “he is”, substitute “they are”.

A45. In paragraph 77I, for “his”, substitute “their”.

A46. In paragraph 77I, in both instances it occurs, for “he”, substitute “their”.

A47. In paragraph 77k, for “Observed Structured Clinical Examination (OSCE)”, substitute “Objective Structured Clinical Examination (OSCE)”.

A48. In paragraph 78C(d), for “his”, substitute “their”.

A49. For Table 11CA, substitute:

“

Table 11CA

Circumstance	Minimum salary
None of the exceptions below apply.	£30,000 per year or the appropriate rate for the job as stated in Appendix J, whichever is higher
The applicant is considered to be a “new entrant” due to one of the following: (i) they are exempt from the Resident Labour Market Test due to the post-study work provisions in paragraph 78B above, (ii) their Sponsor satisfied the Resident Labour Market Test under the provisions	£20,800 per year or the appropriate rate for the job as stated in Appendix J, whichever is higher

<p>for “new graduate jobs or internships” in the first row of Table 11B above, or (iii) they were under the age of 26 on the date the application was made and, in all cases, the applicant is not applying for a grant of leave that would extend their total stay in Tier 2 and/or as a Work Permit Holder beyond 3 years and 1 month.</p>	
<p>The job is one of the following public service occupations:</p> <ul style="list-style-type: none"> · 2217 Medical radiographers · 2231 Nurses · 2314 Secondary education teaching professionals – subject teachers in maths, physics, chemistry, computer science and Mandarin only · 3213 Paramedics. 	<p>£20,800 per year or the appropriate rate for the job as stated in Appendix J, whichever is higher</p>
<p>The applicant is applying for leave to remain and:</p> <p>(i) previously had leave as a Tier 2 (General) migrant on the basis of a Certificate of Sponsorship which was assigned to the applicant before 24 November 2016; and</p> <p>(ii) has not been granted entry clearance in this or any other route since the grant of leave in (i).</p>	<p>£20,800 per year or the appropriate rate for the job as stated in Appendix J, whichever is higher</p>
<p>The occupation is either 2231 Nurses or 2232 Midwives and meets the requirements of paragraph 77K for applicants undertaking the Objective Structured Clinical Examination (OSCE) to obtain Nursing and Midwifery Council registration.</p>	<p>At least the appropriate rate for a Band 3 and equivalent nurse or midwife, as stated in Table 9 of Appendix J until registration with the Nursing and Midwifery Council Registration is either successfully completed, otherwise closed, or after 8 months of the stated employment date, whichever is earlier.</p>

A50. For paragraph 80D, substitute:

“80D. Available points for an application for a Certificate of Sponsorship are the points for “Job and recruitment” shown in Table 11D and 1 point for each £1,000 of gross annual salary, up to a maximum of £160,000, calculated in accordance with paragraph 79 to 79C of this Appendix. No application will be

granted unless it scores points for each of “Job and recruitment” and gross annual salary.”.

A51. For Table 11D, substitute:

“

Job and recruitment	Points
Shortage Occupation	320
PhD-level occupation code and job passes Resident Labour Market Test or an exemption applies	175
Resident Labour Market Test met via the “new graduate jobs or internships” provisions in Table 11B, and the individual being sponsored meets the requirements of paragraph 245HD(d) (other than they will be applying for entry clearance rather than leave to remain)	30
The job is in one of the following public service occupations: <ul style="list-style-type: none"> · 2217 Medical radiographers · 2314 Secondary education teaching professionals – subject teachers in maths, physics, chemistry, computer science and Mandarin only · 3213 Paramedics and the job passes the Resident Labour Market Test or an exemption applies	30
Job passes Resident Labour Market Test or an exemption applies	20

”

A52. For paragraph 81, substitute:

“81. Only the highest of the appropriate award of points in table 11D will be counted.”.

A53. Delete paragraph 81E.

A54. Delete paragraph 81G.

A55. In paragraph 83A, for “paragraph 83e” substitute “paragraph 83E”.

A56. In paragraph 83A(a), for “score 21 points or more from the points available in Table 11D above will be granted” substitute “score points for each of “Job and recruitment” and gross annual salary will be granted”.

A57. In paragraph 83B, for “paragraph 83e” substitute “paragraph 83E”.

A58. In paragraph 83B(a), substitute:

“(a) The minimum points level at which applications for Certificates of Sponsorship will be granted will be calculated as follows:

- (i) if the number of applications scoring 40 points or more is no more than 100 greater than the monthly allocation, all applications which score 40 points or more will be granted.
- (ii) if the number of applications scoring 40 points or more is more than 100 greater than the monthly allocation, X (being both the number of points for “Job and recruitment” and gross annual salary and the minimum number of points required for an application to be granted) will be increased by 1 point incrementally until the number of applications scoring X points is:

(1) less than or equal to the monthly allocation; or

(2) no more than 100 greater than the monthly allocation;
whichever results in the higher value of X, at which stage all applications which score X points or more will be granted.”.

Changes to Appendix B

B1. In Table 1, delete row C, containing “Tier 1 (Graduate Entrepreneur)”.

B2. Delete paragraph 9.

Changes to Appendix C

C1. In paragraph 1A(f), for “his”, substitute “their”.

C2. In the table in paragraph 2(a), delete the row containing “Tier 1 (Graduate Entrepreneur).”.

- C3. Delete paragraph 2(c).
- C4. In paragraph 3, for “he”, substitute “they”.
- C5. In paragraph 3, for “himself”, substitute “themselves”.
- C6. In paragraph 3, for “his”, substitute “their”.
- C7. In paragraph 5(c), in both places it occurs, for “his”, substitute “their”.
- C8. In paragraph 9, in the table, in both places it occurs, for “his”, substitute “their”.
- C9. In paragraph 13(iii), for “.” substitute “; and/or”.
- C10. After paragraph 13(iii), insert:

 “(iv) a financial institution, where funds are being released to the applicant as a financial loan.”.
- C11. After paragraph 21(ii), insert:

 “(iii) the applicant’s foster carer or close relative, if a private foster care arrangement has been made and the requirements of paragraph 19 of this Appendix have been met; and/or”.
- C12. For paragraph 21(iii), substitute:

 “(iv) an official financial sponsor which must be Her Majesty's Government, the applicant's home government, the British Council or any international organisation, international company, University or Independent School.”.
- C13. In paragraph 21C, for “paragraph 21(iii)”, substitute “paragraph 21(iv)”.

Changes to Appendix E

- E1. In the Appendix title, after “Relevant Points Based System Migrants”, insert “and Appendix W Workers”.
- E2. In the opening line and paragraphs (c)-(f) and (l), after “Relevant Points Based System Migrant”, add “or Appendix W Worker” in each place it occurs.
- E3. In paragraph (a)(ii), for “in other cases”, substitute “, where the application is connected to a Tier 1 (Entrepreneur) Migrant”.
- E4. In paragraph (b), after “Tier 4 (General) Student”, insert “, or an Appendix W Worker”.

- E5. In paragraph (f), in each place that it occurs, for “he is” substitute “they are”.
- E6. In paragraph (f), in each place that it occurs, for “him” substitute “them”.
- E7. In paragraph (g)(ii), after “Tier 4 (General) Student” insert “, unless the funds are evidenced by the specified documents in paragraph 1B(d) of Appendix C, or where paragraph 13D of Appendix C applies”.
- E8. In paragraph (i)(3), for “his” substitute “their”.
- E9. After paragraph (ib), insert:
- “(ic) Sufficient funds will be deemed to be available where the application is connected to a Start-up migrant or Innovator, whose endorsing body has confirmed in their endorsement letter that funding has been awarded that is at least sufficient to cover:
 - (i) the required maintenance funds for the Start-up migrant or Innovator (as appropriate),
 - (ii) the applicant,
 - (iii) any other dependents, and
 - (iv) any investment funds an Innovator is required to have in that category.”.
- E10. For paragraph (j), substitute:
- “(j) In all cases the applicant must provide the specified documents as set out in paragraph 1B of Appendix C, unless:
- (i) the applicant is applying at the same time and location as the Relevant Points Based System Migrant, who is a Tier 4 (General) Student sponsored by a sponsor with Tier 4 Sponsor status, and
 - (ii) both the applicant and the Relevant Points Based System Migrant are nationals of one of the countries or the rightful holder of a qualifying passport issued by one of the relevant competent authorities, as appropriate, listed in Appendix H, and
 - (iii) the applicant is applying for entry clearance in the country where they are living, or leave to remain in the UK, and
 - (iv) the applicant confirms these requirements are met,

in which case the specified documents shall not be required. The Home Office reserves the right to request the specified documents from these applicants. The application will be refused if the specified documents are not provided in accordance with the request made.”.

E11. In paragraphs (n)(i) and (o), for “the Relevant Points Based System Migrant”, substitute “the applicant is applying as the Partner or Child of a Relevant Points Based System Migrant who” in each place it occurs.

E12. In paragraph (p)(i), after “the relevant Points Based System Migrant”, insert “in (o)”.

E13. In paragraph (p)(ii), for “his” substitute “their”.

Changes to Appendix EU

EU1. Before Appendix EU, delete “**phased implementation – see Statement of Changes HC 1849**”.

EU2. For Appendix EU, substitute:

“Appendix EU: EU, other EEA and Swiss citizens and family members”

Purpose

EU1. This Appendix sets out the basis on which an **EEA citizen** and their family members, and the family members of a **qualifying British citizen**, will, if they apply under it, be granted indefinite leave to enter or remain or limited leave to enter or remain.

Requirements and procedure

EU2. The applicant will be granted indefinite leave to enter (where the application is made outside the UK) or indefinite leave to remain (where the application is made within the UK) where:

- A valid application has been made in accordance with paragraph EU9;
- The applicant meets the eligibility requirements for indefinite leave to enter or remain in accordance with paragraph EU11 or EU12; and
- The applicant is not to be refused on grounds of suitability in accordance with paragraph EU15 or EU16.

EU3. The applicant will be granted five years’ limited leave to enter (where the application is made outside the UK) or five years’ limited leave to remain (where the application is made within the UK) where:

- A valid application has been made in accordance with paragraph EU9;
- The applicant does not meet the eligibility requirements for indefinite leave to enter or remain in accordance with paragraph EU11 or EU12, but meets the eligibility requirements for limited leave to enter or remain in accordance with paragraph EU14; and
- The applicant is not to be refused on grounds of suitability in accordance with paragraph EU15 or EU16.

EU4. Where a person has been granted limited leave to enter or remain under this Appendix:

- They must continue to meet the eligibility requirements for that leave which they met at the **date of application** (except for any which related to their dependency on another person) or meet other eligibility requirements for limited leave to enter or remain in accordance with paragraph EU14; and
- They remain able to apply for indefinite leave to enter or remain under this Appendix and will be granted this where the requirements in paragraph EU2 are met.

EU5. Where a person has been granted indefinite leave to enter or remain or limited leave to enter or remain under this Appendix and that person also has a right to enter or reside under the **EEA Regulations**, the leave does not have effect to the person's detriment in so far as the leave is incompatible with that right to enter or reside for as long as that person has that right.

EU6. A valid application made under this Appendix which does not meet the requirements for indefinite leave to enter or remain or limited leave to enter or remain will be refused.

EU7. Annex 1 sets out definitions which apply to this Appendix. Any provision made elsewhere in the Immigration Rules for those terms, or for other matters for which this Appendix makes provision, does not apply to an application made under this Appendix.

EU8. Annex 2 applies to the consideration by the Secretary of State of a valid application made under this Appendix.

Valid application

EU9. A valid application has been made under this Appendix where:

- (a) It has been made using the **required application process**;
- (b) The **required proof of identity and nationality** has been provided;

(c) The **required proof of entitlement to apply from outside the UK** has been provided, where the application is made outside the UK; and

(d) The **required biometrics** have been provided.

EU10. An application will be rejected as invalid where it does not meet the requirements in paragraph EU9.

Eligibility for indefinite leave to enter or remain

Persons eligible for indefinite leave to enter or remain as a relevant EEA citizen or their family member, or as a person with a derivative right to reside or with a Zambrano right to reside

EU11. The applicant meets the eligibility requirements for indefinite leave to enter or remain as a **relevant EEA citizen** or their family member (or as a **person with a derivative right to reside** or a **person with a Zambrano right to reside**) where the Secretary of State is satisfied, including (where applicable) by the **required evidence of family relationship**, that, at the date of application, one of conditions 1 to 7 set out in the following table is met:

Condition	Is met where:
1.	(a) The applicant is: (i) a relevant EEA citizen; or (ii) a family member of a relevant EEA citizen ; or (iii) a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; and (b) The applicant has a documented right of permanent residence ; and (c) No supervening event has occurred
2.	(a) The applicant is: (i) a relevant EEA citizen; or (ii) a family member of a relevant EEA citizen; or (iii) a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; and (b) There is valid evidence of their indefinite leave to enter or remain
3.	(a) The applicant is: (i) a relevant EEA citizen; or (ii) a family member of a relevant EEA citizen; or (iii) a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; or (iv) a person with a derivative right to reside; or (v) a person with a Zambrano right to reside; and (b) The applicant has completed a continuous qualifying period of five years in any (or any combination) of those categories; and (c) Since then no supervening event has occurred

4.	(a) The applicant is a relevant EEA citizen who is a person who has ceased activity ; and (b) Since they did so, no supervening event has occurred
5.	(a) The applicant is a family member of a relevant EEA citizen who is a person who has ceased activity; and (b) The relevant EEA citizen: (i) Has been or is being granted indefinite leave to enter or remain under this Appendix (or under its equivalent in the Islands); or (ii) Would be granted indefinite leave to enter or remain under this Appendix, if they made a valid application under it; and (c) Sub-paragraph (a) was met at the point at which the relevant EEA citizen became a person who has ceased activity; and (d) Since the relevant EEA citizen became a person who has ceased activity, no supervening event has occurred
6.	(a) The applicant is a family member of a relevant EEA citizen who has died and the relevant EEA citizen was resident in the UK as a worker or self-employed person at the time of their death; and (b) The relevant EEA citizen was resident in the UK and Islands for a continuous qualifying period of at least two years before dying, or the death was the result of an accident at work or an occupational disease; and (c) The applicant was resident in the UK with the relevant EEA citizen immediately before their death and since then no supervening event has occurred
7.	(a) The applicant is a child under the age of 21 years of a relevant EEA citizen, or of their spouse or civil partner , and either: (i) The marriage was contracted or the civil partnership was formed before the specified date ; or (ii) The person who is now their spouse or civil partner was the durable partner of the relevant EEA citizen before the specified date (the definition of durable partner in Annex 1 being met before that date rather than at the date of application) and the partnership remained durable at the specified date; and (b) The relevant EEA citizen (or, as the case may be, their spouse or civil partner): (i) Has been or is being granted indefinite leave to enter or remain under this Appendix (or under its equivalent in the Islands); or (ii) (In the case of a person who is an Irish citizen as a matter of Irish law and who has not made a valid application under this Appendix) would be granted that leave if they made such an application

Persons eligible for indefinite leave to enter or remain as a family member of a qualifying British citizen

EU12. The applicant meets the eligibility requirements for indefinite leave to enter or remain as a **family member of a qualifying British citizen**, or as a

family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen, where the Secretary of State is satisfied, including by the required evidence of family relationship, that, at the date of application, one of conditions 1 to 4 set out in the following table is met:

Condition	Is met where:
1.	(a) The applicant is: (i) a family member of a qualifying British citizen; or (ii) a family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen; and (b) The applicant has a documented right of permanent residence; and (c) No supervening event has occurred
2.	(a) The applicant is: (i) a family member of a qualifying British citizen; or (ii) a family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen; and (b) There is valid evidence of their indefinite leave to enter or remain
3.	(a) The applicant is: (i) a family member of a qualifying British citizen; or (ii) a family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen; and (b) The applicant has completed a continuous qualifying period in the UK of five years in either (or any combination) of those categories; and (c) The applicant was, for any period of residence as a family member of a qualifying British citizen relied upon under sub-paragraph (b), in the UK lawfully by virtue of regulation 9(1) to (6) of the EEA Regulations (regardless of whether in the UK the qualifying British citizen was a qualified person under regulation 6 of the EEA Regulations); and (d) Since completing the continuous qualifying period of five years, no supervening event has occurred
4.	(a) The applicant is a child under the age of 21 years of the spouse or civil partner of the qualifying British citizen (and the marriage or civil partnership was formed before the specified date); and (b) The applicant is in the UK lawfully by virtue of regulation 9(1) to (6) of the EEA Regulations (regardless of whether in the UK the qualifying British citizen is a qualified person under regulation 6 of the EEA Regulations); and (c) The spouse or civil partner has been or is being granted indefinite leave to enter or remain under this Appendix

EU13. The reference to the applicant completing a continuous qualifying period of five years:

- In condition 3 in the table in paragraph EU12 can include a period (or combination of periods) during which the applicant was a relevant EEA citizen, a family member of a relevant EEA citizen, a family member who has retained the right of residence by virtue of a relationship with a

relevant EEA citizen, a person with a derivative right to reside or a person with a Zambrano right to reside before becoming the family member of a qualifying British citizen; and

- In condition 3 in the table in paragraph EU11 can include a period during which the applicant was a family member of a qualifying British citizen or a family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen before becoming (as the case may be) a relevant EEA citizen, a family member of a relevant EEA citizen, a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen, a person with a derivative right to reside or a person with a Zambrano right to reside.

Eligibility for limited leave to enter or remain

EU14. The applicant meets the eligibility requirements for limited leave to enter or remain where the Secretary of State is satisfied, including (where applicable) by the required evidence of family relationship, that, at the date of application, condition 1 or 2 set out in the following table is met:

Condition	Is met where:
1.	(a) The applicant is: (i) a relevant EEA citizen; or (ii) a family member of a relevant EEA citizen; or (iii) a family member who has retained the right of residence by virtue of a relationship with a relevant EEA citizen; or (iv) a person with a derivative right to reside; or (v) a person with a Zambrano right to reside; and (b) The applicant is not eligible for indefinite leave to enter or remain under this Appendix solely because they have completed a continuous qualifying period of less than five years
2.	A or B applies:
A.	(a) The applicant is: (i) A family member of a qualifying British citizen and is (or, as the case may be, for the relevant period was) in the UK lawfully by virtue of regulation 9(1) to (6) of the EEA Regulations, regardless of whether in the UK the qualifying British citizen is (or, as the case may be, for the relevant period was) a qualified person under regulation 6 of the EEA Regulations; or (ii) A family member who has retained the right of residence by virtue of a relationship with a qualifying British citizen; and (b) In either case, the applicant is not eligible for indefinite leave to enter or remain under this Appendix solely because they have completed a continuous qualifying period in the UK of less than five years
B.	(a) The applicant is a child under the age of 21 years of the spouse or civil partner of the qualifying British citizen (and the marriage or civil partnership was formed before the specified date); and

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| <p>(b) The applicant is (or, as the case may be, for the relevant period was) in the UK lawfully by virtue of regulation 9(1) to (6) of the EEA Regulations, regardless of whether in the UK the qualifying British citizen is (or, as the case may be, for the relevant period was) a qualified person under regulation 6 of the EEA Regulations; and</p> <p>(c) The spouse or civil partner has been or is being granted limited leave to enter or remain under this Appendix</p> |
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Suitability

EU15. (1) An application made under this Appendix will be refused on grounds of suitability where any of the following apply at the date of decision:

(a) The applicant is subject to a **deportation order** or to a decision to make a deportation order; or

(b) The applicant is subject to an **exclusion order** or **exclusion decision**.

(2) An application made under this Appendix may be refused on grounds of suitability where any of the following apply at the date of decision:

(a) The applicant is subject to an **Islands deportation order**; or

(b) The applicant is subject to an **Islands exclusion decision**.

EU16. An application made under this Appendix may be refused on grounds of suitability where, at the date of decision, the Secretary of State is satisfied that it is proportionate to refuse the application where:

(a) In relation to the application and whether or not to the applicant's knowledge, false or misleading information, representations or documents have been submitted (including false or misleading information submitted to any person to obtain a document used in support of the application); and the information, representation or documentation is material to the decision whether or not to grant the applicant indefinite leave to enter or remain or limited leave to enter or remain under this Appendix; or

(b) The applicant is subject to a removal decision under the EEA Regulations on the grounds of their non-exercise or misuse of rights under Directive 2004/38/EC.

EU17. The references in paragraphs EU15 and EU16 to an order or decision to which the applicant is subject do not include an order or decision which, at the date of decision on their application under this Appendix, has been set aside

or no longer has effect in respect of the applicant.

Annex 1 – Definitions

Term	Definition
adopted child	<p>a child adopted in accordance with a decision taken:</p> <p>(a) by the competent administrative authority or court in the UK or the Islands; or</p> <p>(b) by the competent administrative authority or court in a country whose adoption orders are recognised by the UK or the Islands; or</p> <p>(c) in a particular case in which that decision in another country has been recognised in the UK or the Islands as an adoption</p>
child	<p>(a) the direct descendant under the age of 21 years of a relevant EEA citizen (or of a qualifying British citizen) or of their spouse or civil partner; or</p> <p>(b)(i) the direct descendant aged 21 years or over of a relevant EEA citizen (or of a qualifying British citizen) or of their spouse or civil partner; and</p> <p>(ii) dependent on the relevant EEA citizen (or on the qualifying British citizen) or on their spouse or civil partner, unless the applicant was previously granted limited leave to enter or remain under this Appendix as a child on the basis that sub-paragraph (a) above applied (or under its equivalent in the Islands on that basis)</p> <p>‘dependent’ means here that:</p> <p>(a) having regard to their financial and social conditions, or health, the applicant cannot, or (as the case may be) for the relevant period could not, meet their essential living needs (in whole or in part) without the financial or other material support of the relevant EEA citizen (or of the qualifying British citizen) or of their spouse or civil partner; and</p> <p>(b) such support is, or (as the case may be) was, being provided to the applicant by the relevant EEA citizen (or by the qualifying British citizen) or by their spouse or civil partner; and</p> <p>(c) there is no need to determine the reasons for that dependence or for the recourse to that support</p> <p>in addition:</p> <p>(a) ‘child’ includes:</p> <p>(i) an adopted child of; or</p> <p>(ii) a child born through surrogacy (where recognised</p>

	<p>in UK law or Islands law) for; or</p> <p>(iii) a child in respect of whom a special guardianship order (within the meaning of section 14A(1) of the Children Act 1989) is in force appointing as their special guardian; or</p> <p>(iv) a child in respect of whom an order has been made under section 5 of the Children Act 1989 appointing as their guardian; or</p> <p>(v) a child subject to a permanence order made under section 80 of the Adoption and Children (Scotland) Act 2007 vesting parental responsibilities and parental rights in a person who is; or</p> <p>(vi) a child who has a guardian appointed under section 7 of the Children (Scotland) Act 1995, or who is living with a person pursuant to an order made under section 11 of that Act, and that guardian or other person is; or</p> <p>(vii) a child in respect of whom an order has been made under Article 159 of the Children (Northern Ireland) Order 1995, or in respect of whom an appointment has been made under Article 160 of that Order, appointing as their guardian a person who is; or</p> <p>(viii) a child who has a guardian appointed under section 12 or 14 of the Children (Guernsey and Alderney) Law 2008 or section 12 or 13 of the Children (Sark) Law 2016, or who is living in the care of a person pursuant to an order made under section 14 of the 2008 Law or section 13 of the 2016 Law, and that guardian or other person is; or</p> <p>(ix) a child in respect of whom an order under Article 7 of the Children (Jersey) Law 2002 is in force appointing as their guardian; or</p> <p>(x) a child in respect of whom a special guardianship order (within the meaning of section 17A of the Children and Young Persons Act 2001 of Tynwald) has been made appointing as their special guardian; or</p> <p>(xi) a child in respect of whom an order has been made under section 6 or 7 of the Children and Young Persons Act 2001 of Tynwald appointing as their guardian, (as the case may be) a relevant EEA citizen (or a qualifying British citizen) or their spouse or civil partner, but 'child' does not include a child cared for by a relevant EEA citizen (or by a qualifying British citizen) or their spouse or civil partner solely by virtue of a formal or informal fostering arrangement; and</p> <p>(b) 'direct descendant' also includes a grandchild or great-grandchild, other than for the purpose of meeting condition 7 in the table in paragraph EU11 of this</p>
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	<p>Appendix or condition 4 in the table in paragraph EU12; and</p> <p>(c) ‘spouse or civil partner’ means (as the case may be) the person described in sub-paragraph (a)(i) of the entry for ‘family member of a qualifying British citizen’ or in sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table</p>
civil partner	<p>(a) the person is, or (as the case may be) for the relevant period was, in a valid civil partnership (which exists or existed under or by virtue of the Civil Partnership Act 2004 or under any equivalent legislation in the Islands); or is, or (as the case may be) for the relevant period was, in a same sex relationship registered overseas which is, or was, entitled to be treated as a civil partnership under that Act or under any equivalent legislation in the Islands, with a relevant EEA citizen (or with a qualifying British citizen); and</p> <p>(b) it is, or (as the case may be) for the relevant period was, not a civil partnership of convenience; and</p> <p>(c) neither party has, or (as the case may be) for the relevant period had, another civil partner, a spouse or a durable partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person’s relationship with that party</p>
<p>civil partnership of convenience</p> <p>durable partnership of convenience</p> <p>marriage of convenience</p>	<p>a civil partnership, durable partnership or marriage entered into as a means to circumvent:</p> <p>(a) any criterion the party would have to meet in order to enjoy a right to enter or reside in the UK under the EEA Regulations; or</p> <p>(b) any other provision of UK immigration law or any requirement of the Immigration Rules; or</p> <p>(c) any criterion the party would otherwise have to meet in order to enjoy a right to enter or reside in the UK under EU law; or</p> <p>(d) any criterion the party would have to meet in order to enjoy a right to enter or reside in the Islands under Islands law</p>
continuous qualifying period	<p>a period of residence in the UK and Islands (save for the purpose of meeting condition 3 in the table in paragraph EU12 of this Appendix or condition 2A in the table in paragraph EU14, where the period of residence must be in the UK):</p> <p>(a) which began before the specified date; and</p> <p>(b) during which none of the following occurred:</p> <p>(i) absence(s) from the UK and Islands which exceeded a total of six months in any 12-month period, except for:</p>

	<p>(aa) a single period of absence which did not exceed 12 months and was for an important reason (such as pregnancy, childbirth, serious illness, study, vocational training or an overseas posting); or</p> <p>(bb) any period of absence on compulsory military service; or</p> <p>(cc) any period of absence on a posting on Crown service or (as a spouse, civil partner, durable partner or child) any period of absence accompanying a person on a posting on Crown service; or</p> <p>(ii) the person served or is serving a sentence of imprisonment of any length in the UK and Islands; or</p> <p>(iii) any of the following, unless it has been set aside or no longer has effect in respect of the person:</p> <p>(aa) any decision or order to exclude or remove under regulation 23 or 32 of the EEA Regulations (or under the equivalent provisions of the Immigration (European Economic Area) Regulations of the Isle of Man); or</p> <p>(bb) a decision to which regulation 15(4) of the EEA Regulations otherwise refers, unless that decision arose from a previous decision under regulation 24(1) of the EEA Regulations (or the equivalent decision, subject to the equivalent qualification, under the Immigration (European Economic Area) Regulations of the Isle of Man); or</p> <p>(cc) an exclusion decision; or</p> <p>(dd) a deportation order, other than under the EEA Regulations; or</p> <p>(ee) an Islands deportation order; or</p> <p>(ff) an Islands exclusion decision; and</p> <p>(c) (where the period is less than five years) which continues at the date of application</p>
Crown service	<p>service as:</p> <p>(a) a member of HM Forces (as defined in the Armed Forces Act 2006); or</p> <p>(b) an employee of the UK Government, a Northern Ireland department, the Scottish Administration or the Welsh Government; or</p> <p>(c) a permanent member of the British Council</p>
custody of a child	<p>the child normally lives with the applicant or does so part of the time, and includes arrangements agreed informally and those which are subject to a court order for determining with whom the child is to live and when</p>
date of application	<p>the date on which the application is submitted under the required application process, which means:</p> <p>(a) (in the case of the relevant on-line application form)</p>

	<p>the date on which that form is submitted on-line; or</p> <p>(b) (in the case of a paper application form):</p> <p>(i) the date of posting as shown on the tracking information provided by Royal Mail or, if not tracked, by the postmark date on the envelope; or</p> <p>(ii) where the paper application form is sent by courier, or other postal services provider, the date on which it is delivered to the Home Office address specified on the form</p>
dependent parent	<p>the direct relative in the ascending line of a relevant EEA citizen (or of a qualifying British citizen) or of their spouse or civil partner</p> <p>in addition:</p> <p>(a) ‘direct relative in the ascending line’ includes a grandparent or great-grandparent; and</p> <p>(b) ‘spouse or civil partner’ means (as the case may be) the person described in sub-paragraph (a)(i) of the entry for ‘family member of a qualifying British citizen’ or in sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table; and</p> <p>(c) the dependence of the direct relative in the ascending line on the relevant EEA citizen (or on the qualifying British citizen), or on their spouse or civil partner, is assumed</p>
dependent relative	<p>(a) a relative of their sponsor but not the sponsor’s spouse, civil partner, durable partner, child or dependent parent; and the relative is, or (as the case may be) for the relevant period was, a dependant of the sponsor, a member of their household or in strict need of their personal care on serious health grounds; and</p> <p>(b) the person holds a relevant document as the dependent relative of their sponsor for the period of residence relied upon</p> <p>‘sponsor’ means here:</p> <p>(a) a relevant EEA citizen who has been or is being granted indefinite leave to enter or remain or limited leave to enter or remain under this Appendix (or who would be granted that leave, if they made a valid application under this Appendix); or</p> <p>(b) the spouse or civil partner of such a relevant EEA citizen, where the application for that relevant document was made before 1 February 2017; or</p> <p>(c) a qualifying British citizen</p>
deportation order	<p>as the case may be:</p> <p>(a) an order made under section 5(1) of the</p>

	<p>Immigration Act 1971 by virtue of regulation 32(3) of the EEA Regulations; or</p> <p>(b) an order made under section 5(1) of the Immigration Act 1971 by virtue of section 3(5) or section 3(6) of that Act (in respect of conduct committed after the specified date, or conduct committed before that date where the Secretary of State has decided that the deportation order is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to the person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “a deportation decision”)</p> <p>in addition, for the avoidance of doubt, (b) includes a deportation order made under the Immigration Act 1971 in accordance with section 32 of the UK Borders Act 2007</p>
<p>documented right of permanent residence</p>	<p>the Secretary of State is satisfied from the information available to them that:</p> <p>(a)(i) the person has been issued by the Secretary of State with a document certifying permanent residence or a permanent residence card (and that permanent residence card was issued or renewed within the last 10 years) under regulation 19 of the EEA Regulations, or with a residence permit or residence document under the Immigration (European Economic Area) Order 1994 endorsed to show permission to remain in the UK indefinitely; and</p> <p>(ii) this document or card is not invalid under regulation 19(4)(c); and</p> <p>(iii) this document or card has not been revoked, and its renewal has not been refused, under regulation 24 (except where the revocation or refusal occurred because the person had been absent from the UK for a period of more than two, and no more than five, consecutive years); and</p> <p>(iv) the person’s right to reside has not been cancelled under regulation 25; or</p> <p>(b) the person has been given notice in writing under paragraphs 256 to 257A of the Immigration Rules of the Bailiwick of Guernsey showing that they may remain indefinitely, and this notice has not been revoked or otherwise ceased to be effective; or</p> <p>(c) the person has been issued by the relevant Minister</p>

	<p>with a document in accordance with paragraphs 255 to 258 of the Immigration Rules of the Bailiwick of Jersey in an appropriate form certifying permanent residence or a permanent residence card, and this document or card has not been revoked or otherwise ceased to be effective; or</p> <p>(d) the person has been issued with a letter certifying permanent residence, or their passport has been stamped to that effect, under the Immigration (European Economic Area) Regulations of the Isle of Man, and this evidence has not been revoked, invalidated or cancelled</p>
<p>durable partner</p>	<p>(a) the person is, or (as the case may be) for the relevant period was, in a durable relationship with a relevant EEA citizen (or with a qualifying British citizen), with the couple having lived together in a relationship akin to a marriage or civil partnership for at least two years (unless there is other significant evidence of the durable relationship); and</p> <p>(b) the person holds a relevant document as the durable partner of the relevant EEA citizen (or of the qualifying British citizen) for the period of residence relied upon, unless the date of application is after 31 December 2020 and the person was resident outside the UK at that date; and</p> <p>(c) it is, or (as the case may be) for the relevant period was, not a durable partnership of convenience; and</p> <p>(d) neither party has, or (as the case may be) for the relevant period had, another durable partner, a spouse or a civil partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person's relationship with that party</p> <p>in addition, to meet condition 6 in the table in paragraph EU11 of this Appendix, the above requirements are to be met with reference to the period immediately before the death of the relevant EEA citizen rather than to the date of application</p>
<p>educational course</p>	<p>a general educational course, apprenticeship or vocational training course, as provided by regulation 10(7) of the EEA Regulations</p>
<p>EEA Regulations</p>	<p>the Immigration (European Economic Area) Regulations 2016 (as they have effect at the date of application or as they had effect immediately before they were revoked)</p>
<p>EEA citizen</p>	<p>a person who is a national of: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech</p>

	Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland, and who (unless they are a relevant naturalised British citizen) is not also a British citizen
evidence of birth	(a) (in the case of a child) the full birth certificate(s) or other document(s) which the Secretary of State is satisfied evidences that the applicant is the direct descendant of (or otherwise a child of) the relevant EEA citizen (or of the qualifying British citizen) or of their spouse or civil partner, as described (as the case may be) in sub-paragraph (a)(i) of the entry for ‘family member of a qualifying British citizen’ or in sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table; or (b) (in the case of a dependent parent) the full birth certificate(s) or other document(s) which the Secretary of State is satisfied evidences that the applicant is the direct relative in the ascending line of the relevant EEA citizen (or of the qualifying British citizen) or of their spouse or civil partner, as described in sub-paragraph (a) above
exclusion decision	a direction given by the Secretary of State that a person must be refused entry to the UK on the ground that that person’s presence in the UK would not be conducive to the public good: (a) in respect of conduct committed after the specified date; or (b) in respect of conduct committed before the specified date, where the Secretary of State is satisfied that the direction is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to that person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “an exclusion direction”)
exclusion order	an order made under regulation 23(5) of the EEA Regulations
family member of a qualifying British citizen	a person who has satisfied the Secretary of State, including by the required evidence of family relationship, that: (a) they are (and for the relevant period have been), or (as the case may be) for the relevant period they were,

	<p>resident in the UK before the specified date as:</p> <ul style="list-style-type: none"> (i) the spouse or civil partner of a qualifying British citizen, and the marriage was contracted or the civil partnership was formed before the specified date; or (ii) the durable partner of a qualifying British citizen, and: <ul style="list-style-type: none"> (aa) the partnership was formed and was durable before the specified date; and (bb) the partnership remains durable at the date of application; or (iii) the child or dependent parent of a qualifying British citizen; or (iv) the child or dependent parent of the spouse or civil partner of a qualifying British citizen, as described in sub-paragraph (i) above; or (v) the dependent relative of a qualifying British citizen and that family relationship and the person's dependency (or, as the case may be, their membership of the household or their strict need for personal care on serious health grounds) existed before the specified date; and <p>(b) they satisfied the conditions in regulation 9(2) and (4)(a) of the EEA Regulations (as the family member ("F") to whom those provisions refer) immediately before returning to the UK with the qualifying British citizen (who is to be treated as the British citizen ("BC") to whom those provisions refer)</p>
family member of a relevant EEA citizen	<p>a person who has satisfied the Secretary of State, including by the required evidence of family relationship, that they are (and for the relevant period have been), or (as the case may be) for the relevant period (or at the relevant time) they were:</p> <ul style="list-style-type: none"> (a) the spouse or civil partner of a relevant EEA citizen, and: <ul style="list-style-type: none"> (i) the marriage was contracted or the civil partnership was formed before the specified date; or (ii) the applicant was the durable partner of the relevant EEA citizen before the specified date (the definition of 'durable partner' in this table being met before that date rather than at the date of application) and the partnership remained durable at the specified date; or (b) the durable partner of a relevant EEA citizen, and: <ul style="list-style-type: none"> (i) the partnership was formed and was durable before the specified date; and (ii) the partnership remains durable at the date of application (or it did so for the relevant period or immediately before the death of the relevant EEA

	<p>citizen); or</p> <p>(c) the child or dependent parent of a relevant EEA citizen; or</p> <p>(d) the child or dependent parent of the spouse or civil partner of a relevant EEA citizen, as described in sub-paragraph (a) above; or</p> <p>(e) resident in the UK before the specified date as the dependent relative of a relevant EEA citizen (or of their spouse or civil partner, where the application for the relevant document referred to in the entry for 'dependent relative' in this table was made before 1 February 2017) and that family relationship and the person's dependency (or, as the case may be, their membership of the household or their strict need for personal care on serious health grounds) existed before the specified date (or, as the case may be, before 1 February 2017)</p>
<p>family member who has retained the right of residence</p>	<p>a person who has satisfied the Secretary of State, including by the required evidence of family relationship, that the requirements set out in one of sub-paragraphs (a) to (d) below are met:</p> <p>(a) the applicant is an EEA citizen or non-EEA citizen who:</p> <p>(i) was the family member of a relevant EEA citizen (or of a qualifying British citizen) and that person died; and</p> <p>(ii) was resident in the UK as the family member of a relevant EEA citizen (or of a qualifying British citizen) for a continuous qualifying period of at least a year immediately before the death of that person; or</p> <p>(b) the applicant is an EEA citizen or non-EEA citizen who:</p> <p>(i) is the child of:</p> <p>(aa) a relevant EEA citizen (or of a qualifying British citizen) who has died or of their spouse or civil partner immediately before their death; or</p> <p>(bb) a person who ceased to be a relevant EEA citizen (or a qualifying British citizen) on ceasing to reside in the UK or of their spouse or civil partner at that point; and</p> <p>(ii) was attending an educational course in the UK immediately before the relevant EEA citizen (or the qualifying British citizen) died or ceased to be a relevant EEA citizen (or a qualifying British citizen), and continues to attend such a course; or</p> <p>(c) the applicant is an EEA citizen or non-EEA citizen who is the parent with custody of a child who meets</p>

