
**BARBADOS
STANDARD OCCUPATIONAL
CLASSIFICATION**

**Government of Barbados
Ministry of Employment, Labour Relations
and Community Development**

ACKNOWLEDGEMENTS

Many people have contributed through their evaluation of the interim reports and draft publications to the development of the Barbados Standard Occupational Classification (BARSOC). The Ministry of Employment, Labour Relations and Community Development appreciates the suggestions and criticisms offered.

Special thanks to the International Labour Organisation, the Organisation of American States and the British Council for the technical assistance which they rendered in the form of consultancy and training fellowships. Thanks go to Mr. Adam Thomas, OAS Consultant who assisted with training and compilation of the first interim publication in the hotel sector. Special thanks also go to Dr. Peter Elias, British Council Consultant who provided invaluable assistance with the training of staff, the compilation and publication of the Standard Occupational Classification.

The Ministry acknowledges the Institute for Employment Research at the University of Warwick and those staff who assisted Dr. Elias with the preparation of this high quality document.

The Ministry thanks too the members of the Advisory Committee which comprised of Government, worker and employer organisations, including the National Union of Public Workers, Barbados Workers Union and the Barbados Employers Confederation, to whom the drafts were widely circulated for review and comments.

Thanks go also to those agencies both private and public for their co-operation in permitting the officers of the Manpower Research and Statistics Unit of the Ministry to interview various members of their staff to obtain the occupational information profiles. These profiles yielded important material for publication.

Finally, appreciation must be extended to the Barbados Statistical Service and the National Employment Bureau, especially those members of staff who undertook trial testing of the Classification.

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PREFACE

The Barbados Standard Occupational Classification (BARSOC), the first national document on occupational classification developed in Barbados, has been designed by the Ministry to reflect specific national requirements of occupational definitions.

The lack of relevant classifications to identify the various occupations in our labour market made it difficult to categorise particular occupations. Both private and public sector occupational users who at times were uncertain where to classify certain occupations similarly felt the need for a National Standard Occupational Classification, which would distinguish separately rather than conceal in broader categories, all occupations of significance in the country.

Government recognised this need and accepted the challenge to provide a National Occupational Classification. It established the Manpower Research and Statistics Unit to develop a Labour Market Information System and the Occupational Classification.

The Barbados Standard Occupational Classification is a new national standard specifically for statistical purposes. It reflects the occupational titles in the labour market in Barbados. It has been designed for use in the 1990 Population Census and in compilation of other occupational data.

The Barbados Standard Occupational Classification will form the common basis of reference and should serve to facilitate communication between government departments and persons indifferent sectors of the economy. It is hoped that the Standard Occupational Classification will contribute significantly towards meeting the needs of all users of occupational data.

I wish to express my thanks to those persons who provided invaluable assistance in the development of this, the first publication of the Barbados Standard Occupational Classification. I wish to acknowledge the work done by the consultants and staff of the Manpower Research and Statistics Unit. In particular I wish to thank Dr. Peter Elias, British Council Consultant; Ms. Millicent Small, Head of the Manpower Research and Statistics Unit; Mr. Michael A. Archer and Ms. Shirleen C. Simmons, Job Analysts; Ms. Monica Cutting and Ms. Brenda Gibson, Stenographer/Typists.

**Honourable N.K. Simmons,
Minister of Employment, Labour Relations
and Community Development.**

INTRODUCTION

BARBADOS STANDARD OCCUPATIONAL CLASSIFICATION

The Barbados Standard Occupational Classification is based upon the 1988 International Standard Classification of Occupations, adapted for use as a common classification of occupations across all statistical sources in Barbados.

The proposed structure has four levels of details, consisting of 9 major groups, 26 sub-major groups, 80 minor groups and 245 unit groups.

The nine major groups of the proposed classification are listed below. Each of these categories reflects a major distinction in terms of required skills, training, qualifications and relevant work experience required for competent performance of the constituent occupations.

Major Groups of the Barbados Standard Occupational Classification

Major group	Title
1	LEGISLATORS, SENIOR OFFICIALS, AND MANAGERS
2	PROFESSIONALS
3	TECHNICIANS AND ASSOCIATE PROFESSIONALS
4	CLERKS
5	SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS
6	SKILLED AGRICULTURAL AND FISHERY WORKERS
7	CRAFT AND RELATED WORKERS
8	PLANT AND MACHINE OPERATORS AND ASSEMBLERS
9	ELEMENTARY OCCUPATIONS

Each major group covers a range of occupations, subdivided into sub-major groups, minor groups and unit groups. The definition of the major groups is as follows:

1. LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

This major group covers occupations whose main tasks consist of planning, formulating and deciding on policies, laws, rules and regulations, or of planning, formulating, organising, co-ordinating, controlling and directing policies and operations of enterprises and organisations. Within the major group, a basic distinction is made between managers working in businesses with 25 or more employees and those in businesses/enterprises with fewer than 25 employees. The major group consists of 3 sub-major groups, 6 minor groups and 22 unit groups, reflecting differences in tasks associated with different areas of authority and different types of enterprises and organisations.

2. PROFESSIONALS

This major group covers occupations whose main tasks require a high level of professional knowledge and experience in engineering, natural sciences, social sciences, humanities and related fields. The main tasks consist of engaging in the practical application of scientific and artistic concepts and theories, increasing the stock of knowledge by means of research and creativeness, and teaching about the foregoing in a systematic manner. This major group has been subdivided into 4 sub-major groups, 15 minor groups and 43 unit groups, reflecting differences in tasks associated with different fields of knowledge and specialisation.

