

Indicative I.T. Skills Mapping for University Staff Groups.

Standard Occupational Classification (2000) Major Group	Occupational Group for HE Staff	ECDL Module							ECDL Advanced Module			
		1 Basic Concepts	2 File Mgt	3 Word proc	4 Spread sheets	5 Data base	6 Present ation	7 Email & Web	AM3 Word proc	AM4 Spread sheet	AM5 Data base	AM6 Present ation
1. Managers And Senior Officials	1 Managers: 1(I) Maintenance, Grounds, Construction and Laboratory Managers. 1(II) Financial, Administrative and Office Managers 1(III) Marketing, Advertising and Public Relations Managers 1(IV) Personnel, Training and Industrial Relations Managers 1(V) Information and Communication Technology Managers 1 (VI) Property, Hospitality, Retail and Student Services Managers	✓	✓	✓	✓	✓	✓	✓	✓	*	*	✓
2. Professional Occupations	2A. Academic professionals 2A(I) Vice Chancellors, Deans and Academic Directors 2A (II) Lecturers, Tutors and Teaching Assistants 2A(II) Researchers	✓	✓	✓	✓	✓	✓	✓	✓	*	*	✓

✓ = Recommended minimum skill level

* = Possible additional skill level

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	2B. Non academic professionals 2B(I) Senior Administrators and Registrars 2B(II) Librarians and Archivists 2B(III) Accountants, Business Analysts and Surveyors 2B(IV) Computing Consultants, Analysts and Programmers 2B(V) Science, Engineering and Health Professionals (Non Academic)	✓	✓	✓	✓	✓	✓	✓	✓	*	*	*
3. Associate Professional And Technical Occupations	3A. Laboratory, engineering, building, IT and medical technicians (including nurses) 3A(I) Laboratory Technicians 3A(II) Electrical and electronic technicians 3A(III) Engineering technicians 3A(IV) Building Technicians, Architectural Technicians and Draughtspersons 3A(V) IT Operations and User Support Technicians 3A(VI) Nurses, Midwives and Medical Technicians	✓	✓	✓	✓	✓	✓	✓	*	*	*	*

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	3B. Student welfare workers; careers advisers; vocational training instructors; personnel and planning officers 3B(I) Community Workers, Counsellors, Accommodation Officers and Student Services Assistants 3B(II) Career Advisers and Placement Officers 3B(III) Staff Development Officers and Training Instructors 3B (IV) Personnel Officers, Safety Officers, Business Analysts and Planning Officers	✓	✓	✓	✓	*	✓	✓	*	*	*	*

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	3C. Artistic, media, public relations, marketing and sports instruction occupations 3C(I) Artists, Performers, Graphic Designers and Arts Officers 3C(II) Editors, Editorial Assistants and Publication Officers 3C(III) Audio-visual Technicians, Photographic and Broadcasting Technicians 3C(IV) Information Officers, Public Relations Officer and Events Organisers 3C(V) Marketing, Sales and Purchasing Officers 3C(VI) Sports Coaches, Instructors and Development Officers	✓	✓	✓			✓	✓	*			*

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4. Administrative And Secretarial Occupations	4A. Library assistants, clerks and general administrative assistants 4A(I) Library Assistants and Clerks 4A(II) Accounts and Wages Clerks, Book-Keepers, and Other Financial Clerks 4A(III) Filing Clerks and Records Assistants (non-financial) 4A(IV) Database Assistants and Data Entry Clerks 4A(V) General Office and Clerical Assistants 4A(VI) Market Research Interviewers	✓	✓	✓	✓			✓				
	4B. Secretaries, typists, receptionists and telephonists 4B(I) Secretaries and Personal Assistants 4B(II) Typists 4B(III) Receptionists 4B(IV) Telephonists and Telecommunications Operators	✓	✓	✓				✓	✓			*

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5. Skilled Trades Occupations	5. Chefs, gardeners, electrical and construction trades, mechanical fitters and printers 5(I) Chefs and Cooks 5(II) Horticultural Technicians, Groundsmen and Gardeners 5(III) Electrical Trades 5(IV) Construction Trades 5(V) Fitters and Maintenance Technicians 5(VI) Printing Trades	✓	✓					✓				
6. Personal Service Occupations	6. Caretakers, residential wardens, sports and leisure attendants, nursery nurses and care occupations 6(I) Caretakers and Housekeepers 6(II) Residential Wardens, Support Workers and Clinical Assistants 6(III) Nursery Nurses and Playgroup Leaders 6(IV) Sports and Leisure Attendants 6(V) Animal Care Workers	✓	✓					✓				

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7. Sales And Customer Service Occupations	7. Retail and customer service occupations 7(I) Sales and Retail Assistants 7(II) Customer Care Occupations 7(III) Cash Collectors	✓	✓	*	*		*	✓				
8. Process, Plant And Machine Operatives	8. Drivers, maintenance supervisors and plant operatives 8(I) Drivers 8(II) Maintenance Officers and Supervisors 8(III) Plant and Assembly Operatives 8(IV) Laboratory Assistants (not technicians)	✓	✓					✓				
9. Elementary Occupations	9. Cleaners, catering assistants, security officers, porters and maintenance workers 9(I) Cleaners, Domestic and Laundry Assistants 9(II) Catering Assistants, Bar Staff, Waiters and Ushers 9(III) Security Officers and Car Park Attendants 9(IV) Porters and Mailroom Workers 9 (V) Reprographics and Printing Assistants 9(VI) Maintenance and Estates Workers	✓	✓					✓				

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