	<p>the requirements of sub-paragraph (b); or</p> <p>(d) the applicant (“A”) is an EEA citizen or non-EEA citizen who:</p> <p>(i) ceased to be a family member of a relevant EEA citizen (or a qualifying British citizen) on the termination of the marriage or civil partnership of A; for the purposes of this provision, where, after the initiation of the proceedings for that termination, that relevant EEA citizen ceased to be a relevant EEA citizen (or that qualifying British citizen ceased to be a qualifying British citizen), they will be deemed to have remained a relevant EEA citizen (or, as the case may be, a qualifying British citizen) until that termination; and</p> <p>(ii) was resident in the UK at the date of the termination; and</p> <p>(iii) one of the following applies:</p> <p>(aa) prior to the initiation of the proceedings for the termination of the marriage or the civil partnership, the marriage or civil partnership had lasted for at least three years and the parties to the marriage or civil partnership had been resident in the UK for a continuous qualifying period of at least one year during its duration; or</p> <p>(bb) A has custody of a child of the relevant EEA citizen (or the qualifying British citizen); or</p> <p>(cc) A has the right of access to a child of the relevant EEA citizen (or the qualifying British citizen), where the child is under the age of 18 years and where a court has ordered that such access must take place in the UK; or</p> <p>(dd) the continued right of residence in the UK of A is warranted by particularly difficult circumstances, such as where A or another family member has been a victim of domestic violence or abuse whilst the marriage or civil partnership was subsisting</p>
full birth certificate	a birth certificate recognised in the UK or the Islands which records the name of the mother and (where registered) the father
GMT	Greenwich Mean Time
immigration status in the UK or the Islands	indefinite or limited leave to enter or remain in the UK or the Islands under or outside the relevant Immigration Rules; exemption from immigration control; the entitlement to reside in the UK or the right of permanent residence in the UK under regulations 13 to 15 of the EEA Regulations; or the entitlement to reside in the Islands or the right of permanent residence

	in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man
the Islands	the Bailiwick of Guernsey, the Bailiwick of Jersey or the Isle of Man
Islands deportation order	a deportation order as defined in paragraph 3(6) of Schedule 4 to the Immigration Act 1971, except for such an order that was made in respect of conduct committed before the specified date (unless the Secretary of State is satisfied that the order is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to the person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “a deportation decision”)
Islands exclusion decision	a direction given by the relevant Minister or other authority in the Islands that a person must be refused entry to the Island concerned on the ground that that person’s presence there would not be conducive to the public good, except for such a direction made in respect of conduct committed before the specified date (unless the Secretary of State is satisfied that the direction is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to that person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “an exclusion direction”)
non-EEA citizen	a person who is not an EEA citizen and is not a British citizen
person who has ceased activity	the person: (a) has terminated activity as a worker or self-employed person in the UK and either reached the age of entitlement to a state pension on terminating that activity or, in the case of a worker, ceased working to take early retirement; and immediately before that termination, was a worker or self-employed person in the UK for at least 12 months and resided in the UK and Islands for a continuous qualifying period of more than three years; or (b) stopped being a worker or self-employed person in the UK owing to permanent incapacity to work, having

	<p>resided in the UK and Islands for a continuous qualifying period of more than the preceding two years or the incapacity having resulted from an accident at work or an occupational disease that entitles the person to a pension payable in full or in part by an institution in the UK; or</p> <p>(c) resided in the UK for a continuous qualifying period of at least three years as a worker or self-employed person, immediately before becoming a worker or self-employed person in a country listed in the entry for 'EEA citizen' in this table, while retaining a place of residence in the UK to which they return, as a rule, at least once a week</p> <p>in addition, the conditions as to length of residence and of employment in sub-paragraphs (a) and (b) above do not apply where the Secretary of State is satisfied, including by the required evidence of family relationship, that the relevant EEA citizen is the spouse or civil partner of a British citizen (substituting 'British citizen' for 'relevant EEA citizen' in the entry for, as the case may be, 'spouse' or 'civil partner' in this table)</p>
<p>person with a derivative right to reside</p>	<p>a person with, by the specified date, a right to reside in the UK by virtue of regulation 16(1) of the EEA Regulations:</p> <p>(a) regardless of whether, in respect of the criterion in regulation 16(2)(b)(ii) of the EEA Regulations, the EEA citizen meets, or (as the case may be) met, the requirement in regulation 4(1)(c)(ii) of the EEA Regulations for comprehensive sickness insurance cover in the UK; and</p> <p>(b) excluding a person satisfying the criteria in:</p> <p>(i) paragraph (5) of regulation 16(1) of the EEA Regulations; or</p> <p>(ii) paragraph (6)(c) of that regulation where that person's primary carer is, or (as the case may be) was, entitled to a derivative right to reside in the UK under paragraph (5)</p>
<p>person with a Zambrano right to reside</p>	<p>a person:</p> <p>(a) with, by the specified date, a right to reside in the UK by virtue of regulation 16(1) of the EEA Regulations, by satisfying the criteria in:</p> <p>(i) paragraph (5) of that regulation; or</p> <p>(ii) paragraph (6)(c) of that regulation where that person's primary carer is, or (as the case may be) was, entitled to a derivative right to reside in the UK under</p>

	<p>paragraph (5); and</p> <p>(b) without leave to enter or remain in the UK granted under another part of these Rules</p>
qualifying British citizen	<p>a British citizen who:</p> <p>(a) has been or was resident in the UK with the applicant for a continuous qualifying period which corresponds or corresponded with the continuous qualifying period on which the applicant relies; and</p> <p>(b) satisfied regulation 9(2) and (4)(a) of the EEA Regulations (as the British citizen (“BC”) to whom those provisions refer) immediately before returning to the UK with the applicant (who is to be treated as the family member (“F”) to whom those provisions refer)</p>
relevant document	<p>(a) a family permit, registration certificate, residence card, document certifying permanent residence or permanent residence card issued by the UK under the EEA Regulations (or the equivalent document or other evidence issued by the Islands under the relevant legislation there evidencing the entitlement to enter or reside in the Islands or the right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man); and</p> <p>(b) it was not subsequently revoked, or fell to be so, because the relationship or dependency had never existed or had ceased; and</p> <p>(c) it has not expired or otherwise ceased to be effective and it remained valid for the period of residence relied upon</p>
relevant EEA citizen	<p>(a) an EEA citizen resident in the UK and Islands for a continuous qualifying period which began before the specified date; or</p> <p>(b) an EEA citizen who, having been resident in the UK and Islands as described in sub-paragraph (a) above:</p> <p>(i) has been or is being granted indefinite leave to enter or remain under this Appendix (or under its equivalent in the Islands); or</p> <p>(ii) would be granted indefinite leave to enter or remain under this Appendix, if they made a valid application under it; or</p> <p>(c) where the applicant is a family member of an EEA citizen resident in the UK and Islands for a continuous qualifying period who is a relevant naturalised British citizen, a relevant naturalised British citizen resident in the UK and Islands for a continuous qualifying period</p>

relevant naturalised British citizen	<p>a relevant EEA citizen as described in sub-paragraph (a) of the entry for ‘relevant EEA citizen’ in this table, who also:</p> <p>(a) comes within paragraph (b) of the definition of “EEA national” in regulation 2(1) of the EEA Regulations; and</p> <p>(b) meets the criteria contained in regulation 9A(2) or (3) as the dual national (“DN”) to whom those provisions refer</p>
required application process	<p>(a) (unless sub-paragraph (b) or (c) applies) the relevant on-line application form and a relevant process set out in that form for:</p> <p>(i) providing the required proof of identity and nationality or (as the case may be) the required proof of entitlement to apply from outside the UK; and</p> <p>(ii) providing the required biometrics; or</p> <p>(b) the required paper application form where this is mandated on gov.uk and a relevant process set out in that form for:</p> <p>(i) providing the required proof of identity and nationality or (as the case may be) the required proof of entitlement to apply from outside the UK; and</p> <p>(ii) providing the required biometrics; or</p> <p>(c) a paper application form where this has been issued individually to the applicant by the Secretary of State, via the relevant process for this set out on gov.uk, and a relevant process set out in that form for:</p> <p>(i) providing the required proof of identity and nationality or (as the case may be) the required proof of entitlement to apply from outside the UK; and</p> <p>(ii) providing the required biometrics</p>
required biometrics	<p>(a) a facial photograph of the applicant (within the meaning of “biometric information” in section 15 of the UK Borders Act 2007); and</p> <p>(b) (in the case of a non-EEA citizen without a specified relevant document making an application within the UK) the fingerprints of the applicant (also within that meaning of “biometric information”), in both cases provided in accordance with the required application process</p>
required evidence of family relationship	<p>in the case of:</p> <p>(a) a spouse without a documented right of permanent residence – a relevant document as the spouse of the relevant EEA citizen (or of the qualifying British citizen), or a valid document of record of a marriage recognised under the law of England and Wales, Scotland or Northern Ireland or of the Islands;</p>

	<p>(b) a civil partner without a documented right of permanent residence – a relevant document as the civil partner of the relevant EEA citizen (or of the qualifying British citizen); a valid civil partnership certificate recognised under the law of England and Wales, Scotland or Northern Ireland or under any equivalent legislation in the Islands; or the valid overseas registration document for a same sex relationship which is entitled to be treated as a civil partnership under the Civil Partnership Act 2004 or under any equivalent legislation in the Islands;</p> <p>(c) a child without a documented right of permanent residence – a relevant document issued on the basis of the relevant family relationship or their evidence of birth and, where the applicant is aged 21 years or over and was not previously granted limited leave to enter or remain under this Appendix (or under its equivalent in the Islands) as a child, evidence which satisfies the Secretary of State that sub-paragraph (b)(ii) of the entry for ‘child’ in this table is met;</p> <p>(d) a dependent parent without a documented right of permanent residence – a relevant document issued on the basis of the relevant family relationship or their evidence of birth;</p> <p>(e) a durable partner:</p> <p>(i) a relevant document as the durable partner of the relevant EEA citizen (or of the qualifying British citizen) and, unless this confirms the right of permanent residence in the UK under regulation 15 of the EEA Regulations (or the right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man), evidence which satisfies the Secretary of State that the durable partnership continues to subsist (or did so for the period of residence relied upon); or</p> <p>(ii) where the applicant is seeking to come to the UK after 31 December 2020, evidence which satisfies the Secretary of State that the partnership was formed and was durable before that date and that the partnership remains durable; or</p> <p>(f) a dependent relative – a relevant document as the dependent relative of their sponsor (in the entry for ‘dependent relative’ in this table) and, unless this confirms the right of permanent residence in the UK under regulation 15 of the EEA Regulations (or the</p>
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right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988), evidence which satisfies the Secretary of State that the relationship continues to subsist (or did so for the period of residence relied upon)

in addition:

(a) where the eligibility requirements to be met for leave to be granted under this Appendix relate to the death of a person, the required evidence of family relationship must include their death certificate or other evidence which the Secretary of State is satisfied evidences the death; and

(b) where the applicant is a non-EEA citizen without a documented right of permanent residence, the required evidence of family relationship must include:

(i) the following proof of identity and nationality of (as the case may be) the relevant EEA citizen, or the qualifying British citizen, of whom the applicant is a family member:

(aa) (in the case of an EEA citizen or a qualifying British citizen) their valid passport (and 'valid' here and in sub-paragraph (bb) means that the document is genuine and has not expired or been cancelled or invalidated); or

(bb) (in the case of an EEA citizen) their valid national identity card or confirmation that they have been or are being granted indefinite leave to enter or remain or limited leave to enter or remain under this Appendix, unless (in any case) the Secretary of State agrees to accept alternative evidence of identity and nationality where the applicant is unable to obtain or produce the required document due to circumstances beyond their control or to compelling practical or compassionate reasons; and

(ii) evidence which satisfies the Secretary of State that:

(aa) where the applicant is a family member of a relevant EEA citizen, either that EEA citizen was a relevant EEA citizen as described in sub-paragraph (a) in the entry for 'relevant EEA citizen' in this table throughout the continuous qualifying period on which the applicant relies as being a family member of a relevant EEA citizen; or that EEA citizen is a relevant EEA citizen as described in sub-paragraph (b) or (c) in the entry for 'relevant EEA citizen' in this table; or

(bb) where the applicant is a family member of a qualifying British citizen, that British citizen was a

	<p>qualifying British citizen throughout the continuous qualifying period on which the applicant relies as being a family member of a qualifying British citizen; and</p> <p>(c) where, in order to meet the requirements of this entry, the applicant submits a copy (and not the original) of a document (including by uploading this as part of the required application process), the Secretary of State can require the applicant to submit the original document where the Secretary of State has reasonable doubt as to the authenticity of the copy submitted</p>
<p>required proof of entitlement to apply from outside the UK</p>	<p>(a) in the case of an EEA citizen:</p> <p>(i) their valid passport; or</p> <p>(ii) their valid national identity card, where this contains an interoperable biometric chip, unless the Secretary of State agrees to accept alternative evidence of entitlement to apply from outside the UK where the applicant is unable to obtain or produce the required document due to circumstances beyond their control or to compelling practical or compassionate reasons; or</p> <p>(b) in the case of a non-EEA citizen, their valid specified relevant document, unless the Secretary of State agrees to accept alternative evidence of entitlement to apply from outside the UK where the applicant is unable to produce the required document due to circumstances beyond their control or to compelling practical or compassionate reasons</p> <p>in addition, ‘valid’ here means that the document is genuine and has not expired or been cancelled or invalidated</p>
<p>required proof of identity and nationality</p>	<p>(a) in the case of an EEA citizen making an application within the UK:</p> <p>(i) their valid passport; or</p> <p>(ii) their valid national identity card; or</p> <p>(b) in the case of a non-EEA citizen making an application within the UK:</p> <p>(i) their valid passport; or</p> <p>(ii) their valid specified relevant document; or</p> <p>(iii) their valid biometric immigration document (as defined in section 5 of the UK Borders Act 2007), unless (in the case of (a) or (b)) the Secretary of State agrees to accept alternative evidence of identity and nationality where the applicant is unable to obtain or produce the required document due to circumstances beyond their control or to compelling practical or</p>

	<p>compassionate reasons</p> <p>in addition, ‘valid’ here means that the document is genuine and has not expired or been cancelled or invalidated</p>
self-employed person	<p>there is evidence which satisfies the Secretary of State that the person is, or (as the case may be) for the relevant period was, either:</p> <p>(a) a self-employed person as defined in regulation 4(1) of the EEA Regulations; or</p> <p>(b) a person who is or was no longer in self-employment but who continues or continued to be treated as a self-employed person within the meaning of “qualified person” under regulation 6 of the EEA Regulations</p>
specified date	<p>(a) if the United Kingdom withdraws from the European Union with a Withdrawal Agreement, 2300 GMT on 31 December 2020; or</p> <p>(b) if the United Kingdom withdraws from the European Union on 29 March 2019 without a Withdrawal Agreement:</p> <p>(i) 2300 GMT on 29 March 2019 in the references to specified date in:</p> <ul style="list-style-type: none"> - condition 7 in the table in paragraph EU11 of this Appendix; - condition 4 in the table in paragraph EU12 of this Appendix; - condition 2B in the table in paragraph EU14 of this Appendix; - sub-paragraph (a) of the entry for ‘continuous qualifying period’ in this table; - the entry for ‘deportation order’ in this table; - the entry for ‘exclusion decision’ in this table; - sub-paragraph (a) of the entry for ‘family member of a qualifying British citizen’ in this table; - sub-paragraphs (a) and (b) of the entry for ‘family member of a relevant EEA citizen’ in this table; - the entry for ‘Islands deportation order’ and for ‘Islands exclusion decision’ in this table; - the entry for ‘person with a derivative right of residence’ in this table; - the entry for ‘person with a Zambrano right of residence’ in this table; and - sub-paragraph (a) of the entry for ‘relevant EEA citizen’ in this table; or <p>(ii) otherwise, such date as will be specified in this Appendix in due course</p>

specified relevant document	within the meaning of ‘relevant document’ in the relevant entry in this table, a residence card or permanent residence card issued by the UK under the EEA Regulations on the basis of an application made on or after 6 April 2015
spouse	<p>(a) the person is, or (as the case may be) for the relevant period was, party to a marriage with a relevant EEA citizen (or with a qualifying British citizen) and the marriage is recognised under the law of England and Wales, Scotland or Northern Ireland or of the Islands; and</p> <p>(b) it is, or (as the case may be) for the relevant period was, not a marriage of convenience; and</p> <p>(c) neither party has, or (as the case may be) for the relevant period had, another spouse, a civil partner or a durable partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person’s relationship with that party</p>
supervening event	<p>at the date of application:</p> <p>(a) the applicant has been absent from the UK and Islands for a period of more than five consecutive years (at any point since they last acquired the right of permanent residence in the UK under regulation 15 of the EEA Regulations, or the right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man, or since they last completed a continuous qualifying period of five years); or</p> <p>(b) any of the following events has occurred, unless it has been set aside or no longer has effect in respect of the person:</p> <p>(i) any decision or order to exclude or remove under regulation 23 or 32 of the EEA Regulations (or under the equivalent provisions of the Immigration (European Economic Area) Regulations of the Isle of Man); or</p> <p>(ii) a decision to which regulation 15(4) of the EEA Regulations otherwise refers, unless that decision arose from a previous decision under regulation 24(1) of the EEA Regulations (or the equivalent decision, subject to the equivalent qualification, under the Immigration (European Economic Area) Regulations of the Isle of Man); or</p> <p>(iii) an exclusion decision; or</p> <p>(iv) a deportation order, other than under the EEA Regulations; or</p> <p>(v) an Islands deportation order; or</p>

	(vi) an Islands exclusion decision
termination of the marriage or civil partnership	the date on which the order finally terminating the marriage or civil partnership is made by a court
the UK and Islands	the United Kingdom and the Islands taken together
valid evidence of their indefinite leave to enter or remain	(a) a valid biometric immigration document (as defined in section 5 of the UK Borders Act 2007), a valid stamp or endorsement in a passport (whether or not the passport has expired) or other valid document issued by the Home Office, confirming that the applicant has indefinite leave to enter or remain in the UK, which has not lapsed or been revoked or invalidated; or (b) the Secretary of State is otherwise satisfied from the evidence or information available to them that the applicant has indefinite leave to enter or remain in the UK or the Islands, which has not lapsed or been revoked or invalidated
worker	there is evidence which satisfies the Secretary of State that the person is, or (as the case may be) for the relevant period was, either: (a) a worker as defined in regulation 4(1) of the EEA Regulations; or (b) a person who is or was no longer working but who continues or continued to be treated as a worker within the meaning of “qualified person” under regulation 6 of the EEA Regulations

Annex 2 – Consideration of a valid application

A2.1. A valid application made under this Appendix will be decided on the basis of:

- (a) the information and evidence provided by the applicant, including in response to any request for further information or evidence made by the Secretary of State; and
- (b) any other information or evidence made available to the Secretary of State (including from other government departments) at the date of decision.

A2.2. (1) For the purposes of deciding whether the applicant meets the eligibility requirements for indefinite leave to enter or remain or for limited leave to enter or remain, the Secretary of State may invite the applicant to:

- (a) provide further information or evidence that they meet those requirements; or

(b) be interviewed by the Secretary of State in person, by telephone, by video-telecommunications link or over the internet.

(2) If the applicant purports to meet the eligibility requirements for indefinite leave to enter or remain or for limited leave to enter or remain on the basis of a relationship with another person (“P”), including where P is a qualifying British citizen, the Secretary of State may invite P to:

(a) provide information or evidence about their relationship with the applicant, their residence in the UK or, where P is a qualifying British citizen, their residence in a country listed in the entry for ‘EEA citizen’ in the table at Annex 1 to this Appendix; or

(b) be interviewed by the Secretary of State in person, by telephone, by video-telecommunications link or over the internet.

(3) If the applicant or P (as the case may be):

(a) fails to provide the information or evidence requested; or

(b) on at least two occasions, fails to comply with an invitation to attend an interview in person or with other arrangements to be interviewed,

the Secretary of State may draw any factual inferences about whether the applicant meets the eligibility requirements for indefinite leave to enter or remain or for limited leave to enter or remain as appear appropriate in the circumstances.

(4) The Secretary of State may decide, following the drawing of a factual inference under sub-paragraph (3), that the applicant does not meet the eligibility requirements for indefinite leave to enter or remain or for limited leave to enter or remain.

(5) The Secretary of State must not decide that the applicant does not meet the eligibility requirements for indefinite leave to enter or remain or for limited leave to enter or remain on the sole basis that the applicant or P failed on at least two occasions to comply with an invitation to be interviewed.”.

Insertion of Appendix EU (Family Permit)

EUFP1. After Appendix EU, insert:

“Appendix EU (Family Permit)

Purpose

FP1. This Appendix sets out the basis on which a **non-EEA citizen** will, if they apply under it, be granted an entry clearance – in the form of an EU Settlement Scheme Family Permit – to join a **relevant EEA citizen** in the UK or to accompany them to the UK.

FP2. This Appendix has effect in connection with the granting of entry clearance for the purposes of acquiring leave to enter or remain in the UK by virtue of Appendix EU to these Rules.

Requirements and procedure

FP3. The applicant will be granted an entry clearance under this Appendix, valid for a period of six months from the date of decision, by an entry clearance officer where:

- (a) A valid application has been made in accordance with paragraph FP4;
- (b) The applicant meets the eligibility requirements in paragraph FP6; and
- (c) The applicant is not to be refused on grounds of suitability in accordance with paragraph FP7.

FP4. A valid application has been made under this Appendix where:

- (a) It has been made using the **required application process**;
- (b) The **required proof of identity and nationality** has been provided; and
- (c) The **required biometrics** have been provided.

FP5. An application will be rejected as invalid where it does not meet the requirements in paragraph FP4.

FP6. The applicant meets the eligibility requirements for an entry clearance to be granted under this Appendix where the entry clearance officer is satisfied that at the **date of application**:

- (a) The applicant is a non-EEA citizen;
- (b) The applicant is a **family member of a relevant EEA citizen**;
- (c) The relevant EEA citizen is resident in the UK or will be travelling to the UK within six months of the date of application;
- (d) The applicant will be accompanying the relevant EEA citizen to the UK or

joining them in the UK; and

(e) The applicant (“A”) is not the **spouse, civil partner or durable partner** of a relevant EEA citizen (“B”) where a spouse, civil partner or durable partner of A or B has been granted an entry clearance under this Appendix or holds a valid EEA family permit issued under regulation 12 of the **EEA Regulations**.

FP7. (1) An application made under this Appendix will be refused on grounds of suitability where any of the following apply at the date of decision:

(a) The applicant is subject to a **deportation order** or to a decision to make a deportation order; or

(b) The applicant is subject to an **exclusion order or exclusion decision**.

(2) An application made under this Appendix may be refused on grounds of suitability where any of the following apply at the date of decision:

(a) The applicant is subject to an **Islands deportation order**; or

(b) The applicant is subject to an **Islands exclusion decision**.

(3) An application made under this Appendix may be refused on grounds of suitability where, at the date of decision, the entry clearance officer is satisfied that it is proportionate to refuse the application where:

(a) In relation to the application and whether or not to the applicant’s knowledge, false or misleading information, representations or documents have been submitted (including false or misleading information submitted to any person to obtain a document used in support of the application); and

(b) The information, representation or documentation is material to the decision whether or not to grant the applicant an entry clearance under this Appendix.

(4) The references in this paragraph to an order or decision to which the applicant is subject do not include an order or decision which, at the date of decision on their application under this Appendix, has been set aside or no longer has effect in respect of the applicant.

FP8. A valid application made under this Appendix which does not meet the requirements for an entry clearance to be granted will be refused.

FP9. Annex 1 sets out definitions which apply to this Appendix. Any provision made elsewhere in the Immigration Rules for those terms, or for other matters for which this Appendix makes provision, does not apply to an application made under this Appendix.

FP10. Annex 2 applies to the consideration by the entry clearance officer of a valid application made under this Appendix.

Annex 1 – Definitions

Term	Definition
adopted child	<p>a child adopted in accordance with a decision taken:</p> <p>(a) by the competent administrative authority or court in the UK or the Islands; or</p> <p>(b) by the competent administrative authority or court in a country whose adoption orders are recognised by the UK or the Islands; or</p> <p>(c) in a particular case in which that decision in another country has been recognised in the UK or the Islands as an adoption</p>
child	<p>(a) the direct descendant under the age of 21 years of a relevant EEA citizen or of their spouse or civil partner; or</p> <p>(b)(i) the direct descendant aged 21 years or over of a relevant EEA citizen or of their spouse or civil partner; and</p> <p>(ii) dependent on the relevant EEA citizen or on their spouse or civil partner</p> <p>‘dependent’ means here that:</p> <p>(a) having regard to their financial and social conditions, or health, the applicant cannot meet their essential living needs (in whole or in part) without the financial or other material support of the relevant EEA citizen or of their spouse or civil partner; and</p> <p>(b) such support is being provided to the applicant by the relevant EEA citizen or by their spouse or civil partner; and</p> <p>(c) there is no need to determine the reasons for that dependence or for the recourse to that support</p> <p>in addition:</p> <p>(a) ‘child’ includes:</p> <p>(i) an adopted child of; or</p> <p>(ii) a child born through surrogacy (where recognised in UK law or Islands law) for; or</p> <p>(iii) a child in respect of whom a special guardianship order (within the meaning of section 14A(1) of the Children Act 1989) is in force appointing as their special guardian; or</p> <p>(iv) a child in respect of whom an order has been made</p>

	<p>under section 5 of the Children Act 1989 appointing as their guardian; or</p> <p>(v) a child subject to a permanence order made under section 80 of the Adoption and Children (Scotland) Act 2007 vesting parental responsibilities and parental rights in a person who is; or</p> <p>(vi) a child who has a guardian appointed under section 7 of the Children (Scotland) Act 1995, or who is living with a person pursuant to an order made under section 11 of that Act, and that guardian or other person is; or</p> <p>(vii) a child in respect of whom an order has been made under Article 159 of the Children (Northern Ireland) Order 1995, or in respect of whom an appointment has been made under Article 160 of that Order, appointing as their guardian a person who is; or</p> <p>(viii) a child who has a guardian appointed under section 12 or 14 of the Children (Guernsey and Alderney) Law 2008 or section 12 or 13 of the Children (Sark) Law 2016, or who is living in the care of a person pursuant to an order made under section 14 of the 2008 Law or section 13 of the 2016 Law, and that guardian or other person is; or</p> <p>(ix) a child in respect of whom an order under Article 7 of the Children (Jersey) Law 2002 is in force appointing as their guardian; or</p> <p>(x) a child in respect of whom a special guardianship order (within the meaning of section 17A of the Children and Young Persons Act 2001 of Tynwald) has been made appointing as their special guardian; or</p> <p>(xi) a child in respect of whom an order has been made under section 6 or 7 of the Children and Young Persons Act 2001 of Tynwald appointing as their guardian, (as the case may be) a relevant EEA citizen or their spouse or civil partner, but ‘child’ does not include a child cared for by a relevant EEA citizen or their spouse or civil partner solely by virtue of a formal or informal fostering arrangement; and</p> <p>(b) ‘direct descendant’ also includes a grandchild or great-grandchild; and</p> <p>(c) ‘spouse or civil partner’ means (as the case may be) the person described in sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table</p>
civil partner	<p>(a) the person is in a valid civil partnership (which exists under or by virtue of the Civil Partnership Act 2004 or under any equivalent legislation in the Islands); or is in a same sex relationship registered</p>

	<p>overseas which is entitled to be treated as a civil partnership under that Act or under any equivalent legislation in the Islands, with a relevant EEA citizen; and</p> <p>(b) it is not a civil partnership of convenience; and</p> <p>(c) neither party has another civil partner, a spouse or a durable partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person's relationship with that party</p>
<p>civil partnership of convenience</p> <p>durable partnership of convenience</p> <p>marriage of convenience</p>	<p>a civil partnership, durable partnership or marriage entered into as a means to circumvent:</p> <p>(a) any criterion the party would have to meet in order to enjoy a right to enter or reside in the UK under the EEA Regulations; or</p> <p>(b) any other provision of UK immigration law or any requirement of the Immigration Rules; or</p> <p>(c) any criterion the party would otherwise have to meet in order to enjoy a right to enter or reside in the UK under EU law; or</p> <p>(d) any criterion the party would have to meet in order to enjoy a right to enter or reside in the Islands under Islands law</p>
date of application	the date on which the application is submitted under the required application process
dependent parent	<p>the direct relative in the ascending line of a relevant EEA citizen or of their spouse or civil partner</p> <p>in addition:</p> <p>(a) 'direct relative in the ascending line' includes a grandparent or great-grandparent; and</p> <p>(b) 'spouse or civil partner' means (as the case may be) the person described in sub-paragraph (a) of the entry for 'family member of a relevant EEA citizen' in this table; and</p> <p>(c) the dependence of the direct relative in the ascending line on the relevant EEA citizen, or on their spouse or civil partner, is assumed</p>
deportation order	<p>as the case may be:</p> <p>(a) an order made under section 5(1) of the Immigration Act 1971 by virtue of regulation 32(3) of the EEA Regulations; or</p> <p>(b) an order made under section 5(1) of the Immigration Act 1971 by virtue of section 3(5) or section 3(6) of that Act (in respect of conduct committed after the specified date, or conduct committed before that date where the Secretary of State has decided that the deportation order is justified on the</p>

	<p>grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to the person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “a deportation decision”)</p> <p>in addition, for the avoidance of doubt, (b) includes a deportation order made under the Immigration Act 1971 in accordance with section 32 of the UK Borders Act 2007</p>
<p>durable partner</p>	<p>(a) the person is, or (as the case may be) was, in a durable relationship with the relevant EEA citizen, with the couple having lived together in a relationship akin to a marriage or civil partnership for at least two years (unless there is other significant evidence of the durable relationship); and</p> <p>(b) (where the applicant relies on having been the durable partner of the relevant EEA citizen before the specified date, under sub-paragraph (a)(ii) of the entry for ‘family member of a relevant EEA citizen’ in this table) the person held a relevant document as the durable partner of the relevant EEA citizen; and</p> <p>(c) it is, or (as the case may be) was, not a durable partnership of convenience; and</p> <p>(d) neither party has, or (as the case may be) had, another durable partner, a spouse or a civil partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person’s relationship with that party</p>
<p>EEA citizen</p>	<p>a person who is a national of: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or Switzerland, and who (unless they are a relevant naturalised British citizen) is not also a British citizen</p>
<p>EEA Regulations</p>	<p>the Immigration (European Economic Area) Regulations 2016 (as they have effect at the date of application or as they had effect immediately before they were revoked)</p>
<p>evidence of birth</p>	<p>(a) (in the case of a child) the full birth certificate(s) or other document(s) which the entry clearance officer is satisfied evidences that the applicant is the direct</p>

	<p>descendant of (or otherwise a child of) the relevant EEA citizen or of their spouse or civil partner, as described in sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table; or</p> <p>(b) (in the case of a dependent parent) the full birth certificate(s) or other document(s) which the entry clearance officer is satisfied evidences that the applicant is the direct relative in the ascending line of the relevant EEA citizen or of their spouse or civil partner, as described in sub-paragraph (a) above</p>
exclusion decision	<p>a direction given by the Secretary of State that a person must be refused entry to the UK on the ground that that person’s presence in the UK would not be conducive to the public good:</p> <p>(a) in respect of conduct committed after the specified date; or</p> <p>(b) in respect of conduct committed before the specified date, where the Secretary of State is satisfied that the direction is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to that person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “an exclusion direction”)</p>
exclusion order	An order made under regulation 23(5) of the EEA Regulations
family member of a relevant EEA citizen	<p>a person who has satisfied the entry clearance officer, including by the required evidence of family relationship, that they are:</p> <p>(a) the spouse or civil partner of a relevant EEA citizen, and:</p> <p>(i) the marriage was contracted or the civil partnership was formed before the specified date; or</p> <p>(ii) the applicant was the durable partner of the relevant EEA citizen before the specified date (the definition of ‘durable partner’ in this table being met before that date rather than at the date of application) and the partnership remained durable at the specified date; or</p> <p>(b) (the durable partner of a relevant EEA citizen, and:</p> <p>(i) the partnership was formed and was durable before 31 December 2020; and</p> <p>(ii) the partnership remains durable at the date of application; and</p> <p>(iii) the date of application is after 31 December 2020;</p> <p>or</p>

	<p>(c) the child or dependent parent of a relevant EEA citizen; or</p> <p>(d) the child or dependent parent of the spouse or civil partner of a relevant EEA citizen, as described in subparagraph (a) above</p>
full birth certificate	a birth certificate recognised in the UK or the Islands which records the name of the mother and (where registered) the father
immigration status in the UK or the Islands	indefinite or limited leave to enter or remain in the UK or the Islands under or outside the relevant Immigration Rules; exemption from immigration control; the entitlement to reside in the UK or the right of permanent residence in the UK under regulations 13 to 15 of the EEA Regulations; or the entitlement to reside in the Islands or the right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man
the Islands	the Bailiwick of Guernsey, the Bailiwick of Jersey or the Isle of Man
Islands deportation order	a deportation order as defined in paragraph 3(6) of Schedule 4 to the Immigration Act 1971, except for such an order that was made in respect of conduct committed before the specified date (unless the Secretary of State is satisfied that the order is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to the person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “a deportation decision”)
Islands exclusion decision	a direction given by the relevant Minister or other authority in the Islands that a person must be refused entry to the Island concerned on the ground that that person’s presence there would not be conducive to the public good, except for such a direction made in respect of conduct committed before the specified date (unless the Secretary of State is satisfied that the direction is justified on the grounds of public policy, public security or public health in accordance with regulation 27 of the EEA Regulations, irrespective of whether the EEA Regulations apply to that person, except that for “a right of permanent residence under regulation 15” read “indefinite leave to enter or remain”; and for “an EEA decision” read “an exclusion

	direction”)
non-EEA citizen	a person who is not an EEA citizen and is not a British citizen
relevant document	(a) a family permit, residence card or permanent residence card issued by the UK under the EEA Regulations (or the equivalent document or other evidence issued by the Islands under the relevant legislation there evidencing the entitlement to enter or reside in the Islands or the right of permanent residence in the Islands through the application there of section 7(1) of the Immigration Act 1988 or under the Immigration (European Economic Area) Regulations of the Isle of Man); and (b) it was not subsequently revoked, or fell to be so, because the relationship or dependency had never existed or had ceased; and (c) it has not expired or otherwise ceased to be effective and it remained valid for the period of residence relied upon
relevant EEA citizen	an EEA citizen who has been granted indefinite leave to enter or remain or limited leave to enter or remain under Appendix EU to these Rules (or under its equivalent in the Islands), which has not lapsed or been cancelled, curtailed or revoked and which is evidenced by the Home Office reference number for that grant of leave (or by the equivalent evidence in the Islands)
relevant naturalised British citizen	a relevant EEA citizen who also: (a) comes within paragraph (b) of the definition of “EEA national” in regulation 2(1) of the EEA Regulations; and (b) meets the criteria contained in regulation 9A(2) or (3) as the dual national (“DN”) to whom those provisions refer
required application process	the relevant on-line application form and a relevant process set out in that form for providing the required proof of identity and nationality and for providing the required biometrics
required biometrics	(a) a facial photograph of the applicant (within the meaning of “biometric information” in section 15 of the UK Borders Act 2007); and (b) the fingerprints of the applicant (also within that meaning of “biometric information”), in both cases provided in accordance with the required application process
required evidence of family relationship	in the case of: (a) a spouse – a relevant document as the spouse of the relevant EEA citizen, or a valid document of record of

	<p>a marriage recognised under the law of England and Wales, Scotland or Northern Ireland or of the Islands;</p> <p>(b) a civil partner – a relevant document as the civil partner of the relevant EEA citizen; a valid civil partnership certificate recognised under the law of England and Wales, Scotland or Northern Ireland or under any equivalent legislation in the Islands; or the valid overseas registration document for a same sex relationship which is entitled to be treated as a civil partnership under the Civil Partnership Act 2004 or under any equivalent legislation in the Islands;</p> <p>(c) a child – a relevant document issued on the basis of the relevant family relationship or their evidence of birth and, where the applicant is aged 21 years or over, evidence which satisfies the entry clearance officer that sub-paragraph (b)(ii) of the entry for ‘child’ in this table is met;</p> <p>(d) a dependent parent – a relevant document issued on the basis of the relevant family relationship or their evidence of birth;</p> <p>(e) a durable partner – evidence which satisfies the entry clearance officer that the durable partnership was formed and was durable by 31 December 2020 and that the partnership remains durable</p> <p>in addition, where, in order to meet the requirements of this entry, the applicant submits a copy (and not the original) of a document (including by uploading this as part of the required application process), the entry clearance officer can require the applicant to submit the original document where the entry clearance officer has reasonable doubt as to the authenticity of the copy submitted</p>
required proof of identity and nationality	<p>the valid passport of the applicant</p> <p>‘valid’ means that the document is genuine and has not expired or been cancelled or invalidated</p>
specified date	<p>(a) if the United Kingdom withdraws from the European Union with a Withdrawal Agreement, 2300 GMT on 31 December 2020; or</p> <p>(b) if the United Kingdom withdraws from the European Union on 29 March 2019 without a Withdrawal Agreement:</p> <p>(i) 2300 GMT on 29 March 2019 for the references to specified date in:</p> <ul style="list-style-type: none"> - the entry for ‘deportation order’ in this table; - sub-paragraph (b) of the entry for ‘durable partner’ in

	<p>this table;</p> <ul style="list-style-type: none"> - the entry for ‘exclusion decision’ in this table; - sub-paragraph (a) of the entry for ‘family member of a relevant EEA citizen’ in this table; and - the entry for ‘Islands deportation order’ and for ‘Islands exclusion decision’ in this table; or <p>(ii) otherwise, such date as will be specified in this Appendix in due course</p>
spouse	<p>(a) the person is party to a marriage with a relevant EEA citizen and the marriage is recognised under the law of England and Wales, Scotland or Northern Ireland or of the Islands; and</p> <p>(b) it is not a marriage of convenience; and</p> <p>(c) neither party has another spouse, a civil partner or a durable partner with (in any of those circumstances) immigration status in the UK or the Islands based on that person’s relationship with that party</p>

Annex 2 – Consideration of a valid application

A2.1. A valid application made under this Appendix will be decided on the basis of:

- (a) the information and evidence provided by the applicant, including in response to any request for further information or evidence made by the entry clearance officer; and
- (b) any other information or evidence made available to the entry clearance officer (including from other government departments) at the date of decision.