3. TECHNICIANS AND ASSOCIATE PROFESSIONALS

This major group covers occupations whose main tasks require the experience and knowledge of principles and practices necessary to assume operational responsibility and to give technical support to professionals in engineering, natural sciences, social sciences, humanities and related fields. The major group has been subdivided into 3 sub-major groups, 11 minor groups and 45 unit groups, reflecting differences in tasks associated with different fields of knowledge and different areas of specialisation.

4. CLERKS

This major group covers occupations whose main tasks require the knowledge and experience necessary to record, organise, store and retrieve information, compute numerical, financial and statistical data and perform a number of client-oriented clerical duties, especially in connection with money handling operations, travel arrangements, business information and appointments. This major group has been subdivided in 3 sub-major groups, 8 minor groups and 21 unit groups, reflecting differences in tasks associated with different areas of specialisation.

5. SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

This major group covers occupations whose main tasks require the knowledge and experience necessary to provide protective services, personal services related to travel, housekeeping, catering and personal care, or to sell and demonstrate goods for wholesale or retail shops and similar establishments. This major group has been subdivided into 2 sub-major groups, 7 minor groups and 20 unit groups, reflecting differences in tasks associated with different areas of specialisation.

6. SKILLED AGRICULTURAL AND FISHERY WORKERS

This major group covers occupations whose tasks require the knowledge and experience necessary to grow and harvest crops, breed and feed animals, and catch fish and other forms of aquatic life. The major group has been subdivided into 1 sub-major group, 3 minor groups and 6 unit groups, reflecting differences in tasks of specialisation.

7. CRAFT AND RELATED WORKERS

This major group covers occupations whose tasks require the knowledge and experience necessary to extract and treat raw materials, manufacture and repair goods, and construct, maintain and repair roads, structures and machinery. The main tasks of these occupations require experience with an understanding of the work situation, the materials worked with and the requirements of the structures, machinery and other items produced. This major group has been divided into 4 sub-major groups, 13 minor groups and 46 unit groups, reflecting differences in tasks associated with different areas of specialisation.

8. PLANT AND MACHINE OPERATORS AND ASSEMBLERS

This major group covers occupations whose main tasks require the knowledge and experience necessary to operate vehicles and other mobile equipment, to tend, control and monitor the operation of industrial plant and machinery, on the spot or by remote control, or to assemble products from component parts according to strict rules and procedures. The tasks of these occupations require mainly experience with an understanding of the machinery worked with. This major group has been divided into 3 sub-major groups, 8 minor groups and 23 unit groups.

9. ELEMENTARY OCCUPATIONS

This major group covers occupations which require the knowledge and experience necessary to perform mostly simple and routine tasks, involving the use of simple hand-held tools and in some cases certain physical effort, and, with few exceptions, only limited personal initiative or judgement. This major group has been divided into 3 sub-major groups, 9 minor groups and 19 unit groups.

At the second level of the classification, the sub-major groups, the Barbados Standard Classification of Occupations identifies 26 categories which represent a useful aggregation for the presentation of statistical information. The table below displays these categories.

Sub-major Groups of the Barbados Standard Occupational Classification

Sub-major group	Title
11	Legislators and administrators
12	Corporate managers (of organisations with 25 or more employees)
13	Small business managers and managing supervisors
21	Physical, computing and engineering science professionals
22	Life science and health professionals
23	Teaching professionals
24	Other professionals
31	Physical science, computing and engineering technicians
32	Life science and health associate professionals
33	Other associate professionals
41	Office clerks
42	Customer service clerks
43	Other clerical officers
51	Personal and protective services workers
52	Shop assistants and market traders
61	Skilled agricultural and fishery workers

(contd.)

(contd.)

Sub-major group	Title
71	Extraction and building trades workers
72	Metal, machinery and electricity trades workers
73	Precision, handicraft, printing and related trades workers
74	Other craft and related trades workers
81	Industrial plant operators
82	Stationary machine operators and assemblers
83	Drivers and mobile machinery operators
91	Other sales and service occupations
92	Agricultural labourers
93	Labourers in quarrying, construction, manufacturing and transport

The following sections of this document detail the structure of the classification. Section One lists the major, sub-major, minor and unit groups of the classification. Section Two provides a description for each of the 245 unit groups in the classification. Each unit group description provides information about typical entry routes into the constituent occupations within each unit group, the associated qualifications, typical tasks carried out by persons engaged in these occupations and gives a list of some common job titles which the unit group covers. Section Three is the coding index, relating job titles to the unit groups of the classification. This section is prefaced with an introductory note concerning the use of the index for occupational coding.

BARBADOS STANDARD CLASSIFICATION OF OCCUPATIONS

MAJOR GROUP 1

LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 Legislators and administrators

