

Family Profile Qualification Level Guidance

To achieve the qualification level allocated to your Family Profile, you must evidence a minimum of one from the range of qualifications or relevant experience options listed within that level. This list is not exhaustive so if you have any queries please contact [HR Advice](#).

Qualification level	Options
1	<ul style="list-style-type: none"> • entry level award • entry level certificate (ELC) • entry level diploma • entry level English for speakers of other languages (ESOL) • entry level essential skills e.g. running reports, day book/diary entries for internal use, basic messages and topping and tailing letters. Numeracy covers straightforward arithmetic functions including dealing with cash, weight and measuring • entry level functional skills e.g. able to use basic tools and equipment (household appliances etc.) • Skills for Life first certificate • GCSE - grades 3, 2, 1 or grades D, E, F, G • level 1 award • level 1 certificate • level 1 diploma • level 1 ESOL • level 1 essential skills • level 1 functional skills • level 1 national vocational qualification (NVQ) • music grades 1, 2 and 3
2	<ul style="list-style-type: none"> • CSE - grade 1 • GCSE - grades 9, 8, 7, 6, 5, 4 or grades A*, A, B, C

	<ul style="list-style-type: none"> • intermediate apprenticeship • level 2 award • level 2 certificate • level 2 diploma • level 2 ESOL • level 2 essential skills e.g. composing / amending standard letters. Numeracy covers calculations • level 2 functional skills • level 2 national certificate • level 2 national diploma • level 2 NVQ • music grades 4 and 5 • O level - grade A, B or C
3	<ul style="list-style-type: none"> • access to higher education diploma • advanced apprenticeship • applied general • AS level • international Baccalaureate diploma • level 3 award • level 3 certificate • level 3 diploma • level 3 ESOL • level 3 essential skills e.g. specialist clerical/admin function skills where a relevant qualification is required and/or at least one year on the job experience. • level 3 national certificate • level 3 national diploma • level 3 NVQ • music grades 6, 7 and 8 • tech level • Secretarial qualification

	<ul style="list-style-type: none"> • ONC or equivalent
4	<ul style="list-style-type: none"> • certificate of higher education (CertHE) • higher apprenticeship • higher national certificate (HNC) • level 4 award • level 4 essential skills e.g. practitioner level. Might have considerable experience, but not necessarily a professional qualification. Might have extensive practical experience on the job, and or/formal training leading to part professional qualification. • level 4 certificate • level 4 diploma • level 4 NVQ
5	<ul style="list-style-type: none"> • diploma of higher education (DipHE) • foundation degree • higher national diploma (HND) • level 5 award • level 5 essential skills e.g. might have applied and theoretical knowledge through relevant experience. This level is likely to be associated with a professional or academical qualification of equivalent. Professional technical qualifications where required, e.g. AAT, Chartered Institute of Planning and Surveying • level 5 certificate • level 5 diploma • level 5 NVQ e.g. Solicitors, Librarians, Social Workers, Surveyors • ordinary degree • full professional qualification or equivalent knowledge
6 (Professional Qualification with considerable experience)	<ul style="list-style-type: none"> • degree apprenticeship • degree with honours - for example bachelor of the arts (BA) honours, Bachelor of Science (BSc) honours • graduate certificate • graduate diploma

	<ul style="list-style-type: none"> • level 6 award • level 6 essential skills e.g. a professional qualification or equivalent knowledge, plus considerable experience. Likely to be self-sufficient and specialised with broad relevant experience. • level 6 certificate • level 6 diploma • level 6 NVQ • ordinary degree without honours
<p>7 (Professional Qualification with extensive experience)</p>	<ul style="list-style-type: none"> • integrated master's degree, for example Master of Engineering (MEng) • level 7 award • level 7 essential skills e.g. a professional qualification or equivalent knowledge, plus extensive relevant experience. Likely to be self-sufficient and specialised with broad and deep experience. • level 7 certificate • level 7 diploma • level 7 NVQ • master's degree, for example Master of Arts (MA), Master of Science (MSc) • postgraduate certificate • postgraduate certificate in education (PGCE) • postgraduate diploma