A2.2. (1) For the purposes of deciding whether the applicant meets the eligibility requirements for entry clearance, the entry clearance officer may invite the applicant to:

- (a) provide further information or evidence that they meet those requirements; or
- (b) be interviewed by the entry clearance officer in person, by telephone, by video-telecommunications link or over the internet.

(2) For the purposes of deciding whether the applicant meets the eligibility requirements for entry clearance, the entry clearance officer may invite the relevant EEA citizen on whom the applicant relies as being their family member to:

- (a) provide information or evidence about their relationship with the applicant; or

(b) be interviewed by the entry clearance officer in person, by telephone, by video-telecommunications link or over the internet.

(3) If the applicant or (as the case may be) the relevant EEA citizen:

(a) fails to provide the information or evidence requested; or

(b) on at least two occasions, fails to comply with an invitation to attend an interview in person or with other arrangements to be interviewed,

the entry clearance officer may draw any factual inferences about whether the applicant meets the eligibility requirements for entry clearance as appear appropriate in the circumstances.

(4) The entry clearance officer may decide, following the drawing of a factual inference under sub-paragraph (3), that the applicant does not meet the eligibility requirements for entry clearance.

(5) The entry clearance officer must not decide that the applicant does not meet the eligibility requirements for entry clearance on the sole basis that the applicant or the relevant EEA citizen failed on at least two occasions to comply with an invitation to be interviewed.”.

Changes to Appendix G

- G1. Remove ‘Hong Kong, 1,000 places’ from under 2. Places available for use by Countries and Territories without Deemed Sponsorship Status.
- G2. Under 1. Places available for use by Countries and Territories with Deemed Sponsorship Status, insert ‘Hong Kong, 1,000 places’.

Changes to Appendix H

H1. In Appendix H, for:

“

- Argentina
- Australia
- Bahrain
- Barbados
- Botswana
- Brunei
- Cambodia
- Canada
- Chile
- China

- The Dominican Republic
- Indonesia
- Japan
- Kuwait
- Malaysia
- The Maldives
- Mexico
- New Zealand
- Qatar
- Serbia
- Singapore
- South Korea
- Thailand
- Trinidad and Tobago
- United Arab Emirates
- United States of America”,

substitute:

“

- Australia
- Bahrain
- Barbados
- Botswana
- Brazil
- Brunei
- Cambodia
- Canada
- Chile
- China
- The Dominican Republic
- Indonesia
- Japan
- Kazakhstan
- Kuwait
- Malaysia
- Mauritius
- Mexico
- New Zealand
- Oman
- Peru
- Qatar
- Serbia
- Singapore
- South Korea
- Thailand

- Tunisia
- United Arab Emirates
- United States of America”.

Changes to Appendix J

J1. For table 1, substitute:

“

SOC code and description	Skill Level	
2111 Chemical scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • develops experimental procedures, instruments and recording and testing systems; • conducts experiments to identify chemical composition: • energy and chemical changes in natural substances and processed materials; • analyses results and experimental data; • tests techniques and processes for reliability under a variety of conditions; • develops procedures for quality control of manufactured products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Analytical chemist • Chemist • Development chemist • Industrial chemist • Research chemist <p>Salary rates: New entrant: £24,600 Experienced worker: £27,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	PhD
2112 Biological scientists and biochemists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • studies the physical and chemical form, structure, composition • and function of living organisms; • identifies and studies the chemical substances, including microbial infections, involved in physiological processes and the progress of disease; • performs tests to study physiological and pathological characteristics within cells 	PhD

	<p>and other organisms;</p> <ul style="list-style-type: none"> • researches the effects of internal and external environmental • factors on the life processes and other functions of living organisms; • observes the structure of communities of organisms in the laboratory and in their natural environment; • advises farmers, medical staff and others, on the nature of field crops, livestock and produce and on the treatment and prevention of disease; • monitors the distribution, presence and behaviour of plants, animals and aquatic life, and performs other scientific tasks related to conservation not performed by jobholders in SOC codes beginning “214”. <p>Related job titles:</p> <ul style="list-style-type: none"> • Biomedical scientist • Forensic scientist • Horticulturist • Microbiologist • Pathologist <p>Salary rates: Biomedical scientists working in the health sector:</p> <p>See Table 9</p> <p>Other biomedical scientists: New entrant: £23,100 Experienced worker: £29,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2113 Physical scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • conducts experiments and tests and uses mathematical • models and theories to investigate the structure and properties of matter, transformations and propagations of energy, the behaviour of particles and their interaction with various forms of energy; • uses surveys, seismology and other methods to determine the earth’s mantle, crust, rock structure and type, and to 	PhD

	<p>analyse and predict the occurrence of seismological activity;</p> <ul style="list-style-type: none"> • observes, records and collates data on atmospheric conditions • from weather stations, satellites, and observation vessels to plot and forecast weather conditions; • applies mathematical models and techniques to assist in the solution of scientific problems in industry and commerce and seeks out new applications of mathematical analysis. <p>Related job titles:</p> <ul style="list-style-type: none"> • Geologist • Geophysicist • Medical physicist • Meteorologist • Oceanographer • Physicist • Seismologist <p>Salary rates: New entrant: £24,600 Experienced worker: £32,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2114 Social and humanities scientists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • studies society and the manner in which people behave and impact upon the world; • undertakes research across the humanities that furthers • understanding of human culture and creativity; • traces the evolution of word and language forms, compares grammatical structures and analyses the relationships between ancient, parent and modern languages; • identifies, compiles and analyses economic, demographic, legal, political, social and other data to address research objectives; • administers questionnaires, carries out interviews, organises focus groups and implements other social research tools; • undertakes analyses of data, presents results of research to sponsors, the media 	PhD

	<p>and other interested organisations;</p> <ul style="list-style-type: none"> • addresses conferences and publishes articles detailing the methodology and results of research undertaken. <p>Related job titles:</p> <ul style="list-style-type: none"> • Anthropologist • Archaeologist • Criminologist • Epidemiologist • Geographer • Historian • Political scientist • Social scientist <p>Salary rates: New entrant: £24,600 Experienced worker: £30,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>2119 Natural and social science professionals not elsewhere classified</p> <p>[Note: For immigration purposes this code includes researchers in research organisations other than universities.]</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans, directs and undertakes research into natural phenomena; • provides technical advisory and consulting services; • designs tests and experiments to address research objective and find solutions; • applies models and techniques to medical, industrial, agricultural, military and similar applications; • analyses results and writes up results of tests and experiments undertaken; • presents results of scientific research to sponsors, addresses conferences and publishes articles outlining the methodology and results of research undertaken; • designs and develops an appropriate research methodology in order to address the research objective; • compiles and analyses quantitative and qualitative data, prepares reports and presents results to summarise main findings and conclusions; • advises government, private organisations and special interest groups 	<p>PhD</p>

	<p>on policy issues;</p> <ul style="list-style-type: none"> • writes journal articles, and books, and addresses conferences, seminars and the media to reveal research findings. <p>Related job titles:</p> <ul style="list-style-type: none"> • Operational research scientist • Research associate (medical) • Research fellow • Researcher • Scientific officer • Scientist • Sports scientist • University researcher <p>Salary rates: New entrant: £27,300 Experienced worker: £32,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2150 Research and development managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • establishes product design and performance objectives in consultation with other business functions; • liaises with production departments to investigate and resolve manufacturing problems; • develops research methodology, implements and reports upon research investigations undertaken; • plans work schedules, assigns tasks and delegates responsibilities to the research and development team; • monitors the standards of scientific and technical research undertaken by the research team. <p>Related job titles:</p> <ul style="list-style-type: none"> • Creative manager (research and development) • Design manager • Market research manager • Research manager (broadcasting) <p>Salary rates: New entrant: £30,000</p>	PhD

	<p>Experienced worker: £37,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2311 Higher education teaching professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares, delivers and directs lectures, seminars and tutorials; • prepares, administers and marks examinations, essays and other assignments; • advises students on academic matters and encourages independent research; • provides pastoral care or guidance to students; • participates in decision making processes regarding curricula, budgetary, departmental and other matters; • directs the work of postgraduate students; • undertakes research, writes articles and books and attends conferences and other meetings. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fellow (university) • Lecturer (higher education, university) • Professor (higher education, university) • Tutor (higher education, university) • University lecturer <p>Salary rates:</p> <p>New entrant: £31,400</p> <p>Experienced worker: £40,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	PhD

”

J2. For table 2, substitute:

“

SOC code and description	Skill Level	
All occupations in Table 1		PhD
1115 Chief executives and senior officials	<p>Example job tasks:</p> <ul style="list-style-type: none"> • analyses economic, social, legal and other data, and plans, formulates and directs at strategic level the operation of a company or organisation; • consults with subordinates to formulate, implement and review company/organisation policy, authorises funding for policy implementation programmes and institutes reporting, auditing and control systems; • prepares, or arranges for the preparation of, reports, budgets, forecasts or other information; • plans and controls the allocation of resources and the selection of senior staff; • evaluates government/local authority departmental activities, discusses problems with government/local authority officials and administrators and formulates departmental policy; • negotiates and monitors contracted out services provided to the local authority by the private sector; • studies and acts upon any legislation that may affect the local authority; • stimulates public interest by providing publicity, giving lectures and interviews and organising appeals for a variety of causes; • directs or undertakes the preparation, publication and dissemination of reports and other information of interest to members and other interested parties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief executive • Chief medical officer • Civil servant (grade 5 & above) • Vice President 	RQF 6

	<p>Salary rates: New entrant: £45,600 Experienced worker: £65,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1121 Production managers and directors in manufacturing	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other managers to plan overall production activity and daily manufacturing activity, sets quality standards and estimates timescales and costs; • manages production to ensure that orders are completed to an agreed date and conform to customer and other requirements; • monitors production and production costs and undertakes or arranges for the preparation of reports and records; • oversees supervision of the production line and its staff, ensures targets are met. <p>Related job titles:</p> <ul style="list-style-type: none"> • Engineering manager • Managing director (engineering) • Operations manager (manufacturing) • Production manager <p>Salary rates: New entrant: £24,500 Experienced worker: £34,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	1121 Production managers and directors in manufacturing
1122 Production managers and directors in construction	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other managers to plan overall production activity and construction activities, sets quality standards and estimates timescales and costs; • receives invitations to tender, arranges for estimates and liaises with client, architect and engineers for the preparation of contracts; • plans, directs and co-ordinates the 	RQF 6

	<p>construction and maintenance of civil and structural engineering works, including demolition, open-cast mining works and pipeline and piling;</p> <ul style="list-style-type: none"> receives reports upon work in progress to ensure that materials and construction methods meet with specifications and statutory requirements and that there are no deviations from agreed plans. <p>Related job titles:</p> <ul style="list-style-type: none"> Building Services manager Construction manager Director (building construction) Owner (electrical contracting) <p>Salary rates: New entrant: £25,500 Experienced worker: £33,400 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1123 Production managers and directors in mining and energy	<p>Example job tasks</p> <ul style="list-style-type: none"> co-ordinates the activities of mines, quarries, drilling operations and offshore installations; determines staffing, material and other needs; co-ordinates and supervises coal-face production activities and ensures compliance with health and safety regulations; ensures that all haulage, storage, purification and distribution work is performed efficiently and in compliance with statutory and other regulations; arranges for the provision of gas, water and electricity supplies; ensures compliance with issues relating to the environmental impact of operations. Related job titles: 	RQF 6

	<ul style="list-style-type: none"> • Operations manager (mining, water & energy) • Quarry manager <p>Salary rates: New entrant: £24,600 Experienced worker: £36,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1131 Financial managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation; • plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems; • determines staffing levels appropriate for accounting activities; • assesses and advises on factors affecting business performance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Investment banker • Treasury manager <p>Salary rates: New entrant: £29,900 Experienced worker: £43,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1132 Marketing and sales directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other senior staff to determine the range of goods or services to be sold; • discusses employer's or clients' requirements, plans and monitors surveys and analyses of customers' reactions to products; • examines and analyses sales figures, advises on and monitors marketing campaigns and promotional activities; 	RQF 6

	<ul style="list-style-type: none"> • controls the recruitment and training of staff; • produces and/or assesses reports and recommendations concerning marketing and sales strategies. <p>Related job titles:</p> <ul style="list-style-type: none"> • Marketing director • Sales director <p>Salary rates: New entrant: £32,000 Experienced worker: £49,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1133 Purchasing managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • determines what goods, services and equipment need to be sourced; • devises purchasing policies, decides on whether orders should be put out to tender and evaluates suppliers' bids; • negotiates prices and contracts with suppliers and draws up contract documents; • arranges for quality checks of incoming goods and ensures suppliers deliver on time; • interviews suppliers' representatives and visits trade fairs; • researches and identifies new products and suppliers; • stays abreast of and ensures adherence to relevant legislation regarding tendering and procurement procedures. <p>Related job titles:</p> <ul style="list-style-type: none"> • Bid manager • Purchasing manager <p>Salary rates: New entrant: £30,000 Experienced worker: £39,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

<p>1134 Advertising and public relations directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with client to discuss product/service to be marketed and develops the most appropriate strategy to deliver the objectives; • defines target group and implements strategy through appropriate media planning work; • conceives advertising campaign to impart the desired product image in an effective and economical way; • reviews and revises campaign strategy in light of sales figures, surveys, etc. and takes appropriate corrective measures if necessary; • stays abreast of changes in media, readership or viewing figures and advertising rates; • directs the arranging of conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Account director (advertising) • Head of public relations <p>Salary rates: New entrant: £29,600 Experienced worker: £48,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 6</p>
<p>1135 Human resource managers and directors</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • determines staffing needs; • oversees the preparation of job descriptions, drafts advertisements and interviews candidates; • oversees the monitoring of employee performance and career development needs; • provides or arranges for provision of training courses; • undertakes industrial relations negotiations with employees' representatives or trades unions; • develops and administers salary, 	<p>RQF 6</p>

	<p>health and safety and promotion policies;</p> <ul style="list-style-type: none"> • examines and reports on company and departmental structures, chains of command, information flows, etc. and evaluates efficiency of existing operations; • considers alternative work procedures to improve productivity; • stays abreast of relevant legislation, considers its impact on the organisation's HR strategy and recommends appropriate action. <p>Related job titles:</p> <ul style="list-style-type: none"> • Human resources manager • Personnel manager • Recruitment manager <p>Salary rates: New entrant: £27,000 Experienced worker: £35,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1136 Information technology and telecommunications directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • develops in consultation with other senior management the IT/telecommunications strategy of the organisation; • directs the implementation within the organisation of IT/telecommunications strategy, infrastructure, procurement, procedures and standards; • develops the periodic business plan and operational budget for IT/telecommunications to deliver agreed service levels; • considers the required IT/telecommunications staffing levels, oversees recruitment and appointment of staff and directs training policy; • prioritises and schedules major IT/telecommunications projects; • ensures that new technologies are researched and evaluated in the light 	RQF 6

	<p>of the organisation's broad requirements.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • IT Director • Technical director (computer services) • Telecommunications director <p>Salary rates: New entrant: £41,500 Experienced worker: £54,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>1139 Functional managers and directors not elsewhere classified</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • helps to formulate and implement local government policy and ensures legal and statutory provisions are observed; • organises local authority office work and resources, negotiates contracted out services; • plans, organises, coordinates and directs the resources of a special interest organisation; • formulates and directs the implementation of an organisation's policies; • represents union, association or charity in consultation and negotiation with government, employees and other bodies; • stimulates public interest by providing publicity, giving lectures and interviews and organising appeals; • directs or undertakes the preparation, publication and dissemination of reports and other information pertaining to the organisation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Manager (charitable organisation) • Research director <p>Salary rates:</p>	<p>RQF 6</p>

	<p>New entrant: £25,400 Experienced worker: £40,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1150 Financial institution managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • plans, organises, directs and co-ordinates the activities of financial institutions; • verifies that accounting, recording and information storage and retrieval procedures are adhered to; • authorises loans and mortgages in accordance with bank or building society policy; • promotes financial services, establishes contact with the local business community and professional firms; • preparing general reports and briefs on more complex cases for senior management; • ensures compliance with the statutory regulatory framework. <p>Related job titles:</p> <ul style="list-style-type: none"> • Bank manager • Insurance manager <p>Salary rates: New entrant: £29,000 Experienced worker: £36,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
1161 Managers and directors in transport and distribution	<p>Example job tasks</p> <ul style="list-style-type: none"> • plans the optimum utilisation of staff and operating equipment, and co-ordinates maintenance activities to ensure least possible disruption to services; • examines traffic reports, load patterns, traffic receipts and other data and revises transport services or freight rates accordingly; • directs the movement, handling and storage of freight in transit, and 	RQF 6

	<p>reviews space utilisation, staffing and distribution expenditure to determine future distribution policies;</p> <ul style="list-style-type: none"> • ensures that regulations regarding hours of work, the licensing of crews and transport equipment, the operational safety and efficiency of equipment, the insurance of vehicles and other statutory regulations are complied with; • ensures that harbour channels and berths are maintained and liaises with ship owners, crew, customs officials, dock and harbour staff to arrange entry, berthing and servicing of ships; • supervises day-to-day activities in a railway station; • arranges for maintenance of airport runways and buildings, liaises with fuel and catering crews to ensure adequate supplies and resolves any complaints and problems raised by airport users. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fleet manager • Transport manager <p>Salary rates: New entrant: £25,600 Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1172 Senior police officers	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with senior officers to determine staff, financial and other short- and long-term needs; • plans, directs and co-ordinates general policing for an area or functional unit; • directs and monitors the work of subordinate officers; • establishes contacts and sources of information concerning crimes planned or committed; • directs and co-ordinates the 	RQF 6

	<p>operation of record keeping systems and the preparation of reports. Related job titles:</p> <ul style="list-style-type: none"> • Chief superintendent (police service) • Detective inspector • Police inspector <p>Salary rates: New entrant: £37,800 Experienced worker: £55,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>1173 Senior officers in fire, ambulance, prison and related services</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other senior officials and/or government departments to determine staffing, financial and other short and long-term needs; • prepares reports for insurance companies, the Home Office, Scottish Home and Health Department, and other bodies as necessary; • advises on the recruitment, training and monitoring of staff; • fire officers plan, direct and co-ordinate an operational plan for one or more fire stations, attend fires and other emergencies to minimise danger to property and people, arrange for the salvaging of goods, immediate temporary repairs and security measures for fire damaged premises as necessary; • ambulance officers plan, organise, direct and co-ordinate the activities of ambulance personnel and control room assistants, for the provision of ambulance services for emergency and non-emergency cases; • prison officers interview prisoners on arrival and discharge/ departure, receive reports on disciplinary problems and decide on appropriate action, make periodic checks on internal and external security, and provide care and support to prisoners in custody; 	<p>RQF 6</p>

	<ul style="list-style-type: none"> • revenue and customs, excise and immigration officers advise on the interpretation of regulations concerning taxes, duties and immigration requirements and enforce these regulations through monitoring of premises, examining goods entering the country to ensure correct duty is paid and establishing that passengers have the necessary authorisation for crossing national borders. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fire service officer (government) • Prison governor • Station officer (ambulance service) <p>Salary rates: New entrant: £37,800 Experienced worker: £49,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1181 Health services and public health managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • implements policies of the board, ensures statutory procedures are followed, with particular emphasis on patient safety and the management of risk; • liaises with health care professionals to determine short and long-term needs and how to meet these objectives within budgetary constraints; • oversees the day-to-day management of the unit or service and provides leadership to staff; • uses statistical information to monitor performance and assist with planning; • negotiates and manages contracts with providers and purchasers of health care services; • manages staff, including recruitment, appraisal and development; 	RQF 6

	<ul style="list-style-type: none"> • monitors and reports upon the effectiveness of services with a view to improving the efficiency of health care provision; • coordinates the promotion of public health and wellbeing in the actions and policies of public agencies and their social partners; • monitors and reports upon the state of public health and wellbeing. <p>Related job titles:</p> <ul style="list-style-type: none"> • Director of nursing • Health Service manager • Information manager (health authority: hospital service) <p>Salary rates: New entrant: £26,800 Experienced worker: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1184 Social services managers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • provides leadership and management to ensure services are delivered in accordance with statutory requirements and in line with the local authority social services department's policies and procedures; • determines staffing, financial, material and other short and long-term needs; • plans work schedules, assigns tasks and delegates responsibilities of social services staff; • monitors and evaluates departmental performance with a view to improving social service provision; • studies and advises upon changes in legislation that will impact upon social service provision; • liaises with representatives of other relevant agencies. <p>Related job titles:</p> <ul style="list-style-type: none"> • Care manager (local government: 	RQF 6

	<p>social services)</p> <ul style="list-style-type: none"> • Service manager (welfare services) <p>Salary rates: New entrant: £25,500 Experienced worker: £29,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2121 Civil engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • undertakes research and advises on soil mechanics, concrete technology, hydraulics, water and waste water treatment processes and other civil engineering matters; • determines and specifies construction methods, materials, quality and safety standards and ensures that equipment operation and maintenance comply with design specifications; • designs foundations and earthworks; • designs structures such as roads, dams, bridges, railways, hydraulic systems, sewerage systems, industrial and other buildings and plans the layout of tunnels, wells and construction shafts; • organises and plans projects, arranges work schedules, carries out inspection work and plans maintenance control; • organises and establishes control systems to monitor operational efficiency and performance of materials and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building engineer • Civil engineer (professional) • Highways engineer • Petroleum engineer • Public health engineer • Site engineer • Structural engineer <p>Salary rates:</p>	RQF 6

	<p>New entrant: £27,500 Experienced worker: £33,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2122 Mechanical engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • undertakes research and advises on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental controls; • determines materials, equipment, piping, capacities, layout of plant or system and specification for manufacture; • designs mechanical equipment, such as steam, internal combustion and other non-electrical motors for railway locomotives, road vehicles, aeroplanes and other machinery; • ensures that equipment, operation and maintenance comply with design specifications and safety standards; • organises and establishes control systems to monitor operational efficiency and performance of materials and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aeronautical engineer (professional) • Aerospace engineer • Automotive engineer (professional) • Marine engineer (professional) • Mechanical engineer (professional) <p>Salary rates: New entrant: £28,900 Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2123 Electrical engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • supervises, controls and monitors the operation of electrical generation, transmission and distribution systems; • determines and specifies manufacturing methods of electrical 	RQF 6

	<p>systems;</p> <ul style="list-style-type: none"> • ensures that manufacture, operation and maintenance comply with design specifications and contractual arrangements; • organises and establishes control systems to monitor the performance and safety of electrical assemblies and systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Electrical engineer (professional) • Electrical surveyor • Equipment engineer • Power engineer • Signal engineer (railways) <p>Salary rates: Power system engineer, control engineer or protection engineer in the electricity transmission and distribution industry: £34,500</p> <p>[Source: National Grid submission to Migration Advisory Committee in 2011, uplifted based on national changes in earnings]</p> <p>Other electrical engineer - new entrant: £27,600 Other electrical engineer - Experienced worker: £38,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2124 Electronics engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • undertakes research and advises on all aspects of telecommunications equipment, radar, telemetry and remote control systems, data processing equipment, microwaves and other electronic equipment; • determines and specifies appropriate production and/or installation methods and quality and safety standards; • organises and establishes control systems to monitor performance and 	RQF 6

	<p>evaluate designs;</p> <ul style="list-style-type: none"> • tests, diagnoses faults and undertakes repair of electronic equipment. <p>Related job titles:</p> <ul style="list-style-type: none"> • Avionics engineer • Broadcasting engineer (professional) • Electronics engineer (professional) • Microwave engineer • Telecommunications engineer (professional) <p>Salary rates: New entrant: £27,400 Experienced worker: £33,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2126 Design and development engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • assesses product requirements, including costs, manufacturing feasibility and market requirements; • prepares working designs for steam, aero, turbine, marine and electrical engines, mechanical instruments, aircraft and missile structures, vehicle and ship structures, plant and machinery equipment, domestic electrical appliances, building systems and services, and electronic computing and telecommunications equipment; • arranges construction and testing of model or prototype and modifies design if necessary; • produces final design information for use in preparation of layouts, parts lists, etc.; • prepares specifications for materials and other components. <p>Related job titles:</p> <ul style="list-style-type: none"> • Clinical engineer • Design engineer • Development engineer • Ergonomist 	RQF 6

	<ul style="list-style-type: none"> • Research and development engineer <p>Salary rates: New entrant: £27,600 Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2127 Production and process engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • studies existing and alternative production methods, regarding work flow, plant layout, types of machinery and cost; • recommends optimum equipment and layout and prepares drawings and specifications; • devises and implements production control methods to monitor operational efficiency; • investigates and eliminates potential hazards and bottlenecks in production; • advises management on and ensures effective implementation of new production methods, techniques and equipment; • liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies; • undertakes research and develops processes to achieve physical and/or chemical change for oil, pharmaceutical, synthetic, plastic, food and other products; • designs, controls and constructs process plants to manufacture products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chemical engineer • Industrial engineer • Process engineer • Production consultant • Production engineer <p>Salary rates: New entrant: £23,600 Experienced worker: £33,100</p>	RQF 6

	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
2129 Engineering professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • researches into problem areas to advance basic knowledge, evaluate new theories and techniques and to solve specific problems; • establishes principles and techniques to improve the quality, durability and performance of materials such as textiles, glass, rubber, plastics, ceramics, metals and alloys; • designs new systems and equipment with regard to cost, market requirements and feasibility of manufacture; • devises and implements control systems to monitor operational efficiency and performance of system and materials; • prepares sketches, drawings and specifications showing materials to be used, construction and finishing methods and other details; • examines and advises on patent applications; • provides technical consultancy services. <p>Related job titles:</p> <ul style="list-style-type: none"> • Acoustician (professional) • Ceramicist • Food technologist • Metallurgist • Patent agent • Project engineer • Scientific consultant • Technical engineer • Technologist • Traffic engineer <p>Salary rates: New entrant: £27,400 Experienced worker: £33,500</p> <p>[Source: Annual Survey of Hours and</p>	RQF 6

	Earnings (ASHE) 2018]	
2133 IT specialist managers	<p>Example job tasks</p> <ul style="list-style-type: none"> • plans, coordinates and manages the organisation's IT provision or a specialist area of IT activity; • liaises with users, senior staff and internal/external clients to clarify IT requirements and development needs; • takes responsibility for managing the development of a specialist aspect of IT provision such as user support, network operations, service delivery or quality control; • supervises the technical team and coordinates training; • plans and monitors work and maintenance schedules to ensure agreed service levels are achieved; • reports on IT activities to senior management. <p>Related job titles:</p> <ul style="list-style-type: none"> • Data centre manager • IT manager • IT support manager • Network operations manager (computer services) • Service delivery manager <p>Salary rates: New entrant: £27,000 Experienced worker: £36,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2134 IT project and programme managers	<p>Example job tasks</p> <ul style="list-style-type: none"> • works with client or senior management to establish and clarify the aims, objectives and requirements of the IT project or programme; • plans the stages of the project or programme, reviews actions and amends plans as necessary; • coordinates and supervises the activities of the project/programme team; • manages third party contributions to 	RQF 6

	<p>the programme or project;</p> <ul style="list-style-type: none"> • monitors progress including project/programme budget, timescale and quality; • coordinates and oversees implementation of the project or programme; • reports on project or programme to senior management and/or client. <p>Related job titles:</p> <ul style="list-style-type: none"> • Implementation manager (computing) • IT project manager • Programme manager (computing) • Project leader (software design) <p>Salary rates: New entrant: £31,200</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £39,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2135 IT business analysts, architects and systems designers	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with internal/external clients in order to analyse business procedure, clarify clients' requirements and to define the scope of existing software, hardware and network provision; • undertakes feasibility studies for major IT developments incorporating costs and benefits, and presents proposals to clients; • communicates the impact of emerging technologies to clients and advises upon the potential introduction of such technology; • provides advice and assistance in the procurement, provision, delivery, installation, maintenance and use of IT systems and their environments; 	RQF 6

	<ul style="list-style-type: none"> • examines existing business models and flows of data and designs functional specifications and test plans for new systems in order to meet clients' needs; • researches, analyses, evaluates and monitors network infrastructure and performance; • works closely with clients to implement new systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Business analyst (computing) • Data communications analyst • Systems analyst • Systems consultant • Technical analyst (computing) • Technical architect <p>Salary rates: New entrant: £29,100 Experienced worker: £35,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2136 Programmers and software development professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines existing software and determines requirements for new/modified systems in the light of business needs; • undertakes feasibility study to design software solutions; • writes and codes individual programs according to specifications; • develops user interfaces; • tests and corrects software programs; • writes code for specialist programming for computer games, (for example, artificial intelligence, 3D engine development); • implements and evaluates the software; • plans and maintains database structures; • writes operational documentation and provides subsequent support and training for users. 	RQF 6

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Analyst-programmer • Database developer • Games programmer • Programmer • Software engineer <p>Salary rates: New entrant: £25,000 Experienced worker: £32,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>2137 Web design and development professionals</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with internal/external client in order to define the requirements for the website; • presents design options to the client; • designs web pages including graphics, animation and functionality to maximise visual effectiveness and facilitate appropriate access; • develops the website and applications; • designs and develops web interfaces for relational database systems; • establishes methods to ensure appropriate website security and recovery; • writes and publishes content for the website; • tests website interaction and performance prior to going 'live', and monitors and maintains functionality of the website; • activates the 'live' website. <p>Related job titles:</p> <ul style="list-style-type: none"> • Internet developer • Multimedia developer • Web design consultant • Web designer <p>Salary rates: New entrant: £19,500 Experienced worker: £25,700</p>	<p>RQF 6</p>

	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
2139 Information technology and telecommunications professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • undertakes the testing of software, systems or computer games for errors, identifies source of problems and proposes solutions; • develops, implements and documents test plans for IT software, systems and computer games; • develops quality standards and validation techniques; • makes recommendations concerning software/system quality; • examines IT system for potential threats to its security and integrity and draws up plans for disaster recovery if security is compromised; • deals with and reports on breaches in security. <p>Related job titles:</p> <ul style="list-style-type: none"> • IT consultant • Quality analyst (computing) • Software tester • Systems tester (computing) • Telecommunications planner <p>Salary rates: New entrant: £22,700 Experienced worker: £31,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2141 Conservation professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • promotes and implements local and national biodiversity action plans, particularly with regard to threatened species and habitats; • carries out environmental impact assessments and field surveys; • implements, evaluates and monitors schemes for the management and protection of natural habitats; • provides advice and information to government at national and local levels, clients, landowners, planners 	RQF 6

	<p>and developers to facilitate the protection of the natural environment;</p> <ul style="list-style-type: none"> • liaises with other groups in the selection and maintenance of the Protected Site System including Special Areas of Conservation (SACs), Ramsar sites, and Sites of Special Scientific Interest (SSSIs) and National Nature Reserves (NNRs); • maintains and develops knowledge in relevant policy areas within a national and European legislative context; • promotes conservation issues via educational talks, displays, workshops and literature and liaison with the media; • prepares applications for funding to other organisations, and assessing applications for funding from other organisations; • carries out research into aspects of the natural world. <p>Related job titles:</p> <ul style="list-style-type: none"> • Conservation officer • Ecologist • Energy conservation officer • Heritage manager • Marine conservationist <p>Salary rates: New entrant: £21,000 Experienced worker: £24,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2142 Environment professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • identifies contamination of land, air or water and assesses any adverse impact on the environment; • advises on and provides solutions for mitigating the effects of such contamination; • implements remediation works; • carries out environment-related desk-based research and fieldwork to 	RQF 6

	<p>collect, analyse and interpret data to determine their validity, quality and significance;</p> <ul style="list-style-type: none"> • carries out environmental audits and environmental impact assessments; • communicates scientific and technical information to relevant audiences in an appropriate form, via reports, workshops, educational events, public hearings; • assists organisations to conduct their activities in an environmentally appropriate manner; • implements, reviews and advises on regulatory and legislative standards, guidelines and policies; • provides professional guidance to clients, government agencies, regulators and other relevant bodies, having regard for sustainable approaches and solutions. <p>Related job titles:</p> <ul style="list-style-type: none"> • Energy manager • Environmental consultant • Environmental engineer • Environmental protection officer • Environmental scientist • Landfill engineer <p>Salary rates: New entrant: £21,300 Experienced worker: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2211 Medical practitioners	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines patient, arranges for any necessary x-rays or other tests and interprets results; • diagnoses condition and prescribes and/or administers appropriate treatment/surgery; • administers medical tests and inoculations against communicable diseases; • supervises patient's progress and 	RQF 6

	<p>advises on diet, exercise and other preventative action;</p> <ul style="list-style-type: none"> • refers patient to specialist where necessary and liaises with specialist; • prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials; • supervises the implementation of care and treatment plans by other healthcare providers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Anaesthetist • Consultant (Hospital Service) • Doctor • General practitioner • Medical practitioner • Paediatrician • Psychiatrist • Radiologist • Surgeon <p>Medical professionals on the NHS junior doctor contract in place from October 2016:</p> <p>Foundation year 1 (F1) and equivalent: £27,146</p> <p>Foundation year 2 (F2) and equivalent: £31,422</p> <p>Specialty registrar (StR) at ST/CT1-2 and equivalent: £37,191</p> <p>Specialty registrar (StR) at CT/ST3 and above £47,132</p> <p>Other medical professionals including those on contract with health services of devolved administrations:</p> <p>Foundation year 1 (F1) and equivalent: £22,862</p> <p>Foundation year 2 (F2) and equivalent: £28,357</p> <p>Specialty registrar (StR) and equivalent: £30,302</p> <p>Specialty doctor and equivalent: £37,548</p> <p>Salaried General practitioner (GP) and equivalent: £55,412</p>	
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	<p>Consultant and equivalent: £76,001</p> <p>[Source: NHS Employers Pay and Conditions (M&D) Circulars 3/2018, Workforce Policy Directorate Department of Health Northern Ireland]</p>	
2212 Psychologists	<p>Example job tasks</p> <ul style="list-style-type: none"> • develops and administers tests to measure intelligence, abilities, aptitudes, etc. and assesses results; • develops treatment and guidance methods and gives treatment or guidance using a variety of therapy and counselling techniques; • observes and experiments on humans and animals to measure mental and physical characteristics; • analyses the effect of hereditary, social and physical factors on thought and behaviour; • studies psychological factors in the treatment and prevention of mental illness or emotional and personality disorders; • maintains required contacts with family members, education or other health professionals, as appropriate, and recommends possible solutions to problems presented; • applies professional knowledge and techniques within the workplace, addressing issues such as job design, work groups, motivation etc.; • applies psychological treatment methods to help athletes achieve optimum mental health and enhance sporting performance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Clinical psychologist • Educational psychologist • Forensic psychologist • Occupational psychologist • Psychologist • Psychometrist 	RQF 6

	See Table 9	
2213 Pharmacists	<p>Example job tasks</p> <ul style="list-style-type: none"> • prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form following prescriptions issued by medical doctors and other health professionals; • advises health professionals on the selection and appropriate use of medicines; • highlights a drug's potential side effects, identifies harmful interactions with other drugs and assesses the suitability of treatments for patients with particular health conditions; • checks that recommended doses are not being exceeded and that instructions are understood by patients; • maintains prescription files and records issue of narcotics, poisons and other habit-forming drugs; • liaises with other professionals regarding the development manufacturing and testing of drugs; • tests and analyses drugs to determine their identity, purity and strength; • ensures that drugs and medicaments are in good supply and are stored properly. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chemist (pharmaceutical) • Dispensary manager • Pharmaceutical chemist • Pharmacist • Pharmacy manager <p>See Table 9</p>	RQF 6
2214 Ophthalmic opticians	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines eyes and tests vision of patient, identifies problems, defects, injuries and ill health; • prescribes, supplies and fits 	RQF 6

	<p>appropriate spectacle lenses, contact lenses and other aids;</p> <ul style="list-style-type: none"> • advises patient on proper use of glasses, contact lenses and other aids, and on appropriate lighting conditions for reading and working; • refers patient to a specialist, where necessary; • carries out research with glass and lens manufacturers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Ophthalmic optician • Optician • Optologist • Optometrist <p>See Table 9</p>	
2215 Dental practitioners	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines patient's teeth, gums and jaw, using dental and x-ray equipment, diagnoses dental conditions; • assesses and recommends treatment options to patients; • administers local anaesthetics; • carries out clinical treatments, restores teeth affected by decay etc., treats gum disease and other disorders; • constructs and fits braces, inlays, dentures and other appliances; • supervises patient's progress and advises on preventative action; • educates patients on oral health care; • refers patient to specialist, where necessary; • maintains patients' dental health records; • prepares and delivers lectures, undertakes research, and conducts and participates in clinical trials. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dental surgeon • Dentist 	RQF 6

	<ul style="list-style-type: none"> • Orthodontist • Periodontist <p>Salary rates:</p> <p>Foundation year 1 (F1) (Hospital dental services) and equivalent: £22,862</p> <p>Foundation year 2 (F2) (Hospital dental services) and equivalent: £28,357</p> <p>Specialty registrar (StR) and equivalent: £30,302</p> <p>Specialty dentist: £37,548</p> <p>Band A posts (e.g. Community practitioner) and equivalent: £35,314</p> <p>Band B posts (e.g. Senior dental officer) and equivalent: £50,463</p> <p>Band C posts (e.g. Specialist / managerial posts) and equivalent: £67,056</p> <p>Consultant (Hospital dental services) and equivalent: £76,001</p> <p>[Source: NHS Employers Pay and Conditions (M&D) Circulars 3/2018, Workforce Policy Directorate Department of Health Northern Ireland]</p>	
2216 Veterinarians	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines animals, diagnoses condition and prescribes and administers appropriate drugs, dressings, etc., and arranges or undertakes any necessary x-ray or other tests; • inoculates animals against communicable diseases; • administers local or general anaesthetics and performs surgery; • investigates outbreaks of animal diseases and advises owners on feeding, breeding and general care; • euthanases old, sick, terminally ill and unwanted animals; • performs tasks relating to food safety policy, regulation of veterinary drugs, quality control of veterinary 	RQF 6