111 Legislators

1110 Legislators

112 Senior administrative government officials

1121 Senior administrative government officials (heads of departments)

1122 Other senior administrative government officials

113 Senior officials of trade unions and employer associations

1130 Senior officials of employers' and workers' associations

12 Corporate managers (of organisations with 25+ employees)

121 Managing directors and company chairmen

1210 Managing directors and company chairmen

122 Specialist managers

1221 Production and operations managers

1222 Finance and administration managers

1223 Personnel and industrial relations managers

1224 Sales and marketing managers

1225 Advertising and public relations managers

1226 Supply and distribution managers

1227 Computing services managers

1228 Research and development managers

1229 Other managers (n.e.c.)

13 Small business managers and managing supervisors

131 Small business managers and managing supervisors

1311 Small business managers and managing supervisors (manufacturing)

1312 Small business managers and managing supervisors (construction)

1313 Small business managers and managing supervisors (retail and wholesale trade)

1314 Small business managers and managing supervisors (restaurants, hotels and related tourist activities)

1315 Small business managers and managing supervisors (transportation)

1316 Small business managers and managing supervisors (business services)

1317 Small business managers and managing supervisors (personal care, cleaning and related services)

1319 Other small business managers and managing supervisors (n.e.c.)

SECTION 1

**STRUCTURE
OF THE
CLASSIFICATION**

MAJOR GROUP 2

PROFESSIONALS

21 Physical, computing and engineering science professionals

211 Physical scientists, mathematicians and statisticians

2111 Physicists, geologists and meteorologists

2112 Mathematicians and statisticians

212 Computing professionals

2121 Systems designers and analysts

2122 Computer programmers

2129 Other computing professionals (n.e.c.)

213 Architects, engineers and related professionals

2131 Architects and planning officers

2132 Civil engineers

2133 Electrical engineers

**2134 Electronic and telecommunications
engineers**

2135 Mechanical engineers

2136 Chemical engineers

**2137 Mining engineers and related
professionals**

2138 Cartographers and surveyors

**2139 Other engineers and related professionals
(n.e.c.)**

22 Life science and health professionals

221 Life science professionals

**2211 Biologists, pharmacologists and related
professionals**

**2212 Agronomists and related
professionals**

- 222 Health professionals**
 - 2221 Medical doctors
 - 2222 Dentists
 - 2223 Veterinarians
 - 2224 Pharmacists
 - 2225 Nursing professionals
 - 2226 Radiographers
 - 2229 Other health professionals (n.e.c.)

23 Teaching professionals

- 231 University, polytechnic and community college teaching professionals
 - 2310 University, polytechnic and community college teaching professionals
- 232 Secondary school and related teaching professionals
 - 2320 Secondary school and related teaching professionals
- 233 Primary and pre-primary school teaching professionals
 - 2331 Primary school teaching professionals
 - 2332 Pre-primary school teaching professionals
- 234 Special education teaching professionals
 - 2340 Special education teaching professionals
- 235 Other teaching professionals
 - 2351 Education officers
 - 2352 Careers and educational guidance officers
 - 2359 Other teaching professionals (n.e.c.)

24 Other professionals

- 241 Business and government professionals
 - 2411 Accountants
 - 2412 Personnel and industrial relations officers
 - 2413 Government administrative officers
 - 2419 Other business professionals (n.e.c.)

- 242 Legal professionals
 - 2421 Judges
 - 2422 Attorneys-at-law
 - 2423 Magistrates
 - 2429 Other legal professionals (n.e.c.)
- 243 Librarians, archivists, curators and related information professionals
 - 2430 Librarians, archivists, curators and related information professionals
- 244 Social work and related professionals
 - 2441 Social workers, probation and community development officers
 - 2449 Other social scientists (n.e.c.)
- 245 Clergy, ministers of religion
 - 2450 Clergy, ministers of religion

MAJOR GROUP 3

TECHNICIANS AND ASSOCIATE PROFESSIONALS

31 Physical science, computing and engineering technicians

- 311 Physical science and engineering technicians
 - 3111 Laboratory technicians
 - 3112 Electrical engineering technicians
 - 3113 Electronics and telecommunications engineering technicians
 - 3114 Mechanical engineering technicians
 - 3115 Technical draughters and architectural technicians
 - 3119 Other physical science and engineering technicians (n.e.c.)
- 312 Computer programming assistants
 - 3120 Computer programming assistants
- 313 Optical and electronic equipment operators
 - 3131 Photographers, sound and video operators
 - 3132 Broadcasting and telecommunications equipment operators
 - 3133 Medical equipment operators and technicians
- 314 Ship and aircraft controllers and technicians
 - 3141 Ships' engineers
 - 3142 Ships' deck officers and navigation pilots
 - 3143 Aircraft flight deck officers
 - 3144 Air traffic controllers
- 315 Building, health and safety inspectors
 - 3151 Factory and labour inspectors
 - 3152 Public health and environmental inspectors and officers
 - 3153 Vehicle inspectors

