Education Authority Southern Region

Qualification Equivalency List

Explanatory Notes and Guidance on the list's use

This is the fifth version of the Education Authority Southern Region's policy on the equivalency of qualifications. As always it is not an attempt to list every qualification; for example, as at August 2015 there were 19829 accredited qualifications on the Register of Regulated Qualifications which is maintained by The Office of Qualifications and Examinations Regulation (OFQUAL) for qualifications in England, Wales and Northern Ireland. It lists those qualifications which have been presented by applicants for employment with the Education Authority Southern Region over the past, approximately, 30 years.

The Education Authority Southern Region's qualification criteria in job vacancy adverts are normally stated in terms of "GCSE or equivalent" – Level 1, "NVQ 3, 'A' level or equivalent" – Level 2, and "Third level qualification, HND/Degree level or equivalent" – Level 3 and there are columns in this list which define these:
- Level 1 (1), i.e. GCSE grades A*-C and equivalent,
- Level 2 (2), i.e. 'A' level, NVQ 3 and equivalent, and,
- Level 3 (3), i.e. Third Level Education qualification, HND/Degree or higher and equivalent.

There are columns providing details of qualification equivalency in respect of:
- (*1) Qualifications with an inferred acceptable standard of English & Maths for general office work - however, this general equivalency does not apply where it is essential that a post holder is required to compose documents, reports and letters, a stand-alone English qualification would then be required, nor where the post has specific numeric or financial duties, a stand-alone mathematics qualification would be required,
- Qualifications where the job involves the creation of documents – at a level equivalent to OCR (RSA) Level 2 and Level 3 Word Processing,
- Qualifications where jobs require general ICT skills - ICT Users Qualifications and,
- Qualifications which give stated standard of skills for ICT Support Staff - ICT Practitioner Qualifications.

There is also a column detailing the "QCF Level" which stands for the "Qualifications and Credit Framework Level" within which all UK qualifications are placed. The guidance to these levels and examples of qualifications within them, are listed in the appendix.

The increased number of applicants of other nationalities has necessitated the further development of guidance in relation to foreign qualifications.

The document, although comprehensive, is not exhaustive, and reflects qualifications and equivalencies which have been encountered up to a set date; therefore, clearly, additional qualifications will have to be assessed as and when they are encountered in order for the Regional Authority to reach an opinion concerning their equivalency. If the qualification being considered is not covered in the document you should contact HR 37512394 or 37512214 for guidance.

General Notes

Countries in which UK qualifications are commonly studied.

This list comprises the more important countries, in terms of number of candidates, in which the examinations of UK Examining Boards are taken. It can appear anomalous for applications to be listing UK qualifications taken in a foreign country, hence the inclusion of this description and list.

Bahamas	Bangladesh	Barbados	Bermuda
Botswana	Brunei	Cyprus	Egypt
Gambia	Gibraltar	Guyana	Hong Kong
Jamaica	Kenya	Lesotho	Malawi
Malaysia	Malta	Mauritius	Pakistan
Seychelles	Sierra Leone	Singapore	Swaziland
Tanzania	Trinidad	Zambia	

Countries from which qualifications are routinely encountered.

This list of countries details those from which the Board has encountered qualifications, and these qualifications are listed under the name of that country.

Australia	Canada	Ireland (Republic of)	Italy	Lithuania
Malta	Poland	Portugal	South Africa	United States of America

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
								Document Creation		ICT User	ICT Practitioner
Access Certificate to Higher Education	3		3 'A' levels & 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
AFFINITY QUALIFICATIONS - please contact HR – 37512214 or 37512394											
AMSPAR Advanced Medical Secretaries Diploma	3		2 'A' levels & 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
AMSPAR Practice Management Certificate	2		5 plus GCSE's grade A*-C inc Eng & Maths	Y			Y				
AMSPAR Practice Management Diploma	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Associate Degree	5		NVQ 5 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
AVCE (Vocational 'A' Level)	3	Each subject Graded A-E	Straight 'A' level equivalency + 2 GCSE grade A*/A-C	Y	Y						
		2 Subjects graded A-E	Straight 'A' level equivalency + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
		3/3+ Subjects graded A-E	Straight 'A' level equivalency + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
AUSTRALIA											
Capital Territory	3	ACT Year 12 Certificate – acceptable grades A-E	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
New South Wales	3	Higher School Certificate (HSC) – acceptable marks above 50.	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Northern Territory	3	Northern Territory Certificate of Education (NTCE) – acceptable grades 20 – A – Outstanding Achievement 19-17 – A – Very High Achievement 16-14 – B – High Achievement 13-11 – C – Competent Achievement	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Queensland	3	Student Education Profile (SEP) – acceptable grades VHA- Very High	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				

Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
		Achievement HA – High Achievement SA – Sound Achievement									
South Australia	3	South Australian Certificate of Education (SACE) - acceptable grades 20 – A – Outstanding Achievement 19-17 – A – Very High Achievement 16-14 – B – High Achievement 13-11 – C – Competent Achievement	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Tasmania	3	Tasmanian Certificate of Education (TCE) - acceptable grades Exceptional Achievement (22-20) High Achievement (19-13) Commendable Achievement (12-7) Satisfactory Achievement (6-1)	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Victoria	3	Victorian Certificate of Education (VCE) – acceptable grades A-E	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Western Australia	3	Western Australian Certificate of Education – acceptable grades A-E	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Baccalaureate	3		3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
British Computer Society (BCS) Certificate for IT Professionals			Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**
British Computer Society (BCS) Certificate in IT			Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**

Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
British Computer Society (BCS) - Diploma in IT	5		Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**
British Computer Society (BCS) Professional - Graduate Diploma in IT	6		Honours Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**
BTEC/BEC General Certificate/Diploma	2	Pass	3 GCSEs grade A*-C	Y							
BTEC/BEC General Certificate/Diploma	2	Credit	4 GCSEs grade A*-C inc Eng & Maths	Y			Y				
BTEC/BEC First Certificate/Diploma	2		4 GCSEs grade A*-C inc Eng & Maths	Y			Y				
BTEC/BEC First Certificate/Diploma for ICT Practitioners	2		4 GCSEs grade A*-C inc Eng & Maths	Y			Y			Y	**1**
BTEC/BEC ONC/D National Certificate/Diploma	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
BTEC/BEC ONC/D National Certificate/Diploma for IT Practitioners	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			Y	**1-2**
BTEC/BEC HNC/D Higher National Certificate/Diploma	5		Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
BTEC/BEC HNC/D Higher National Certificate/Diploma in Computing	5		Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:						Qualifications required for:			
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Document Creation: Word Processing at a level equivalent to RSA Level 2	Document Creation: Word Processing at a level equivalent to RSA Level 3	ICT User: ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT Practitioner: ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
BTEC Level 3 National Award for IT Practitioners	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			Y	**1-2**
BTEC Level 3 National Award for IT Contact Centres	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y					Y	**1-2**
CANADA CERTIFICATES/ DIPLOMAS (Each province awards its own - a single secondary level qualification)	3	Average of 65% in at least 5 grade 12 subjects to be of 'A' level standard.	3 'A' levels + 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
	2	Average of 50% in at least 5 grade 9/10 subjects to be of GCSE standard	5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
CANADA High Schools Certificate in Secretarial Studies (Year 9-10)	2		5 GCSE's grade A*-C inc Eng & Maths + WP2	Y			Y	Y		Y	
CANADA High Schools Diploma in Secretarial Studies (Year 11/12)	3		2 'A' Levels + 5 GCSE's grade A*-C inc Eng & Maths + WP3	Y	Y		Y	Y	Y	Y	
Certificate in Foundation Studies for Mature Students	3		3 'A' levels + 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
CHARTERED INSTITUTE OF BANKERS Associate level	5		NVQ 5 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
CITY AND GUILDS (Catering) 150 OR 706/1	2		4 GCSEs grade A*-C	Y							

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:					Qualifications required for:			
								Document Creation		ICT User	ICT Practitioner
				GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
CITY AND GUILDS (Catering) 150 + 151 OR 706/1 + 706/2	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
CITY AND GUILDS Electronics Servicing Part 1 (726/1)	2		4 GCSEs grade A*-C	Y							
CITY AND GUILDS Communications Skills 772/1+ 772/2	2		1 GCSE A*-C English	Y							
CITY AND GUILDS Higher Professional Diploma for IT Professionals	5		Ordinary Degree (degree without honours) + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**
CITY AND GUILDS Level 2 Diploma for IT Practitioners	2		4 GCSEs grade A*-C	Y						Y	**1**
CITY AND GUILDS Level 3 Advanced Diploma for IT Practitioners	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			Y	**1-2**
CITY AND GUILDS Level 3 Diploma in Designing and Planning Communication Networks	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			Y	**1-2**
CITY AND GUILDS Diploma in Communications Systems	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			Y	**1-2**