	<p>products;</p> <ul style="list-style-type: none"> • performs ante-mortem inspection of animals destined for the food chain, and animal post-mortem examinations; • carries out expert witness work and undertakes teaching of veterinary students; • maintains records, raises and forwards reports and certificates in compliance with current legislation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Veterinarian • Veterinary practitioner • Veterinary surgeon <p>Salary rates: New entrant: £27,100 Experienced worker: £36,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2217 Medical radiographers	<p>Example job tasks</p> <ul style="list-style-type: none"> • uses a range of imaging devices for diagnostic and therapeutic purposes; • assesses patients and interprets clinical requirements to determine appropriate radiographic treatments; • verifies identity of patient and ensures that necessary preparations have been made for the examination/treatment; • decides length and intensity of exposure or strength of dosage of isotope; • positions patient and operates x-ray, scanning or fluoroscopic equipment; • maintains records of all radiographic/therapeutic work undertaken; • plans course of treatment with clinical oncologists and physicists; • calculates radiation dosage and maps volume to be treated; • explains treatment to patient and management of any side effects; 	RQF 6

	<ul style="list-style-type: none"> • carries out post-treatment reviews and follow-ups. <p>Related job titles:</p> <ul style="list-style-type: none"> • Medical radiographer • Radiographer • Sonographer • Therapeutic radiographer • Vascular technologist <p>See Table 9</p>	
2218 Podiatrists	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines patient's feet to determine the nature and extent of disorder; • provides vascular and neurological assessment for the long term management of chronic disorders and high risk patients; • administers local anaesthetic where appropriate; • treats conditions of the skin, nails and soft tissues of feet by minor surgery, massage and heat treatment, padding and strapping or drugs; • prescribes, makes and fits pads and other orthotic appliances to correct and/or protect foot disorders; • those with advanced training may carry out minor surgery on the feet; • advises patients on aspects of foot care to avoid recurrence of foot problems; • delivers foot health education to groups such as the elderly, children, the homeless, those with medical problems such as arthritis; • refers patients who require further medical or surgical attention. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chiropodist • Chiropodist-podiatrist • Podiatrist <p>See Table 9</p>	RQF 6

<p>2219 Health professionals not elsewhere classified</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • provides expert technical and technological support in the delivery of critical care; • provides high level support within surgical teams before, during and after surgery; • operate heart-lung machines during surgical procedures; • conducts medical education relevant to specialism and provides team leadership and supervision; • diagnoses and treats patients with a variety of hearing-related problems; • carries out a range of oral/dental treatments; • provides prosthetic devices to patients and advises on rehabilitation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Audiologist • Dental hygiene therapist • Dietician-nutritionist • Family planner • Occupational health adviser • Paramedical practitioner <p>See Table 9</p>	<p>RQF 6</p>
<p>2221 Physiotherapists</p>	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines medical reports and assesses patient to determine the condition of muscles, nerves or joints in need of treatment; • writes up patients' case notes and reports, maintains their records and manages caseload; • plans and undertakes therapy to improve circulation, restore joint mobility, strengthen muscles and reduce pain; • explains treatment to and instructs patient in posture and other exercises and adapts treatment as necessary; • offers advice and education on how to avoid injury and promote patient's future health and well-being; 	<p>RQF 6</p>

	<ul style="list-style-type: none"> • supervises physiotherapy assistants; • monitors patient's progress and liaises with others concerned with the treatment and rehabilitation of patient, and refers patients requiring other specific medical attention. <p>Related job titles:</p> <ul style="list-style-type: none"> • Electro-therapist • Physiotherapist • Physiotherapy practitioner <p>See Table 9</p>	
2222 Occupational therapists	<p>Example job tasks</p> <ul style="list-style-type: none"> • considers the physical, psychological and social needs of a patient that may result from illness, injury, congenital condition or lifestyle problems; • devises, designs, initiates and monitors carefully selected and graded treatments and activities as part of the assessment and intervention process; • liaises with a wide variety of other professionals in planning and reviewing ongoing treatments; • trains students and supervises the work of occupational therapy assistants; • makes home visits to clients, families and carers to organise support and rehabilitation and assist them to deal and cope with disability; • counsels clients in ways to promote a healthy lifestyle, prevention of illness and/or preparation for coping with increasing stages of illness; • maintains patient records, manages caseloads. <p>Related job titles:</p> <ul style="list-style-type: none"> • Occupational therapist <p>See Table 9</p>	RQF 6
2223 Speech and	Example job tasks	RQF 6

language therapists	<ul style="list-style-type: none"> • assesses, tests and diagnoses a client’s condition; • designs and initiates appropriate rehabilitation and/or remedial programmes of treatment; • treats speech and language disorders by coaching and counselling clients or through the use of artificial communication devices; • attends case conferences and liaises with other specialists such as doctors, teachers, social workers and psychologists; • counsels relatives to help cope with the problems created by a patient’s disability; • writes reports and maintains client caseloads. <p>Related job titles:</p> <ul style="list-style-type: none"> • Language therapist • Speech and language therapist • Speech therapist <p>See Table 9</p>	
2229 Therapy professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness amongst the general population; • diagnoses and treats disorders of vision and eye movements, monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required; • manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure; • adopts a holistic approach in assessing the overall health of the patient, and treats by inserting needles 	RQF 6

	<p>under the skin at particular locations according to the disorder being treated;</p> <ul style="list-style-type: none"> • administers aromatic herbs and oils and massage to relieve pain and restore health; • assesses and provides treatment for people with mental disabilities, or those suffering with mental illness, stress, and emotional and relationship problems; • diagnoses and treats behavioural problems in animals. <p>Related job titles:</p> <ul style="list-style-type: none"> • Art therapist • Chiropractor • Cognitive behavioural therapist • Dance movement therapist • Family therapist • Nutritionist • Osteopath • Psychotherapist <p>See Table 9</p>	
2231 Nurses	<p>Example job tasks</p> <ul style="list-style-type: none"> • assists medical doctors and works with other healthcare professionals to deal with emergencies and pre-planned treatment of patients; • manages own case load; • monitors patient's progress, administers drugs and medicines, applies surgical dressings and gives other forms of treatment; • participates in the preparation for physical and psychological treatment of mentally ill patients; • plans duty rotas and organises and directs the work and training of ward and theatre nursing staff; • advises on nursing care, disease prevention, nutrition, etc. and liaises with hospital board/ management on issues concerning nursing policy; • plans, manages, provides and 	RQF 6

	<p>evaluates nursing care services for patients, supervises the implementation of nursing care plans;</p> <ul style="list-style-type: none"> • delivers lectures and other forms of formal training relating to nursing practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • District nurse • Health visitor • Mental health practitioner • Nurse • Practice nurse • Psychiatric nurse • Staff nurse • Student nurse <p>See Table 9</p>	
2232 Midwives	<p>Example job tasks</p> <ul style="list-style-type: none"> • monitors condition and progress of patient and baby throughout pregnancy; • delivers babies in normal births and assists doctors with difficult deliveries; • monitors recovery of mother in postnatal period and supervises the nursing of premature and other babies requiring special attention; • advises on baby care, exercise, diet and family planning issues; • supervises more junior staff and directs the work of the midwifery unit; • plans and manages midwifery care services; • delivers lectures and other forms of training in midwifery practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • Midwife • Midwifery sister 	RQF 6
2312 Further education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • prepares, delivers and directs lectures, seminars and tutorials; 	RQF 6

	<ul style="list-style-type: none"> • prepares, administers and marks examinations, essays and other assignments; • arranges instructional visits and periods of employment experience for students; • assists with the administration of teaching and the arranging of timetables; • liaises with other professional and commercial organisations to review course content. <p>Related job titles:</p> <ul style="list-style-type: none"> • FE College lecturer • Lecturer (further education) • Teacher (further education) • Tutor (further education) <p>Lecturer or equivalent (new entrant): £22,243 Senior lecturer / advanced teacher and equivalent: £35,217 Further education management / principal lecturer and equivalent: £38,597</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	
2314 Secondary education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • prepares and delivers courses and lessons in accordance with curriculum requirements and teaches one or more subjects; • prepares, assigns and corrects exercises and examinations to record and evaluate students' progress; • prepares students for external examinations and administers and invigilates these examinations; • maintains records of students' progress and development; • supervises any practical work and maintains classroom discipline; • undertakes pastoral duties; • supervises teaching assistants and 	RQF 6

	<p>trainees;</p> <ul style="list-style-type: none"> • discusses progress with student, parents and/or other education professionals; • assists with or plans and develops curriculum and rota of teaching duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (secondary school) • Secondary school teacher • Sixth form teacher • Teacher (secondary school) <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)</p> <p>Qualified teachers and equivalent: £22,243</p> <p>Post-threshold teachers and equivalent: £35,217</p> <p>Leadership group, assistant head teacher and equivalent: £38,597</p> <p>Principal teacher and equivalent: £43,664</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	
2315 Primary and nursery education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • prepares and delivers courses and lessons in accordance with curriculum requirements and teaches a range of subjects; • prepares, assigns and corrects exercises and examinations to record and evaluate students' progress; • prepares students for external examinations and administers and invigilates these examinations; • maintains records of students' progress and development; • supervises students and maintains classroom discipline; • teaches simple songs and rhymes, reads stories and organises various 	RQF 6

	<p>activities to promote language, social and physical development;</p> <ul style="list-style-type: none"> • undertakes pastoral duties; • supervises teaching assistants and trainees; • discusses progress with student, parents and/or other education professionals; • assists with or plans and develops curriculum and rota of teaching duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (primary school) • Infant teacher • Nursery school teacher • Primary school teacher <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)</p> <p>Qualified teachers and equivalent: £22,243</p> <p>Post-threshold teachers and equivalent: £35,217</p> <p>Leadership group, assistant head teacher and equivalent: £38,597</p> <p>Principal teacher and equivalent: £43,664</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	
2316 Special needs education teaching professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • creates a safe, stimulating and supportive learning environment for students; • assesses student's abilities, identifies student's needs and devises curriculum and rota of teaching duties accordingly; • gives instruction, using techniques appropriate to the student's handicap; • develops and adapts conventional teaching methods to meet the individual student's needs; 	RQF 6

	<ul style="list-style-type: none"> • encourages the student to develop self-help skills to circumvent the limitations imposed by their disability; • prepares, assigns and corrects exercises to record and evaluate students' progress; • supervises students in classroom and maintains discipline; • liaises with other professionals, such as social workers, speech and language therapists and educational psychologists; • updates and maintains students' records to monitor development and progress; • discusses student's progress with parents and other teaching professionals. <p>Related job titles:</p> <ul style="list-style-type: none"> • Deputy head teacher (special school) • Learning support teacher • Special needs coordinator • Special needs teacher <p>Unqualified teachers and equivalent: £20,800 (Tier 2 (General) minimum rate applies)</p> <p>Qualified teachers and equivalent: £24,305</p> <p>Post-threshold teachers and equivalent: £37,279</p> <p>Leadership group, assistant head teacher and equivalent: £40,659</p> <p>Principal teacher and equivalent: £45,726</p> <p>[Source: Teachers' national pay scales from each devolved authority, lowest value selected]</p>	
2317 Senior professionals of educational establishments	<p>Example job tasks</p> <ul style="list-style-type: none"> • considers staffing, financial, material and other short- and long-term needs; • arranges for evaluation of management, accounting, information storage and retrieval and other facilities; 	RQF 6

	<ul style="list-style-type: none"> • provides administrative support to the academic team; • leads or contributes to decision making processes regarding curricula, budgetary, disciplinary and other matters; • controls administrative aspects of student admission, registration and graduation; • acts as secretary to statutory and other bodies/committees associated with the educational establishment; • drafts and interprets regulations and deals with queries and complaints procedures; • organises examinations, necessary invigilations and any security procedures required; • arranges for the preparation and publication of syllabuses and other official documents; • assists with recruitment, public relations and marketing activities; • coordinates and maintains quality assurance procedures. Related job titles: <ul style="list-style-type: none"> • Administrator (higher education, university) • Bursar • Head teacher (primary school) • Principal (further education) • Registrar (educational establishments) <p>Salary rates: New entrant: £29,300 Experienced worker: £40,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2318 Education advisers and school inspectors	<p>Example job tasks</p> <ul style="list-style-type: none"> • advises on all aspects of education and ensures that all statutory educational requirements are being met; • plans and advises on the provision of special schools for children with 	RQF 6

	<p>physical or learning disabilities;</p> <ul style="list-style-type: none"> • appoints and controls teaching staff; • verifies that school buildings are adequately maintained; • arranges for the provision of school medical and meals services; • observes teaching, assesses learning level and discusses any apparent faults with teachers, heads of department and head teachers; • prepares reports on schools concerning teaching standards, educational standards being achieved, the spiritual, moral and social development of pupils, resource management etc. <p>Related job titles:</p> <ul style="list-style-type: none"> • Curriculum adviser • Education adviser • Education officer • School inspector <p>Salary rates: New entrant: £23,800 Experienced worker: £29,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2319 Teaching and other educational professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • designs and implements methods of assessing the performance of students, co-ordinates and undertakes the evaluation of assessments and awards grades of merit based upon performance; • co-ordinates the activities of private music and dancing schools, training centres and similar establishments; • provides private academic, vocational and other instruction to individuals or groups; • teaches English as a foreign language and assists in the tuition of foreign languages. <p>Related job titles:</p>	RQF 6

	<ul style="list-style-type: none"> • Adult education tutor • Education consultant • Music teacher • Nursery manager (day nursery) • Owner (nursery: children's) • Private tutor • TEFL <p>Salary rates: New entrant: £14,000 Experienced worker: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2412 Barristers and judges	<p>Example job tasks</p> <ul style="list-style-type: none"> • becomes acquainted with the facts of a case through reading statements, law reports, and consulting with clients or other professionals; • advises client on the basis of legal knowledge, research and past precedent as to whether to proceed with legal action; • drafts pleadings and questions in preparation for court cases, appears in court to present evidence to the judge and jury, cross examines witnesses and sums up why the court should decide in their client's favour; • hears, reads and evaluates evidence, and instructs or advises the jury on points of law or procedure; • conducts trials according to rules of procedure, announces the verdict and passes sentence and/or awards costs and damages. <p>Related job titles:</p> <ul style="list-style-type: none"> • Advocate • Barrister • Chairman (appeals tribunal, inquiry) • Coroner • Crown prosecutor • District judge <p>Salary rates: New entrant: £21,800</p>	RQF 6

	<p>Pupillage: £20,800 Experienced worker (not pupillage): £33,700</p> <p>[Source: The Bar Council in 2011, uplifted based on national changes in earnings and the Tier 2 (General) minimum salary threshold]</p>	
2413 Solicitors	<p>Example job tasks</p> <ul style="list-style-type: none"> • draws up contracts, leases, wills and other legal documents; • undertakes legal business on behalf of client in areas of business law, criminal law, probate, conveyancing and litigation, and acts as trustee or executor if required; • instructs counsel in higher and lower courts and pleads cases in lower courts as appropriate; • scrutinises statements, reports and legal documents relevant to the case being undertaken and prepares papers for court; • represents clients in court. <p>Related job titles:</p> <ul style="list-style-type: none"> • Managing clerk (qualified solicitor) • Solicitor • Solicitor-partner • Solicitor to the council <p>Salary rates: New entrant: £24,000 Experienced worker: £32,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2419 Legal professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • co-ordinates the activities of magistrates' courts and advises magistrates on law and legal procedure; • provides legal advice to individuals within Citizens Advice, Law Centres and other such establishments; • drafts and negotiates contracts on behalf of employers; 	RQF 6

	<ul style="list-style-type: none"> • advises employers, local and national government and other organisations on aspects of law and legislative implications of decisions made; • represents public and private organisations in court as necessary. <p>Related job titles:</p> <ul style="list-style-type: none"> • Attorney • Justice’s clerk • Lawyer • Legal adviser • Legal consultant • Legal counsel • Solicitor’s clerk (articled) <p>Salary rates: New entrant: £35,700 Experienced worker: £46,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2421 Chartered and certified accountants	<p>Example job tasks</p> <ul style="list-style-type: none"> • plans and oversees implementation of accountancy system and policies; • prepares financial documents and reports for management, shareholders, statutory or other bodies; • audits accounts and book-keeping records; • prepares tax returns, advises on tax problems and contests disputed claim before tax official; • conducts financial investigations concerning insolvency, fraud, possible mergers, etc.; • evaluates financial information for management purposes; • liaises with management and other professionals to compile budgets and other costs; • prepares periodic accounts, budgetary reviews and financial forecasts; • conducts investigations and advises management on financial 	RQF 6

	<ul style="list-style-type: none"> • aspects of productivity, stock holding, sales, new products, etc. <p>Related job titles:</p> <ul style="list-style-type: none"> • Accountant (qualified) • Auditor (qualified) • Chartered accountant • Company accountant • Cost accountant (qualified) • Financial controller (qualified) • Management accountant (qualified) <p>Salary rates: New entrant: £20,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £30,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2423 Management consultants and business analysts	<p>Example job tasks</p> <ul style="list-style-type: none"> • assesses the functions, objectives and requirements of the organisation seeking advice; • identifies problems concerned with business strategy, policy, organisation, procedures, methods and markets; • determines the appropriate method of data collection and research methodology, analyses and interprets information gained and formulates and implements recommendations and solutions; • advises governments, commercial enterprises, organisations and other clients in light of research findings; • runs workshops, and addresses seminars, conferences and the media to present results of research activity or to express professional views. <p>Related job titles:</p> <ul style="list-style-type: none"> • Business adviser 	RQF 6

	<ul style="list-style-type: none"> • Business consultant • Business continuity manager • Financial risk analyst • Management consultant <p>Salary rates: New entrant: £22,800 Experienced worker: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2424 Business and financial project management professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • finds out what the client or company wants to achieve; • agrees timescales, costs and resources needed; • draws up a detailed plan for how to achieve each stage of the project; • selects and leads a project team; • negotiates with contractors and suppliers for materials and services; • ensures that each stage of the project is progressing on time, on budget and to the right quality standards; • reports regularly on progress to the client or to senior managers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief knowledge officer • Contracts manager (security services) • Project manager • Research support officer <p>Salary rates: New entrant: £27,700 Experienced worker: £36,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2425 Actuaries, economists and statisticians	<p>Example job tasks</p> <ul style="list-style-type: none"> • assesses the objectives and requirements of the organisation seeking advice; • uses a variety of techniques and theoretical principles to establish 	RQF 6

	<p>probability and risk in respect of e.g. life insurance or pensions;</p> <ul style="list-style-type: none"> • uses appropriate techniques and theoretical principles to determine an appropriate method of data collection and research methodology, analyse and interpret information gained and formulate recommendations on issues such as future trends, improved efficiency; • designs and manages surveys and uses statistical techniques in order to analyse and interpret the quantitative data collected; • provides economic or statistical advice to governments, commercial enterprises, organisations and other clients in light of research findings; • addresses seminars, conferences and the media to present results of research activity or to express professional views. <p>Related job titles:</p> <ul style="list-style-type: none"> • Actuarial consultant • Actuary • Economist • Statistician • Statistical analyst <p>Salary rates: New entrant: £29,300 Experienced worker: £37,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2426 Business and related research professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with production team to generate and develop ideas for film, television and radio programmes; • research sources for accurate factual material, finds suitable contributes to programmes or print features and deals with any copyright issues; • briefs presenters, scriptwriters or journalists as required via verbal or written reports; 	RQF 6

	<ul style="list-style-type: none"> • provides administrative support for programme development such as booking facilities; • provides support to criminal intelligence or to military or other security operations by gathering and verifying intelligence data and sources; • presents findings in the required format, via written reports or presentations; • researches images for clients in a wide range of media using specialist picture libraries and archives, museums, galleries etc., or commissions new images; • liaises with client on the appropriate image/s to be used; • deals with copyright issues and negotiates fees. <p>Related job titles:</p> <ul style="list-style-type: none"> • Crime analyst (police force) • Fellow (research) • Games researcher (broadcasting) • Inventor <p>Salary rates: New entrant: £23,400 Experienced worker: £29,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2429 Business, research and administrative professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • coordinates the organisation's services and resources, liaising with other senior staff; • analyses internal processes and systems, recommends and implements procedural and policy changes; • recruits and manages staff, assigns and delegates tasks and duties, makes changes in procedures to deal with variations in workload; • develops plans, sets objectives and monitors and evaluates performance; • prepares and reviews operational and 	RQF 6

	<p>financial reports;</p> <ul style="list-style-type: none"> • controls and administers budgets: • advises national and local government on the interpretation and implementation of policy decisions, acts and regulations, and provides technical assistance in the formulation of policy; • co-ordinates and directs the activities of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; • registers and maintains records of all births, deaths and marriages in local authority area, issues appropriate certificates and reports any suspicious causes of death to the coroner: • negotiates and monitors contracted out services provided by the private sector to local government studies and acts upon any legislation that may affect the local authority. <p>Related job titles:</p> <ul style="list-style-type: none"> • Civil servant (grade 6, 7) • Company secretary (qualified) • Policy adviser (government) • Registrar (government) <p>Salary rates: New entrant: £27,700 Experienced worker: £33,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2431 Architects	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with client and other professionals to establish building type, style, cost limitations and landscaping requirements; • studies condition and characteristics of site, taking into account drainage, topsoil, trees, rock formations, etc.; • analyses site survey and advises client on development and construction details and ensures that 	RQF 6

	<p>proposed design blends in with the surrounding area;</p> <ul style="list-style-type: none"> • prepares detailed scale drawings and specifications for design and construction and submits these for planning approval; • monitors construction work in progress to ensure compliance with specifications. <p>Related job titles:</p> <ul style="list-style-type: none"> • Architect • Architectural consultant • Chartered architect • Landscape architect <p>Salary rates: Part 1 graduate: £22,300 Part 2 graduate: £24,600 Part 3 graduate / newly-registered architect with less than 3 years' experience since registration: £28,900 Experienced worker: £33,800</p> <p>[Source: Royal Institute of British Architects in 2011, uplifted based on national changes in earnings]</p>	
2432 Town planning officers	<p>Example job tasks</p> <ul style="list-style-type: none"> • analyses information to establish the nature, extent, growth rate and likely development requirements of the area; • consults statutory bodies and other interested parties to ensure that local interests are catered for and to evaluate competing development proposals; • drafts and presents graphic and narrative plans affecting the use of public and private land, housing and transport facilities; • examines and evaluates development proposals submitted and recommends acceptance, modification or rejection; • liaises with national and local government and other bodies to advise on urban and regional planning issues. 	RQF 6

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Planning officer (local government: building and contracting) • Town planner • Town planning consultant <p>Salary rates: New entrant: £25,000 Experienced worker: £31,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2433 Quantity surveyors	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with client on project costs, formulates detailed cost plan and advises contractors and engineers to ensure that they remain within cost limit; • examines plans and specifications and prepares details of the material and labour required for the project; • prepares bills of quantities for use by contractors when tendering for work; • examines tenders received, advises client on the most acceptable and assists with preparation of a contract document; • measures and values work in progress and examines any deviations from original contract; • measures and values completed contract for authorisation of payment. <p>Related job titles:</p> <ul style="list-style-type: none"> • Quantity surveyor • Surveyor (quantity surveying) <p>Salary rates: New entrant: £22,600 Experienced worker: £31,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2434 Chartered surveyors	<p>Example job tasks</p> <ul style="list-style-type: none"> • surveys, measures and describes land surfaces to establish property boundaries and to aid with 	RQF 6

	<p>construction or cartographic work;</p> <ul style="list-style-type: none"> • surveys mines, prepares drawings of surfaces, hazards and other features to control the extent and direction of mining; • surveys buildings to determine necessary alterations and repairs; • measures shore lines, elevations and underwater contours, establishes high and low water marks, plots shore features and defines navigable channels. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building surveyor • Chartered surveyor • Hydrographic surveyor • Land surveyor <p>Salary rates: New entrant: £26,000 Experienced worker: £31,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2436 Construction project managers and related professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • draws up budgets and timescales for new construction projects based on clients' requirements; • briefs project team, contractors and suppliers; • assembles information for invoicing at the end of projects; • plans work schedules for construction projects based on prior discussion with architects, surveyors etc.; • hires and may supervise site staff, establishes temporary site offices, takes delivery of materials; • regularly inspects and monitors progress and quality of work, ensures legal requirements are met; • identifies defects in work and proposes corrections; • records, monitors and reports progress; 	RQF 6

	<ul style="list-style-type: none"> • forecasts the impact on traffic and transport of new developments (e.g. shopping centre); • assesses schemes to manage traffic such as congestion charging and parking controls; • examines accident ‘blackspots’ to improve road safety; • writes reports for funding bids and planning authorities and acts as expert witness. <p>Related job titles:</p> <ul style="list-style-type: none"> • Contract manager (building construction) • Project manager (building construction) • Transport planner <p>Salary rates: New entrant: £24,200 Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2442 Social workers	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other health and social care professionals and agencies to identify those in need and at risk within the local community; • interviews individuals and groups to assess and review the nature and extent of difficulties; • undertakes and writes up assessments to specified standards; • arranges for further counselling or assistance in the form of financial or material help; • organises support and develops care plans to address service users’ needs; • keeps case records, prepares reports and participates in team meetings; • gives evidence in court; • participates in training and supervision. <p>Related job titles:</p>	RQF 6

	<ul style="list-style-type: none"> • Psychiatric social worker • Senior practitioner (local government: social services) • Social worker <p>See Table 9</p>	
2443 Probation officers	<p>Example job tasks</p> <ul style="list-style-type: none"> • produces pre-sentence reports to the court about an individual's crime, their personal circumstances, the suitability of sentencing, the likelihood of re-offending and the future risk to the public; • enforces court orders and serves the public by providing a wide range of supervision programmes for those in receipt of a community sentence; • draws up probation plans with offenders and helps them follow it, advises them on any work and helps them with any family or social problems; • works with prisoners in giving advice on problems such as drug and alcohol abuse, addressing training needs, finding work and getting accommodation; • keeps accurate and comprehensive records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Inspector (National Probation Service) • Probation officer • Youth justice officer <p>Salary rates: New entrant: £23,200 Experienced worker: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2449 Welfare professionals not elsewhere classified	<p>Example job tasks</p> <ul style="list-style-type: none"> • provides activities to assist young people develop and fulfil their potential as individuals and within the 	RQF 6

	<p>community;</p> <ul style="list-style-type: none"> • advises and supports families experiencing stress or crisis; • acts as an advocate for and represents individuals and families at tribunals and similar hearings; • oversees, supervises and provides counselling for the process of adoption; • mentors and counsels those with mental health problems; • provides rehabilitation services to individuals; • manages volunteers and part-time workers, and liaises with other relevant professionals; • keeps records and controls budgets. <p>Related job titles:</p> <ul style="list-style-type: none"> • Children’s guardian • Rehabilitation officer • Social services officer • Youth worker (professional) <p>Salary rates: New entrant: £23,200 Experienced worker: £27,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2451 Librarians	<p>Example job tasks</p> <ul style="list-style-type: none"> • selects and arranges for the acquisition of books, periodicals, audio-visual and other material; • collects, classifies and catalogues information, books and other material; • prepares and circulates abstracts, bibliographies, book lists, etc.; • identifies the information needs of clients, seeks out and evaluates information sources; • establishes information storage systems to deal with queries and to maintain up to date records; • manages library borrowing and inter-library loan facilities; • promotes library services through 	RQF 6

	<p>displays and talks</p> <ul style="list-style-type: none"> • provides learning and cultural experiences through events such as author talks, reading groups, formal and informal teaching. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chartered librarian • Librarian • Technical librarian • University librarian <p>Salary rates: New entrant: £17,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £20,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2452 Archivists and curators	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines, appraises and advises on the acquisition of exhibits, historic records, government papers and other material; • classifies material and arranges for its safe keeping and preservation; • maintains indexes, bibliographies and descriptive details of archive material and arranges for reproductions of items where necessary; • examines objects to identify any damage and carries out necessary restoration whilst preserving original characteristics; • makes sure that storage and display conditions protect objects from deterioration and damage; • allows access to original material or material not on display for researchers; • develops and promotes ideas for exhibitions and displays; 	RQF 6

	<ul style="list-style-type: none"> • negotiates loans of material for specialist displays; • liaises with school and other groups or individuals, publicises exhibits and arranges special displays for general, specialised or educational interest; • answers verbal or written enquiries and gives advice on exhibits or other material. <p>Related job titles:</p> <ul style="list-style-type: none"> • Archivist • Conservator • Curator • Keeper (art gallery) • Museum officer <p>Salary rates: New entrant: £17,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £21,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2461 Quality control and planning engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • devises inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products; • ensures accuracy of machines, jigs, fixtures, gauges and other manufacturing and testing equipment; • prepares work flow charts for individual departments and compiles detailed instructions on processes, work methods and quality and safety standards for workers; • analyses plans, drawings, specifications and safety, quality, accuracy, reliability and contractual requirements; • prepares plan of sequence of operations and completion dates for 	RQF 6

	<p>each phase of production or processing;</p> <ul style="list-style-type: none"> • oversees effective implementation of adopted processes, schedules and procedures. <p>Related job titles:</p> <ul style="list-style-type: none"> • Planning engineer • Quality assurance engineer • Quality control officer (professional) • Quality engineer <p>Salary rates: New entrant: £26,000 Experienced worker: £30,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2462 Quality assurance and regulatory professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • develops and implements visual, physical, functional or other appropriate measures and tests of quality; • analyses and reports upon the results of quality control tests to ensure that production remains within specification; • considers the impact of legislation upon specification requirements; • examines current operating procedures to determine how quality may be improved; • examines operating procedures to ensure the process and the product meet regulatory standards and implements changes necessary to ensure compliance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Compliance manager • Financial regulator • Patent attorney • Quality assurance manager • Quality manager <p>Salary rates: New entrant: £27,100</p>	RQF 6

	<p>Experienced worker: £33,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2463 Environmental health professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • inspects businesses for compliance with legislation on health and safety, food hygiene and food standards and takes appropriate action in the event of non-compliance; • follows up complaints of unsafe workplaces, investigating accidents; • investigates outbreaks of food poisoning, infectious diseases or pests; • monitors radiation activity, levels of noise, air, land and water pollution and takes appropriate action when safety levels are exceeded; • ensures animal welfare for compliance with legislation, issues licences for premises such as pet shops, zoos and abattoirs; • gives talks at public enquiries and meetings, ensures compliance through education, advice and enforcement; • initiates legal proceedings and gives evidence in court. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air pollution inspector • Environmental health officer • Food inspector • Public health inspector • Technical officer (environmental health) <p>Salary rates: New entrant: £26,000 Experienced worker: £33,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
2471 Journalists, newspaper and periodical editors	<p>Example job tasks</p> <ul style="list-style-type: none"> • determines subject matter and undertakes research by interviewing, attending public events, seeking out 	RQF 6

	<p>records, reviewing written work, attending film and stage performances etc.;</p> <ul style="list-style-type: none"> • writes articles and features and submits draft manuscripts to newspaper, magazine, periodical or programme editor; • selects material for broadcast or publication, checks style, grammar, accuracy and legality of content and arranges for any necessary revisions; • liaises with production staff in checking final proof copies immediately prior to printing. <p>Related job titles:</p> <ul style="list-style-type: none"> • Broadcast journalist • Editor • Journalist • Radio journalist • Reporter <p>Salary rates: New entrant: £22,500 Experienced worker: £27,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2472 Public relations professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • discusses issues of business strategy, products, services and target client base with senior colleagues to identify public relations requirements; • writes, edits and arranges for the effective distribution of press releases, newsletters and other public relations material; • addresses individuals, clients and other target groups through meetings, presentations, the media and other events to enhance the public image of an organisation; • develops and implements tools to monitor and evaluate the effectiveness of public relations exercises. <p>Related job titles:</p>	RQF 6

	<ul style="list-style-type: none"> • Account manager (public relations) • Information officer (public relations) • PR consultant • Press officer • Public relations officer <p>Salary rates: New entrant: £21,200 Experienced worker: £26,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2473 Advertising accounts managers and creative directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with client to discuss product service to be marketed, defines target group and assesses the suitability of various media; • conceives advertising campaign to impart the desired product image in an effective and economical way; • reviews and revises campaign in light of sales figures, surveys, etc.; • stays abreast of changes in media, readership or viewing figures and advertising rates; • arranges conferences, exhibitions, seminars, etc. to promote the image of a product, service or organisation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Account manager (advertising) • Advertising Manager • Campaign Manager • Creative Director • Projects Manager (advertising) <p>Salary rates: New entrant: £23,200 Experienced worker: £29,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
3213 Paramedics	<p>Example job tasks</p> <ul style="list-style-type: none"> • drives ambulance or accompanies driver to respond to calls for assistance at accidents, emergencies and other incidents; 	RQF 6

	<ul style="list-style-type: none"> • assesses the nature of injuries, provides first aid treatment and ascertains appropriate method of conveying patient; • resuscitates and/or stabilises patient using relevant techniques, equipment and drugs; • transports and accompanies patients who either require or potentially require skilled treatment whilst travelling; • briefs other medical staff when handing over the patient, and completes patient report forms describing the patient's condition and any treatment provided. <p>Related job titles:</p> <ul style="list-style-type: none"> • Ambulance paramedic • Emergency care practitioner • Paramedic • Paramedic-ECP <p>See Table 9</p>	
3415 Musicians	<p>Example job tasks</p> <ul style="list-style-type: none"> • conceives and writes original music; • tunes instrument and studies and rehearses score; • plays instrument as a soloist or as a member of a group or orchestra; • scores music for different combinations of voices and instruments to produce desired effect; • auditions and selects performers and rehearses and conducts them in the performance of the composition. <p>Related job titles:</p> <ul style="list-style-type: none"> • Composer • Musician • Organist • Pianist • Song writer • Violinist <p>Salary rates:</p>	RQF 6

	<p>New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3416 Arts officers, producers and directors	<p>Example job tasks</p> <ul style="list-style-type: none"> • chooses writers, scripts, technical staff and performers, and assumes overall responsibility for completion of project on time and within budget; • directs actors, designers, camera team, sound crew and other production and technical staff to achieve desired effects; • breaks script into scenes and formulates a shooting schedule that will be most economical in terms of time, location and sets; • prepares rehearsal and production schedule for main events, design of sets and costumes, technical rehearsals and dress rehearsals; • ensures necessary equipment, props, performers and technical staff are on set when required; • manages health and safety issues; • selects, contracts, markets and arranges for the presentation and/or distribution of performance, visual and heritage arts. <p>Related job titles:</p> <ul style="list-style-type: none"> • Film editor • Production assistant (broadcasting) • Studio manager • Television producer • Theatrical agent <p>Salary rates: New entrant: £25,300 Experienced worker: £29,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6
3512 Aircraft pilots and flight engineers	<p>Example job tasks</p> <ul style="list-style-type: none"> • studies flight plan, discusses it with flight deck crew and makes any 	RQF 6

	<p>necessary adjustments;</p> <ul style="list-style-type: none"> • directs or undertakes routine checks on engines, instruments, control panels, cargo distribution and fuel supplies; • directs or undertakes the operation of controls to fly aeroplanes and helicopters, complying with air traffic control and aircraft operating procedures; • monitors fuel consumption, air pressure, engine performance and other indicators during flight and advises pilot of any factors that affect the navigation or performance of the aircraft; • maintains radio contact and discusses weather conditions with air traffic controllers; • performs specified tests to determine aircraft's stability, response to controls and overall performance; • accompanies pupil on training flights and demonstrates flying techniques. <p>Related job titles:</p> <ul style="list-style-type: none"> • Airline pilot • First officer (airlines) • Flight engineer • Flying instructor • Helicopter pilot <p>Salary rates: New entrant: £33,100 Experienced worker: £69,600</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p>	
3532 Brokers	<p>Example job tasks</p> <ul style="list-style-type: none"> • advises client on the suitability of particular insurance schemes and places insurance on behalf of client; • discusses buying and or selling requirements of client and gives advice accordingly; • analyses information concerning 	RQF 6

	<p>market trends for commodities, financial assets and foreign exchange and advises client and employer on the suitability of a particular investment;</p> <ul style="list-style-type: none"> • records and transmits buy and sell orders for stocks, shares and bonds and calculates transaction costs; • provides independent advice on the suitability of insurance schemes and places insurance on behalf of client; • arranges for the production of auction catalogues, fixes reserve prices, attends auction and bids on behalf of client, or negotiates purchase/sale by private treaty of goods not sold at auction; • obtains cargo space, fixes freight charges and signs and issues bills of loading; • collects freight charges from client and undertakes all necessary formalities concerning customs and the loading/unloading of cargo. <p>Related job titles:</p> <ul style="list-style-type: none"> • Foreign exchange dealer • Insurance broker • Investment administrator • Stockbroker • Trader (stock exchange) <p>Salary rates: New entrant: 19,800</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £44,100</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016, 2017 or 2018 equivalent data available)]</p>	
3534 Finance and investment analysts and advisers	<p>Example job tasks</p> <ul style="list-style-type: none"> • predicts the likely long- and short-term future performance of securities 	RQF 6

	<p>and other financial products and advises upon what will be an appropriate investment for their clients;</p> <ul style="list-style-type: none"> • analyses the financial position of clients, taking into account outgoings, dependants and commitments; • advises on the relative merits of pension schemes, insurance policies and mortgages that best meet the needs of clients given their personal circumstances; • monitors information on the socio-economic environment and interprets the implications of such information for their clients; • prepares summary reports of findings for fund managers; • keeps up to date with financial products, legislation and requirements for compliance with the relevant regulatory authority; • identifies and attracts new clients by arranging visits and explaining the benefits of financial products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Financial adviser • Financial analyst • Financial consultant • Mortgage adviser • Pensions consultant <p>Salary rates: New entrant: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £28,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3535 Taxation experts	<p>Example job tasks</p> <ul style="list-style-type: none"> • examines accounts of industrial, commercial and other establishments 	RQF 6

	<p>to determine their tax liability and makes adjustments to claims where necessary;</p> <ul style="list-style-type: none"> • considers particular problems concerning all forms of personal and company taxation; • stays abreast of all changes in tax law and precedent; • discusses disputed cases with accountants and other specialists; • represents Government, client or employer in contested claims before tax officials or an independent tribunal. <p>Related job titles:</p> <ul style="list-style-type: none"> • Tax adviser • Tax consultant • Tax inspector • Taxation specialist <p>Salary rates: New entrant: £20,700 Experienced worker: £36,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3538 Financial accounts managers	<p>Example job tasks</p> <ul style="list-style-type: none"> • develops and manages business accounts to increase sales of financial products; • takes responsibility for the efficient and effective operation of several business accounts; • manages teams handling insurance claims; • checks customers' credit rating with banks and credit reference agencies, and decides whether to offer credit; • establishes terms of credit and ensures timely payment by customer, renegotiates payment terms and initiates legal action to recover debts if necessary; • carries out and/or supervises general accounting and administrative work. 	RQF 6