32 Life science and health associate professionals

321 Agricultural and fisheries officers

3211 Agricultural officers

3212 Fisheries officers

322 Health associate professionals

3221 Undertakers and embalmers

3222 Nursing and dental assistants

3223 Pharmaceutical assistants

3224 Veterinary assistants

3229 Other health associate professionals (n.e.c.)

33 Other associate professionals

331 Finance and sales associate professionals

3311 Securities and finance dealers and brokers

3312 Insurance representatives

3313 Estate agents, realtors

3314 Sales representatives

3315 Buyers

3316 Appraisers, valuers and auctioneers

3319 Other finance and sales associate
professionals (n.e.c.)

332 Government associate professionals

3321 Customs and excise and immigration officers

3322 Tax inspectors

3323 Government welfare and pension officers

3324 Gazetted police officers, subordinate police
officers (sergeant to rank of senior
superintendent)

3325 Fire officers (sub-officer and above)

3326 Prison officers (principal prison officer and above)

333 Artistic, entertainment and sports associate professionals

3331 Authors, journalists and other writers

3332 Radio, television and other announcers

3333 Sculptors, painters and related artists

3334 Musicians, choreographers and dancers

3335 Sports officials

3336 Interior, commercial and fashion designers

**3337 Floral designers, floral arrangers and
florists**

334 Non-ordained religion associate professionals

3340 Non-ordained religion associate professionals

MAJOR GROUP 4

CLERKS

41 Office clerks

411 General secretaries and keyboard operating clerks

4111 Secretaries

4112 Typists, stenographers and word processor
operators

4113 Computer and data entry operators

412 Numerical clerks

4121 Accounting and bookkeeping clerks

4122 Statistical and finance clerks

413 Material recording and shipping clerks

4131 Stock clerks

4132 Production and records clerks

4133 Shipping and receiving clerks

414 Library, mail and related clerks

4141 Library assistants and filing clerks

4142 Transit, postal and sorting clerks

4143 Coding, proofreading and related clerks

415 Legal and medical secretaries and clerks

4151 Legal secretaries and clerks

4152 Medical secretaries and clerks

42 Customer services clerks

421 Tellers, cashiers and related clerks

4211 Tellers, cashiers and other counter clerks

4212 Bookmakers

4213 Debt collectors

422 Client information clerks

4221 Travel agency clerks

4222 Hotel reservation and front office clerks

4223 Receptionists and receptionist/telephonists

4224 Telephone switchboard operators

43 Other clerical officers

431 Other clerical officers

4310 Clerical officers (not otherwise specified)

MAJOR GROUP 5

SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

51 Personal and protective service workers

511 Flight and cruise attendants, tour guides and conductors

5111 Flight attendants

5112 Cruise attendants

5113 Tour guides

5114 Bus conductors and conductresses

512 Housekeeping, hotel and restaurant service workers

5121 House stewards and housekeepers

5122 Cooks

5123 Waiters, waitresses and bartenders

513 Child care assistants and home helpers

5131 Child care and nursery assistants

5132 Nannies and babysitters

5133 Home help workers

514 Hairdressers, beauticians and related personal service workers

5141 Hairdressers, barbers, beauticians and related workers

5149 Other personal service workers (n.e.c.)

515 Protective service workers

5151 Fire officers (below rank of sub-officer)

5152 Policemen/women (below rank of sergeant)

5153 Prison officers (below rank of principal officer)

5154 Security guards

5159 Other protective service workers (n.e.c.)

52 Shop assistants and market traders

521 Shop assistants

5211 Shop assistants

5212 Gas station attendants

522 Stall, market traders and related workers

5220 Stall, market traders and related workers

MAJOR GROUP 6

SKILLED AGRICULTURAL AND FISHERY WORKERS

61 Skilled agricultural and fishery workers

611 Market gardeners and crop growers

6111 Sugar, other field crops and vegetable growers

6112 Gardeners, horticultural and nursery growers

612 Dairy and animal producers

6121 Dairy and livestock producers

6122 Poultry producers

6129 Other animal producers (n.e.c.)

613 Fishery workers

6130 Fishery workers

MAJOR GROUP 7
CRAFT AND RELATED WORKERS

71 Extraction and building trades workers

711 Drillers, blasters and skilled quarry workers

7110 Drillers, blasters and skilled quarry workers

712 Building and related trades workers

7121 Masons, tile setters and terrazzo workers

7122 Carpenters and joiners

7123 Glaziers

7124 Plumbers, pipe fitters and pipe insulators

7125 Electricians

7126 Painters and decorators

7127 Carpet layers

7129 Other building trades workers (n.e.c.)

72 Metal, machinery, and electricity trades workers

721 Welders, sheet-metal and related workers

7211 Welders and flame cutters

7212 Sheet-metal workers

7213 Structural metal preparers and erectors

7214 Riggers and cable splicers

722 Blacksmiths, toolmakers and related workers

7221 Blacksmiths, hammersmiths and forging press
workers

7222 Toolmakers, metal pattern makers and metal
markers

7223 Machine tool setters and setter-operators

7224 Metal grinders, polishers and tool sharpeners

723 Machinery mechanics and fitters

7231 Motor vehicle mechanics and fitters

- 7232 Aircraft engine mechanics and fitters
- 7239 Other machinery mechanics and fitters (n.e.c.)

724 Electrical and electronic equipment mechanics and fitters

- 7241 Electrical mechanics and fitters
- 7242 Electronics fitters and servicers (inc. computers)
- 7243 Radio and television servicers
- 7244 Telegraph and telephone installers
- 7245 Electrical line installers, repairers and cable jointers
- 7246 Office machinery installers and servicers

73 Precision, handicraft, printing and related trades workers

731 Precision workers in metal and related materials

- 7311 Precision instrument makers and repairers, locksmiths
- 7312 Acoustical musical instrument makers and tuners

732 Handicraft workers

- 7321 Handicraft workers in wood and related materials
- 7322 Handicraft workers in pottery and glass
- 7323 Handicraft workers in jewellery
- 7329 Other handicraft workers (n.e.c.)

733 Printing and related trades workers

- 7331 Compositors and type setters
- 7332 Stereotypers and electrotypers
- 7333 Printing engravers and etchers
- 7334 Bookbinders and related workers
- 7335 Silk screen, block and textile printers

74 Other craft and related trades workers

741 Food products processing and related trades workers

- 7411 Butchers and fish sellers
- 7412 Bakers and confectionery makers

742 Furniture makers

7421 Furniture makers and related workers

7422 Woodworking machine setters and setter-operators

743 Textiles and garments trades workers

7431 Tailors, dressmakers and milliners

7432 Textile pattern makers and cutters

**7433 Sewing machinists, embroiderers and related
workers**

7434 Upholsterers and related workers

744 Leather and shoemaking trades workers

7440 Leather and shoemaking trades workers

MAJOR GROUP 8

PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 Industrial plant operators

- 811 Mineral-processing plant operators
 - 8111 Quarry plant operators
 - 8112 Well drillers and borers and related operators
- 812 Other processing plant operators
 - 8121 Petroleum-refining plant operators
 - 8129 Other processing plant operators (n.e.c.)
- 813 Power-generating plant operators
 - 8130 Power-generating plant operators

82 Stationary machine operators and assemblers

- 821 Stationary machine operators
 - 8211 Machine-tool operators
 - 8212 Chemical products machine operators
 - 8213 Rubber and plastics products machine operators
 - 8214 Wood products machine operators
 - 8215 Printing, binding and paper products machine operators
 - 8216 Textile products machine operators
 - 8217 Food and related products processing machine operators
 - 8219 Other machine operators (n.e.c.)
- 822 Assemblers
 - 8221 Electronic and electrical equipment assemblers
 - 8229 Other assemblers (n.e.c.)

