

QUALIFICATIONS MATRIX

The table gives an indication of major qualifications at each grades / types of position.

Please select those appropriate for the type of role to form the essential criteria for the qualification section of the person specification.

You must select:

- one from Part a AND
- one from Part b

You may also wish to consider if equivalent relevant experience would be accepted as a substitute for a qualification.

For detail of the equivalent qualifications in other countries, you will need to consult the websites given below.

The Scottish Credit and Qualifications Framework www.scqf.org.uk
National Framework of Qualifications for Ireland www.nfq.ie

You can also use the [UK NARIC website](#) to find out all about how qualifications and skills from overseas compare to the UK's qualifications.

Support Staff (Grades 2-6)

Grade	Role	Essential	Desirable
2	Clerical Support Assistant	<div style="background-color: #4F81BD; color: white; padding: 2px;">Part a:</div> <ul style="list-style-type: none"> • Minimum of 3 GCSEs at grade D-G (incl. English & Maths) <div style="background-color: #4F81BD; color: white; padding: 2px;">Part b:</div> <ul style="list-style-type: none"> • Welsh Bacalaureate - Foundation • Foundation Diploma in a relevant subject area • BTEC Introductory Certificate / Award / Diploma in a relevant subject area 	<ul style="list-style-type: none"> • NVQ level 1 in a relevant subject area
3	Clerical Assistant	<div style="background-color: #4F81BD; color: white; padding: 2px;">Part a:</div> <ul style="list-style-type: none"> • Minimum of 4 GCSEs at grades A* - D (incl. English and Maths) or NVQ level 1 in a relevant subject area <div style="background-color: #4F81BD; color: white; padding: 2px;">Part b:</div>	<ul style="list-style-type: none"> • NVQ level 2 in a relevant subject area

		<ul style="list-style-type: none"> • Vocational Qualifications Level 2 • Welsh Baccaureate - Intermediate • City & Guilds Intermediate Award in a relevant subject area • Higher Diploma / Award / Certificate at Level 2 in a relevant subject area 	
4	Clerical Officer	<p>Part a:</p> <ul style="list-style-type: none"> • Minimum of 5 GCSEs at grades A* - C (incl. English and Maths) or NVQ level 2 in a relevant subject area <p>Part b:</p> <ul style="list-style-type: none"> • Advanced Diploma in a relevant subject area. 	<ul style="list-style-type: none"> • NVQ level 3 in a relevant subject area • ECDL Certificate
5	Senior Clerical Officer PA	<p>Part a:</p> <ul style="list-style-type: none"> • 2 AS Levels or 1 A Level or NVQ level 3 in a relevant subject area <p>Part b</p> <ul style="list-style-type: none"> • City & Guilds Advanced Award in a relevant subject area • Welsh Baccaureate – Advanced • ECDL Certificate 	<ul style="list-style-type: none"> • NVQ level 4 in a relevant subject area
6	Senior PA Administrative Assistant	<p>Part a:</p> <ul style="list-style-type: none"> • 2 AS Levels or 1 A level or NVQ level 4 in a relevant subject area <p>Part b:</p> <ul style="list-style-type: none"> • Higher National Certificate (HNC) in a relevant subject area • Higher National Diploma (HND) in a relevant subject area • Foundation Degree in a relevant subject area 	<ul style="list-style-type: none"> • Undergraduate degree in a relevant subject area

		<ul style="list-style-type: none"> ECDL Certificate 	
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Technical Staff (Grades 3-7)

Grade	Role	Essential	Desirable
3	Junior Technician	<p>Part a:</p> <ul style="list-style-type: none"> Minimum of 4 GCSEs at grades A* - D (incl. English and Maths) or NVQ level 1 in a relevant subject area Level 1 IVQ Technicians Certificate <p>Part b:</p> <ul style="list-style-type: none"> Welsh Bacculaureate - Intermediate City & Guilds Intermediate Awards Higher Diplomas / Award / Certificates at Level 2 in a relevant subject area 	<ul style="list-style-type: none"> NVQ level 2 in a relevant subject area
4	Technician 1	<p>Part a:</p> <ul style="list-style-type: none"> Minimum of 5 GCSEs at grades A* - C (incl. English and Maths) or NVQ level 2 in a relevant subject area Level 2 IVQ Technicians Certificate <p>Part b:</p> <ul style="list-style-type: none"> Advanced Diploma in a relevant subject area 	<ul style="list-style-type: none"> NVQ level 3 in a relevant subject area
5	Technician 2	<p>Part a:</p> <ul style="list-style-type: none"> 2 AS Levels or 1 A Level or NVQ level 3 in a relevant subject area Level 3 IVQ Technicians Diploma 	<ul style="list-style-type: none"> NVQ level 4 in a relevant subject area Full Technical Certificate, BTEC, HND / HNC