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Accounts manager • Audit manager • Credit manager • Fund manager • Relationship manager (bank) <p>Salary rates: New entrant: £23,400 Experienced worker: £29,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3545 Sales accounts and business development managers	<p>Example job tasks</p> <ul style="list-style-type: none"> • liaises with other senior staff to determine the range of goods or services to be sold, contributes to the development of sales strategies and setting of sales targets; • discusses employer's or client's requirements, carries out surveys and analyses customers' reactions to product, packaging, price, etc.; • compiles and analyses sales figures, prepares proposals for marketing campaigns and promotional activities and undertakes market research; • handles customer accounts; • recruits and trains junior sales staff; • produces reports and recommendations concerning marketing and sales strategies for senior management; • keeps up to date with products and competitors. Related job titles: • Account manager (sales) • Area sales manager • Business development manager • Product development manager • Sales manager <p>Salary rates: New entrant: £26,500 Experienced worker: £34,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 6

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J3. For table 3, substitute:

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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"> • determines financial, staffing and other short and long-term needs; • produces and maintains records of production, finance and breeding; • decides or advises on the types of crops and/or produce to be grown or livestock raised; • plans intensity and sequence of farm or horticultural operations and orders seed, fertiliser, equipment and other supplies; • markets and arranges for the sale of crops, livestock and other farm or horticultural produce. <p>Related job titles:</p> <ul style="list-style-type: none"> • Farm manager • Farm owner • Nursery manager (horticulture) <p>New entrant: £18,300</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
1213 Managers and proprietors in forestry, fishing and related services	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines financial, staffing and other short- and long-term needs; • manages and trains staff; • decides, or advises on, type of 	RQF 4

	<p>animal to be bred and/or trained, and selects, buys and trains animals accordingly;</p> <ul style="list-style-type: none"> • plans and directs the establishment and maintenance of forest /woodland areas and regularly inspects forest work; • liaises with neighbouring landowners, contractors and local authorities; • oversees facilities such as visitor centres, nature trails, footpaths, etc.; • selects suitable breeding grounds for shellfish, sea and freshwater fish and purchases stock; • arranges rearing and feeding and ensures health of fish stocks; • oversees maintenance of equipment and fish habitats; • plans fishing voyages, maintains vessel/s and equipment and oversees operational safety; • arranges for sale of catch, liaises with onshore agents; • ensures observance of maritime laws and international fishing regulations. <p>Related job titles:</p> <ul style="list-style-type: none"> • Cattery owner • Forest manager • Racehorse trainer <p>Salary rates: New entrant: £18,300 Experienced worker: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings 2016 (no 2017 or 2018 equivalent data available)]</p>	
1241 Health care practice managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans work schedules, assigns tasks and delegates responsibilities of practice staff; • oversees staff training and monitors training needs; • takes responsibility for health and safety matters within the practice; 	RQF 4

	<ul style="list-style-type: none"> • negotiates contracts for services with other health care providers and purchasers; • maintains patient files on medical history, consultations made and treatment undertaken and/or drugs prescribed; • organises duty rosters for professional and support staff in practice; • takes responsibility for stock control of practice equipment, drugs etc.; • liaises with relevant outside organisations (e.g. NHS trust, PCT, social services, drug companies, professional bodies); • responsible for budgeting, pricing and accounting activities within the practice. <p>Related job titles:</p> <ul style="list-style-type: none"> • Clinic manager • GP practice manager • Veterinary practice manager <p>Salary rates: New entrant: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1242 Residential, day and domiciliary care managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • plans work schedules, assigns tasks and delegates responsibilities to staff; • arranges for payment of bills, keeps accounts and adheres to health, safety and other statutory requirements; • maintains contact between service users and the local community and/or 	RQF 4

	<p>family and friends;</p> <ul style="list-style-type: none"> • assesses service users' needs and ensures they have access to health and social care services as required; • creates a friendly, secure atmosphere to gain the trust and confidence of those using the service; • ensures that the physical comfort and all material needs of service users are provided and attempts to resolve problems that may arise. <p>Related job titles:</p> <ul style="list-style-type: none"> • Care manager • Day centre manager • Nursing home owner • Residential manager (residential home) <p>Salary rates: New entrant: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £26,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1251 Property, housing and estate managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • manages general upkeep, maintenance and security of the estate's amenities; • makes sure that the amenities meet health and safety standards and legal requirements; • advises on energy efficiency; • discusses client's requirements and may advise client on the purchase of property and land for investment and other purposes; • conducts or arranges for structural surveys of properties and undertakes 	RQF 4

	<p>any necessary valuations of property or agricultural land, and deals with grant and subsidy applications;</p> <ul style="list-style-type: none"> • negotiates land or property purchases and sales or leases and tenancy agreements and arranges legal formalities with solicitors, building societies and other parties; • maintains or arranges for the maintenance of estate accounts and records and produces financial forecasts; • acts as arbiter in disputes between landlord and tenant and ensures that both fulfil their legal obligations; • examines and assesses housing applications, advises on rent levels, investigates complaints and liaises with tenants' association and social workers to resolve any family problems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Estate manager • Facilities manager • Landlord (property management) • Property manager <p>Salary rates: New entrant: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p> <p>Experienced worker: £26,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1255 Waste disposal and environmental services managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • manages and delegates tasks to staff and co-ordinates the maintenance and optimum utilisation of waste disposal and related equipment to provide an 	RQF 4

	<p>efficient service;</p> <ul style="list-style-type: none"> • monitors levels of waste disposal, recycling and related environmental services, compiles statistics and produces reports; • liaises with members of the local community to educate and promote the concept of recycling and appropriate waste management; • keeps up to date with new legislation and liaises with appropriate regulatory bodies to ensure compliance with legislation regarding waste disposal and environmental services; • co-ordinates the resources and activities relating to the procurement, collection, storage, processing and sale of scrap metal and related products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Environmental manager (refuse disposal) • Manager (local government: cleansing dept.) • Recycling plant manager • Scrap metal dealer <p>Salary rates: New entrant: £18,200 Experienced worker: £28,300</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p>	
1259 Managers and proprietors in other services not elsewhere	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • ensures that adequate reserves of merchandise are held and that stock keeping is carried out efficiently; • authorises payment for supplies received and decides on vending price and credit terms; • examines quality of merchandise and ensures that effective use is made of advertising and display facilities; 	RQF 4

	<ul style="list-style-type: none"> • manages agencies to provide services out-sourced by other organisations and businesses; • ensures maintenance of appropriate service levels to meet the objectives of the business. <p>Related job titles:</p> <ul style="list-style-type: none"> • Betting shop manager • Graphic design classified manager • Library manager • Plant hire manager • Production manager (entertainment) <p>Salary rates: New entrant: £18,600 Experienced worker: £19,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
2435 Chartered architectural technologists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • develops construction project briefs and design programmes; • advises clients on methods of project procurement and forms of contract; • advises on environmental, regulatory and legal requirements and assesses environmental impact; • prepares and presents design proposals and manages and coordinates design team; • monitors compliance with design, statutory and professional requirements, undertakes stage inspections; • administers contracts and certification and manages project handover; • evaluates and advises on refurbishment, recycling and deconstruction of buildings; • manages health and safety and carries out design stage risk assessments. <p>Related job tasks:</p> <ul style="list-style-type: none"> • Architectural technologist 	RQF 4

	<p>Salary rates: New entrant: £25,000 Experienced worker: £31,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>3116 Planning, process and production technicians</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • supports planning and production engineers in assessing existing and alternative production methods; • works from, and helps implement, professional engineers' drawings and specifications for equipment and layout, and helps implement modifications required for existing plant machinery/layout; • works with engineers on production control methods to monitor operational efficiency and helps to eliminate potential hazards and bottlenecks in production; • liaises with materials buying, storing and controlling departments to ensure a steady flow of supplies; • supports professional engineers in reviewing safety, quality, accuracy, reliability and contractual requirements; • supports implementation of plans of sequence of operations and completion dates for each phase of production or processing; • ensures implementation of inspection, testing and evaluation methods for bought-in materials, components, semi-finished and finished products; • ensures accuracy of manufacturing and testing equipment; • ensures effective completion and implementation of detailed instructions on processes, work methods and quality and safety standards for workers. <p>Related job titles:</p>	<p>RQF 4</p>

	<ul style="list-style-type: none"> • Process technician • Production controller • Production planner • Production technician <p>Salary rates: New entrant: £17,800 Experienced worker: £24,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3121 Architectural and town planning technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • investigates proposed design with regard to practicality, cost and use; • prepares building plans, drawings and specifications for use by contractors; • liaises with engineers and building contractors regarding technical construction problems and attends site meetings on behalf of architect; • surveys land and property uses and prepares report for planning authority; • issues development permits as authorised; • checks that completed work conforms to specifications. <p>Related job titles:</p> <ul style="list-style-type: none"> • Architectural assistant • Architectural technician • Construction planner • Planning enforcement officer <p>Salary rates: New entrant: £20,000 Experienced worker: £24,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3131 IT operations technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • administers, monitors and supports internal/external networks, servers, email, database and security systems; • configures and sets up new server systems; • schedules and performs system 	RQF 4

	<p>maintenance tasks, such as loading user applications, programs and data;</p> <ul style="list-style-type: none"> • analyses systems and makes recommendations to improve performance; • identifies problems, agrees remedial action and undertakes emergency maintenance if required; • performs server backup and recovery operations and restarts systems following outages; • acts as a liaison between users, outside suppliers, and other technical teams. <p>Related job titles:</p> <ul style="list-style-type: none"> • Computer games tester • Database administrator • IT technician • Network administrator • Systems administrator <p>Salary rates: New entrant: £19,100 Experienced worker: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3218 Medical and dental technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments; • undertakes scaling and polishing of teeth, applies medicaments, carries out post-operative hygiene work and advises on preventative dentistry; • makes dentures, crowns, bridges, orthodontic and other dental appliances according to individual patient requirements; • measures patients for, and fits them with, surgical appliances, hearing aids and artificial limbs; • performs related medical tasks including treating hair and scalp disorders and conducting tests on glaucoma patients; • takes samples for clinical 	RQF 4

	<p>examination.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Cardiographer • Dental hygienist • Dental technician • Medical technical officer • Orthopaedic technician <p>See Table 9</p>	
<p>3219 Health associate professionals not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • prescribes diet therapy and gives advice to patients, health care professionals and the public on dietetic and nutritional matters for those with special dietary requirements or to prevent illness; • diagnoses and treats disorders of vision and eye movements, • monitors subsequent progress and recommends further optical, pharmacological or surgical treatment as required; • manipulates and massages patient to discover the cause of pain, relieve discomfort, restore function and mobility and to correct irregularities in body structure; • inserts needles under the skin, administers aromatic herbs and oils and massages body to relieve pain and restore health; • advises and prescribes in areas of complementary and alternative medicine. <p>Related job titles:</p> <ul style="list-style-type: none"> • Acupuncturist • Homeopath • Hypnotherapist • Massage therapist • Reflexologist • Sports therapist <p>See Table 9</p>	<p>RQF 4</p>

<p>3319 Protective service associate professionals not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines, weighs and counts goods imported by ship or aircraft, ensures that the declared value of goods is satisfactory and that duties and taxes have been paid; • examines passports, visas, work permits and other immigration documents, and allows or refuses entry into the UK; • maintains revenue control at breweries, tobacco factories and other premises where dutiable goods are manufactured, processed or stored; • visits racecourses, greyhound stadiums and betting shops to ensure compliance with legal requirements; • broadcasts information on weather and maritime conditions, monitors shipping and provides instruction to navigators; • receives distress messages, alerts other appropriate rescue services and participates in search and rescue operations; • photographs, fingerprints and undertakes other forms of forensic examination at the scene of a crime; • analyses security requirements, advises clients, and develops, monitors and improves security measures; • supervises and assigns duties to security and detection staff. <p>Related job titles:</p> <ul style="list-style-type: none"> • Customs officer • Immigration officer • Operations manager (security services) • Scenes of crime officer • Security manager <p>Salary rates: New entrant: £23,600 Experienced worker: £29,500</p>	<p>RQF 4</p>
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	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
3411 Artists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • conceives and develops ideas and ways of working for artistic composition; • selects appropriate materials, medium and method; • prepares sketches, scale drawings or colour schemes; • builds up composition into finished work by carving, sculpting, etching, painting, engraving, drawing, etc.; • approaches managers of galleries and exhibitions in order to get finished work displayed; • uses artistic skills to restore damaged artworks; • liaises with writers and publishers to produce book illustrations; • markets and sells finished work directly to customers; • produces works on commission basis for clients. <p>Related job titles:</p> <ul style="list-style-type: none"> • Artist • Illustrator • Portrait painter • Sculptor <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3412 Authors, writers and translators	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, observing etc.; • generates and develops creative ideas for literary material; • selects material for publication, checks style, grammar and accuracy of content, arranges for any necessary 	RQF 4

	<p>revisions and checks proof copies before printing;</p> <ul style="list-style-type: none"> • negotiates contracts with freelance agents and with buyer on behalf of writer; • writes instruction manuals and user guides, technical reports, catalogues and indexes, prepares sales literature and writes technical articles for trade journals; • converts documents or spoken statements from original or source language into another language; • provides communication support for the hard of hearing or the visually impaired. <p>Related job titles:</p> <ul style="list-style-type: none"> • Copywriter • Editor (books) • Interpreter • Technical author • Translator • Writer <p>Salary rates: New entrant: £20,400 Experienced worker: £25,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3413 Actors, entertainers and presenters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • studies script, play or book and prepares and rehearses interpretation; • assumes character created by a playwright or author and communicates this to an audience; • performs singing, comedy, acrobatic, illusion and conjuring routines; • trains animals to perform entertaining routines and may perform with them; • introduces and presents radio and television programmes, reads news bulletins and makes announcements; • conducts interviews and prepares reports for news broadcasts, current 	RQF 4

	<p>affairs programmes and documentaries;</p> <ul style="list-style-type: none"> • plays pre-recorded music at nightclubs, discotheques, and private functions. <p>Related job titles:</p> <ul style="list-style-type: none"> • Actor • Disc jockey • Entertainer • Presenter (broadcasting) • Singer <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3414 Dancers and choreographers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • builds and maintains stamina, physical strength, agility and general health through fitness exercises and healthy eating; • attends rehearsals to develop and practice dance routines for performance; • participates in dance performance; • demonstrates and directs dance moves, monitors and analyses technique and performance, and determines how improvements can be made. <p>Related job titles:</p> <ul style="list-style-type: none"> • Ballet dancer • Choreographer • Dancer Dance teacher <p>Salary rates: New entrant: £20,400 Experienced worker: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3422 Product, clothing and related designers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with client to determine the 	RQF 4

	<p>purpose, cost, technical specification and potential uses/users of product;</p> <ul style="list-style-type: none"> • undertakes research to determine market trends, production requirements, availability of resources and formulates design concepts; • prepares sketches, designs, patterns or prototypes for textiles, clothing, footwear, jewellery, fashion accessories, set props, wigs, ceramics, plastics, motor vehicles, domestic appliances and engineering products; • prepares sketches, designs, mock-ups and storyboards for consideration by theatre/film director or client; • submits design to management, sales department or client for approval, communicates design rationale and makes any necessary alterations; • specifies materials, production method and finish for aesthetic or functional effect, and oversees production of sample and/or finished product; • observes and manages intellectual property issues. <p>Related job titles:</p> <ul style="list-style-type: none"> • Design consultant • Fashion designer • Furniture designer • Interior designer • Kitchen designer • Textile designer <p>Salary rates: New entrant: £21,600 Experienced worker: £25,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3513 Ship and hovercraft officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • allocates duties to ship's officers and co-ordinates and directs the activities of deck and engine room ratings; • directs or undertakes the operation of controls to inflate air cushions, run 	RQF 4

	<p>engines and propel and steer ships, hovercraft and other vessels;</p> <ul style="list-style-type: none"> • locates the position of vessel using electronic and other navigational aids such as charts and compasses and advises on navigation where appropriate; • monitors the operation of engines, generators and other mechanical and electrical equipment and undertakes any necessary minor repairs; • maintains radio contact with other vessels and coast stations; • prepares watch keeping rota and maintains a look-out for other vessels or obstacles; • maintains log of vessel's progress, weather conditions, conduct of crew, etc. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chief engineer (shipping) • Marine engineer (shipping) • Merchant navy officer • Petty officer • Tug master • Yacht skipper <p>Salary rates: New entrant: £33,100</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no 2015, 2016, 2017 or 2018 equivalent data available)]</p> <p>Experienced worker: £54,400</p> <p>[Source: Annual Survey of Hours and Earnings 2017 (no 2018 equivalent data available)]</p>	
3531 Estimators, valuers and assessors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines plans, drawings, specifications, parts lists, etc. and specifies the materials and components required; • assesses condition, location, desirability and amenities of property 	RQF 4

	<p>to be valued;</p> <ul style="list-style-type: none"> • assesses costs of materials, labour and other factors such as required profit margins, transport costs, tariffs and fare structures, possible hazards, etc.; • prepares comprehensive estimates of time and costs and presents these in report or tender form; • examines insurance documents to assess extent of liability and gathers information about incident from police, medical records, ship's log, etc. and investigates potential fraudulent claims. <p>Related job titles:</p> <ul style="list-style-type: none"> • Claims assessor • Claims investigator • Engineering surveyor • Estimator • Loss adjuster • Valuer <p>Salary rates: New entrant: £20,700 Experienced worker: £25,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3537 Financial and accounting technicians	<p>Example job titles:</p> <ul style="list-style-type: none"> • maintains profit and loss accounts, budgets, cash flow forecasts and other accounting records; • produces, collates and reports financial information for managers; • liaises with clients to ensure that payments are made on time and credit limits are not exceeded; • ensures invoices and payments are correct and sent out on time; • monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors. 	RQF 4

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Accounting technician • Business associate (banking) • Financial controller • Insolvency administrator • Managing clerk (accountancy) <p>Salary rates: New entrant: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p> <p>Experienced worker: £31,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	
3539 Business and related associate professionals not elsewhere classified	<p>Example job titles:</p> <ul style="list-style-type: none"> • studies particular department or problem area and assesses its interrelationships with other activities; • studies work methods and procedures by measuring work involved and computing standard times for specified activities, and produces report detailing suggestions for increasing efficiency and lowering costs; • analyses project components, organises them into a logical sequence and establishes the minimum time required for the project; • purchases services, receives payment from clients, processes contracts and deals with contractual arrangements; • canvasses political opinion, writes and distributes leaflets, writes and distributes press releases and other such material to promote the image and policies of a political party or election candidate, arranges fund raising activities, and organises and participates in election campaigns. <p>Related job titles:</p> <ul style="list-style-type: none"> • Business systems analyst 	RQF 4

	<ul style="list-style-type: none"> • Data analyst • Marine consultant • Planning assistant • Project administrator • Project coordinator <p>Salary rates: New entrant: £18,100 Experienced worker: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3541 Buyers and procurement officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • attends trade fairs, shows and demonstrations to research new product lines and suppliers, checks catalogues; • keeps up with market trends and chooses products/services; • assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of goods or services to be bought; • assesses bids from suppliers, finds suppliers and negotiates prices; • helps negotiate contract with supplier and specifies details of goods or services required; • looks at ways to improve supply networks, presents new ideas to senior management team; • ensures that delivered items comply with order, monitors quality of incoming goods and returns unsatisfactory or faulty items, monitors performance and makes sure targets are met; • supervises clerical, administrative and warehouse distribution staff, deals with recruitment and training; • works closely with merchandisers who allocate stock and develop sales forecasts; • maintains records and prepares reports as necessary. <p>Related job titles:</p>	RQF 4

	<ul style="list-style-type: none"> • Buyer • Procurement officer • Purchasing consultant <p>Salary rates: New entrant: £21,400 Experienced worker: £25,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3543 Marketing associate professionals	<p>Example job tasks</p> <ul style="list-style-type: none"> • discusses business methods, products or services and targets customer group with employer or client in order to identify marketing requirements; • establishes an appropriate quantitative and qualitative market research methodology and prepares proposals outlining programmes of work and details of costs; • collates and interprets findings of market research and presents results to clients; • discusses possible changes that need to be made in terms of design, price, packaging, promotion etc. in light of market research with appropriate departments; • briefs advertising team on client requirements, monitors the progress of advertising campaigns and liaises with client on potential modifications. <p>Related job titles:</p> <ul style="list-style-type: none"> • Business development executive • Fundraiser • Market research analyst • Marketing consultant • Marketing executive <p>Salary rates: New entrant: £18,900 Experienced worker: £22,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4

<p>3546 Conference and exhibition managers and organisers</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • discusses conference and exhibition requirements with clients and advises on facilities; • develops proposal for the event, and presents proposal to client; • allocates exhibition space to exhibitors; • plans work schedules, assigns tasks, and co-ordinates the activities of designers, crafts persons, technical staff, caterers and other events staff; • liaises closely with venue staff to ensure smooth running of the event; • ensures that Health and Safety and other statutory regulations are met. <p>Related job titles:</p> <ul style="list-style-type: none"> • Conference coordinator • Event organiser • Events manager • Exhibition organiser • Hospitality manager <p>Salary rates: New entrant: £18,700 Experienced worker: £22,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	<p>RQF 4</p>
<p>3561 Public services associate professionals Civil servant (HEO, SEO)</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • manages the activities of government office staff, assigns tasks and responsibilities and makes changes in procedures to deal with variations in workload; • assists senior government officers with policy work, external liaison or general administrative work; • supervises a variety of administrative functions in government departments such as recruitment and training, the negotiation and arrangement of contracts, building and capital management, monitoring and 	<p>RQF 4</p>

	<p>authorising department expenditure etc.;</p> <ul style="list-style-type: none"> • organises resources for the acceptance and recording of vacancy details, the selection of suitable applicants and other Job Centre activities; • authorises the payment of social security benefits, assesses the financial circumstances of claimants and investigates any state insurance contribution problems; • undertakes supervisory duties specific to the operation of Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; • advises the public or companies on general tax problems and arranges for the issue, receipt and examination of tax forms, assessment of PAYE codes and the computation of tax arrears and rebates; • discusses business strategy, products, services and target client base with management to identify public relations requirements; • writes, edits and arranges for the distribution of press releases and other public relations material, addresses target groups through meetings, presentations, the media and other events to enhance the public image of the organisation, and monitors and evaluates its effectiveness. <p>Related job titles:</p> <ul style="list-style-type: none"> • Higher executive officer (government) • Principle revenue officer (local government) • Senior executive officer (government) <p>Salary rates: New entrant: £22,800 Experienced worker: £29,400</p>	
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	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
3563 Vocational and industrial trainers and instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses training requirements and prepares lectures, demonstrations and study aids; • supervises trainee development, assists trainees with difficulties and prepares regular progress reports on each trainee for management; • arranges work experience and instructional visits for trainees; • plans curriculum and rota of staff duties and updates or amends them in light of developments; • advises on training programmes and discusses progress or problems with staff and trainees; • devises general and specialised training courses in response to particular needs. <p>Related job titles:</p> <ul style="list-style-type: none"> • IT trainer • NVQ assessor • Technical instructor • Training consultant • Training manager <p>Salary rates: New entrant: £19,800 Experienced worker: £23,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4
3564 Careers advisers and vocational guidance specialists	<p>Example job tasks:</p> <ul style="list-style-type: none"> • uses an interview, questionnaire and/or psychological or other test to determine the aptitude, preferences and temperament of the client; • advises on appropriate courses of study or avenues into employment; • visits educational and other establishments to give talks and distribute information regarding careers; 	RQF 4

	<ul style="list-style-type: none"> • liaises with employers to determine employment opportunities and advises schools, colleges or individuals accordingly; • organises careers forums and exhibitions and establishes and maintains contact with local employers, colleges and training providers; • monitors progress and welfare of young people in employment and advises them on any difficulties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Careers adviser • Careers consultant • Careers teacher • Placement officer <p>Salary rates: New entrant: £20,700 Experienced worker: £24,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3565 Inspectors of standards and regulations	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines building plans to ensure compliance with local, statutory and other requirements; • inspects building structures, facilities and sites to determine suitability for habitation, compliance with regulations and for insurance purposes; • inspects measuring and similar equipment in factories and visits street traders, shops, garages and other premises to check scales, weights and measuring equipment; • inspects factories and other work sites to ensure adequate cleanliness, temperature, lighting and ventilation, checks for fire hazards and inspects storage and handling arrangements of dangerous materials; • visits sites during construction and inspects completed installations of 	RQF 4

	<p>electricity, gas or water supply;</p> <ul style="list-style-type: none"> • 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. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building inspector • Driving examiner • Housing inspector • Meat hygiene inspector • Trading standards officer <p>Salary rates: New entrant: £22,100 Experienced worker: £25,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3567 Health and safety officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • inspects workplace areas to ensure compliance with health and safety legislation; • helps to develop effective health and safety policies and procedures and carries out risk assessments; • instructs workers in the proper use of protective clothing and safety devices 	RQF 4

	<p>and conducts routine tests on that equipment;</p> <ul style="list-style-type: none"> • compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly; • maintains contact with those off work due to illness; • counsels individuals on any personal or domestic problems affecting their work; • gives talks and distributes information on accident prevention, and keeps up to date with the relevant legislation. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fire protection engineer (professional) • Health and safety officer • Occupational hygienist • Safety consultant • Safety officer <p>Salary rates: New entrant: £26,600 Experienced worker: £29,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
4161 Office managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans work schedules, assigns tasks and delegates responsibilities; • advises on the handling of all correspondence and enquiries relating to accounts, sales, statistical and vacancy records; • ensures that procedures for considering, issuing, amending and endorsing insurance policies are adhered to; • plans, organises and co-ordinates the activities and resources of other offices not elsewhere classified including box offices, other ticket offices and accommodation bureaux. 	RQF 4

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Business support manager • Delivery office manager • Office manager • Practice manager • Sales administration manager • Sales office manager <p>Salary rates: New entrant: £20,000 Experienced worker: £25,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
7220 Customer service managers and supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • develops and implements policies and procedures to deal effectively with customer requirements and complaints; • co-ordinates and controls the work of those within customer services departments; • discusses customer responses with other managers with a view to improving the product or service provided; • plans and co-ordinates the operations of help and advisory services to provide support for customers and users. <p>Related job titles:</p> <ul style="list-style-type: none"> • After sales manager • Call centre supervisor • Customer service manager • Customer service supervisor • Team leader (customer care) <p>Salary rates: New entrant: £18,000 Experienced worker: £22,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 4

J4. For table 4, substitute:

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SOC code and description	Skill Level	
<p>1162 Managers and directors in storage and warehousing</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with production, maintenance, sales and other departments to determine the materials and other items required for current and future production schedules and sales commitments; • reviews, develops and implements stock control, handling and distribution policies to maximise use of space, money, labour and other resources; • advises purchasing department on type, quality and quantity of goods required and dates by which they must be available; • prepares reports on expenditure and advises on materials and parts standardisation, future stores and stock control policies; • decides on storage conditions for particular items, allocates warehouse space and arranges for regular stock inspections to detect deterioration or damage. <p>Related job titles:</p> <ul style="list-style-type: none"> • Logistics manager • Warehouse manager <p>Salary rate: £23,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	<p>RQF 3</p>
<p>1190 Managers and directors in retail and wholesale</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • appoints staff, assigns tasks and monitors and reviews staff performance; • liaises with other staff to provide information about merchandise, special promotions etc. to customers; • ensures that adequate reserves of merchandise are held and that stock 	<p>RQF 3</p>

	<p>keeping is carried out efficiently;</p> <ul style="list-style-type: none"> • ensures customer complaints and queries regarding sales and service are appropriately handled; • oversees the maintenance of financial and other records and controls security arrangements for the premises; • authorises payment for supplies received and decides on vending price, discount rates and credit terms; • examines quality of merchandise and ensures that effective use is made of advertising and display facilities. <p>Related job titles:</p> <ul style="list-style-type: none"> • Managing director (retail trade) • Retail manager • Shop manager (charitable organisation) • Wholesale manager <p>Salary rate: £21,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1221 Hotel and accommodation managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • analyses demand and decides on type, standard and cost of services to be offered; • determines financial, staffing, material and other short- and long-term needs; • ensures physical comfort of residents or passengers and makes special arrangements for children, the elderly and the infirm if required; • approves and arranges shipboard entertainment and shore trips and liaises with ship's agent to ensure that ship is adequately provisioned; • arranges for payment of bills, keeps accounts and ensures adherence to licensing and other statutory regulations. <p>Related job titles:</p>	RQF 3

	<ul style="list-style-type: none"> • Caravan park owner • Hotel manager • Landlady (boarding, guest, lodging house) <p>Salary rate: £20,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>1223 Restaurant and catering establishment managers and proprietors</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans catering services and directs staff; • decides on range and quality of meals and beverages to be provided; • discusses customer's requirements for special occasions; • purchases or directs the purchasing of supplies and arranges for preparation of accounts; • verifies that quality of food, beverages and waiting service is as required, that kitchen and dining areas are kept clean and appropriate hygiene standards are maintained in compliance with statutory requirements; • plans and arranges food preparation in collaboration with other staff and organises the provision of waiting or counter staff; • checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit; • determines staffing, financial, material and other short- and long-term requirements. <p>Related job titles:</p> <ul style="list-style-type: none"> • Café owner • Fish & chip shopkeeper • Operations manager (catering) • Restaurant manager • Shop manager (take-away food shop) <p>Jobs within SOC which are skilled to</p>	<p>RQF3/ Lower-skilled</p>

	<p>RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Restaurant manager • Fast food restaurant manager • Assistant restaurant manager, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time) <p>Salary rate: £20,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1224 Publicans and managers of licensed premises	<p>Example job tasks:</p> <ul style="list-style-type: none"> • arranges purchase of alcoholic and other beverages, bar snacks, cigarettes and other items and ensures that stocks are stored in proper conditions; • supervises bar, kitchen and cleaning staff and, if necessary, assists with the serving of drinks; • observes licensing laws and other statutory regulations and regulates behaviour of customers as necessary; • maintains financial records for the establishment; determines financial, staffing, material and other short- and long-term needs. <p>Related job titles:</p> <ul style="list-style-type: none"> • Landlady (public house) • Licensee • Manager (wine bar) • Publican <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Publican • Licensee or pub manager <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
1225 Leisure and sports managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • organises timetable of activities/schedule of programmes; • ensures that facilities are kept clean 	RQF 3

	<p>and in good condition and that appropriate health and safety requirements are adhered to;</p> <ul style="list-style-type: none"> • keeps abreast of new trends and developments in recreational activities and arranges exhibitions, theatrical productions, concerts, demonstrations etc.; • advises on the facilities available and promotes publicity in relation to shows, games, races, new theme parks, etc.; • determines financial, staffing, material and other short- and long-term needs; • recruits, supervises and trains staff; • ensures custody of all cash receipts and organises regular stock checks. <p>Related job titles:</p> <ul style="list-style-type: none"> • Amusement arcade owner • Leisure centre manager • Social club manager • Theatre manager <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1226 Travel agency managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans work schedules and assigns tasks and responsibilities; • co-ordinates the activities of clerical, secretarial and other staff; • discusses client's requirements and advises on road, rail, air and sea travel and accommodation; • makes and confirms travel and accommodation bookings, arranges group holidays, tours and individual itineraries; • advises on currency and passport/visa regulations and any necessary health precautions needed; • determines financial, staffing, material and other short- and long-term needs. 	RQF 3

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Tourist information manager • Travel agency owner • Travel manager <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1252 Garage managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term requirements; • ensures that necessary spare parts, materials and equipment are available or obtainable at short notice; • arranges for maintenance staff to perform necessary maintenance and repair work on vehicles or motorcycles; • checks completed work for compliance with safety and other statutory regulations; • maintains records of repair work to detect recurrent faults; • provides information about garage merchandise for staff and customers; • ensures the business accounts are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Garage director • Garage owner • Manager (repairing: motor vehicles) <p>Salary rate: £30,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
1253 Hairdressing and beauty salon managers and proprietors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines staffing, financial, material and other short- and long-term needs; • controls the allocation, training and remuneration of staff; • provides clients with information 	RQF 3

	<p>and advice on styles and treatments, and resolves any complaints or problems;</p> <ul style="list-style-type: none"> • ensures clients' records are maintained; • undertakes and/or directs hair treatments and/or beauty therapy; • checks and maintains any equipment, and ensures that all safety requirements are met; • demonstrates, advises on and sells hair and/or beauty products; • ensures financial accounts for the business are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Hairdressing salon owner • Health and fitness manager • Manager (beauty salon) <p>Salary rate: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
1254 Shopkeepers and proprietors - wholesale and retail	<p>Example job tasks:</p> <ul style="list-style-type: none"> • defines the market position for the business, decides what to sell, forecasts demand and develops the brand image of the business; • determines staffing, financial, material and other short- and long-term requirements; • oversees staff training, rotas and the allocation of work; • provides information about merchandise to staff and customers and ensures customer complaints are appropriately dealt with; • ensures that adequate reserves of merchandise are held and orders new stock as required; • maintains financial and other shop records and controls security arrangements for the premises; • authorises payment for supplies received and decides on vending price and credit terms; 	RQF 3

	<ul style="list-style-type: none"> • examines quality of merchandise and ensures that effective use is made of advertising and display facilities. <p>Related job titles:</p> <ul style="list-style-type: none"> • Antiques dealer • Fashion retailer • Newsagent • Shopkeeper <p>Salary rate: £23,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3111 Laboratory technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • sets up and assists with the construction and the development of scientific apparatus for experimental, demonstration or other purposes; • prepares and analyses body fluids, secretions and/or tissue to detect infections or to examine the effects of different drugs; • grows cultures of bacteria and viruses, prepares tissue sections and other organic and inorganic material for examination and stains and fixes slides for microscope work; • operates and services specialised scientific equipment, undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for some equipment are maintained; • records and collates data obtained from experimental work and documents all work carried out. <p>Related job titles:</p> <ul style="list-style-type: none"> • Laboratory analyst • Laboratory technician • Medical laboratory assistant • Scientific technician • Water tester <p>Salary rate: £17,700</p>	RQF 3

	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
3112 Electrical and electronics technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans and prepares work and test schedules based on specifications and drawings; • sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data; • plans installation methods, checks completed installation for safety and controls or undertakes the initial running of the new electrical or electronic equipment or system; • diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment; • visits and advises clients on the use and servicing of electrical and electronic systems and equipment. <p>Related job titles:</p> <ul style="list-style-type: none"> • Avionics technician • Electrical technician • Electronics technician • Installation engineer (Electricity Supplier) <p>Salary rate: £27,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3113 Engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans and prepares work and test schedules based on specifications and drawings; • sets up equipment, undertakes tests, takes readings, performs calculations and records and interprets data; • prepares estimates of materials, equipment and labour required for engineering projects; • diagnoses and detects faults and implements procedures to maintain efficient operation of systems and equipment; 	RQF 3

	<ul style="list-style-type: none"> • inspects completed aircraft maintenance work to certify that it meets standards and the aircraft is ready for operation; • visits and advises clients on the use and servicing of mechanical and chemical engineering products and services. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aircraft technician • Commissioning engineer • Engineering technician • Manufacturing engineer • Mechanical technician <p>Salary rate: £28,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3114 Building and civil engineering technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • sets up apparatus and equipment and undertakes field and laboratory tests of soil and work materials; • performs calculations and collects, records and interprets data; • sets out construction site, supervises excavations and marks out position of building work to be undertaken; • inspects construction materials and supervises work of contractors to ensure compliance with specifications and arranges remedial work as necessary. <p>Related job titles:</p> <ul style="list-style-type: none"> • Building services consultant • Civil engineering technician • Survey technician • Technical assistant (civil engineering) <p>Salary rate: £21,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3115 Quality assurance	Example job tasks:	RQF 3

<p>technicians</p>	<ul style="list-style-type: none"> • sets up scientific, electronic, or other technical equipment to perform functional and inspection tests; • analyses and interprets the results of tests undertaken and writes up reports upon completion; • supervises the work of routine inspection staff and notes any defects reported; • assists quality control engineers in undertaking production audits; • liaises with production engineers and staff to maintain the quality of output and to develop quality management systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Quality assurance technician • Quality control technician • Quality officer • Quality technician • Test technician <p>Salary rate: £23,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>3119 Science, engineering and production technicians not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • sets up apparatus for experimental, demonstration or other purposes; • undertakes tests and takes measurements and readings; • performs calculations and records and interprets data; • otherwise assists technologists as directed. <p>Related job titles:</p> <ul style="list-style-type: none"> • School technician • Technical assistant • Technician • Textile consultant • Workshop technician <p>Salary rate: £21,100</p> <p>[Source: Annual Survey of Hours and</p>	<p>RQF 3</p>

	Earnings (ASHE) 2018]	
3122 Draughtspersons	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines design specification to determine general requirements; • considers the suitability of different materials with regard to the dimensions and weight and calculates the likely fatigue, stresses, tolerances, bonds and threads; • prepares design drawings, plans or sketches and checks feasibility of construction and compliance with safety regulations; • prepares detailed drawings, plans, charts or maps that include natural features, desired surface finish, elevations, electrical circuitry and other details as required; • arranges for completed drawings to be reproduced for use as working drawings. <p>Related job titles:</p> <ul style="list-style-type: none"> • CAD operator • Cartographer • Design technician • Draughtsman <p>Salary rate: £24,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3132 IT user support technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • provides technical support to IT users; • advises users on how to resolve hardware and software problems; • installs and upgrades hardware, cables, operating systems and/or appropriate software; • facilitates user access to systems; • refers more complex or intractable problems to appropriate IT professionals; • researches possible solutions in user guides, technical manuals and other documents; 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • maintains a log of work in progress, calls received, actions taken and problems detected; • reports on commonly occurring queries to detect underlying problems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Customer support analyst • Help desk operator • IT support technician • Systems support officer <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Senior PC support analyst • Senior PC support • Technical pre- or post-sales support • Senior database administrator or analyst • Database administrator or analyst • Computer engineers, installation and maintenance <p>Salary rate: £24,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3216 Dispensing opticians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • interprets prescription and measures patient's face to determine distance between pupil centres, height of bridge of nose, etc.; • advises patient on lens type and choice of spectacle frames; • prepares detailed instructions for workshop; • ensures that completed spectacles conform to specification and fit the patient correctly and comfortably; • fits spectacles and advises patient on lens care and any other difficulties likely to be experienced. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dispensing optician • Optical dispenser 	RQF 3