83 Drivers and mobile machinery operators

831 Bus inspectors and motor vehicle drivers

8311 Bus inspectors

8312 Bus drivers

8313 Car, taxi and light van drivers

8314 Heavy truck and van drivers

832 Agricultural, earth-moving, lifting and other mobile materials-handling equipment operators

8321 Farm machinery operators

8322 Earth-moving machinery operators

8323 Crane, fork lift truck and other heavy equipment operators

833 Ships' deck crews and related workers

8330 Ships' deck crews and related workers

MAJOR GROUP 9
ELEMENTARY OCCUPATIONS

91 Other sales and services occupations

911 Street vendors and related workers

9111 Street vendors

9112 Door-to-door salespersons

912 Domestic and related workers

9121 Domestic

9122 Office and other building cleaners (except hotels)

9123 Hotel maids and cleaners

9124 Laundry workers

913 Building caretakers and window cleaners

9131 Building caretakers

9132 Window cleaners

9133 Pest exterminators

914 Postal delivery workers, messengers, watchmen
and meter readers

9141 Postal delivery workers

9142 Messengers, package and luggage porters and
deliverers

9143 Watchmen and gatekeepers

9144 Meter readers

9149 Other porters (n.e.c.)

915 Sanitation workers

9150 Sanitation workers

92 Agricultural labourers

921 Agricultural labourers

9210 Agricultural labourers, farmhands and related
occupations

**93 Labourers in quarrying, construction, manufacturing
and transport**

931 Quarrying and construction labourers

9310 Quarrying and construction labourers

932 Manufacturing labourers

9320 Hand packers and other manufacturing labourers

933 Transport labourers and freight handlers

9330 Transport labourers and freight handlers

SECTION 2

**DESCRIPTION
OF THE
CLASSIFICATION**

MAJOR GROUP 1

LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

This major group covers occupations whose main tasks consist of the formulation of policy, laws and regulations; direction and coordination of the functioning of organisations and businesses, small and large, including government departments, often with the help of subordinate managers and supervisors.

Occupations within this group will require a significant amount of knowledge and experience of legal practices, customs, production processes and administrative procedures of service requirements associated with efficient functioning of organisations and businesses.

Occupations in this major group are classified into the following sub-major groups:

- 11 LEGISLATORS AND ADMINISTRATORS**
- 12 CORPORATE MANAGERS (OF ORGANISATIONS WITH 25 OR MORE EMPLOYEES)**
- 13 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS**

Each sub-major group consists of the following minor groups:

- 111 LEGISLATORS**
- 112 SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS**
- 113 SENIOR OFFICIALS OF TRADE UNIONS AND EMPLOYER ASSOCIATIONS**

- 121 MANAGING DIRECTORS AND COMPANY CHAIRMEN**
- 122 SPECIALIST MANAGERS**

- 131 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS**

MINOR GROUP 111

LEGISLATORS

Workers in this minor group formulate policy, laws, rules and regulations of government and legislative bodies.

Occupations in this minor group are classified into the following unit group:

1110 LEGISLATORS

1110 LEGISLATORS

Legislators preside over or participate in the proceedings of parliament and other bodies to decide on government policies, budgets, laws and regulations.

RELATED JOB TITLES

Member of Parliament
Parliamentary secretary
Senator

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is either by appointment or election.

TASKS

- presides over or participates in the proceedings of parliament;
- formulates and decides on government budgets, laws, rules and regulations within the framework of a constitution determining their powers and fields of jurisdiction;
- serves on government boards and committees;
- directs and assists Members of Parliament and Administrators;
- evaluates departmental activities, discusses problems with government officials and administrators, notes national and international opinion and formulates departmental policy;
- recommends and/or reviews existing and or potential policy or legislation and offers advice and opinions on policy.

MINOR GROUP 112

SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS

Senior administrative government officials advise government on policy matters and plan, organise and direct the administrative operations of government departments.

Occupations in this minor group are classified into the following unit groups:

1121 SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS (HEADS OF DEPARTMENTS)

1122 OTHER SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS

1121 SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS (HEADS OF DEPARTMENTS)

Senior administrative government officials (heads of departments) advise government on policy matters, and plan, organise and direct the administrative operations of government departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Candidates are recruited with a variety of academic qualifications, and/or with relevant experience. Entry is frequently by internal promotion.

TASKS

- plans and directs activities of departments while monitoring the implementation of government policy, laws, rules and regulations;
- recommends and/or reviews potential policy or legislation and offers advice and opinions on current policy;
- investigates matters of concern and provides services to the general public or particular groups and recommends government action where necessary;

- advises on interpretation and implementation of policy decisions, acts and regulations;
- represents country abroad.

RELATED JOB TITLES

Cabinet secretary
Chief labour officer
Director, national insurance
Permanent secretary

1122 OTHER SENIOR ADMINISTRATIVE GOVERNMENT OFFICIALS

Other senior administrative government officials assist in advising government on policy matters and plan, organise and perform the administrative roles of government departments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Candidates are recruited with a variety of academic qualifications, and/or with relevant experience. Entry is by appointment and promotion.

TASKS

- assists in the planning and directing of activities of the department;
- represents country abroad;
- recommends and/or reviews potential policy or legislation and offers advice and opinions on current policy;
- investigates matters of concern and provides services to the public or particular groups and recommends action where necessary;
- advises on interpretation and implementation of policy decisions, acts and regulations;
- conducts activities of office staff, assigns tasks and responsibilities.