Qualification Title	QCF level	Grade (if applicable)	Equivalency level: Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
								Document Creation		ICT User	ICT Practitioner
CITY AND GUILDS Numeracy 364/1	2		1 GCSE A*-C Maths	Y							
CITY AND GUILDS Teaching Basic Skills Support in FE	3/4		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
CITY & GUILDS - For other C & G qualifications please contact HR – 37512214 or 37512394											
CLAIT Plus (also see RSA/OCR)	2		1 GCSE grade A*-C	Y						Y	
CSE	2	Each subject **GRADE 1 ONLY**	1 GCSE grade C	Y							
Degree (Associate)	5		NVQ 5 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
Degree (Ordinary)	5		NVQ 5 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
Degree (Honours)	6		Ordinary Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
Degree (Masters), (not USA Masters)	7		Honours Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
Degree in Computing or ICT or related	5-6		Honours Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y			Y	**1-3**
Diploma in Combined Social & Behavioural Sciences	4		3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Diploma in Foundation Studies for Mature Students	3		3 'A' levels + 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
ECDL (European Computer Driving Licence)	2		1 GCSE grade A*-C	Y						Y	
ECDL + Advanced ECDL WORD	2		1 GCSE grade A*-C	Y				Y		Y	

Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
Essential Skills – see Key Skills below											
Foundation Diploma in (various subjects) for Mature Students	3		3 'A' levels + 5 plus GCSE's grade A*-C inc Eng & Maths	Y	Y		Y				
GCE 'O' level	2	Post 1977 Each Subject - A-C	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
		Pre 1977 but after 1974 Each subject graded 1-6	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
		Pre 1975 Each subject graded PASS (not graded on certificate)	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
GCE 'O' level in Computing or IT/ICT or Applied IT/ICT	2	See GCE 'O' level immediately above	Straight like for like equivalency GCSE grade A*-C	Y						Y	1
GCE 'AS' level	3	2 Subjects graded A-E	1 'A' level + 2 GCSE grade A*-C.	Y	Y						
		4 Subjects graded A-E	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
		6/6+ Subjects graded A-E	3/3+ 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
GCE 'AS' level in Computing or IT/ICT or Applied IT/ICT	2/3	1 Subject graded A-E	1 GCSE	Y						Y	1
GCE 'A' level	3	1 Subject graded A-E	1 'A' level + 2 GCSEs grade A*-C	Y	Y						
		2 Subjects graded A-E	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
		3/3+ Subjects graded A-E	3/3+ 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
GCE 'A' level in Computing or IT/ICT or Applied IT/ICT	3	1 Subject graded A-E	1 'A' level + 2 GCSEs grade A*-C	Y	Y					Y	1-2

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GCSE	2	A*-C	The standard NQF level 2 qualification..	Y							
GCSE in Computing or IT/ICT or Applied IT/ICT	2	A*-C	The standard NQF level 2 qualification	Y						Y	1
GCSE Word Processing	2	A*-C	The standard NQF level 2 qualification	Y				Y		Y	
GNVQ Intermediate	2		4 GCSEs grade A*-C	Y							
GNVQ Advanced	3	12 subjects	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
		18 subjects	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
ILM see NEBS below											
INSTITUTE OF ACCOUNTING TECHNICIANS IN IRELAND (IATI)											
IATI Foundation Level	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Admission Level	4		NVQ 5 + 3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
International Baccalaureate	3		3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
International GCSE	2	Each Subject A – C	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
Irish Leaving Certificate – level – Standard/Ordinary	2	Each Subject A – C	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
Irish Leaving Certificate – level Higher/Honours	3	Each 3 passes at grades A-D	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				