		<p>Part b:</p> <ul style="list-style-type: none"> • City & Guilds Advanced Award in a relevant subject area • Vocational Qualification Level 4 in a relevant subject area • Welsh Bacalaureate – Advanced 	
6	Senior Technician	<p>Part a:</p> <ul style="list-style-type: none"> • 2 AS Levels or 1 A level or NVQ level 4 in a relevant subject area • Level 5 IVQ Advanced Technician Diploma <p>Part b:</p> <ul style="list-style-type: none"> • Full Technical Certificate, BTEC, HND / HNC • Vocational Qualification Level 5 in a relevant subject area • Foundation Degree in a relevant subject area 	<ul style="list-style-type: none"> • Undergraduate degree in a relevant subject area
7	Chief Technician	<p>Part a:</p> <ul style="list-style-type: none"> • Undergraduate degree in a relevant subject area <p>Part b:</p> <ul style="list-style-type: none"> • Technical Graduateship 	

Research Staff (Grades 6 – 9)

Grade	Role	Essential	Desirable
6	Research Project Support Officer	<p>Part a:</p> <ul style="list-style-type: none"> • Undergraduate degree in a relevant subject area 	<ul style="list-style-type: none"> • Postgraduate degree in a relevant subject area
7	Research Officer	<p>Part a:</p> <ul style="list-style-type: none"> • PhD, or be close to the completion of or possess equivalent experience relevant to the role <p>Part b:</p>	

		<ul style="list-style-type: none"> Professional accreditation Graduate Diploma Graduate Certificate 	
8 & 9	Grade 8: Research Fellow Grade 9: Senior Research Fellow	Part a: <ul style="list-style-type: none"> PhD or possess equivalent experience relevant to the role Part b: <ul style="list-style-type: none"> Professional accreditation Graduate Diploma / Certificate in a relevant subject area 	

Academic Staff (Grades 7 – 9)

Grade	Role	Essential	Desirable
7	Lecturer 1	Part a: <ul style="list-style-type: none"> Postgraduate degree in a relevant subject area PhD, or be close to the completion in a relevant subject area Part b: <ul style="list-style-type: none"> Professional accreditation 	<ul style="list-style-type: none"> Postgraduate Certificate in Higher Education (PGCertHE) or be close to the completion of
8	Lecturer 2	Part a: <ul style="list-style-type: none"> PhD in a relevant subject area and a Postgraduate Certificate in Higher Education (PGCertHE) or equivalent Part b: <ul style="list-style-type: none"> Professional accreditation Graduate Diploma / Certificate in a relevant subject area 	<ul style="list-style-type: none"> HEA Fellowship accreditation
9	Senior Lecturer	Part a: <ul style="list-style-type: none"> Postgraduate degree in a relevant subject area PhD, or be close to the completion in a relevant subject area Part b:	

		<ul style="list-style-type: none"> Professional accreditation HEA Fellowship accreditation 	
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Professional and Managerial Staff (Grades 7 – 9)

Grade	Role	Essential	Desirable
7	Administrative Officer	Part a: <ul style="list-style-type: none"> Undergraduate degree in a relevant subject area Part b: <ul style="list-style-type: none"> Professional accreditation 	<ul style="list-style-type: none"> Postgraduate degree in a relevant subject area
8 & 9	Grade 8: Senior Officer Grade 9: Executive Officer	Part a: <ul style="list-style-type: none"> Postgraduate degree in a relevant subject area Part b: <ul style="list-style-type: none"> Professional accreditation 	