	<p>Salary rate: £22,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3217 Pharmaceutical technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • checks received prescriptions for legality and accuracy; • prepares drugs and medicines under the supervision of pharmacist; • prepares specialised, tailor-made drugs for intravenous administration by hospital medical staff; • labels and checks items prior to dispensing; • maintains records of prescriptions received and drugs issued; • advises patients or customers on the use of drugs prescribed or medication purchased over the counter; • checks stock levels, orders new stock from pharmaceutical companies and ensures that drugs are stored appropriately. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dispensing technician • Pharmaceutical technician • Pharmacy technician <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs at NHS Agenda for Change band 4 or equivalent or above <p>Salary rate: £20,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
3231 Youth and community workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • organises social, recreational and educational activities in local community and youth groups; • undertakes the day-to-day running of community centres and supervises the activities of part-time and voluntary workers; • liaises and supports voluntary 	RQF 3

	<p>workers running groups in village halls, churches, mosques and other places of worship;</p> <ul style="list-style-type: none"> • advises individuals with particular needs or problems through informal discussion, individual counselling or formal group discussion; • helps set up credit unions, encourages parents to establish playgroups, works with other groups to find solutions to shared concerns or problems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Community development officer • Youth and community worker • Youth project coordinator • Youth worker <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3234 Housing officers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • oversees the day-to-day running of rented properties including arranging for the signing of leases, rent collection and maintenance work; • interviews prospective tenants and allocates properties to waiting list applicants; • carries out regular inspections of properties to assess and ensure they are in a good state of repair; • ensures that special needs accommodation is suited to the needs of particular groups such as the elderly and disabled, and that statutory requirements for providing accommodation are met; • refers tenants to appropriate sources of benefits and welfare; • deals with payment of rents and arrears, arranges for legal action where necessary; • supports tenants' groups; • works closely with other agencies 	RQF 3

	<p>such as social services departments and welfare rights groups.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Housing adviser • Housing officer • Homeless prevention officer • Housing support officer <p>Salary rate: £23,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3235 Counsellors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • meets clients face-to-face, working either one-to-one or with couples or families, or by telephone or internet; • encourages clients to discuss their feelings in relation to their problems, aiming to ensure that an understanding of the issues is achieved; • presents different perspectives to the problem areas identified; • refers to other appropriate sources of help; • keeps accurate and confidential records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Counsellor (welfare services) • Debt adviser • Drugs and alcohol counsellor • Student counsellor <p>Salary rate: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3239 Welfare and housing associate professionals not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • advises on rights and entitlements in relation to benefits, health, discrimination and welfare; • advises individuals and families experiencing problems about available resources to assist them; • assists and liaises with professionals 	RQF 3

	<p>in social work, the probation service and related welfare areas;</p> <ul style="list-style-type: none"> • organises day, residential and home care services; • helps to put together care plans and follows professional's care plans; • maintains records and compiles reports on clients; • keeps up to date with legislation; • performs pastoral care duties, preaches sermons and conducts some services in accordance with the relevant faith or denomination. <p>Related job titles:</p> <ul style="list-style-type: none"> • Day centre officer • Health coordinator • Key worker (welfare services) • Outreach worker (welfare services) • Probation services officer • Project worker (welfare services) <p>Salary rate: £20,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3312 Police officers (sergeant and below)	<p>Example job tasks:</p> <ul style="list-style-type: none"> • receives instructions from senior officers and patrols an assigned area on foot, horseback, motorcycle, motor car or boat to check security and enforce regulations; • directs and controls traffic or crowds at demonstrations and large public events; • investigates complaints, crimes, accidents, any suspicious activities or other incidents; • interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects; • attends accidents; • prepares briefs or reports for senior officers; • works on station reception desk and or in communications room; • gives evidence in court cases. 	RQF 3

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Detective (police service) • Police constable • Police officer • Sergeant • Transport police officer <p>Salary rate: £35,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3313 Fire service officers (watch manager and below)	<p>Example job tasks:</p> <ul style="list-style-type: none"> • inspects premises to identify potential fire hazards and to check that fire fighting equipment is available and in working order and that statutory fire safety regulations are met; • arranges fire drills and tests alarm systems and equipment; • travels to fire or other emergency by vehicle and locates water mains if necessary; • operates hose pipes, ladders, chemical, foam, gas or powder fire extinguishing appliances; • rescues people or animals trapped by fire and administers first aid; • removes goods from fire damaged premises, clears excess water, makes safe any structural hazards and takes any other necessary steps to reduce damage to property; • attends and deals with bomb alerts and accidents involving spillage of hazardous substances; • advises on fire safety measures in new buildings; • supervises a watch. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fire engineer • Fire safety officer • Firefighter • Watch manager (fire service) <p>Salary rate: £31,300</p>	RQF 3

	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
3417 Photographers, audio-visual and broadcasting equipment operators	<p>Example job tasks:</p> <ul style="list-style-type: none"> • selects subject and conceives composition of picture or discusses composition with colleagues; • arranges subject, lighting, camera equipment and any microphones; • inserts lenses and adjusts aperture and speed settings as necessary; • operates scanning equipment to transfer image to computer and manipulates image to achieve the desired effect; • photographs subject or follows action by moving camera; • takes, records and manipulates digital images and digital video footage; • controls transmission, broadcasting and satellite systems for television and radio programmes, identifies and solves related technical problems; • checks operation and positioning of projectors, vision and sound recording equipment, and mixing and dubbing equipment; • operates equipment to record, edit and play back films and television programmes; • manages health and safety issues; • operates sound mixing and dubbing equipment to obtain desired mix, level and balance of sound. <p>Related job titles:</p> <ul style="list-style-type: none"> • Audio visual technician • Cameraman • Photographer • Projectionist • Sound engineer • Theatre technician (entertainment) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Audio visual technician 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Senior audio visual technician • Photographer • Press photographer (regional) • Press photographer (National) • Film technician • Sound recordist • Camera operator (film, television production) <p>Salary rate: £21,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3421 Graphic designers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • liaises with client to clarify aims of project brief, discusses media, software and technology to be used, establishes timetable for project and defines budgetary constraints; • undertakes research into project, considers previous related projects and compares costs of using different processes; • prepares sketches, scale drawings, models, colour schemes and other mock-ups to show clients and discusses any required alterations; • prepares specification and instructions for realisation of the project; • liaises with other parts of the production team to ensure graphic design fits with other elements, processes and timescales; • produces or oversees creation of the final product. <p>Related job titles:</p> <ul style="list-style-type: none"> • Commercial artist • Designer (advertising) • Graphic artist • Graphic designer • MAC operator <p>Salary rate: £22,400</p> <p>[Source: Annual Survey of Hours and</p>	RQF 3

	Earnings (ASHE) 2018]	
3443 Fitness instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assesses the fitness levels of clients; • devises programmes of training appropriate to the needs of clients with varying levels of strength, fitness and ability; • demonstrates and leads fitness activities and supervises exercise classes; • ensures that clients do not injure themselves through over exertion or using incorrect training techniques; • plans and monitors personal fitness schedules; • understands the health and safety aspects of different forms of exercise and ensures that any statutory requirements are met. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aerobics instructor • Fitness instructor • Gym instructor • Lifestyle consultant • Personal trainer • Pilates instructor <p>Salary rate: £15,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3511 Air traffic controllers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • maintains radio and/or radar or visual contact with aircraft and liaises with other air traffic controllers and control centres to direct aircraft in and out of controlled airspace and into holding areas ready for landing; • directs the movement of aircraft en route to its destination and ensures minimum distances are maintained between planes; • gives landing instructions to pilot and monitors descent of aircraft; • directs movement of aircraft and motor vehicles on runways, taxiways 	RQF 3

	<p>and in parking bays;</p> <ul style="list-style-type: none"> • obtains information regarding weather conditions, navigational hazards, landing conditions, seating arrangements, loading of cargo, fuel and catering supplies; • calculates fuel consumption and optimum flying height, plans route and prepares flight plan for aircraft pilot; • discusses operational requirements with pilot, issues duty schedules for flight deck and cabin crews, maintains records of flight progress and authorises flight departure; • handles emergencies, unscheduled traffic and other unanticipated incidents. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air traffic control officer • Air traffic controller • Air traffic services assistant • Flight planner <p>Salary rate: £56,200</p> <p>[Source: Annual Survey of Hours and Earnings 2014 (no equivalent 2015, 2016, 2017 or 2018 data available)]</p>	
3520 Legal associate professionals	<p>Example job tasks:</p> <ul style="list-style-type: none"> • runs chambers on behalf of principals, develops the practice, manages the flow of work, decides which cases to accept, arranges appropriate fees and prepares financial records; • collates information, drafts briefs and other documents; • interviews and advises clients, undertakes preparatory work for court cases; • attends court to assist barristers and solicitors in the presentation of a case; • assists in all aspects of property conveyancing and probate and common law practice. 	RQF 3

	<p>Related job title:</p> <ul style="list-style-type: none"> • Barrister's clerk • Compliance officer • Conveyancer • Legal executive • Litigator • Paralegal <p>Salary rate: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3533 Insurance underwriters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • receives and assesses proposals and propositions for insurance from brokers and clients; • identifies and evaluates the risks associated with a proposal; • liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear; • calculates premiums, provides quotations and, if acceptable to the client, issues policies; • ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions; • negotiates terms of reinsurance contracts. <p>Related job title:</p> <ul style="list-style-type: none"> • Account handler (insurance) • Commercial underwriter • Insurance inspector • Mortgage underwriter • Underwriter <p>Salary rate: £26,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
3536 Importers and exporters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • investigates and evaluates home and overseas demand for particular commodities; 	RQF 3

	<ul style="list-style-type: none"> • obtains orders from buyers and arranges payment by bill of exchange, letter of credit or other means; • arranges for shipment of commodities overseas and ensures that insurance and export licences are in order; • carries out customs clearance procedures for imports, arranges their storage and delivery and sells them personally or through a commodity broker; • advises home and overseas producers on the likely future demand for their goods. <p>Related job titles:</p> <ul style="list-style-type: none"> • Export controller • Export coordinator • Exporter • Import agent • Importer <p>Salary rate: £25,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3542 Business sales executives	<p>Example job tasks:</p> <ul style="list-style-type: none"> • discusses customer requirements and advises them on the capabilities and limitations of the goods or services being sold; • quotes prices, credit details, delivery dates and payment arrangements and arranges for delivery and installation of goods if appropriate; • makes follow up visits to ensure customer satisfaction and to obtain further orders; • stays abreast of advances in product/field and suggests possible improvements to product or service; • maintains records and accounts of sales made and handles customer complaints. <p>Related job titles:</p>	RQF 3

	<ul style="list-style-type: none"> • Corporate account executive • Sales agent • Sales consultant • Sales executive • Technical representative <p>Salary rate: £25,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
3544 Estate agents and auctioneers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • discusses client’s requirements and may advise client on the purchase of property and land for investment and other purposes; • conducts or arranges for structural surveys of properties and undertakes any necessary valuations of property or agricultural land; • advises vendors and purchasers on market prices of property, accompanies clients to view property; • markets the property on behalf of the vendor, prepares written information and press advertisements; • negotiates land or property purchases, sales, leases or tenancy agreements and arranges legal formalities with solicitors, building societies and other parties; • makes inventories of property for sale, advises vendor of suitable reserve price, issues catalogues, conducts auction, notes bids and records sale. <p>Related job titles:</p> <ul style="list-style-type: none"> • Auctioneer • Auctioneer and valuer • Estate agent • Letting agent • Property consultant <p>Salary rate: £28,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3

<p>3550 Conservation and environmental associate professionals</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assists with ecological surveys to identify plant and animal species, map their habitat and draw up conservation plans; • implements schemes for the management and protection of natural habitats; • assists with environmental audits and impact assessments; • organises and supervises conservation projects and the work of part-time and voluntary staff; • provides information and education to the public through setting up displays, writing leaflets and making presentations; • organises guided walks and answers questions from the public about an area and its wildlife; • works with the emergency services in instances of fire, flood, injury or mountain rescue. <p>Related job titles:</p> <ul style="list-style-type: none"> • Conservation worker • Countryside ranger • National park warden • Park ranger <p>Salary rate: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings 2015 (no 2016, 2017 or 2018 equivalent data available)]</p>	<p>RQF 3</p>
<p>3562 Human resources and industrial relations officers</p>	<p>Example job titles:</p> <ul style="list-style-type: none"> • undertakes research into pay differentials, productivity and efficiency bonuses and other payments; • develops and recommends personnel and industrial relations policies, assists with their implementation and drafts staff handbooks; • assists with negotiations between management and employees or trades unions concerning pay and conditions 	<p>RQF 3</p>

	<p>of employment;</p> <ul style="list-style-type: none"> • interviews candidates for jobs; • advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues; • deals with grievance and disciplinary procedures, and with staff welfare and counselling provision. <p>Related job types:</p> <ul style="list-style-type: none"> • Employment adviser • Human resources officer • Personnel officer • Recruitment consultant <p>Salary rate: £23,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
4112 National government administrative occupations	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assists senior government officers with policy work, external liaison or general administrative work; • undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government; • maintains and updates correspondence, documents, data and other records for storage in files or on computer; • classifies, sorts and files publications, correspondence etc. in offices and libraries; • responds to telephone enquiries and other forms of correspondence; • performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc. <p>Related job types:</p> <ul style="list-style-type: none"> • Administrative assistant (courts of justice) 	RQF 3

	<ul style="list-style-type: none"> • Administrative officer (government) • Civil servant (EO) • Clerk (government) • Revenue officer (government) <p>Salary rate: £21,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
4114 Officers of non-governmental organisations	<p>Example job tasks:</p> <ul style="list-style-type: none"> • maintains and updates records of membership details, subscription fees, mailing lists, etc.; • circulates and reports information of relevance to members and interested parties; • arranges meetings, conferences and other events and circulates agenda and other relevant material; • receives and responds to written correspondence and telephone enquiries from members and other organisations; • assists with fund raising activities within a specified geographical area; • prepares and provides measures of organisational activity for senior officials. <p>Related job titles:</p> <ul style="list-style-type: none"> • Administrator (charitable organisation) • Organiser (trade union) • Secretary (research association) • Trade union official <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
4134 Transport and distribution clerks and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> • processes customer orders and forwards requisition documentation to storage and distribution personnel; • formulates delivery loads, vehicle schedules and routes to be followed by delivery staff; 	RQF 3

	<ul style="list-style-type: none"> • monitors tachograph readings and maintains records of hours worked and distance travelled by drivers; • obtains customs clearance and processes import and export documentation necessary for the movement of goods between countries; • maintains records regarding the movement and location of freight, containers and staff. <p>Related job titles:</p> <ul style="list-style-type: none"> • Export clerk • Logistics controller • Shipping clerk • Transport administrator • Transport clerk • Transport coordinator <p>Salary rates: £21,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
4151 Sales administrators	<p>Example job tasks:</p> <ul style="list-style-type: none"> • provides information to customers on products and prices; • fields telephone enquiries from prospective customers on behalf of the sales team; • prepares sales invoices and maintains records and accounts of sales activity; • handles customer complaints or forwards them to relevant member of sales team; • carries out general clerical duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Marketing administrator • Sales administrator • Sales clerk • Sales coordinator <p>Salary rate: £18,200</p> <p>[Source: Annual Survey of Hours and</p>	RQF 3

	Earnings (ASHE) 2018]	
4214 Company secretaries	<p>Example job tasks:</p> <ul style="list-style-type: none"> • opens, sorts, distributes and files correspondence (both hard copy and electronic); • uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation; • deals directly with routine correspondence; • files and retrieves documents, sets up and maintains filing systems and reproduces copies of documentation as required; • keeps appointments diary, makes travel arrangements and arranges conference and other functions; • arranges meetings, circulates agenda and other meeting documents, attends meetings, and takes and prepares minutes; • answers, screens, handles and directs telephone requests and enquiries, takes messages and forwards to the appropriate member of staff; • undertakes reception responsibilities by greeting visitors and arranging refreshments; • ensures office supplies such as stationery and equipment are maintained. <p>Related job titles:</p> <ul style="list-style-type: none"> • Assistant secretary • Club secretary • Company secretary <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	RQF 3
4215 Personal assistants and other secretaries	<p>Example of tasks:</p> <ul style="list-style-type: none"> • acts as a first point of contact for a manager or team with colleagues and 	RQF 3

	<p>people from outside organisations, fields telephone enquiries, takes and passes on messages;</p> <ul style="list-style-type: none"> • arranges appointments, keeps business diary, organises travel arrangements, makes reservations and organises a variety of functions; • opens, sorts, distributes and files correspondence (in hard copy and electronic) and deals directly with routine correspondence; • uses appropriate software to produce correspondence, memoranda, reports, presentations and other documents from drafts, handwritten copy or by transcribing dictation; • arranges and attends meetings, takes minutes and prepares records of proceedings; • translates documents and liaises with overseas clients and suppliers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Executive assistant • PA-secretary • Personal assistant • Personal secretary • Secretary <p>Salary rate: £21,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5111 Farmers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • feeds and waters animals, takes responsibility for livestock health and welfare, treats minor ailments and calls vet if necessary; • plants, propagates, sprays, fertilises and harvests field crops; • undertakes farm maintenance tasks such as fencing, hedging, cleaning and building maintenance; • operates and maintains farm machinery such as combine harvesters, straw balers, milking machines and tractors; 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • arranges for the sale of crops, livestock and other farm produce; • maintains records of production, finance and breeding; • ensures good environmental practice is observed in all tasks. <p>Related job titles:</p> <ul style="list-style-type: none"> • Agricultural contractor • Agricultural technician • Crofter (farming) • Farmer • Herd manager <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Herd managers • Livestock breeders • Pig breeders • 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 <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5112 Horticultural trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares soil in field, bed or pot by hand or machine; • mixes soil, composts, fertilisers and/or organic matter and spreads fertiliser and manure; • sows seeds and bulbs and transplants seedlings; • propagates plants by taking cuttings and by grafting and budding, applies weed-killer, fungicide and insecticide to control pests and diseases; • prunes and thins trees and shrubs; • supports trees by staking and wiring. <p>Related job titles:</p> <ul style="list-style-type: none"> • Grower 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Horticulturalist (market gardening) • Market Gardener • Nursery Assistant (agriculture) • Nurseryman <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Horticultural foreman • Horticultural nursery supervisor • Horticultural technician • Nursery stock production technician or specialist <p>Salary rate: £17,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5113 Gardeners and landscape gardeners	<p>Example job tasks:</p> <ul style="list-style-type: none"> • levels ground and installs drainage system as required; • prepares soil and plants and transplants, prunes, weeds and otherwise tends plant life; • protects plants from pests and diseases; • cuts and lays turf using hand and machine tools and repairs damaged turf; • prepares or interprets garden design plans; • moves soil to alter surface contour of land using mechanical equipment and constructs paths, rockeries, ponds and other features; • performs general garden maintenance. <p>Related job titles:</p> <ul style="list-style-type: none"> • Garden designer • Gardener • Gardener-handyman • Landscape gardener <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Gardening Team Supervisor or Manager • Landscaper jobs, where the job 	RQF3/ Lower-skilled

	<p>requires a Registration of Land-Based Operatives (ROLO) Gold Card</p> <ul style="list-style-type: none"> • Garden Designer <p>Salary rate: £18,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5114 Groundsmen and greenkeepers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • levels ground and installs drainage system as required; • cuts and lays turf using hand and machine tools and repairs damaged turf; • moves soil to alter surface contour of land using mechanical equipment and constructs appropriate landscaping features and maintains such features; • monitors and maintains the quality and condition of turf; • rolls, mows and waters grass, marks out pitches. <p>Related job titles:</p> <ul style="list-style-type: none"> • Greenkeeper • Groundsman • Groundsperson <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Head Greenkeeper • Ground Manager • Head Groundsperson <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
5119 Agricultural and fishing trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • nets river fish and feeds and maintains them in spawning pens, cultivates and harvests oysters, mussels and clams on natural and artificial beds, treats water and diseased fish, and empties and cleans outdoor tanks; • navigates and maintains shipping 	RQF3/ Lower-skilled

	<p>vessels, assists with the</p> <ul style="list-style-type: none"> • shooting, hauling and repairing of fishing nets, prepares, lays and empties baited pots, and guts, sorts and stows fish; • establishes and maintains forest nurseries, forestry and woodland, and diagnoses and treats diseased trees; • patrols a designated area of the countryside to monitor damage, erosion, access to rights of way and the state of footpaths and other facilities, and carries out remedial maintenance work as necessary; • monitors and maintains the level of wildfowl on public and private estates. <p>Related job titles:</p> <ul style="list-style-type: none"> • Aboricultural consultant • Bee farmer • Gamekeeper • Share fisherman • Trawler skipper • Tree surgeon <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Fishing vessel skippers in inshore areas, and limited and unlimited offshore areas • Fishing vessel mates in unlimited offshore areas • Forest officers and forest or woodland managers • Supervising tree surgeons and supervising arbori-culturists / arborists • Head gamekeepers, head river keepers and head ghillies • Managers in animal husbandry, forestry and fishing not elsewhere classified <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
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5211 Smiths and forge workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • reads and interprets order or blueprint to determine operational requirements; • heats or supervises the heating in furnace of metal to be forged; • positions or directs the positioning of heated metal on anvil or other work surface; • operates or directs operation of press or hammer and repositions workpiece between strokes; • uses special forging tools to shape and cut metal as required; • bends or shapes metal by hand forging methods using hammers, punches, drifts and other hand tools; • tempers and hardens forged pieces, as required, by quenching in oil or water; • fits and secures horses shoes. <p>Related job titles:</p> <ul style="list-style-type: none"> • Blacksmith • Chain repairer • Farrier • Pewtersmith • Steel presser <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5212 Moulders, core makers and die casters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • positions moulding frame over pattern, fills it with sand, loam, or plaster and compacts by hand or machine; • transfers mould unit to oven for baking or hardens by injecting carbon dioxide; • separates mould from pattern and repairs damage or imperfections in mould surfaces; • applies refractory bonding solution to moulds and dies to prevent molten metal fusing with sand; 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • fits cores in mould to form hollow parts in casting; • prepares casting pit with vents to allow the escape of gases, scoops molten metal from furnace using ladle and pours it into die or die casting machine. <p>Related job titles:</p> <ul style="list-style-type: none"> • Core Maker (metal trades) • Die Caster • Moulder (metal trades) • Pipe Maker (foundry) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs which require an engineering technician registered with the Engineering Council • Jobs which require an RQF level 3 qualification in Materials Processing and Finishing • Foundry or casting shop foremen <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5213 Sheet metal workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to assess job requirements; • uses template, measuring instruments and tools to mark out layout lines and reference points; • uses hand or machine tools to bend, roll, fold, press or beat cut sheet metal; • assembles prepared parts and joins them by bolting, welding or soldering; • finishes product by grinding, filing, cleaning and polishing; • repairs damaged metal parts such as copper sheets and tubes by beating, riveting, soldering, welding and fitting replacement parts; • checks final product to ensure 	RQF 3

	<p>conformity with specifications.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Coppersmith • Panel beater (metal trades) • Sheet metal fabricator • Sheet metal worker <p>Salary rate: £20,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>5214 Metal plate workers, and riveters</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications and uses rules, scribes and punches to mark out metal plate with guidelines and reference points; • cuts metal plate to markings using hand or machine tools; • uses machine tools to bend, curve, punch, drill and straighten metal plate as required; • uses hydraulic jacks to position and align metal platework or frame for welding and bolting; • selects suitable rivets and rivets together metal plates and girders; • seals seams with caulking compound, smooths welds, fixes metal doors, metal collars, portholes, tank and hatch covers and performs other metal plate finishing tasks using a variety of hand and power tools. <p>Related job titles:</p> <ul style="list-style-type: none"> • Boiler maker • Metal plate worker • Plater • Plater-welder <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC) • Jobs which require successful 	<p>RQF3/ Lower-skilled</p>

	<p>completion of an Advanced Modern Apprenticeship in fabrication or welding</p> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5215 Welding trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> • selects appropriate welding equipment such as electric arc, gas torch, etc.; • connects wires to power supply, or hoses to oxygen, acetylene, argon, carbon dioxide, electric arc, or other source and adjusts controls to regulate gas pressure and rate of flow; • cuts metal pieces using gas torch or electric arc; • guides electrode or torch along line of weld, burns away damaged areas, and melts brazing alloy or solder into joints; • cleans and smooths weld; • checks finished workpiece for defects and conformity with specification. <p>Related job titles:</p> <ul style="list-style-type: none"> • Fabricator-welder • Fitter-welder • Spot welder (metal) • Welder • Welding technician <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • High integrity pipe welders where the job requires three or more years' related on-the-job experience • Welding foreman • Welding engineer or consultant • Welding fitter • Welding supervisor • Welding technician • Jobs which require successful completion of an Advanced Modern 	RQF3/ Lower-skilled

	<p>Apprenticeship in fabrication or welding</p> <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5216 Pipe fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine layout of piping; • measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic piping using hand or machine tools; • installs pipes for heating, ventilating, fire prevention, water and similar systems in industrial and construction settings, including oil rigs and terminals, sewerage systems and other mains networks; • fits piping into position and joins sections by welding, soldering, cementing, fusing, screwing or by other methods; • tests pipe work for leaks and makes necessary adjustments. <p>Related job titles:</p> <ul style="list-style-type: none"> • Pipe engineer • Pipe fitter • Pipe welder-fitter <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Pipe fitter / welder jobs that require an Engineering Services Gold SKILLcard in Heating and Ventilation Fitting / Welding <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
5221 Metal machining setters and setter-operators	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine 	RQF 3

	<p>appropriate method, sequence of operations and machine setting;</p> <ul style="list-style-type: none"> • selects and fixes work-holding devices and appropriate cutting, shaping, grinding and/or forming tools; • sets machine controls for rotation speeds, depth of cut and stroke, and adjusts machine table, stops and guides; • operates automatic or manual controls to feed tool to workpiece or vice versa and checks accuracy of machining; • repositions workpiece, changes tools and resets machine as necessary during production run; • instructs operators on the safe and correct method of operation of the machine. <p>Related job titles:</p> <ul style="list-style-type: none"> • CNC machinist • CNC programmer • Centre lathe turner • Miller (metal trades) • Tool setter • Turner <p>Salary rate: £22,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5222 Tool makers, tool fitters and markers-out	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine appropriate method and sequence of operations; • marks out reference points using measuring instruments and tools such as punches, rules and squares; • operates hand and machine tools to shape workpieces to specifications and checks accuracy of machining; • assembles prepared parts, checks their alignment with micrometers, optical projectors and other measuring 	RQF 3

	<p>equipment and adjusts as necessary;</p> <ul style="list-style-type: none"> • repairs damaged or worn tools. <p>Related job titles:</p> <ul style="list-style-type: none"> • Die maker • Engineer-toolmaker • Jig maker • Marker-out (engineering) • Tool fitter • Tool maker <p>Salary rate: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>5223 Metal working production and maintenance fitters</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine appropriate methods and sequence of operations; • fits and assembles parts and/or metal sub-assemblies to fine tolerances to make marine engines, prototype metal products, agricultural machinery and machine tools; • fits and assembles, other than to fine tolerances, prepared parts and sub-assemblies to make motor vehicles, printing and agricultural machinery, orthopaedic appliances and other metal goods; • examines operation of, and makes adjustments to, internal combustion engines and motor vehicles; • erects, installs, repairs and services plant and industrial machinery, including railway stock, textile machines, coin operated machines, locks, sewing machines, bicycles and gas and oil appliances. <p>Related job titles:</p> <ul style="list-style-type: none"> • Agricultural engineer • Bench fitter • Engineering machinist • Fabricator • Installation engineer 	<p>RQF3/ Lower-skilled</p>

	<ul style="list-style-type: none"> • Maintenance fitter • Mechanical engineer <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • 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 <p>Salary rate: £24,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5224 Precision instrument makers and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings or specifications to determine appropriate methods, materials and sequence of operation; • marks out and machines aluminium, brass, steel and plastics using machine tools such as grinders, lathes and shapers; • tests watches and clocks for repair to diagnose faults and removes, repairs or replaces damaged and worn parts; • tests completed timepiece for accuracy using electronic or other test equipment; • carries out service tasks such as cleaning, oiling and regulating; • checks prepared parts for accuracy using measuring equipment, assembles parts and adjusts as necessary using hand and machine tools; • positions, aligns and secures optical lenses in mounts; • tests, adjusts and repairs precision and optical instruments. <p>Related job titles:</p> <ul style="list-style-type: none"> • Calibration engineer • Horologist • Instrument maker 	RQF 3

	<ul style="list-style-type: none"> • Instrument mechanic • Instrument technician • Optical technician • Precision engineer • Watchmaker <p>Salary rate: £21,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5231 Vehicle technicians, mechanics and electricians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • visually checks, test drives or uses test equipment to diagnose engine and mechanical faults; • removes, dismantles, repairs and replaces defective parts and prepares new parts using appropriate tools; • reassembles, tests, adjusts and tunes the appropriate parts, systems or entire engine; • carries out routine maintenance checks on oil and air filters, brakes and other vehicle parts/systems; • diagnoses faults in electrical/electronic circuitry, removes faulty components and fits replacements; • checks condition of electrical/electronic systems and carries out servicing tasks; • installs additional electrical amenities such as radio/CD players, aerials; • repairs and services air conditioning, heating and engine cooling systems. <p>Related job titles:</p> <ul style="list-style-type: none"> • Auto electrician • Car mechanic • HGV mechanic • Mechanic (garage) • MOT tester • Motor mechanic • Motor vehicle technician • Technician (motor vehicles) • Vehicle technician 	RQF 3

	<p>Salary rate: £21,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	
5232 Vehicle body builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • diagnoses job requirements or ascertains work specifications from drawings or instructions; • selects, cuts, shapes and assembles materials to form parts of vehicle underframe, framework and body; • repairs damage to chassis and engine mountings using hydraulic rams, jacks and jigs; • hammers out dents in bodywork, fills in small depressions or corroded areas in solder, plastic or other filler compound and replaces body panels using hand and power tools; • installs and repairs interior fittings including seats, seatbelts and fascia in cars, sinks and special features in caravans and mobile shops; • positions, secures and repairs external fittings including windows, doors, door handles, catches and roof attachments. <p>Related job titles:</p> <ul style="list-style-type: none"> • Bodyshop technician • Car body repairer • Coach builder • Panel beater • Restoration technician (motor vehicles) • Vehicle builder <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5234 Vehicle paint technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • applies masking material to protect areas not to be coated and removes any external fixtures; • consults vehicle colour code, 	RQF 3

	<p>chooses appropriate paint or mixes paint to achieve desired consistency and colour;</p> <ul style="list-style-type: none"> • uses hand or electrostatic spray gun to coat surfaces, adjusting nozzle and pressure valves of the gun as required; • removes masking materials and refits external fittings after completion of spraying; • cleans and maintains spray equipment, protective clothing and spraying booth. <p>Related job titles:</p> <ul style="list-style-type: none"> • Car paint sprayer • Coach painter • Paint technician (motor vehicles) • Vehicle refinisher <p>Salary rate: £22,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5235 Aircraft maintenance and related trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings, manuals and specifications to determine appropriate methods and sequence of operations; • fits and assembles parts and/or metal sub-assemblies to fine tolerances to make aircraft engines; • replaces engine components or complete engines, installs and tests electrical and electronic components and systems in aircraft; • examines and inspects airframes and aircraft components, including landing gear, hydraulic systems, and de-icers to detect wear, cracks, breaks, leaks, or other problems; • maintains, repairs and rebuilds aircraft structures, functional components, and parts; • maintains comprehensive repair logs. <p>Related job titles:</p>	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Aeronautical engineer • Aircraft electrician • Aircraft engineer • Aircraft fitter • Aircraft mechanic • Maintenance engineer (aircraft) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Aircraft engineers • Licensed and military certifying engineer / inspector technician • Airframe fitter <p>Salary rate: £29,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5236 Boat and ship builders and repairers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine job requirements; • uses rules, scribes and punches to mark out metal plate with guidelines and reference points and cuts plates using appropriate tools; • uses machine tools to bend, curve, punch, drill and straighten metal plate as required and positions and aligns metal platework or frame for welding and bolting; • rivets together metal plates and girders, seals seams, smooths welds, fixes metal doors, collars, portholes, tank and hatch covers; • selects and measures appropriate wood and cuts, shapes and drills to specification using saws, planes, chisels and other power or hand tools; • aligns and fixes prepared wood pieces by screwing, nailing, gluing and dowelling to form decking, small wooden marine craft and their interiors and fittings; • maintains and repairs woodwork and fittings. 	RQF3/ Lower-skilled

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Boat builder • Fitter (boat building) • Frame turner (ship building) • Marine engineer • Ship's joiner • Shipwright <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs which require successful completion of the National Apprenticeship Scheme for Engineering Construction (NASEC) • Jobs which require successful completion of an Advanced Modern Apprenticeship in fabrication or welding <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5241 Electricians and electrical fitters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings, specifications and wiring diagrams to determine the method and sequence of operations; • selects, cuts and lays wires and connects to sockets, plugs or terminals by crimping, soldering, brazing or bolting; • cuts, bends and installs electrical conduit; • assembles parts and sub-assemblies using hand tools and by brazing, riveting or welding; • installs electrical plant, machinery and other electrical fixtures and appliances such as fuse boxes, generators, light sockets etc.; • examines electrical plant or machinery, domestic appliances and other electrical assembly for faults using test equipment and replaces worn parts and faulty wiring. <p>Related job titles:</p>	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Electrical contractor • Electrical engineer • Electrical fitter • Electrician <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Electricians, as defined by the joint industry board (JIB) or the Scottish joint industry board (SJIB) grading definitions • Approved electricians, as defined by the JIB / SJIB grading definitions <p>Technicians, as defined by the JIB / SJIB grading definitions</p> <p>Salary rate: £26,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5242 Tele-communications engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • installs internal cabling and wiring for telephone systems and fits and wires junction and distribution boxes; • fixes connecting wires from underground and aerial lines to premises and connects cable terminals to inside wiring; • installs telephones, switchboards and coin operated phone boxes; • uses testing equipment to locate defective components of circuitry and makes any necessary repairs; • tests installation and makes any further necessary adjustments; • assists with the erection of wooden poles or steel towers to carry overhead lines; • connects cables and tests for any defects; • locates and repairs faults to lines and ancillary equipment; • erects and maintains mobile telecommunications infrastructure. <p>Related titles:</p> <ul style="list-style-type: none"> • Cable jointer 	RQF 3

	<ul style="list-style-type: none"> • Customer service engineer (telecommunications) • Installation engineer (telecommunications) • Network officer (telecommunications) • Telecommunications engineer • Telephone engineer <p>Salary rate: £27,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5244 TV, video and audio engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines equipment and observes reception to determine nature of defect; • uses electronic testing equipment to diagnose faults and check voltages and resistance; • dismantles equipment and repairs or replaces faulty components or wiring; • re-assembles equipment, tests for correct functioning and makes any necessary further adjustments; • carries out service tasks such as cleaning and insulation testing according to schedule. <p>Related titles:</p> <ul style="list-style-type: none"> • Installation engineer (radio, television and video) • Satellite engineer • Service engineer (radio, television and video) • Technician (radio, television and video) • Television engineer <p>Salary rate: £26,400</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5245 IT engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • installs, tests and maintains computer-related hardware (processors, memory chips, circuit 	RQF 3

	<p>boards, displays, sensors, data storage devices, printers, etc.) according to given specifications;</p> <ul style="list-style-type: none"> • diagnoses hardware related faults; • repairs or replaces defective components; • advises on and installs operating soft/firm ware and may carry out upgrades; • maintains documentation to track and log work in progress and completed. <p>Related titles:</p> <ul style="list-style-type: none"> • Computer repairer • Computer service engineer • Hardware engineer (computer) • Maintenance engineer (computer servicing) <p>Salary rate: £23,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5249 Electrical and electronic trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings, wiring diagrams and specifications to determine appropriate methods and sequence of operations; • places prepared parts and sub-assemblies in position, checks their alignment and secures with hand tools to install x-ray and medical equipment, aircraft instruments and other electronic equipment; • removes protective sheath from wires and cables and connects by brazing, soldering or crimping and applies conductor insulation and protective coverings; • examines for defect and repairs electronic and related equipment; • tests for correct functioning and makes any further necessary adjustments; • performs routine servicing tasks, such as cleaning and insulation 	RQF3/ Lower-skilled

	<p>testing;</p> <ul style="list-style-type: none"> • assists with the erection of wood poles or steel towers to carry overhead lines; • connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment; • connects cables to test equipment and tests for balance, resistance, insulation and any defects; • locates and repairs faults to lines and ancillary equipment. <p>Related titles:</p> <ul style="list-style-type: none"> • Alarm engineer • Electronics engineer • Field engineer • Linesman • Service engineer <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • LE1-equivalent line workers and cable jointers (Chargehands or Leadhands) • Electrical / electronics engineers not elsewhere classified <p>Salary rates: Overhead linesworker at Linesman Erector 2 (LE2) level that qualify for Tier 2 (General) by virtue of their inclusion on the Shortage Occupation List in Appendix K: £32,000</p> <p>[Source: Migration Advisory Committee]</p> <p>Other line repairer and cable jointer: £26,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5311 Steel erectors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to assess job 	RQF 3