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ITALY Final School Exams Diploma di Esama di Stato (formerly Diploma di Maturita)	2	Acceptable - Graded 60-100	Straight like for like equivalency GCSE grade A*-C for each subject – * English & Maths must be specified if required.	Y			Y*			
ITALY Opzione Classica/Linguista/Scientifica/ Technica/ Professionale/ Magistrale/ Artistica	3	Awarded if passed	3 'A' levels + 5 plus GCSEs grade A*-C – *English & Maths must be specified if required.	Y	Y		Y*			
JEB Teachers Certificate (various subjects, e.g. IT)	3	The teaching element is at NVQ 3 but the subject element is at NVQ 1	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y			
Key or Essential Skills	2		1 GCSE A*-C "Communication" / "English" = GCSE English, "Application of Number" / "Numeracy" = GCSE Maths "ICT" = GCSE ICT	Y						Y (if ICT)
	3		1 'A' level A-E "Communication" / English = 'A' level + GCSE English, "Application of Number"/ "Numeracy" = 'A' level + GCSE Maths "ICT" = 'A' level + GCSE ICT	Y	Y					Y (if ICT)
	4		NVQ 4 + 3 'A' levels A-E + 2 plus GCSEs A*-C "Communication" / "English" = 'A' level + GCSE English, "Application of Number" / "Numeracy" = 'A' level + GCSE Maths "ICT" = 'A' level + GCSE ICT	Y	Y					Y (if ICT)
LCCI – Secretarial	2		5 GCSEs grade A*-C inc Eng & Maths + RSA Stg 2 WP	Y			Y	Y		Y

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Studies Certificate											
LCCI – Private Secretaries Certificate	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths + RSA Stg 2 WP	Y	Y		Y	Y		Y	
LCCI Private and Executive Secretaries Diploma	4		NVQ 4 + 3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths + RSA Stg 3 WP	Y	Y	Y	Y	Y	Y	Y	
LCCI - Business Administration Level 2	2		4 GCSEs grade A*-C inc Eng & Maths	Y			Y				
Level 3	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Level 4	4		Higher Education Diploma/Certificate + 3 'A' levels + 5 plus GCSEs inc Eng & Maths grade A*-C	Y	Y	Y	Y				
LCCI – For other LCCI qualifications please contact HR Recruitment - 37512214											
LITHUANIA Brandos Atestats (Maturity Certificate)	3	Group qualification listing subjects	3 'A' levels + 5 GCSEs grade A*-C - *English and Maths must be listed if this is a requirement	Y	Y		Y*				
MOUS - Microsoft Office User Specialist - Word	2		1 GCSE equivalent	Y				Y		Y	
NEBS (now ILM) Management Diploma	4		NVQ 4 + 3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
NEBS (now ILM) Management Certificate	3		2 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
NEBS (now ILM) Management Introductory Award	2		4 GCSEs grade A*-C	Y							
NVQ	2	***If the NVQ title includes Business and/or Administration then an**	4 GCSEs grade A*-C	Y			Y*				

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Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE	'A'	Third	Acceptable	WP RSA2	WP RSA3	ICT User	ICT Practitioner
			acceptable standard of English and Maths at GCSE for general office work is inferred.								
	3		2 'A' levels + 5 GCSEs grade A*-C	Y	Y		Y				
	4		Higher Education Diploma/Certificate + 3 'A' levels + 5 plus GCSEs	Y	Y	Y	Y				
	5		HNC/D OR Degree (ordinary) level + 3 plus 'A' levels + 5 plus GCSEs	Y	Y	Y	Y				
NVQ 2 in: Communication Technologies Practitioners OR IT Practitioners OR IT Contact Centre Ops	2		4 GCSEs grade A*-C	Y						Y	**1**
NVQ 3 in: Communication Technologies Practitioners OR IT Practitioners OR IT Contact Centre Ops	3		2 'A' levels + 5 GCSEs grade A*-C	Y	Y		Y			Y	**1-2**
NVQ 4 in: Communication Technologies Practitioners OR IT Practitioners OR IT Contact Centre Ops	4		Higher Education Diploma/Certificate + 3 'A' levels + 5 plus GCSEs	Y	Y	Y	Y			Y	**1-3**
OPEN COLLEGE NETWORK – please contact HR – 37512214 or 37512394											
OCR see also RSA											
PITMAN Accounting Level 3	2		1 GCSE Maths grade A*-C	Y							