RELATED JOB TITLES

Chief welfare officer
Deputy chief immigration officer
Deputy director, library service
Senior administrative officer
Senior foreign service officer

MINOR GROUP 113

SENIOR OFFICIALS OF TRADE UNIONS AND EMPLOYER ASSOCIATIONS

Senior officials of trade unions and employer associations formulate, decide and monitor the application of rules and policies of trade unions and employers as well as negotiate on behalf of their members.

Occupations in this minor group are classified into the following unit group:

1130 SENIOR OFFICIALS OF EMPLOYERS' AND WORKERS' ASSOCIATIONS

1130 SENIOR OFFICIALS OF EMPLOYERS' AND WORKERS' ASSOCIATIONS

Senior officials of employers' and workers' associations prepare, formulate, decide and monitor the application of rules, policies and negotiates on behalf of and promote the interests of its members.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by appointment of persons experienced in personnel management and industrial relations.

TASKS

- participates in the formulation and decision on the organisation's policy, rules and regulations;
- negotiates on behalf and promotes the interest of its members;
- plans and organises campaigns or seminars to recruit and educate members;

- represents union, employer's association in consultation or negotiating with other bodies locally or at international conferences;
- arranges for meetings and conferences and draws up and circulates agenda and other relevant materials;
- monitors records of membership details, subscription fees, etc.;
- directs or undertakes the preparation, publication and dissemination of reports and other information of interest to members and other interested parties.

RELATED JOB TITLES

Assistant general secretary (*trade union*)
Deputy general secretary (*trade union*)
Director (*Barbados Employers Confederation*)
General secretary (*trade union*)

MINOR GROUP 121

MANAGING DIRECTORS AND COMPANY CHAIRMEN

Workers in this minor group usually head large private sector organisations. They plan, direct and coordinate, with other managers the resources necessary for operations such as production, insurance and construction, the resources of offices performing clerical and related functions activities of businesses and organisations.

Occupations in this minor group are classified into the following unit group:

1210 MANAGING DIRECTORS AND COMPANY CHAIRMEN

1210 MANAGING DIRECTORS AND COMPANY CHAIRMEN

Managing directors and company chairmen formulate company policy, plan, coordinate and organise with other managers the activities and resource of the organisations and businesses employing 25 people or more.

RELATED JOB TITLES

Chairman (*enterprise, 25+ employees*)
Company chairman (*enterprise, 25+ employees*)
Director (*enterprise, 25+ employees*)
General manager (*enterprise, 25+ employees*)
Managing director (*enterprise, 25+ employees*)

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is either by appointment, election or internal promotion.

TASKS

- analyses economic, social, legal and other data and plans, formulates and directs the operation of a company or organisation;
- reviews the operation, plans and budgets of the company or organisation and prepares plans, budgets and reports to shareholders and other governing bodies;
- represents the organisations, company at meetings with government and other authorities;
- advises on the interpretation and implementation of policy decisions, acts and regulations.

MINOR GROUP 122 SPECIALIST MANAGERS

Workers in this minor group plan, advise coordinate and carry out the administrative and other specialised functions or fields of activity in a private sector organisation. Under the direction of the general manager or company chairperson and in consultation with managers of other departments, they plan, direct, administer and take responsibility for the operation of the organisation.

Occupations in this minor group are classified into the following unit groups:

- 1221 PRODUCTION AND OPERATIONS MANAGERS**
- 1222 FINANCE AND ADMINISTRATION MANAGERS**
- 1223 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS**
- 1224 SALES AND MARKETING MANAGERS**
- 1225 ADVERTISING AND PUBLIC RELATIONS MANAGERS**
- 1226 SUPPLY AND DISTRIBUTION MANAGERS**
- 1227 COMPUTING SERVICES MANAGERS**
- 1228 RESEARCH AND DEVELOPMENT MANAGERS**
- 1229 OTHER MANAGERS (NEC)**

1221 PRODUCTION AND OPERATIONS MANAGERS

Production and operations managers plan, direct and coordinate the activities and resources necessary for the actual production of the goods and services produced or provided by private sector organisations and businesses employing 25 people or more.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually with relevant experience. However in some cases technical knowledge of the specific process is a requirement. Some on-the-job training is provided.

TASKS

- consults with other managers to plan overall production activity and daily operation in the manufacturing of goods and/or provision of services while maintaining occupational, safety and health standards;
- monitors production and production costs and prepares or arranges for preparation of report and records;
- arranges for regular inspection of plant, machinery and equipment to detect wear or deterioration and arranges for repairs or replacements;
- monitors the performance of staff and controls their selection and training;
- establishes and directs operational and administrative procedures and represents section or

department at discussions with organisation or outside bodies.

RELATED JOB TITLES

Factory manager
Maintenance manager
Operations manager
Plant manager
Production manager

1222 FINANCE AND ADMINISTRATION MANAGERS

Finance and administrative managers plan, organise and coordinate the financial operations and internal administration of the private sector organisations and businesses employing 25 people or more, and advise on company financial policy under the broad direction of company directors, chairpersons and general managers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is with a degree or equivalent qualifications. Other professional qualifications such as ACE and AQUA are requirements for certain posts.

TASKS

- plans and manages the daily accounting and financial operations and the internal administration of the company;
- coordinates the preparation of budgets and assesses the financial situation of the company;
- arranges for investigations of the credit worthiness of individuals or companies;
- advises clients on all financial matters including the raising of loans, overdraft, mortgage facilities.

