

Qualifications & Registrations

A Guide for Manager

Qualifications and/or registrations are required for holders of some positions, and this is normally outlined in the Job Description and Person specification. In order for an individual to successfully apply for, or undertake a position they should have or in some instance be working towards this. Where someone is in a position that requires qualifications e.g. through a restructure, they should be committed to obtaining the required qualification or registration.

Recruiting to a Position

During the recruitment process it is essential that a manager checks, copies and verifies any registration or qualification certificates that are required for the role. This must be done as a pre-condition of any offer, and without this a candidate cannot be appointed to the position.

Where a manager does not perform this activity, it will be performed by the Recruitment Centre but this can lead to delays in starting new employees. If the candidate cannot provide any evidence, then this needs to be discussed with the recruiting manager, and in some cases the conditional offer may be withdrawn or the level of work history may be considered.

Registrations

There are a number of registrations that may be relevant but the most common are those relating to Teachers (General Teaching Council or GTC) or Social Workers (Health & Care Professionals Council or HCPC). Registration with these bodies is time limited and must be renewed and a certificate is provided to the employee (which can be checked), but the HR Administration Centre will also check such registrations online.

Where a registration is not renewed, this will be raised with the manager and appropriate action should be taken which can include the removal of an employee from their current position.

Qualifications

Once a person receives a qualification they will be awarded a certificate, or can obtain copies where these are lost. Qualifications often have equivalents, and these must be considered by the manager who is considering applicants or reviewing required qualifications. Often a manager can also consider candidates for positions where they are 'working towards' their qualification, but any such offer of employment should be carefully considered and fixed-term conditional arrangements can be a solution.

International qualifications can be used as equivalents; however the manager and employee should ensure that they have been formally notified of the UK equivalent to ensure it is suitable for the requirements of the position.

We are here to help

Further information and assistance can be obtained by contacting us;
Resourcing Team, Shire Hall, Market Place, Warwick, CV34 4RL. Email:
recruitment@warwickshire.gov.uk or Tel.: 01926 418125

Qualification Levels

The different levels and types of qualifications in each are outlined below for information.

Entry Level

- Adult Literacy / Adult Numeracy full entry level certificate
- Entry level Skills for Life
- Entry level award, certificate and diploma
- Entry level Functional Skills
- Entry level Foundation Learning

NVQ Level 1

- GCSE/O Level Grades D – G (or less than 5 at grades A–C)
- CSE below grade 1
- 1 AS Level
- BEC General Certificate
- BEC Diploma
- BTEC First Certificate
- GNVQ Foundation
- City & Guilds Operative Award
- CPVE Year 1 (Technician)
- Any NVQ Level 1
- LCCI Elementary (First Level)
- PEI Elementary / First Level
- RSA Elementary / First level
- RSA Vocational Certificate
- Foundation Learning level 1
- Functional Skills level 1
- OCR National
- Skills for Life level 1

NVQ Level 3

- 2 or more GCE A Level passes
- 4 or more AS levels
- BEC National ONC/OND
- BTEC National ONC/OND
- City & Guilds Advanced Craft
- GNVQ Advanced
- LCCI Diploma (third level)
- NVQ Level 3
- Pitmans Level 3 Advanced Higher Certificate
- RSA Stage 3 Advanced Diploma
- TEC Certificate/Diploma
- Access to Higher Education Course
- ESOL & Foreign Languages Advanced Awards

- Advanced Extension Award
- Cambridge International award
- International Baccalaureate
- Key Skills level 3

NVQ Level 2

- GCSE/O Level
- (5 or more at grades A–C)
- CSE Grade 1 (5 or more)
- 1 GCE A Level
- 2/3 AS Levels
- BEC General Certificate with Credit
- BEC Diploma with Credit
- BTEC First Diploma
- City & Guilds Higher Operative / Craft
- GNVQ Intermediate
- NVQ Level 2
- LCCI Certificate (Second Level)
- PEI Stage 2
- Pitmans Intermediate Level 2
- Diploma Certificate
- RSA Diploma
- Key Skills level 2
- Functional Skills level 2

NVQ Level 4

- Teaching Certificate (including PGCE)
- First Degree
- NVQ Level 4
- BEC National HNC/HND
- BTEC National HNC/HND
- Higher Education Certificate
- Higher Education Diploma
- LCCI Advanced Level
- Nursing (SRN)
- RSA Advanced Certificate
- RSA Higher Diploma
- Key Skills level 4

NVQ Level 5

- Higher degree
- NVQ Level 5
- Continuing Education Diploma
- Other high level professional qualification

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