	<p>requirements;</p> <ul style="list-style-type: none"> • erects ladders, scaffolding or working cage; • directs hoisting and positioning of girders and other metal parts and checks alignment; • arranges for or undertakes bolting and welding of metal parts; • checks alignment of metal parts using spirit level and plumb rule. <p>Related job titles:</p> <ul style="list-style-type: none"> • Steel erector • Steel fabricator • Steel worker (structural engineering) <p>Salary rate: £22,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5312 Bricklayers and masons	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings, photographs and specifications to determine job requirements; • marks and cuts stone using hammers, mallet and hand or pneumatic chisels; • spreads mortar on foundations and bricks, and places, levels and aligns bricks in mortar bed; • uses hand and power tools to shape, trim, carve, cut letters in and polish stone; • levels, aligns and embeds stone in mortar and faces brick, concrete or steel frame with stone to make and repair structures. <p>Related job titles:</p> <ul style="list-style-type: none"> • Bricklayer • Dry stone waller • Stone mason <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Architectural Stone Carver • Stonemason 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Bricklayer, where the job requires RQF level 3 in Bricklaying or Trowel Trades <p>Salary rate: £22,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5313 Roofers, roof tilers and slaters	<p>Example job tasks:</p> <ul style="list-style-type: none"> • measures roof or exterior wall and calculates required amounts of underfelt, tiles, slates or thatching material; • cuts wooden battens, felt and underfelt to required size; • lays and secures underfelt and covers with hot bitumen or other adhesive compound; • lays, aligns and secures successive overlapping layers of roofing material; • seals edges of roof with mortar and ensures that joints are watertight. <p>Related job titles:</p> <ul style="list-style-type: none"> • Mastic asphalt spreader • Roof tiler • Roofer • Roofing contractor • Slater • Thatcher <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5314 Plumbers and heating and ventilating engineers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine layout of system; • measures and cuts required lengths of copper, lead, steel, iron, aluminium or plastic using hand or machine tools; • installs fittings such as storage tanks, cookers, baths, toilets, taps and valves, refrigerators, boilers, radiators 	RQF 3

	<p>and fires;</p> <ul style="list-style-type: none"> • tests completed installation for leaks and makes any necessary adjustments; • attaches fittings and joins piping by welding, soldering, cementing, fusing, screwing or other methods; • repairs burst pipes and mechanical and combustion faults and replaces faulty taps, washers, valves, etc. <p>Related job titles:</p> <ul style="list-style-type: none"> • Gas engineer • Gas service engineer • Heating and ventilating engineer • Heating engineer • Plumber • Plumbing and heating engineer <p>Salary rate: £25,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5319 Construction and building trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • selects, measures and cuts steel bars, rods and wire to required lengths, positions and fixes reinforcements into position and tensions as required using hydraulic jacks; • lays bricks, tiles and building blocks to construct, repair and decorate buildings; • pours and levels concrete, prepares surfaces for painting and plastering, and mixes and applies plaster and paint; • installs plumbing fixtures, woodwork structures and fittings, and sets glass in frames; • maintains and repairs steeples, industrial chimneys and other high structures, and installs and replaces lightning conductors; • erects and repairs fencing; • checks and puts on diving suit and equipment and descends underwater to carry out construction, maintenance and repair tasks on sites such as oil 	RQF 3

	<p>rigs, harbours, bridges etc.</p> <p>Related job titles:</p> <ul style="list-style-type: none"> • Acoustician • Builder • Building contractor • Fencer • Maintenance manager (buildings and other structures) • Property developer (building construction) <p>Salary rate: £21,600</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
<p>5411 Weavers and knitters</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares machine for operation by setting input packages, feeding thread, fibre or yarn through guides, rollers, tensioners and conditioning devices, and securing to output packages, spools or cards; • sets controls to produce article of specified size and pattern; • places fibre and yarn packages on machine and draws them through appropriate guides and tensioners; • monitors machine operation to detect broken threads of yarn, the evenness of warp tension and the quality of output; • removes completed garments and lengths of fabric from machine; • cleans and oils machine and reports any mechanical faults; • hand knits garments and other items according to pattern. <p>Related job titles:</p> <ul style="list-style-type: none"> • Carpet weaver • Knitter • Knitwear manufacturer • Weaver <p>Salary rate: £18,100</p>	<p>RQF 3</p>

	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
5412 Upholsterers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • measures frame to be covered or examines drawings or other specifications and cuts material with shears, knife or scissors; • tacks and staples or otherwise secures webbing to furniture frame; • pads springs and secures padding by stitching, stapling, tacking, etc.; • pins sections of coverings together, joins by sewing and inserts trims, braids and buttons as required and fits upholstery unit to frame; • operates machine to compress padded spring assemblies and inserts them into mattress covers; • encases bed springs and padding with selected covering material by hand or machine stitching and fits castors where required; • replaces covering, padding, webbing or springs to repair upholstered furniture; • measures, cuts, pins, sews and trims fabrics to make curtains, cushions, loose covers and similar soft furnishings. <p>Related job titles:</p> <ul style="list-style-type: none"> • Curtain fitter • Curtain maker • Soft furnisher • Trimmer (furniture mfr) • Upholsterer <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5413 Footwear and leather working trades	<p>Example job tasks:</p> <ul style="list-style-type: none"> • uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts; • positions leather and rubber 	RQF 3

	<p>footwear component parts on lasts and shapes and joins uppers to insoles and soles;</p> <ul style="list-style-type: none"> • uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products; • uses hand and machine tools to sew and stitch leather and/or other material in the making and decoration of footwear and leather goods other than garments; • prepares paper or paperboard master patterns of component parts of footwear; • waxes, cleans and finishes footwear and other leather goods. <p>Related job titles:</p> <ul style="list-style-type: none"> • Cobbler • Leather worker (leather goods mfr) • Machinist (leather goods mfr) • Shoe machinist • Shoe repairer <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5414 Tailors and dress-makers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • takes customer's measurements and discusses required style and material; • prepares individual or adapts stock pattern; • examines fabrics or skins for flaws and prepares materials for cutting; • arranges pattern on correct grain of fabric, marks position and cuts out garment parts with hand shears, electric knife or cutting machine; • pins/tacks and fits garment on customer or dummy model and makes any necessary alterations; • sews garment parts together by hand or machine, makes buttonholes and sews on fasteners and trimmings; • shapes garment by pressing seams, pleats, etc.; 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • makes alterations to finished garments according to customer's requirements. <p>Related job titles:</p> <ul style="list-style-type: none"> • Cutter (hosiery, knitwear mfr) • Dressmaker • Fabric cutter • Tailor • Tailoress <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Bespoke or handcraft tailor jobs that require a completed Bespoke Tailoring Apprenticeship leading to an RQF level 3 in Bespoke Cutting and Tailoring • Jobs that require a completed Modern Apprenticeship in Handicraft Tailoring leading to an RQF level 3 in Apparel Manufacturing Technology <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5419 Textiles, garments and related trades not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • marks out, cuts and sews corsets, light clothing and hoods and aprons and makes and repairs sails, boat covers and other canvas goods; • fills and stuffs cushions, quilts, soft toys and furniture; • examines sketches and draws out patterns for the manufacture of garments and upholstery; • shapes and steams fabric into hats or hoods and gives final shape to fibre helmets and felt hats; • performs other tasks not elsewhere classified, for example, forms mounts for wigs, makes buttons, shapes hat brims, and staples seams of industrial gloves. <p>Related job titles:</p>	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Clothing manufacturer • Embroiderer • Hand sewer • Sail maker • Upholstery cutter <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs that require Licentiate (LTI) or Associateship (Ctext ATI) of the Textile Institute • Pattern cutter jobs that require an ABC Level 3 Certificate in Pattern Cutting or an RQF level 3 in Apparel Technology • Head pattern graders • Pattern grader jobs that require a completed Advanced Apprenticeship in Textiles <p>Salary rate: £18,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5421 Pre-press technicians	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines from specification the kind and size of type to be used; • uses computer applications to generate images and text; • scans and retouches digital images to create sample proofs, plans and lays out artwork to match planned design; • examines proof copies, checks for quality and accuracy and makes any necessary alterations; • processes filmsetting or desktop publishing output to produce image on film and transfers to printing plates and digital output; • arranges and pastes printing material onto paper ready for photographing. <p>Related job titles:</p> <ul style="list-style-type: none"> • Compositor • Plate maker • Pre-press manager • Pre-press technician 	RQF 3

	<ul style="list-style-type: none"> • Type setter <p>Salary Rate: £19,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5422 Printers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • positions form or plate on machine, checks alignments and sets press; • mixes and loads inks and solvents, loads paper and regulates during print run; • prints and examines proof copies and adjusts press as necessary; • starts or directs start of printing run and monitors machine to ensure that printing proceeds smoothly; • pours colour into machine or directly on to screen and positions screen over item; • operates squeegee by hand or machine to press colour through screen; • dips wooden pattern block into colour tray and lays different colours on top of, and adjacent to, others to form the required pattern; • produces, transfers and outputs digital print images; • maintains, adjusts, repairs and cleans machine; • keeps production records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Lithographic printer • Machine minder (printing) • Print manager • Screen printer • Wallpaper printer <p>Salary rate: £20,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5423 Print finishing and binding workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • folds, collates and sews printed sheets by hand or machine; 	RQF 3

	<ul style="list-style-type: none"> • compresses sewn book in nipping machine to expel air and reduce swelling caused by sewing; • trims head, tail and fore-edge of book and gilds and marbles page edges as necessary; • cuts board and cloth for book cover and spine; • embosses lettering or decoration on cover by hand or machine; • repairs worn book bindings; • sets up and supervises automatic binding and finishing machine. <p>Related job titles:</p> <ul style="list-style-type: none"> • Binder's assistant • Book binder • Finishing supervisor (printing) • Print finisher <p>Salary rate: £19,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5431 Butchers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • slaughters animal and removes skin, hide, hairs, internal organs, etc.; • cuts or saws carcasses into manageable portions; • removes bones, gristle, surplus fat, rind and other waste material; • cuts carcass parts into chops, joints, steaks, etc. for sale; • prepares meat for curing or other processing; cleans tools and work surfaces. <p>Related job titles:</p> <ul style="list-style-type: none"> • Butcher • Butcher's assistant • Butchery manager • Master butcher • Slaughterman <p>Salary rate: £18,400</p> <p>[Source: Annual Survey of Hours and</p>	RQF 3

	Earnings (ASHE) 2018]	
5432 Bakers and flour confectioners	<p>Example job tasks:</p> <ul style="list-style-type: none"> • weighs ingredients according to recipe; • mixes ingredients using hand or machine to obtain the required consistency; • rolls and cuts pastry, stretches, kneads and moulds dough to form bread, rolls and buns; • fills and glazes pastry, mixes ingredients for cakes; • bakes bread, pastry and cakes; • makes cake decorations, spreads icing, fillings and toppings on products. <p>Related job titles:</p> <ul style="list-style-type: none"> • Baker • Baker's assistant • Bakery manager • Cake decorator • Confectioner <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
5433 Fish-mongers and poultry dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • scrubs, de-scales, heads, guts, washes and bones fish; • cuts and slits fish for curing by hand or machine; • removes feathers and internal organs, extracts edible offal and cuts off feet and head from poultry carcasses and dresses as required; • cleans tools and work surfaces. <p>Related job titles:</p> <ul style="list-style-type: none"> • Butcher (fish, poultry) • Filleter (fish) • Fish processor • Fishmonger • Poultry processor <p>Jobs within SOC which are skilled to</p>	RQF3/ Lower-skilled

	<p>RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Manual filleters of frozen fish, where the job requires an individual with three or more years' related on-the-job paid experience • Machine-trained operatives in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience • Quality controllers in the fish processing industry, where the job requires an individual with three or more years' related on-the-job paid experience <p>Salary rate: £17,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5434 Chefs	<p>Example job tasks:</p> <ul style="list-style-type: none"> • requisitions or purchases and examines foodstuffs from suppliers to ensure quality; • plans menus, prepares, seasons and cooks foodstuffs or oversees their preparation and monitors the quality of finished dishes; • supervises, organises and instructs kitchen staff and manages the whole kitchen or an area of the kitchen; • ensures relevant hygiene and health and safety standards are maintained within the kitchen; • plans and co-ordinates kitchen work such as fetching, clearing and cleaning of equipment and utensils. <p>Related job titles:</p> <ul style="list-style-type: none"> • Chef • Chef-manager • Head chef • Pastry chef <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Skilled chef jobs where the pay is at 	RQF3/ Lower-skilled

	<p>least equal to the appropriate salary rates shown and the job requires three or more years relevant experience</p> <p>Skilled chefs that qualify for Tier 2 (General) by virtue of their inclusion on the Shortage Occupation List in Appendix K: Salary: £29,570</p> <p>[Source: Migration Advisory Committee]</p> <p>Other chef: £17,800 [Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p> <p>All rates apply after deductions for accommodation, meals, etc. Any overtime must also be paid at least at these rates.</p>	
5436 Catering and bar managers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • plans catering or bar services and supervises staff; • decides on range and quality of meals and beverages to be provided or discusses customer's requirements for special occasions; • purchases or directs the purchasing of supplies and arranges for preparation of accounts; • verifies that quality of food, beverages and waiting service are as required and that kitchen and dining areas are kept clean in compliance with statutory requirements; • checks that supplies are properly used and accounted for to prevent wastage and loss and to keep within budget limit. <p>Related job titles:</p> <ul style="list-style-type: none"> • Bar manager • Catering manager • Floor manager (restaurant) • Kitchen manager 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Steward (club) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Catering manager • Banqueting manager • Hotel food and beverage manager <p>Salary rate: £17,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5441 Glass and ceramics makers, decorators and finishers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • uses hand tools and operates machinery to heat, bend, shape, press, drill and cut glass; • makes artificial eyes, laminated glass sheets or blocks, glass fibre tissue, wool, filament and matting, marks optical lenses and assembles rimless spectacles; • makes models and moulds from moulding clay and plaster for use in the making and casting of pottery and other ceramic goods; • throws, casts and presses clay by hand or machine to form pottery, stoneware or refractory goods such as bricks, crucibles, ornaments, sanitary furnishings, saggars, cups, saucers, plates and roofing tiles; • cuts and joins unfired stoneware pipes to form junctions and gullies, moulds sealing bands on clay pipes, prepares and joins porcelain or earthenware components and assists crucible makers and stone workers with their tasks; • applies decorative designs and finishes to glassware, optical glass and ceramic goods by grinding, smoothing, polishing, cutting, etching, dipping, painting or transferring patterns or labels. <p>Related job titles:</p> <ul style="list-style-type: none"> • Ceramic artist 	RQF 3

	<ul style="list-style-type: none"> • Glass blower • Potter (ceramics mfr) • Pottery worker • Sprayer (ceramics mfr) • Stained glass artist <p>Salary rate: £19,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
5442 Furniture makers and other craft woodworkers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines drawings and specifications to determine job requirements and appropriate materials; • selects, measures, cuts and shapes wood using saws, chisels, planes, powered hand tools and woodworking machines; • assembles parts with crafted joints, nails, screws, dowels or adhesives and fits locks, catches, hinges, castors, drawers, shelves and other fittings; • removes, replaces or repairs damaged parts of wooden furniture; • measures floor area to be covered and lays wood blocks, parquet panels or hardwood strips; • matches and marks out veneers ready for cutting and examines and repairs defects in veneer or plywood sheets. <p>Related job titles:</p> <ul style="list-style-type: none"> • Antiques restorer • Cabinet maker • Coffin maker • Furniture restorer • Picture framer • Sprayer (furniture mfr) <p>Salary rate: £18,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no equivalent 2018 data available)]</p>	RQF 3
5443 Florists	Example job tasks:	RQF3/

	<ul style="list-style-type: none"> • orders and purchases fresh flowers, foliage and other floristry items such as ribbons, wire, cards, artificial flowers etc. from wholesalers or growers; • displays and cares for flowers, plants and ready-made floral arrangements in selling premises; • designs and makes up wreaths, bouquets, posies, corsages, headdresses and button holes using appropriate flowers, foliage, frame and trimmings; • confers with and advises customers regarding their design requirements and arranges for the delivery of floral arrangements as requested by the customer; • decorates buildings, halls, churches or other facilities for parties, weddings, etc.; • sells flowers, plants, foliage etc. to the public and performs retail duties such as keeping accounts. <p>Related job titles:</p> <ul style="list-style-type: none"> • Floral assistant • Floral designer • Florist • Flower arranger <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Florist managers and shop managers who manage purchasing and relationships with suppliers, manage and develop staff, and ensure that the business meets health and safety standards and other legal requirements • Senior florists and floral designers who manage the production and design of formal displays <p>Salary rate: £19,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	Lower-skilled
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<p>5449 Other skilled trades not elsewhere classified</p>	<p>Example job tasks:</p> <ul style="list-style-type: none"> • uses hand or machine tools to engrave letters, patterns and other designs on jewellery and stoneware; • constructs and covers wire frames for lampshades; • makes wigs, beards and other artificial hairpieces from human hair or synthetic materials; • interweaves canes of willow, withy, bamboo, rattan or similar material to make baskets and other pieces of wickerwork; • charges fireworks, cartridges and other munitions with explosive material; • makes children's toys, dolls, models, candles, artificial flowers and other fancy goods; • makes, maintains and adapts surgical and orthopaedic appliances; • makes patterns for moulds, fits metal castings, pours plaster, fills plaster mould with resin and smooths surface; • makes musical instruments, makes and assembles parts for musical instruments, and tunes to improve pitch, tone and volume; • makes and repairs jewellery and decorative precious metal ware, sets, cuts and polishes gemstones and makes master patterns for articles of jewellery. <p>Related job titles:</p> <ul style="list-style-type: none"> • Diamond mounter • Engraver • Goldsmith • Paint sprayer • Piano tuner • Sign maker • Silversmith • Wig maker <p>Salary rate: £20,800</p>	<p>RQF 3</p>
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	[Source: Annual Survey of Hours and Earnings (ASHE) 2018]	
6121 Nursery nurses and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> • baths, dresses, prepares feed for and feeds babies, changes babies clothing whenever necessary; • supervises young children at mealtimes; • plans and organises games and other activities and supervises children's play; • reads stories, organises counting games to help develop language and number skills; • writes reports on children's development and maintains awareness of health and safety issues; • communicates with parents and colleagues on children's development and well-being. <p>Related job titles:</p> <ul style="list-style-type: none"> • Crèche assistant • Crèche worker • Nursery assistant • Nursery nurse <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Nursery nurse / practitioner • Nursery supervisor • Nursery room leader • Montessori teacher • Pre-school assistant <p>Salary rate: £14,100</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF3/ Lower-skilled
6123 Play-workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • supervises children's games and encourages the development of physical, social and language skills; • provides play areas and prepares materials for a wide range of children's activities; • encourages children's independence, 	RQF3/ Lower-skilled

	<p>self-confidence and social interaction;</p> <ul style="list-style-type: none"> • organises and supervises children on excursions; • organises and supervises children’s activities in accordance with Health and Safety regulations, deals accordingly with injuries and emergencies; • puts away equipment and cleans premises after use; • liaises with parents, carers and colleagues and keeps appropriate records. <p>Related job titles:</p> <ul style="list-style-type: none"> • Playgroup assistant • Playgroup leader • Playgroup supervisor • Playworker <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Playgroup leader • Playgroup supervisor <p>Salary rate: £12,700</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
6131 Veterinary nurses	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assists the veterinary surgeon during surgical and medical treatments of animals; • prepares operating theatre, sterilises equipment and assists in theatre as required; • dispenses and administers medication and applies dressings to animals under direction from the veterinarian; • handles animals during treatment; • collects and analyses blood, urine and other samples; • cares for animals in hospital accommodation and keeps accurate records; • maintains the biosecurity of the 	RQF 3

	<p>veterinary premises;</p> <ul style="list-style-type: none"> • advises clients on preventative medicine to maintain appropriate animal health and welfare. <p>Related job titles:</p> <ul style="list-style-type: none"> • Animal nurse • Veterinary nurse <p>Salary rate: £16,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
6139 Animal care services occupations not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • feeds, washes, grooms, trims and exercises animals; • cleans animals' quarters and renews bedding as necessary; • houses, feeds, exercises, trains, grooms horses, dogs and other animals in preparation for entry to shows, races and other events; • checks animals for illness, treats minor ailments or calls for vet if further treatment is required; • meets prospective owners and advises on animal selection and animal care; • patrols public areas to search for and capture stray or nuisance dogs, and transports captured animals to kennels. <p>Related job titles:</p> <ul style="list-style-type: none"> • Animal technician • Canine beautician • Groom • Kennel assistant • Kennel maid • Stable hand <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Head lad and travelling head lad for horseracing stables • Head groom for horseracing stables and performance horse stud farms 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • Competition groom • Stud hand, stallion handler, foaling specialists in performance horse • stud farms • Head riding instructor • Work rider <p>Salary rate: £14,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no equivalent data available)]</p>	
6141 Nursing auxiliaries and assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> • performs basic clinical tasks such as taking patients' temperature and pulse, weighing and measuring, performing urine tests and extracting blood samples; • prepares patient for examination and treatment; • distributes and serves food, assists patients in feeding and prepares snacks and hot drinks; • assists patients in washing, dressing, toiletry activities and general mobility; • changes bed linen, makes beds and tidies wards. <p>Related job titles:</p> <ul style="list-style-type: none"> • Auxiliary nurse • Health care assistant (hospital service) • Health care support worker • Nursing assistant • Nursing auxiliary <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Jobs at NHS Agenda for Change band 3 or equivalent or above <p>See Table 9</p>	RQF3/ Lower-skilled
6143 Dental nurses	<p>Example job tasks:</p> <ul style="list-style-type: none"> • prepares patient for examination; • prepares and sterilises instruments 	RQF 3 / Lower-skilled

	<p>and follows guidelines to maintain sterile conditions within the surgery;</p> <ul style="list-style-type: none"> • hands required equipment and medication to dentist during examination; • assists with minor treatment, such as preparing materials for fillings; • removes water and saliva from patient's mouth during treatment; • maintains records, processes and mounts x ray films and undertakes reception duties. <p>Related job titles:</p> <ul style="list-style-type: none"> • Dental assistant • Dental nurse • Dental nurse-receptionist • Dental surgery assistant <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Registered dental nursing jobs that require registration with the General Dental Council (GDC) (Dental nurse is a protected title) <p>See Table 9</p>	
6144 Houseparents and residential wardens	<p>Example job tasks:</p> <ul style="list-style-type: none"> • creates friendly, secure atmosphere and tries to gain the trust and confidence of those in the home or under supervision; • plans and participates in games and leisure activities to encourage emotional, social, physical and intellectual development; • ensures that all material needs of residents are provided and endeavours to resolve any problems that they may have; • provides one-to-one counselling or group therapy; • establishes and maintains contact with members of the neighbouring community and/or the residents' family and friends; 	RQF 3

	<ul style="list-style-type: none"> • maintains contact and discusses problems/progress with other staff and social workers; • keeps records and writes reports. <p>Related job titles:</p> <ul style="list-style-type: none"> • Foster carer • Matron (residential home) • Resident warden • Team leader (residential care home) • Warden (sheltered housing) <p>Salary rate: £19,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
6146 Senior care workers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • routinely oversees and monitors care workers and home carers; • takes responsibility for the shift and for the service while on duty; • responds to emergencies and provides guidance and support to care workers; • assists and enables service users to dress, undress, wash, use the toilet and bathe; • serves meals to service users at table or in bed, assists with feeding if required; • generally assists with service users' overall comfort and well being; • provides interest and activities to stimulate and engage the service user; • helps with daily activities such as letter writing, paying bills, collecting benefits; • undertakes light cleaning and domestic duties including meal preparation as required; • monitors service users' conditions by taking temperature, pulse, respiration and weight, and contributes to record keeping; • liaises with professional staff in carrying out care plans etc. 	RQF3/ Lower-skilled

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Senior care assistant • Senior carer • Senior support worker (Local government: welfare services) • Team leader (nursing home) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Skilled senior care worker jobs in England and Northern Ireland which include responsibility for supervising staff, and require a relevant RQF level 2 or equivalent qualification in care and two or more years relevant experience • Skilled senior care worker jobs in Scotland which include responsibility for supervising staff, and require a relevant Scottish Credit and Qualifications Framework level 6 or equivalent qualification in care and registration with the Scottish Social Services Council as a Supervisor • Skilled senior care worker jobs in Wales which require a relevant 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 • Senior care worker jobs where the individual has (or previously had) leave as a work permit holder which was granted for them to do the job <p>Salary rate: £16,700</p> <p>These rates applies after deductions for accommodation, meals, etc. Any overtime must also be paid at least at this rate.</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
6214 Air travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> • passengers at airport terminal, 	RQF 3

	<p>examines tickets and other documentation, checks in luggage and distributes boarding passes;</p> <ul style="list-style-type: none"> • checks emergency equipment, distributes reading material, blankets and other items, and ensures that the aircraft is ready for the receipt of passengers; • welcomes passengers on board the aircraft, guides them to their seats and assists with any hand luggage; • ensures that sufficient stocks of meals and beverages are on board the aircraft prior to take off and serves passengers during the flight; • sells duty-free goods during the flight; • makes announcements on behalf of the pilot, demonstrates the use of emergency equipment and checks that safety belts are fastened; • directs and instructs passengers in the event of an emergency, ensures safety procedures are followed. <p>Related job titles:</p> <ul style="list-style-type: none"> • Air hostess • Cabin crew • Customer service agent (travel) • Flight attendant • Passenger service agent <p>Salary rate: £19,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2017 (no 2018 equivalent data available)]</p>	
6215 Rail travel assistants	<p>Example job tasks:</p> <ul style="list-style-type: none"> • examines and collects tickets at the ticket barrier of a railway station; • helps with passenger enquiries and makes announcements over a public address system at stations; • loads and unloads mail, goods and luggage, operates lifts and hoists and drives small trucks; • assists passengers with special needs 	RQF 3

	<p>to board and leave trains;</p> <ul style="list-style-type: none"> • attends to the safety, welfare and comfort of passengers on trains and manages train crew; • checks control panel operation before start of journey, operates train door controls and signals to driver to start or stop train; • inspects and issues tickets on trains, deals with passenger enquiries, and takes charge of goods being transported on train. <p>Related job titles:</p> <ul style="list-style-type: none"> • Retail service manager (railways) • Station assistant (underground railway) • Ticket inspector (railways) • Train conductor • Train manager <p>Salary rate: £30,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
7125 Merchandisers and window dressers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • monitors stock movements, considers customer requirements and assists customers in completing orders; • supplies information about the product to the retailer and sales staff and deals with customer enquiries; • consults with advertising and sales staff and advises retailers on the optimal display of a product and of any promotions; • implements plans from display designers or display managers or develops ideas and plans for merchandise display or window dressing; • prepares area for new display, constructs or assembles displays from a variety of materials, and dismantles existing displays and returns merchandise to relevant departments; 	RQF 3

	<ul style="list-style-type: none"> • provides feedback about displays to senior managers. <p>Related job titles:</p> <ul style="list-style-type: none"> • Merchandiser • Sales merchandiser • Visual merchandising manager • Window dresser <p>Salary rate: £18,200</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
7130 Sales supervisors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • directly supervises and coordinates the activities of sales and related workers; • establishes and monitors work schedules to meet sales and productivity targets; • liaises with managers and other departments to resolve operational problems; • determines or recommends staffing and other needs to meet sales and productivity targets; • reports as required to managerial staff on departmental activities. <p>Related job titles:</p> <ul style="list-style-type: none"> • Sales supervisor (retail trade: delivery round) • Section manager (retail trade) • Shop supervisor (retail trade) • Supervisor (retail, wholesale trade) • Team leader (retail trade) <p>Salary rate: £17,800</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
7215 Market research interviewers	<p>Example job tasks:</p> <ul style="list-style-type: none"> • approaches members of the public, individuals, households and organisations to arrange and conduct face-to-face interviews, telephone interviews, focus groups, panel 	RQF 3

	<p>interviews etc.;</p> <ul style="list-style-type: none"> • records progress of interviews by noting answers, completing questionnaires, making audio or visual recordings or inputting responses into a computer; • collects questionnaires, diaries, and other research materials left with interviewees and conducts follow-up interviews; • collates and reviews information collected and compiles reports to pass back to the organisation/individual commissioning the market research. <p>Related job titles:</p> <ul style="list-style-type: none"> • Interviewer (market research) • Market researcher (interviewing) • Telephone interviewer • Telephone researcher • Traffic enumerator <p>Salary rate: £17,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
8124 Energy plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> • determines job requirements from switchboard attendant or operating instructions; • opens valves and operates controls to regulate the flow of fuel to boiler or generating equipment; • operates remote control panel to load fuel and remove discharged fuel elements from nuclear reactors; • adjusts controls to maintain correct running speed of turbine or generator and monitors temperature and pressure controls on boilers; • records instrument readings periodically and shuts down turbine/generator or boiler as demand decreases; • carries out minor maintenance tasks and prescribed tests and reports any faults. 	RQF 3

	<p>Related job titles:</p> <ul style="list-style-type: none"> • Boilerman • Control room operator(electric) • Hydraulic engineman • Plant operator (electricity supplier) • Power station operator <p>Salary rate: £19,700</p> <p>[Source: Annual Survey of Hours and Earnings 2018]</p>	
8126 Water and sewerage plant operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> • attends water filtration and purification plant, monitors chemical treatment and regulates treatment of water supply within strict guidelines; • opens and closes valves to regulate quantity and pressure of water and reports defective valves or abnormal water pressure; • stops water supply in an emergency and informs consumers likely to be affected; • regulates flow of raw sewage into screening plant, releases screened sewage and regulates its flow into detritus pits, sedimentation tanks and filtration beds; • cleans out screen compartments, sedimentation tanks and filtration beds manually or using mechanical scraper; • patrols sections of sewer, examines for any blockages or gas releases and clears blockages by flushing or by using boring rods; • digs trench and assists pipe layers to lay, renew or repair sewerage pipes. <p>Related job titles:</p> <ul style="list-style-type: none"> • Controller (water treatment) • Plant operator (sewage works) • Pump attendant • Water treatment engineer • Water treatment operator 	RQF 3

	<p>Salary rate: £24,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
8215 Driving instructors	<p>Example job tasks:</p> <ul style="list-style-type: none"> • checks instruction and learning standards and discusses teaching plans with other instructors; • plans lessons in accordance with the needs and abilities of individual pupils; • explains driving techniques and assists pupil with difficulties; • familiarises pupil with the Highway Code and different road and traffic conditions; • advises pupil when to apply for theoretical and practical driving tests and familiarises them with test procedures and standards. <p>Related job titles:</p> <ul style="list-style-type: none"> • Driving instructor • HGV instructor • Instructor (driving school) • Motorcycle instructor <p>Salary rate: £20,900</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	RQF 3
8232 Marine and waterways transport operatives	<p>Example job tasks:</p> <ul style="list-style-type: none"> • ensures that necessary fuel supplies are on board and inspects engine, boilers and other mechanisms for correct functioning; • removes and repairs or replaces damaged or worn parts of plant and machinery and ensures that engine and plant machinery are well lubricated; • stows cargo, assists passengers to embark and disembark, watches for hazards and moors or casts off mooring ropes as required; • steers ship, under the supervision of a duty officer, checks navigational 	RQF3/ Lower-skilled

	<p>aids and keeps bridge, wheel and chartroom clean and tidy;</p> <ul style="list-style-type: none"> • performs other deck duties, including servicing and maintaining deck gear and rigging, splicing wire and fibre ropes, greasing winches and derricks, opening up and battening down hatches, securing gangways and ladders and lowering and raising lifeboats. <p>Related job titles:</p> <ul style="list-style-type: none"> • Engine room attendant (shipping) • Engineer, nos (boat, barge) • Ferryman • Merchant seaman • Seaman (shipping) <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Merchant navy master • Merchant navy chief officer • Merchant navy 2nd officer • Merchant navy 3rd officer • Merchant navy chief engineer officer • Merchant navy 2nd engineer officer • Merchant navy 3rd engineer officer • Merchant navy 4th engineer officer • Officer of the watch • Chief mate • Ship master <p>Salary rate: £30,500</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
9119 Fishing and other elementary agriculture occupations not elsewhere classified	<p>Example job tasks:</p> <ul style="list-style-type: none"> • assists with the shooting, hauling and repairing of nets, prepares, lays and empties baited pots at intervals, operates winches and lifting gear, and guts, sorts and stows fish; • harvests oysters, mussels, clams and seaweed off natural or artificial beds, nets river fish and maintains them in spawning pens, assists with feeding and water treatment, and empties and 	RQF3/ Lower-skilled

	<p>cleans outdoor tanks;</p> <ul style="list-style-type: none"> • cleans animals' quarters and renews bedding as necessary; • extracts semen for storage, selects appropriate semen from store, injects recipient animal and issues certificate giving pedigree and date of insemination; • incubates eggs in hatchery and supplies chicks for meat and egg production and game birds for reserves; • plants cuttings or shrubs, maintains hedges by clipping, pruning and re-planting, and picks fruit, vegetables, hops and flowers; • performs other farming and related tasks not elsewhere classified including sorting and marking livestock, catching rabbits, cutting peat, shearing sheep and sexing chickens. <p>Related job titles:</p> <ul style="list-style-type: none"> • Horticultural worker • Labourer (landscape gardening) • Mushroom picker • Nursery worker <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Sheep Shearers with a recognised qualification equivalent to British Wool Marketing Board (BWMB) Bronze, Silver or Gold Seal • Chick sexers (vent sexers) <p>Salary rate: £15,300</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
9273 Waiters and waitresses	<p>Example job tasks:</p> <ul style="list-style-type: none"> • sets tables with clean linen, cutlery, crockery and glassware; • presents menus and wine lists to patrons and may describe dishes and advise on selection of food or wines; 	RQF3/ Lower-skilled

	<ul style="list-style-type: none"> • takes down orders for food and/or drinks and passes order to kitchen and/or bar; • serves food and drinks; • presents bill and accepts payment at end of the meal. <p>Related job titles:</p> <ul style="list-style-type: none"> • Head waiter • Silver service waiter • Steward (catering) • Waiter • Waitress <p>Jobs within SOC which are skilled to RQF 3 (other jobs are lower-skilled):</p> <ul style="list-style-type: none"> • Head waiter or waitress, establishments with 80 or more covers (covers being the maximum number of customers that can be seated at any one time) • Sommelier <p>Salary rate: £12,000</p> <p>[Source: Annual Survey of Hours and Earnings (ASHE) 2018]</p>	
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J5. For Table 9, substitute:

“Appendix J Table 9

[Source: rates of pay defined by the NHS Agenda for Change 2018-19 in England and the equivalent rates for each of the devolved administrations]

Jobs at RQF level 6 and above require that payments start at Band 5 or equivalent

The relevant Tier 2 minimum salary as described in Table 11CA of Appendix A will apply if higher than the appropriate rate shown below.

Band or equivalent	England	Scotland	Wales	Northern Ireland
Band 3	£17,787	£18,843	£17,787	£17,406
Band 4	£20,150	£21,349	£20,150	£19,951
Band 5	£23,023	£23,597	£23,023	£22,795
Band 6	£28,050	£28,748	£28,050	£27,772

Band 7	£33,222	£34,050	£33,222	£32,893
Band 8a	£42,414	£43,471	£42,414	£41,995
Band 8b	£49,242	£50,470	£49,242	£48,756
Band 8c	£59,090	£60,563	£59,090	£58,504
Band 8d	£70,206	£72,675	£70,206	£70,206
Band 9	£84,507	£86,532	£84,507	£84,507

”.

Changes to Appendix K

- K1. In table 1, in the row for “2217 Medical Radiographers”, for “the UK Border Agency” substitute “the Home Office”.

Changes to Appendix KoLL

- KoLL1. Delete paragraph 2.2(a)(v).

Changes to Appendix L

- L1. In column 1 of the table in paragraph 7, for “Media recognition must provide critique of the applicant’s work.”, substitute “Significant media recognition must be for the applicant’s own work as an individual.”.
- L2. In column 2 of the table in paragraph 7, for “Media recognition must provide critique of the applicant’s work.”, substitute “Significant media recognition can include the applicant’s own work as an individual or as a contributor to work attributed to a group or other individual.”.
- L3. After paragraph 7 insert:
- “7A. To demonstrate the applicant meets the requirements in paragraph 7:
- (a) if the applicant is providing evidence of media recognition for their work, this must include:
- (i) the date that the feature, article or review was published;
- (ii) the country of origin of the feature, article or review;
- (iii) a critique or review demonstrating the quality of the applicant’s artistic work;
- (iv) for exceptional talent applicants, the applicant’s name;
- (v) for exceptional promise applicants, the applicant’s name, unless the feature, article or review is based on the artistic piece, another individual’s work, or work that the applicant took part in as part of a

group. If the applicant is not named specifically they must provide evidence from an individual named in the piece, or a director, producer or other senior individual linked to the work, outlining the significant and direct contribution the applicant made.

(b) if the applicant is providing evidence of having won or being nominated for an international award for excellence, this must include:

(i) full details of the nomination or award, including category and year of nomination or award;

(ii) evidence of the applicant’s involvement if the nomination or award was as part of a group;

(iii) evidence of the credit the applicant received for the nomination or award.

(c) if the applicant is providing evidence of appearances, performances, publications or exhibitions, the examples must include:

(i) the date the activity took place;

(ii) the country in which the activity took place;

(iii) details of the applicant’s participation in the event.”.

Changes to Appendix N

N1. In Appendix N, after row starting “International Optometrists Scheme”, insert:

“

Name of scheme	Scheme summary	Name of overarching body (sponsor)	Type of scheme	Area of UK covered
Jamaica Nursing Exchange	The scheme allows nurses from the Jamaican health system to come to the UK to work for a short period of time (between 5-10 months), before returning to Jamaica. The exchange is designed to benefit both the Jamaican nurses and the Jamaican health system, which will benefit from the skills learned in the UK. The	Health Education England	Work experience programme Maximum 10 months	Yorkshire

	placements are temporary and administered by Health Education England and the Jamaican Ministry of Health. The nurses will be placed at Leeds Teaching Hospitals NHS Trust.			
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Changes to Appendix V

V1. In Appendix 1 to Appendix V, in the definition of a ‘UK Higher Education Institution’, for “Higher Education Funding Council for England;” substitute “Office for Students;”.

V2. In Appendix 3, for paragraph 8, substitute:

“Prospective Entrepreneur

8. A visitor who can show support from one or more endorsing bodies for the Start-up or Innovator categories in Appendix W, as listed on the gov.uk website, may come to the UK for discussions to secure funding from any legitimate source, which they intend to use to set up a business in the UK.”.