RELATED JOB TITLES

Administration manager
Banker
Bursar
Finance manager
Financial administrator
Financial comptroller
Financial controller
Registrar (*education*)
Treasurer

1223 PERSONNEL AND INDUSTRIAL RELATIONS MANAGERS

Personnel and industrial relations managers plan, organise, direct and coordinate the personnel and industrial relations policies and activities of a company or organisation employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by academic or professional qualifications in personnel and industrial relations as well as management studies.

TASKS

- determines manpower needs whether short or long term;
- plans and organises procedures for recruitment, training, promotion, determination of wage structure and negotiations about wages of the organisation;
- prepares job descriptions, drafts advertisements and interviews candidates for work;
- undertakes industrial relations negotiations with employees' representatives, trade union, or employers' representatives or confederation;
- undertakes staff appraisals and discusses career plan with employees;

- monitors the occupational health and safety and other related programmes and activities, as well as their implementation with the participation of all concerned;
- identifies training needs and develops or arranges training courses.

RELATED JOB TITLES

Human resources manager
Industrial relations consultant
Management consultant
Personnel manager
Training manager

1224 SALES AND MARKETING MANAGERS

Sales and marketing managers plan, organise, direct and undertake market research and formulate and implement sales and marketing policies in organisations and businesses employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with relevant experience in the related field. However, it is also possible with a degree or equivalent qualification.

TASKS

- liaises with other managers/staff to determine the range of goods and services to be used;
- discusses employer's or client's requirements, plans surveys and plans and organises sales and marketing programmes based on market assessment and reaction;
- determines prices, discounts, delivery terms, sales promotion budget, etc.;

- produces reports and recommendations concerning sales and marketing strategies;
- monitors the performance of staff in sales and marketing department and organises their recruitment and training.

RELATED JOB TITLES

Export promotion manager
Marketing adviser
Sales and marketing manager
Sales manager

1225 ADVERTISING AND PUBLIC RELATIONS MANAGERS

Advertising and public relations managers plan, organise, direct and coordinate the advertising, public relations and public information activities of organisations and businesses employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification but is possible with professional qualifications or relevant experience.

TASKS

- determines staffing, financial and other short and long term needs;
- negotiates advertising contracts with officials or media;
- liaises with client to discuss product/service to be marketed, defines target group and assesses suitability of various media;
- plans and manages information programmes to inform media and general public about plans, goals and accomplishments of the organisation;
- examines and analyses sales figures and prepares proposals for marketing of campaigns and promotional activities.

RELATED JOB TITLES

Public relations executive
Public relations manager
Public relations officer
Publicity promotion officer

1226 SUPPLY AND DISTRIBUTION MANAGERS

Supply and distribution managers plan, direct and coordinate supply and distribution activities of organisations and businesses employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible through internal promotion but is most common with experience in the related field.

TASKS

- plans and manages supply, storage and distribution activities of the company;
- plans the purchasing, storage and distribution operations;
- sets up systems and maintains inventory controls;
- determines type, quantity, quality and price of items and monitors inventory controls;
- negotiates prices and contracts with suppliers and may draw up contract documents;
- arranges for quality checks of incoming goods;
- interviews suppliers' representatives and represents company at trade fairs.

RELATED JOB TITLES

Distribution manager
Purchasing manager
Purchasing specialist

1227 COMPUTING SERVICES MANAGERS

Workers in this unit group plan, organise and co-ordinate the clerical, operative and other work necessary to operate computer equipment and develop procedures and prepares programmes for automatic data processing, in organisations and businesses employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require academic and/or professional qualifications and/or experience in this field.

TASKS

- assesses and determines staffing, financial and other short and long term needs; plans work schedules and assigns responsibilities and tasks;
- advises on the uses and capabilities of computers and integrates new and existing projects into the systems;
- coordinates and controls the work of systems analysts and programmers;
- plans and organises data reception, data library, standard operating procedures and maintenance work;
- monitors the performance of staff in department and controls their selection and training.

RELATED JOB TITLES

Data processing manager
Data processing/computer manager
Director, data processing

1228 RESEARCH AND DEVELOPMENT MANAGERS

Research and development managers plan, direct and coordinate research and development activities of the enterprises or organisations employing 25 people or more in the private sector.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will be possible with qualifications in research methodology. However entry is most common with academic qualification up to degree level, with experience in the relevant area.

TASKS

- plans and manages research and development activities at organisations, or as commissioned by external research organisations, to develop new or improved technical processes, product or utilisation of materials for the enterprise/organisation;
- plans the overall research and development programme of the business and prepares goals and budgets for projects;
- monitors the performances of staff in department and controls selection and training.

RELATED JOB TITLES

Development controller
Director of research
Project manager

1229 OTHER MANAGERS (NEC)

Workers in this group plan, organise, direct and coordinate activities and resources of organisations or businesses employing 25 people or more in the private sector and not elsewhere classified in the MINOR GROUP 122.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually with experience in the related field, on the job training or internal promotion. However some employers may require academic or professional qualifications.

TASKS

- analyses economic, social, legal and other data and plans, formulates and directs the operation of a company or organisation;
- reviews the operation and results of the company and prepares plans and budgets and reports to shareholders and other governing bodies;
- represents the organisation, company at meetings with government and other authorities;
- advises on the interpretation and implementation of policy decisions, acts and regulations.

RELATED JOB TITLES

Hotel manager (*25+ employees*)
Manager (*nothing otherwise specified, 25+ employees*)
Manager transport

MINOR GROUP 131

SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS

Small business managers and managing supervisors head small concerns (employing less than 25 persons) in manufacturing, construction, restaurants, hotels, and guest houses and retail and wholesale trade and other services. They manage the enterprise on their own behalf or on behalf of proprietors, sometimes with assistance from other managers and non-managerial staff.