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:					Qualifications required for:			
								Document Creation		ICT User	ICT Practitioner
				GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
PITMAN Accounting Level 4	3		1 'A' level Maths grade A-E	Y	Y						
PITMAN Administration & Secretarial Procedures	2		3 GCSEs grade A*-C	Y							
PITMAN Book-keeping and Accounts Levels 3	2		1 GCSE Maths grade A*-C	Y							
PITMAN Book-keeping and Accounts Levels 4	3		1 'A' level Maths grade A-E	Y	Y						
PITMAN Business Practice - Intermediate Diploma	2		3 GCSEs grade A*-C	Y							
PITMAN Business Practice - Advanced Diploma Level 3	2		5 GCSEs grade A*-C inc Eng & Maths + WP Stg 2 + Desk Top Publishing Stg 2	Y			Y	Y		Y	
PITMAN Business Studies - Level 2	2		3 GCSEs grade A*-C	Y							
PITMAN Business Practice - Advanced Diploma Level 3	2		5 GCSEs grade A*-C inc Eng & Maths	Y							
PITMAN Communication Level 3	2		1 GCSE English grade A*-C	Y							

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
								Document Creation		ICT User	ICT Practitioner
PITMAN Cost Management Accounting Level 3	2		1 GCSE Maths grade A*-C	Y							
PITMAN Cost Management Accounting Level 4	3		1 'A' level Maths grade A-E	Y	Y						
PITMAN English for Business Communication Level 3	2		1 GCSE English grade A*-C	Y							
PITMAN English for Business Communication Level 4	3		1 'A' English grade A-E	Y	Y						
PITMAN English for Office Skills Level 3	2		1 GCSE English grade A*-C	Y							
PITMAN English for Office Skills Level 4	3		1 'A' English grade A-E	Y	Y						
PITMAN Office Procedures Level 2	2		3 GCSEs grade A*-C	Y							
PITMAN Secretarial & Administration Intermediate Diploma	2		3 GCSEs grade A*-C	Y							

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2 (Document Creation)	Word Processing at a level equivalent to RSA Level 3 (Document Creation)	ICT/IT Users at a minimum of GCSE Level (or equivalent) (ICT User)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3) (ICT Practitioner)
PITMAN Secretarial & Administration Advanced Diploma Level 3	2		5 GCSEs grade A*-C inc Eng & Maths + WP Stg 2 + Desk Top Publishing Stg 2	Y			Y	Y		Y	
Pitman Shorthand 60 wpm +	2		1 GCSE grade A*-C	Y							
PITMAN Typewriting Advanced Level 3	2			Y				Y			
PITMAN Word Processing Techniques Advanced Level 3	2			Y				Y		Y	
PITMAN Word Processing Techniques Professional Level 4	3			Y	Y				Y	Y	
POLAND Matura (Secondary School Certificate)	3	A group qualification – acceptable grades are 3-6	3 'A' levels + 5 GCSEs grade A*-C - *English and Maths must be listed if this is a requirement	Y	Y		Y*				
PORTUGAL Diploma de Ensino Secunario (previously known as – Certificado do 12º ano)	3	A group qualification – acceptable grades are suficiente, bom and muito bom (will have an emphasis of either general, technical or professional)	3 'A' levels + 5 GCSEs grade A*-C - *English and Maths must be listed if this is a requirement	Y	Y		Y*				
Postgraduate Certificates and Diplomas	7		Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
RSA/OCR Administrative & Secretarial Procedures	2	Certificate	5 plus GCSEs grade A*-C inc Eng & Maths + WP Stg 2	Y			Y	Y		Y	
	3	Diploma	2 'A' Levels + 5 plus GCSEs grade A*-C inc Eng & Maths + WP Stg 2	Y	Y		Y	Y	Y	Y	

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
	4	Higher Diploma	NVQ 4 + 3 'A' Levels + 5 plus GCSEs grade A*-C inc Eng & Maths + WP Stg 2 OR WP Stg 3	Y	Y	Y	Y	Y	Y	Y	
RSA/OCR – Stage 2	2		Straight like for like equivalency GCSE grade A*-C for each subject	Y							