V3. In Appendix 5 to Appendix V, in paragraph 1, for sub-paragraph (a) to (ss), substitute:

“

- (a) Africa Utopia (Southbank Centre)
- (b) Aldeburgh Festival
- (c) Barbican Festivals (Only Connect, Summer Festival, Autumn 1, Autumn 2)
- (d) Belfast International Arts Festival
- (e) Billingham International Folklore Festival of World Dance
- (f) Boomtown Festival
- (g) Breakin’ Convention
- (h) Brighton Festival
- (i) Brighton Fringe
- (j) Brouhaha International Street Festival
- (k) BST Hyde Park
- (l) Cambridge Folk Festival
- (m) Camp Bestival
- (n) Celtic Connections
- (o) Cheltenham Festivals (Jazz/Science/Music/Literature)
- (p) Cornwall International Male Choral Festival

- (q) Dance Umbrella
- (r) Download
- (s) Edinburgh Festival Fringe
- (t) Edinburgh International Festival
- (u) Edinburgh Jazz and Blues Festival
- (v) Glasgow International Jazz Festival
- (w) Glastonbury
- (x) Glyndebourne
- (y) Greenbelt
- (z) Harrogate International Festivals
- (aa) Hay Festival
- (bb) Huddersfield Contemporary Music Festival
- (cc) Isle of Wight Festival
- (dd) Latitude
- (ee) Leeds Festival
- (ff) Llangollen International Musical Eisteddfod
- (gg) London Jazz Festival (EFG)
- (hh) Manchester International Festival
- (ii) Meltdown (Southbank Centre)
- (jj) Norfolk & Norwich Festival
- (kk) Reading Festival
- (ll) Snape Proms
- (mm) The Royal Edinburgh Military Tattoo
- (nn) Wireless
- (oo) WOMAD
- (pp) WWE Live”.

Insertion of new Appendix W

W1. After Appendix V, insert new appendix:

“

APPENDIX W: IMMIGRATION RULES FOR WORKERS

Introduction

A Worker is a person who is coming to the UK for employment-related reasons. At present, the Immigration Rules also contain various categories for workers in Part 5 and Part 6A. The Worker rules in this Appendix currently contain the Start-up and Innovator categories, which were introduced on 29 March 2019. It is anticipated that other categories for workers will be added to this Appendix as the immigration system is reformed over time.

To qualify under these Worker rules, an applicant must meet **both** of the following:

- (a) the general requirements in Part W3 (entry clearance or leave to remain applications) or Part W4 (indefinite leave to remain applications)

- (b) the specific requirements in Parts W5 to W6 for the category they are applying under

If the applicant meets the requirements, the application will be granted. If the applicant does not meet the requirements, the application will be refused.

Applications will be decided based on the information provided by the applicant and any other relevant circumstances at the date of decision, except where otherwise stated.

Unless stated otherwise, all migrants arriving in the UK and wishing to enter under these Worker rules must have a valid entry clearance for entry under the relevant category. If they do not have a valid entry clearance, entry will be refused.

Definitions of terms and phrases used in these Worker rules are set out in Annex 1. Defined words are in *italics*.

Contents

- Part W1: Available categories
- Part W2: Lengths and conditions of leave and curtailment
- Part W3: General requirements – entry clearance and leave to remain
- Part W4: General requirements – indefinite leave to remain
- Part W5: Specific requirements – Start-up
- Part W6: Specific requirements – Innovator
- Annex 1: Glossary

PART W1: AVAILABLE CATEGORIES

This section provides an overview of the name, purpose and main features of each category contained in these Worker rules.

Start-up

This category is for people seeking to establish a business in the UK for the first time. Applicants will have an innovative, viable and scalable business idea which is supported by an *endorsing body*. This category offers leave for 2 years and does not lead directly to *settlement* in the UK, but applicants may progress into the Innovator category below.

Innovator

This category is for more experienced businesspeople seeking to establish a business in the UK. Applicants will have an innovative, viable and scalable business idea which is supported by an *endorsing body*. With some exceptions, applicants will have funding to invest in their business. This category may lead to *settlement* in the UK.

PART W2: LENGTHS AND CONDITIONS OF LEAVE AND CURTAILMENT

This section sets out the lengths of leave that can be granted in each category of these Worker rules, including any time limits and timescales for applying for *settlement*. It also sets out the conditions of that leave and when that leave may be curtailed.

W2.1 Lengths of leave

- (a) If an application is successful, leave will be granted for the time in the table below:

Category	Length of leave: <i>initial applications</i>	Length of leave: <i>extension applications</i>	Maximum time in category
Start-up	2 years	2 years, minus the time already granted in the Tier 1 (Graduate Entrepreneur) and Start-up categories	2 years
Innovator	3 years	3 years	No time limit

- (b) If an applicant has already been granted the maximum time in the category, the application will be refused.

W2.2 Employment conditions of grant

If an application for entry clearance or leave to remain is successful, it will be granted subject to **all** of the following employment conditions:

- (a) no employment as a doctor or dentist in training
- (b) no employment as a professional sportsperson (including as a sports coach)
- (c) if the application is in the Innovator category, no employment other than working for the business(es) the applicant has established

In (c), working for such business(es) does not include any work pursuant to a contract of service or apprenticeship, whether express or implied and whether oral or written, with another business. This means successful applicants cannot effectively fill a position or hire their labour to another business, even if the work is undertaken through contracting with the applicant's own business or through a recruitment or employment agency.

W2.3 Other conditions of grant

If an application for entry clearance or leave to remain is successful, it will be granted subject to **all** of the following other conditions:

- (a) no recourse to public funds
- (b) registration with the police, if this is required by Part 10 of the Immigration Rules
- (c) study is permitted, subject to the condition set out in Part 15 of the Immigration Rules

W2.4 Curtailment

- (a) Entry clearance or leave to remain may be curtailed as set out in paragraph 323 in Part 9 of the Immigration Rules.
- (b) In addition, entry clearance or leave to remain in the Start-up or Innovator category may be curtailed if an *endorsing body* withdraws its endorsement of a migrant or loses its status as an *endorsing body* for the relevant category.

PART W3: GENERAL REQUIREMENTS – ENTRY CLEARANCE AND LEAVE TO REMAIN

This section sets out the general requirements that all applicants for entry clearance and leave to remain in these Worker rules must satisfy. Applicants must also satisfy the specific requirements in Parts W5 to W6 of these Worker rules for the category they are applying in.

W3.1 Evidence provided with applications

- (a) The *decision maker* will only consider documents received by the Home Office before the date the application is considered.
- (b) If specified evidence is missing, a document is in the wrong format (for example, if a letter is not on letterhead paper as specified), or a document does not contain all of the specified information, the *decision maker* may contact the applicant or his representative in writing to request the correct documents. The requested documents must be received at the specified address within 10

working days of the date of the request.

- (c) Documents will not be requested where the *decision maker* does not think that the submission of missing or correct documents will lead to a grant because the application will be refused for other reasons.
- (d) If missing information is verifiable from other documents provided with the application or elsewhere, the *decision maker* may grant the application despite the error or omission, if they are satisfied that the applicant meets all the other requirements of the Rules.

W3.2 Age

The applicant must be at least 18 years old.

W3.3 Immigration status in the UK

If the applicant is applying for leave to remain, **one** of the following must apply:

- (a) The applicant's last grant of leave was in the same category as they are applying in.
- (b) The applicant's last grant of leave was in an eligible switching category shown in the table below:

Category the applicant is applying in	Eligible switching categories
Start-up	<ul style="list-style-type: none">• Tier 1 (Graduate Entrepreneur)• Tier 2• Tier 4 (General) – the restrictions in paragraph W3.4 apply• a visitor who has been undertaking permitted activities as a prospective entrepreneur, as set out in Appendix V
Innovator	<ul style="list-style-type: none">• Start-up• Tier 1 (Graduate Entrepreneur)• Tier 1 (Entrepreneur)• Tier 2• a visitor who has been undertaking permitted activities as a prospective entrepreneur, as set out in Appendix V

W3.4 Restrictions for Tier 4 (General) Students applying in the UK

If the applicant's last grant of leave was as a Tier 4 (General) Student, the following restrictions apply:

- (a) The applicant must have been sponsored as a Tier 4 (General) Student by **one** of the following:
- (i) a UK recognised body or a body in receipt of public funding as a higher education institution from **one** of the following:
 - the Higher Education Funding Council for England
 - the Scottish Funding Council
 - the Higher Education Funding Council for Wales
 - the Department of Employment and Learning in Northern Ireland
 - (ii) an overseas higher education institution to undertake a short-term study abroad programme in the United Kingdom
 - (iii) an Embedded College offering Pathway Courses
 - (iv) an independent school
- (b) If the applicant was sponsored for their studies in the UK by a government or international scholarship agency, and the sponsorship is ongoing or ended less than 12 months before the date of application, the applicant must:
- (i) have been granted unconditional written consent to make the application by their sponsoring government or agency
 - (ii) provide a letter from each sponsoring organisation confirming this

The letter must be issued by an authorised official of that organisation and contain contact details which allow it to be verified.

W3.5 Breach of immigration laws

The applicant must not be in the UK in breach of immigration laws, except that any current period of overstaying will be disregarded where any of the exceptions set out in paragraph 39E in Part 1 of the Immigration Rules apply.

W3.6 General grounds for refusal

The applicant must not fall for refusal under the general grounds for refusal set out in Part 9 of the Immigration Rules.

W3.7 Credibility assessment

- (a) The *decision maker* must be satisfied that **all** of the following requirements are met:
 - (i) The applicant genuinely intends to undertake, and is capable of undertaking, any work or business activity in the UK stated in their application.
 - (ii) The applicant does not intend to work in the UK in breach of their conditions.
 - (iii) Any money which the applicant claims to be available is genuinely available as described, and the applicant intends to use it for the purposes described in the application.
- (b) The *decision maker* will take into account any endorsement of the applicant required under these Worker rules, and may also take into account **any or all** of the following factors:
 - (i) the evidence the applicant has submitted and its credibility
 - (ii) the applicant's previous educational, work and immigration history
 - (iii) declarations made to other government departments regarding the applicant's previous employment and other activity in the UK
 - (iv) any other relevant information
- (c) The *decision maker* may request additional information and evidence from the applicant or (where relevant) the applicant's *endorsing body*. The requested documents must be received at the specified address within 20 working days of the date of the request.
- (d) The *decision maker* may ask the applicant to attend an interview. If the applicant fails to attend the interview without providing a reasonable explanation, the *decision maker* may decide the application based on the information and evidence the applicant has already provided.
- (e) The *decision maker* may decide not to carry out the credibility assessment if the application already falls for refusal on other grounds. The *decision maker* reserves the right to carry out this assessment in any reconsideration of the decision.

W3.8 English language

- (a) The applicant must have a B2 level of English language ability, as defined in the Council of Europe's common European framework for language and learning.

- (b) The applicant must show they meet the English language requirement in **one** of the ways shown in the table below:

1. The applicant is a national of a majority English speaking country

(i) The applicant must provide their current valid passport or travel document for **one** of the following countries:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United States of America (USA)

(ii) If the applicant cannot provide either their current valid original passport or travel document, they must provide **all** of the following:

- (1) full reasons why they cannot provide the documents (acceptable reasons are because the documents are lost, stolen, held elsewhere in the Home Office, or have expired and have been returned to the relevant authorities)
- (2) a current national identity document
- (3) an original letter from their home government or embassy, which confirms their full name, date of birth and nationality

2. The applicant has a degree taught in English

(i) The applicant must have **one** of the following qualifications:

- (1) a UK Bachelor's degree, Master's degree or PhD.
- (2) a qualification which meets or exceeds the recognised standard of a

Bachelor's degree in the UK, and was taught or researched in English to the relevant level

(ii) The following requirements apply in the case of (i)(2):

- (1) The qualification must be an academic qualification, not a professional or vocational qualification.
- (2) The applicant must provide evidence from UK NARIC, confirming the qualification meets or exceeds the recognised standard of a Bachelor's degree in the UK
- (3) The evidence from UK NARIC must also confirm the qualification was taught or researched in English to the required level, unless the qualification was awarded in one of the following countries:

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and The Grenadines
- Trinidad and Tobago
- United States of America (USA)

(iii) The applicant must provide the certificate of the award, unless **either** of the following applies:

- (1) The applicant is awaiting graduation, having successfully completed the qualification.
- (2) The applicant no longer has the certificate and the awarding institution is unable to provide a replacement.

(iv) If the applicant cannot provide the certificate of the award, they must provide an academic transcript (or letter in the case of a PhD qualification) from the awarding institution.

3. The applicant has passed a Secure English Language Test

- (i) The applicant must have passed a Secure English Language Test from a provider listed in Appendix O and taken at a Secure English Language Test centre approved by the Secretary of State. The provider's online booking system will allow the applicant to choose the location of the test.
- (ii) The applicant must have met or exceeded the required level in all four components (reading, writing, speaking and listening), unless they were exempted from sitting a component on the basis of a disability.
- (iii) Where two or more of the components were examined and awarded together, the applicant must have achieved the required scores in all the relevant components during a single sitting.
- (iv) The applicant must provide their unique reference number for the test, which allows their score to be verified using the provider's online verification system.

4. The applicant met the requirement in a previous successful application

- (i) The applicant must have had a previous grant of entry clearance or leave to remain in **any** of the following categories:
 - Start-up
 - Innovator
 - Tier 1 (General)
 - Tier 1 (Post-Study Work)
 - Tier 1 (Entrepreneur) under the rules in place before 13 December 2012
 - Tier 2 (Minister of Religion)
 - Tier 4 (General), supported by a Confirmation of Acceptance for Studies (CAS) assigned on or after 21 April 2011
- (ii) The applicant will not meet the requirement if false information or documents were included in relation to the English language requirement, in the application which led to the above grant, whether it was to their knowledge or not.

W3.9 Maintenance funds

- (a) The applicant must have at least £945.
- (b) If a *main applicant* and their partner or children are applying at the same time,

there must be enough maintenance funds in total, as required for all the applications, otherwise all the applications will be refused.

- (c) The funds in (a) above must be held in a personal bank or building society account, where the applicant is the account holder (or one of the account holders in the case of a joint account).
- (d) Where the funds are in one or more foreign currencies, the funds will be converted to pound sterling (£) using the spot exchange rate which appears on oanda.com for the date of application.
- (e) The funds will not meet the maintenance requirement if **any** of the following apply:
 - (i) The funds are in a financial institution listed in Appendix P of the Immigration Rules.
 - (ii) The funds are not in cash. The *decision maker* will not accept evidence of shares, bonds, credit cards, overdraft facilities or pension funds.
 - (iii) The applicant was in the UK illegally, or in breach of their leave conditions, when they obtained any of the funds.
- (f) The funds must have been held in the account for a consecutive 90 days, ending no earlier than 31 days before the date of application.
- (g) The applicant must provide evidence of the above, which may be in **any** of the following forms:
 - (i) personal bank or building society statements
 - (ii) a building society pass book
 - (iii) a letter from their bank or building society
 - (iv) a letter from another financial institution regulated by the Financial Conduct Authority (FCA) and the Prudential Regulation Authority (PRA) for the purpose of personal savings accounts
 - (v) a letter from an overseas financial institution regulated by the official regulatory body for the country in which the institution operates and the funds are located
- (h) The evidence in (g) must show **all** of the following:
 - (i) the name of the account holder

- (ii) the account number
 - (iii) the financial institution's name and logo
 - (iv) that the funds in the account have been at the required level throughout the 90-day period
 - (v) the date of each document
 - (vi) in the case of personal bank or building society statements, any transactions during the 90-day period
- (i) Bank or building society statements must not be mini-statements from automatic teller machines (ATMs) and must be **one** of the following:
- (i) statements printed on the bank's or building society's letterhead
 - (ii) electronic statements, accompanied by a supporting letter from the bank or building society, on company headed paper, confirming the statements are authentic
 - (iii) electronic statements, bearing the official stamp of the bank or building society on every page
- (j) The end date of the 90-day period will be taken as the date of the closing balance on the most recent document provided. Where documents from two or more accounts are submitted, this will be the end date for the account that most favours the applicant.
- (k) If the applicant is applying in the Start-up or Innovator categories, they do not need to provide evidence of maintenance funds if the letter from their *endorsing body* confirms they have been awarded funding of at least £945. In the case of Innovator applicants, this must be in addition to the £50,000 investment funds required in that category.

PART W4: GENERAL REQUIREMENTS – INDEFINITE LEAVE TO REMAIN

This section sets out the general requirements that all applicants for indefinite leave to remain in these Worker rules must satisfy. Applicants must also satisfy the specific requirements in Parts W5 to W6 of these Worker rules for the category they are applying in.

W4.1 Evidence provided with applications

The requirements set out in paragraph W3.1 of these Worker rules also apply to

indefinite leave to remain applications:

W4.2 Knowledge of language and life in the UK

The applicant must have sufficient knowledge of the English language and sufficient knowledge about life in the United Kingdom, as set out in Appendix KoLL of the Immigration Rules.

W4.3 Breach of immigration laws

The applicant must not be in the UK in breach of immigration laws, except that any current period of overstaying will be disregarded where any of the exceptions set out in paragraph 39E in Part 1 of the Immigration Rules apply.

W4.4 General grounds for refusal

The applicant must not fall for refusal under the general grounds for refusal set out in Part 9 of the Immigration Rules.

W4.5 Continuous residence

- (a) The applicant must have spent a continuous period lawfully in the UK, counted backwards from whichever of the following dates is most beneficial to the applicant:
- (i) the date of application for indefinite leave to remain
 - (ii) the date of decision
 - (iii) any date up to 28 days after the date of application
- (b) The length of the continuous period for each category is set out in the table below:

Category	Continuous period needed for <i>settlement</i>?	Continuous period can include time in the following categories
Start-up	<i>Settlement</i> applications cannot be made in this category.	Not applicable
Innovator	3 years	Innovator

- (c) The applicant's most recent grant of leave must have been in the category they are applying for indefinite leave to remain in.

- (d) Time spent in the Channel Islands or the Isle of Man with leave in an equivalent category may also be included in the continuous period.

W4.6 Absences from the UK

- (a) Absences from the UK will not break the continuous period if they occur while the applicant had valid leave and they total 180 days or less during any consecutive 12 months.
- (b) Absences which count towards the 180-day limit include **any** of the following:
 - (i) the time between an applicant's grant of entry clearance and entering the UK
 - (ii) trips taken for personal, family or social reasons,
 - (iii) business trips, including secondments, training and conferences
 - (iv) absences during annual leave from employment in the UK
 - (v) absences where the applicant had valid leave when they left the UK and they submitted a successful application for entry clearance before that leave expired
- (c) The *decision maker* may exceptionally allow absences which exceed the 180-day limit if the applicant provides evidence that the reason was due to compelling, compassionate circumstances, such as:
 - (i) life-threatening illness of the applicant or a close family member
 - (ii) natural disaster
- (d) Where the purpose of the absence was for the applicant to assist with a national or international humanitarian or environmental crisis overseas, this will not break the continuous period, regardless of the length of the absence.

W4.7 Periods without valid leave

Subject sub-paragraph (a) below, any period without valid leave will break the continuous period:

- (a) If the applicant had no valid entry clearance or leave to remain at any time during the continuous period, the continuous period will be paused, but not broken, if **any** of the following scenarios apply:
 - (i) The applicant had no valid leave in the UK, but they made a successful

leave to remain application and paragraph 39E in Part 1 of the Immigration Rules applied to them.

- (ii) The applicant left the UK when they had valid leave. They made an application for entry clearance before their previous leave expired. That application was subsequently granted.
 - (iii) The applicant left the UK when they had valid leave. They made an application for entry clearance within 14 days of their previous leave expiring and the *decision maker* considers that there was a good reason why the application could not be made before the previous leave expired. The reason must have been beyond the control of the applicant or their representative, and an explanation must be provided in or with the application for indefinite leave to remain.
 - (iv) The applicant left the UK when they had valid leave. They made an application which would fall into (i) or (ii) above, except that it was refused. They then made a further successful application within 14 days of that refusal (or the expiry of the time-limit for making an in-time application for administrative review, or any administrative review or appeal being concluded, withdrawn or abandoned or lapsing).
- (b) Time before and after the gap in leave can be combined when counting the continuous period. Time during the gap itself will not, however, count towards the continuous period.

PART W5: SPECIFIC REQUIREMENTS – START-UP

This section sets out the specific requirements that applicants for entry clearance or leave to remain in the Start-up category must satisfy.

Applicants must also satisfy the general requirements in Part W3 of these Worker rules.

This section also sets out the requirements for *endorsing bodies* in this category.

W5.1 Endorsement

- (a) All applicants for entry clearance or leave to remain must have been endorsed in this category by an *endorsing body* listed on the gov.uk website.
- (b) The applicant must provide an *endorsement letter* issued by the *endorsing body*, which includes **all** of the following information:
 - (i) the name of the *endorsing body*

- (ii) the endorsement reference number
 - (iii) the date of issue, which must be no earlier than 3 months before the date of application
 - (iv) the applicant's name, date of birth, nationality and passport number
 - (v) confirmation that the applicant has not previously established a business in the UK (unless the applicant's last grant of leave was under the Start-up or Tier 1 (Graduate Entrepreneur) category)
 - (vi) a short description of the applicant's business venture and the main products or services it will provide to its customers
 - (vii) confirmation that the applicant's business venture meets the endorsement criteria in paragraph W5.2 below
 - (viii) the name and contact details (telephone number, email and workplace address) of an individual at the *endorsing body* who will verify the contents of the letter to the Home Office if requested
- (c) The applicant does not need to be the sole founder of the business and may be a member of an entrepreneurial team.
- (d) If the applicant's last grant of leave was in the Tier 1 (Graduate Entrepreneur) or Start-up category, the endorsement does **not** need to be from the same *endorsing body* as the endorsement which led to that grant of leave.
- (e) The *endorsing body* must not have withdrawn the endorsement by the time the application is considered by the *decision maker*.

W5.2 Endorsement criteria

The *endorsement letter* must confirm **both** of the following:

- (a) The applicant's business venture meets **all** of the requirements in the table below:

Innovation	Viability	Scalability
The applicant has a genuine, original business plan that meets new or existing market needs and/or creates a competitive advantage.	The applicant has, or is actively developing, the necessary skills, knowledge, experience and market awareness to successfully run the business.	There is evidence of structured planning and of potential for job creation and growth into national markets.

- (b) The *endorsing body* is reasonably satisfied that the applicant will spend the majority of their working time in the UK on developing business ventures.

The requirement in (a) does not apply if the applicant's last grant of leave was in the Tier 1 (Graduate Entrepreneur) category, and the endorsement is from the same *endorsing body* as the endorsement which led to that grant of leave. Instead, the *endorsement letter* must confirm that the applicant's business venture is genuine and credible.

W5.3 Endorsing bodies

To qualify as an *endorsing body* in this category, an organisation must meet **all** of the following requirements:

- (a) The organisation must be **one** of the following:
- (i) a UK higher education institution which meets **both** of the following requirements:
- (1) The institution is a UK recognised body or a body in receipt of public funding as a higher education institution from one of the following:
- the Higher Education Funding Council for England
 - the Scottish Funding Council
 - the Higher Education Funding Council for Wales
 - the Department of Employment and Learning in Northern Ireland
- (2) The institution has established processes for identifying, nurturing and developing entrepreneurs among its undergraduate and postgraduate population.
- (ii) An organisation which meets **both** of the following requirements:
- (1) The organisation has a proven track record of supporting UK entrepreneurs, including *resident workers* or it is a new organisation set up for this purpose by another body which has its own track record of this nature.)
- (2) The request to become an *endorsing body* is supported by a UK or devolved government department as being clearly linked to the department's policy objectives.
- (b) The organisation must be able to competently assess applicants' business ventures against the endorsement criteria set out in these Worker rules.

- (c) The organisation must agree to **all** of the following responsibilities:
 - (i) To stay in contact with those they have endorsed at checkpoints 6, 12 and 24 months after their application is granted
 - (ii) To inform the Home Office if, at these checkpoints, **both** of the following apply:
 - (1) The individual has **not** made reasonable progress with their original business venture
 - (2) The individual is **not** pursuing a new business venture that also meets the endorsement criteria set out in these Worker rules
 - (iii) To inform the Home Office if an applicant misses any of these checkpoints without the *endorsing body*'s authorisation
 - (iv) To withdraw its endorsement if either (ii) or (iii) applies, unless it is aware of exceptional and compelling reasons not to withdraw its endorsement, and informs the Home Office of those reasons
 - (v) To inform the Home Office if it has any reason to believe that an individual it has endorsed breaches any of their conditions.
- (d) The organisation must not be connected to past or present abuse of the immigration system.

PART W6: SPECIFIC REQUIREMENTS – INNOVATOR

This section sets out the specific requirements that applicants for entry clearance, leave to remain or indefinite leave to remain in the Innovator category must satisfy.

Applicants for entry clearance or leave to remain must also satisfy the general requirements in Part W3 of these Worker rules.

Applicants for indefinite leave to remain must also satisfy the general requirements in Part W4 of these Worker rules.

This section also sets out the requirements for *endorsing bodies* in this category.

W6.1 Endorsement

- (a) All applicants for entry clearance, leave to remain or indefinite leave to remain must have been endorsed in this category by an *endorsing body* listed on the gov.uk website.

- (b) The applicant must provide an *endorsement letter*, issued by the *endorsing body*, which includes **all** of the following information:
- (i) the name of the *endorsing body*
 - (ii) the endorsement reference number
 - (iii) the date of issue, which must be no earlier than 3 months before the date of application
 - (iv) the applicant's name, date of birth, nationality and passport number
 - (v) a short description of the applicant's business venture and the main products or services it provides (or will provide) to its customers
 - (vi) confirmation that the applicant's business venture meets the endorsement criteria in paragraph W6.3, W6.6 or W6.7 below (as appropriate)
 - (vii) the name and contact details (telephone number, email and workplace address) of an individual at the *endorsing body* who will verify the contents of the letter to the Home Office if requested
- (c) if the endorsement is under the new business criteria, the applicant will not need to provide the evidence in paragraph W6.5 below for any investment funds where the *endorsement letter* confirms:
- (i) the *endorsing body* is providing the funds
 - (ii) the *endorsing body* has verified the funds are available from other sources (including the applicant themselves)
 - (iii) the *endorsing body* has verified that the funds have already been invested in the applicant's business
- (d) The applicant does not need to be the sole founder of the business and may be a member of an entrepreneurial team.
- (e) If the applicant's last grant of leave was in the Tier 1 (Graduate Entrepreneur), Start-up or Innovator category, the endorsement does **not** need to be from the same *endorsing body* as the endorsement which led to that grant of leave.
- (f) The *endorsing body* must not have withdrawn the endorsement by the time the application is considered by the *decision maker*.

W6.2 New business or same business – definitions

- (a) An applicant may be endorsed under the “new business” endorsement criteria if **either** of the following apply:
 - (i) The application is an *initial application*.
 - (ii) The application is an *extension application*, and the applicant is pursuing a different business venture from the one that was assessed in the endorsement which led to their previous grant of leave.

- (b) An applicant may be endorsed under the “same business” endorsement criteria if **both** of the following apply:
 - (i) The applicant’s last grant of leave was in the Tier 1 (Graduate Entrepreneur), Start-up or Innovator category.
 - (ii) The applicant is pursuing the same business venture that was assessed in the endorsement which led to that grant of leave.

- (c) An applicant may be endorsed under either the “new business” or the “same business” criteria if **both** of the following apply:
 - (i) The applicant’s last grant of leave was in the Tier 1 (Graduate Entrepreneur) or Start-up category.
 - (ii) The applicant is pursuing the same business venture that was assessed in the endorsement which led to that grant of leave.

W6.3 Endorsement criteria – new business

If the applicant is relying on endorsement under the new business criteria, the *endorsement letter* must confirm **both** of the following:

- (a) The applicant’s business venture meets **all** of the requirements in the table below:

Innovation	Viability	Scalability
The applicant has a genuine, original business plan that meets new or existing market needs and/or creates a competitive advantage.	The applicant has the necessary skills, knowledge, experience and market awareness to successfully run the business.	There is evidence of structured planning and of potential for job creation and growth into national and international markets.

- (b) The *endorsing body* is reasonably satisfied that the applicant will spend their entire working time in the UK on developing business ventures.

W6.4 Investment funds – new business

- (a) If the applicant's endorsement was given under the new business endorsement criteria in paragraph W6.3 above, at least £50,000 funds must be available to the applicant to invest in their business. This may include funds which have already been invested in the business.
- (b) If the *endorsement letter* confirms that at least £50,000 funds are available or have been invested in the applicant's business, no further evidence of investment funds is required.
- (c) If the *endorsement letter* does not confirm that a full £50,000 funds are available or have been invested, the applicant must provide the documents in paragraph W6.5 below as evidence of the remaining balance of their £50,000 investment funds.
- (d) If the business venture has one or more other team members who are applying for, or have been granted, leave in the Innovator category, they cannot share the same investment funds. There must be at least £50,000 investment funds available for **each** Innovator team member. These additional funds are not needed for team members who are *resident workers* or who have leave under another category of the Immigration Rules, which allows them to engage in business.

W6.5 Evidence of investment funds – new business

If they are required to by paragraph W6.4(c) above, the applicant must provide the following evidence of investment funds:

- (a) If any of the funds are available from a UK organisation which employs at least 10 people, the applicant must provide a letter from that organisation confirming this. The letter must include:
 - (i) a signed declaration from the funding provider, dated no earlier than 3 months before the date of application, setting out **all** of the following:
 - (1) how they know the applicant
 - (2) the amount of funding they are making available in pounds sterling (£)
 - (3) confirmation that this funding has not been promised to any other person or business for another purpose
 - (ii) the name and contact details (telephone number, email and workplace address) of an individual at the organisation who will verify the contents of the letter to the Home Office if requested

- (b) If any of the funds are available from an overseas organisation, a UK organisation which employs less than 10 people, or an individual person, the applicant must provide **all** of the following:
- (i) a signed declaration from the funding provider, dated no earlier than 3 months before the date of application, setting out **all** of the following:
 - (1) how they know the applicant
 - (2) the amount of funding they are making available in pounds sterling (£)
 - (3) confirmation that this funding has not been promised to any other person or business for another purpose
 - (ii) a letter from a legal representative (who is registered to practise legally in the country where the third party or the money is), confirming that the declaration and signature in (1) above is genuine
 - (iii) a bank letter, confirming that the funds are held in a regulated financial institution(s). The letter must be dated no earlier than 1 month before the date of application. If the institution is outside the UK, the letter must also confirm that the funds are transferrable to the UK.
- (c) If any of the funds are held by the applicant, they must provide **either** of the following:
- (i) bank statements, showing the funds are held in the UK in an institution regulated by the Financial Conduct Authority. The statements must cover a consecutive 3 months, ending no earlier than 1 month before the date of application.
 - (ii) a bank letter, confirming that the funds are held in a regulated financial institution(s). The letter must be dated no earlier than 1 month before the date of application. If the institution is outside the UK, the letter must also confirm that the funds are transferrable to the UK.

If these documents do not show that the applicant has held the funds for at least 3 months, the applicant must **also** provide the signed declaration and letter from a legal representative set out in paragraph (b)(i) and (ii) above, in relation to the organisation or person who provided the funds to the applicant.

- (d) If any of the funds have already been invested in the applicant's business, the applicant must provide **either** of the following evidence, showing the amount that has been invested:

- (i) business accounts, showing the name of the accountant and the date they were produced
- (ii) business bank statements
- (e) If any of the evidence above shows that funds are available to the applicant's business rather than to the applicant themselves, or have been invested in the business, the applicant must provide a Companies House document showing their connection to the business. This document is not needed if the *endorsement letter* confirms the applicant's connection to the business.
- (f) Any funds in a foreign currency will be converted to pounds sterling (£) using the spot exchange rate which appeared on www.oanda.com on the date of application.
- (g) Funds will not be accepted if they are held in a financial institution which the Home Office is unable to make satisfactory verification checks with, as listed in Appendix P of the Immigration Rules.

W6.6 Endorsement criteria – same business

If the applicant is relying on endorsement under the same business criteria, the *endorsement letter* must confirm **all** of the following:

- (a) The applicant has shown significant achievements, judged against the business plan assessed in their previous endorsement.
- (b) The applicant's business is registered with Companies House and the applicant is listed as a director or member of that business.
- (c) The business is active and trading.
- (d) The business appears to be sustainable for at least the following 12 months, based on its assets and expected income, weighed against its current and planned expenses.
- (e) The applicant has demonstrated an active key role in the day-to-day management and development of the business.
- (f) The *endorsing body* is reasonably satisfied that the applicant will spend their entire working time in the UK on continuing to develop business ventures.

W6.7 Endorsement criteria – settlement

If the applicant is making a *settlement* application, the *endorsement letter* must confirm **both** of the following:

- (a) The applicant meets all of the same business endorsement criteria set out in paragraph W6.6(a)-(e).
- (b) The applicant's business venture meets **at least two** of the following requirements:
 - (i) At least £50,000 has been invested into the business and actively spent furthering the business plan assessed in the applicant's previous endorsement.
 - (ii) The number of the business's customers has at least doubled within the most recent 3 years and is currently higher than the mean number of customers for other UK businesses offering comparable main products or services.
 - (iii) The business has engaged in significant research and development activity and has applied for intellectual property protection in the UK.
 - (iv) The business has generated a minimum annual gross revenue of £1 million in the last full year covered by its accounts.
 - (v) The business is generating a minimum annual gross revenue of £500,000 in the last full year covered by its accounts, with at least £100,000 from exporting overseas.
 - (vi) The business has created the equivalent of at least 10 full-time jobs for *resident workers*.
 - (vii) The business has created the equivalent of at least 5 full-time jobs for *resident workers*, which have an average salary of at least £25,000 a year (gross pay, excluding any expenses).
- (c) If the applicant is relying on the criteria for creating jobs:
 - (i) The jobs must have existed for at least 12 months and comply with all relevant UK legislation, including (but not limited to) the National Minimum Wage Regulations in effect at the time and the Working Time Regulations 1998.
 - (ii) Each of the jobs must involve an average of at least 30 hours of paid work per week. Two or more part-time jobs that add up to 30 hours per week may be combined to represent the equivalent of a single full-time job, as long as each of the jobs has existed for at least 12 months. However, a single full-time job of more than 30 hours of work per week does not count as more than one full-time job.
- (d) An applicant may qualify under any combination of two of the above criteria,

even if they are similar. For example, an applicant will have met two criteria if their business has an annual revenue of £1 million, with at least £100,000 from exporting overseas.

- (e) An applicant cannot qualify by relying on the same criterion twice. For example, an applicant who has invested £100,000 (2 x £50,000) in their business venture will be considered to have met one criterion, not two.
- (f) If the business venture has one or more other team members who are applying for, or have been granted, *settlement* in the Innovator category, they cannot share the same means of meeting these criteria. For example, if two applicants are both relying on the requirement to have created 10 jobs, 20 jobs must have been created in total.

W6.8 Endorsing bodies

To qualify as an *endorsing body* in this category, an organisation must meet **all** of the following requirements:

- (a) The organisation must demonstrate a proven track record of supporting UK entrepreneurs, including *resident workers*. (Exceptionally this requirement may be waived, for example where a new organisation is set up by another body which has its own track record.)
- (b) The request to become an *endorsing body* must be supported by a UK or devolved government department as being clearly linked to that department's policy objectives.
- (c) The organisation must be able to competently assess applicants' business ventures against the endorsement criteria set out in these Worker rules.
- (d) The organisation must agree to **all** of the following responsibilities:
 - (i) To stay in contact with those they have endorsed at checkpoints 6, 12 and 24 months after their application is granted
 - (ii) To inform the Home Office if, at these checkpoints, **both** of the following apply:
 - (1) The individual has **not** made reasonable progress with their original business venture
 - (2) The individual is **not** pursuing a new business venture that also meets the endorsement criteria set out in these Worker rules
 - (iii) To inform the Home Office if an applicant misses any of these checkpoints without the *endorsing body*'s authorisation

- (iv) To withdraw its endorsement if either (ii) or (iii) applies, unless it is aware of exceptional and compelling reasons not to withdraw its endorsement, and informs the Home Office of those reasons
 - (v) To inform the Home Office if it has any reason to believe that an individual it has endorsed is working outside of their own business ventures, in breach of their conditions
- (e) The organisation must not be connected to past or present abuse of the immigration system.

ANNEX 1: GLOSSARY

This annex provides definitions for terms used in *italics* in these Worker rules.

decision maker means an entry clearance officer, immigration officer or the Secretary of State as the case may be.

endorsing body means an organisation which has been approved by the Home Office to endorse applicants in the relevant category.

Except where otherwise stated, references to an endorsing body mean:

- (a) the endorsing body relied upon to support the current application
 - (b) where there is no current application for the individual concerned, the endorsing body relied upon to support the application which led to their most recent grant of entry clearance or leave to remain
-

endorsement letter means an official letter issued by an *endorsing body*, confirming that the *endorsing body* has endorsed the applicant in the relevant category.

extension application means an application for entry clearance or leave to remain in the same category as the applicant’s most recent grant of leave (other than as a visitor). An entry clearance application will only be considered to be an extension application if it is made within 12 months of the previous leave expiring.

initial application means any application which is not an *extension* or *settlement* application. This will normally mean that the applicant is applying to enter a category for the first time.

resident worker means any of the following:

- (a) a British citizen
- (b) a person with a right of residence under the Immigration (European Economic Area) Regulations 2016 (as amended)
- (c) a British overseas territories citizen, except those from Sovereign Base Areas in Cyprus
- (e) a Commonwealth citizen with leave to enter or remain granted under the UK Ancestry category
- (f) a person with settled status in the UK within the meaning of the Immigration Act 1971 (as amended)

settlement means indefinite leave to remain.

”.

W2. For paragraph W3.4(a)(i), substitute:

- “(i) a UK recognised body or a body in receipt of public funding as a higher education provider from **one** of the following:
- the Office for Students
 - the Scottish Funding Council
 - the Higher Education Funding Council for Wales
 - the Department for the Economy in Northern Ireland
 - any other provider registered with the Office for Students”.

W3. In the opening line of paragraph W5.3(a)(i), for “UK higher education institution, substitute “UK higher education provider”.

W4. For paragraph W5.3(a)(i)(1), substitute:

(1) The institution is a UK recognised body or a body in receipt of public funding as a higher education provider from one of the following:

- the Office for Students
- the Scottish Funding Council
- the Higher Education Funding Council for Wales
- the Department for the Economy in Northern Ireland
- any other provider registered with the Office for Students”.