RSA/OCR Level 2 Award/Certificate/ Diploma in Text Processing - Parts 1 & 2	2		**Certificate Level 2 Text Processing:**
			  Part 1 (Group A):
			    Text Production
			  Plus any <u>ONE or MORE</u> of the following:
			  Part 2 (Group B):
			    Shorthand Speed Skills
			    Speed Keying
			    Audio Transcription
			    Business Presentations
			    Legal Text Processing
			    Mailmerge
			    Medical Audio-Transcription
			    Medical Word Processing
			    Typewriting
			    Word Processing
			    Cynhyrchu Testun (Welsh)
			    Prosesu Geiriau (Welsh
				Y				Y		Y	

RSA/OCR Level 3 Award/Certificate/ Diploma in Text Processing - Parts 1 & 2	3		**Certificate Level 2 Text Processing:**
			  Part 1 (Group A):
			    Text Production
			  Plus any <u>ONE or MORE</u> of the following:
			  Part 2 (Group B):
			    Shorthand Speed Skills
			    Speed Keying
			    Audio Transcription
			    Business Presentations
			    Legal Text Processing
			    Mailmerge
			    Medical Audio-Transcription
			    Medical Word Processing
			    Typewriting
			    Word Processing
			    Cynhyrchu Testun (Welsh)
				Y				Y	Y	Y	

Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
								Document Creation		ICT User	ICT Practitioner
			Prosesu Geiriau (Welsh								
RSA/OCR CLAIT Plus (level 2) + CLAIT Advanced	2			Y				Y		Y	
RSA/OCR CLAIT Plus (level 2)	2			Y						Y	
RSA/OCR CLAIT Advanced	3			Y	Y					Y	
RSA/OCR Integrated Business Technology Stage 2 (AKA - "IBT", "CLAIT 2", "CLAIT Advanced") + Integrated Business Technology Stage 3 (AKA "IBT Stage 3")	2			Y				Y		Y	
RSA/OCR Integrated Business Technology Stage 2 (AKA - "IBT", "CLAIT 2", "CLAIT Advanced")	2			Y						Y	
RSA/OCR – Stage 3	3		1 'A' level, straight like for like equivalency + 2 GCSEs grade A*-C	Y	Y						
RSA/OCR Integrated Business Technology Stage 3 (AKA "IBT Stage 3")	3			Y	Y						
RSA/OCR Shorthand 60 wpm and higher	2		1 GCSE grade A*-C	Y							
RSA/OCR Typewriting Stage 2 (No parts)	2			Y				Y			
RSA/OCR Typewriting	3			Y	Y			Y	Y		

Qualification Title	QCF level	Grade (if applicable)	Equivalency level:								
			Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Document Creation — Word Processing at a level equivalent to RSA Level 2	Document Creation — Word Processing at a level equivalent to RSA Level 3	ICT User — ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT Practitioner — ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
Stage 3 (No parts)											
RSA/OCR Word Processing Stage 2 (Part 1 & 2)	2			Y				Y		Y	
RSA/OCR Word Processing Stage 3 (Part 1 & 2)	3			Y	Y			Y	Y	Y	
RSA/OCR Certificate for IT Practitioners	2			Y			Y			Y	**1**
RSA/OCR National Certificate in IT	2			Y			Y			Y	**1**
RSA/OCR Certificate/Diploma for IT Professionals	2			Y			Y			Y	**1**
RSA/OCR Certificate for IT Professionals	3			Y	Y		Y			Y	**1-2**
Scottish Certificate of Education (SCE) - Standard/Ordinary	2	Each Subject graded 1-3	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
Scottish Certificate of Education (SCE) – Higher	3	Each 3 passes at grades A-C	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Senior Certificate /Senior Technical Certificate – level - Ordinary	2	1 Subject A-C	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
Senior Certificate /Senior Technical Certificate – level – Advanced	3	1 Subject A-E	'A' level straight like for like equivalency + 2 GCSEs straight like for like equivalency grade A-C *Inc Eng & Maths for 2+ subjects.	Y	Y		Y*				

Qualification Title	QCF level	Grade (if applicable)	Summary notes:	GCSE Level (1) or equivalent	'A' Level (2) or equivalent	Third Level (3) Education Qualification	Acceptable standard of English & Maths for general office work is inferred – see page 1 guidance notes *1	Word Processing at a level equivalent to RSA Level 2	Word Processing at a level equivalent to RSA Level 3	ICT/IT Users at a minimum of GCSE Level (or equivalent)	ICT/IT Practitioners (e.g. Support Techs etc.) at GCSE Level (1), 'A' Level (2) or Third Level (3)
SOUTH AFRICA Senior Certificate OR Matriculation Endorsement	2	Standard Each subject graded A-D	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
	3	Higher 5 subjects at grades A-D	3 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
Trinity College of Music	2	Grade 6 and above	1 GCSE grade A*-C	Y							
USA High School Diploma	2	Each Subject A-C	Straight like for like equivalency GCSE grade A*-C for each subject	Y							
USA Associate Degree	3		2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				
USA Masters Degree	6		Ordinary Degree + NVQ 4 + 3 plus 'A' levels + 5 plus GCSEs grade A*-C inc Eng & Maths	Y	Y	Y	Y				
VCE (Vocational Certificate in Education)	3	Single Award Graded A-E 6 Subjects	1 'A' level + 2 GCSE grade A*/A-C	Y	Y						
	3	Double Award Graded A-E 12 Subjects	2 'A' levels + 5 GCSEs grade A*-C inc Eng & Maths	Y	Y		Y				

Appendix – Qualifications and Credit Framework

Framework level	Level indicators	Examples of qualifications
Entry	Entry level qualifications recognise basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.	Qualifications are offered at entry 1, entry 2 and entry 3, in a range of subjects
Level 1	Level 1 qualifications recognise basic knowledge and skills and the ability to apply learning with guidance or supervision. Learning at this level is about activities that mostly relate to everyday situations and may be linked to job competence.	NVQ 1; Certificate in Plastering; GCSEs Grades D–G; Certificate in Motor Vehicle Studies
Level 2	Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervision. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.	NVQ 2; GCSEs Grades A*- C; Certificate in Coaching Football; Diploma for Beauty Specialists
Level 3	Level 3 qualifications recognise the ability to gain, and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising and training others in their field of work.	Certificate for Teaching Assistants; NVQ 3; A levels; Advanced Extension Awards; Certificate in Small Animal Care
Level 4	Level 4 qualifications recognise specialist learning and involve detailed analysis of a high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. Level 4 qualifications are at a level equivalent to Certificates of Higher Education.	Diploma in Sport and Recreation; Certificate in Site Management; OU Certificate in Early Years Practice; Basic professional and professional management qualifications (also see levels 5, 6 & 7)
Level 5	Level 5 qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and responses to complex problems and situations. Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Qualifications at this level are appropriate for people working as higher grade technicians, professionals or managers. Level 5 qualifications are at a level equivalent to intermediate higher education qualifications such as diplomas of higher education, foundation and other degrees that do not typically provide access to postgraduate programmes.	Diploma in Construction; Certificate in Performing Arts; Foundation Degree; Ordinary Degree; BTEC HNC/D; Ordinary professional and professional management qualifications (also see levels 4,6 & 7)
Level 6	Level 6 qualifications recognise a specialist high-level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level involves the achievement of a high level of professional knowledge and is appropriate for people working as knowledge-based	Diploma in Professional Production Skills Honours Degree; Graduate Certificates and Diplomas; Higher professional and professional

Framework level	Level indicators	Examples of qualifications
	professionals or in professional management positions. Level 6 qualifications are at a level equivalent to bachelor degrees with honours, graduate certificates and graduate diplomas.	management qualifications (also see levels 4,5 & 6)
Level 7	Level 7 qualifications recognise highly developed and complex levels of knowledge that enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high-level specialist professional knowledge and is appropriate for senior professionals and managers. Level 7 qualifications are at a level equivalent to masters degrees, postgraduate certificates and postgraduate diplomas.	Diploma in Translation; Fellowship in Music Literacy; Masters Degrees; Post-graduate certificates and diplomas; Specialist Professional and Managerial qualifications
Level 8	Level 8 qualifications recognise leading experts or practitioners in a particular field. Learning at this level involves the development of new and creative approaches that extend or redefine existing knowledge or professional practice.	Specialist awards Doctorates

Note: currently, qualification titles such as 'certificate' and 'diploma' are not indicators of the level of a qualification.
Source - QCA, 2006