Occupations in this minor group are classified into the following unit groups:

- 1311 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (MANUFACTURING)**
- 1312 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (CONSTRUCTION)**
- 1313 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (RETAIL AND WHOLESALE TRADE)**
- 1314 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (RESTAURANT, HOTELS, AND RELATED TOURIST ACTIVITIES)**
- 1315 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (TRANSPORTATION)**
- 1316 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (BUSINESS SERVICES)**
- 1317 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (PERSONAL CARE, CLEANING AND RELATED SERVICES)**
- 1319 OTHER SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (NEC)**

1311 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (MANUFACTURING)

Small business managers and managing supervisors in manufacturing head small manufacturing concerns on their own or on the behalf of the proprietor. They plan, direct and coordinate the activities

of the business concern, sometimes with assistance from other managers and non-managerial staff.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with experience in the relevant area.

TASKS

- plans and monitors the daily operations of the company;
- makes plans and budgets for the operation of the business;
- determines staffing needs and monitors staff performance;
- determines type, quantity, quality, and sometimes prices of items and assists in inventory controls;
- negotiates prices with suppliers and customers;
- authorises payments for supplies received;
- makes sure that effective use is made of advertising and display facilities;
- deals with customer complaints and arranges for refunds, replacements for returned merchandise.

RELATED JOB TITLES

Manager (*1-24 employees, manufacturing*)
Owner/manager (*1-24 employees, manufacturing*)

1312 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (CONSTRUCTION)

Small business managers and supervisors in construction head businesses on their own or on the behalf of the proprietor, and plan, direct and coordinate the activities of the business.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by experience in the area or internal promotion.

TASKS

- plans and monitors the daily operations of the company;
- makes plans and budgets for the operation of the business;
- determines staffing needs and monitors staff performance;
- determines type, quantity, quality, and sometimes, prices of items and assists in inventory controls;
- negotiates prices with suppliers and customers;
- authorises payments for supplies received;
- makes sure that effective use is made of advertising and display facilities;
- deals with customer complaints and arranges for refunds, replacements for returned merchandise.

RELATED JOB TITLES

Manager (*1-24 employees, construction*)
Contractor (*1-24 employees, construction*)

1313 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (RETAIL AND WHOLESALE TRADE)

Workers in this group perform a variety of management duties in wholesale and retail establishments on their own or on the behalf of the proprietor.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually made possible through internal promotion or by experience in the commercial business. Some companies prefer academic qualifications.

TASKS

- plans and monitors the daily operations of the company;
- makes plans and budgets for the operation of the business;
- determines staffing needs and monitors staff performance;
- determines type, quantity, quality, and sometimes, prices of items and assists in inventory controls;
- negotiates prices with suppliers and customers;
- authorises payments for supplies received;
- makes sure that effective use is made of advertising and display facilities;
- deals with customer complaints and arranges for refunds, replacements for returned merchandise.

RELATED JOB TITLES

Manager (*1–24 employees, wholesale, retail establishment*)

Mini-mart operator

Shop proprietor

Shopkeeper

1314 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (RESTAURANTS, HOTELS AND RELATED TOURIST ACTIVITIES)

Workers in this group plans, direct and coordinate the activities and resources of restaurants, hotels, guest houses and other related tourist facilities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually through internal promotion or experience in hotel and restaurant management. Academic qualifications in hotel and catering management is available from regional universities as well as from the Hospitality Division of the Barbados Community College.

TASKS

- determines staffing, financial, material and other short and long term needs;
- analyses demand and decides on type, standard and costs of services to be offered;
- monitors the physical comfort of passengers, residents and patrons and ensures that special arrangements for children, elderly and infirm if required, are made;
- purchases or directs the purchasing of supplies and arranges for preparation of accounts;
- approves or suggests changes to menu and ensures that standards and prices are in accordance with level of service and percentage mark-up;
- approves and arranges entertainment on the premises and liaises with tour guides and agents for visits to places of interest;
- tours enterprise to determine whether maintenance is needed, ensures proper room service and work stations manned.

RELATED JOB TITLES

Guest house operator

Hotelier

Manager, guest house

Manager, jet skis operations

Manager, pleasure cruises

Tour operator

1315 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (TRANSPORTATION)

Workers in this group plan, organise, direct and coordinate the activities and resources necessary for the smooth, safe, efficient and economic movement of passengers and cargo.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible without academic qualifications but candidates should possess some experience in the related field.

TASKS

- plans optimum utilisation of all operating equipment and coordinates maintenance activities to ensure least possible disruption to services;
- supervises day to day activities;
- ensures that all regulation governing the licensing of crew, equipment, insurance of vehicles and operational safety and efficiency of equipment are complied with;
- negotiates contracts with clients to provide services.

RELATED JOB TITLES

Freighter
Garage proprietor
Mini-bus operator/owner

1316 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (BUSINESS SERVICES)

Workers in this group manage enterprises, and provide a variety of business services either on their own behalf or on behalf of the proprietor. They plan, direct, and coordinate the activities of the business.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible by way of experience in the related field, as well as professional qualification. However some employers may not require candidates to have any academic qualifications.

TASKS

- plans and manages the daily operations of the business;
- makes plans and budgets for the operation of the business and reviews the results;
- negotiates with customers and suppliers;
- determines and monitors staffing needs.

RELATED JOB TITLES

Business consultant
Property manager

1317 SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (PERSONAL CARE, CLEANING AND RELATED SERVICES)

Workers in this group plan, organise and direct the activities and resources of the business on their own or on the behalf of the proprietor.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Professional qualifications may be required, but most employers will require experience in the related field.

TASKS

- determines staffing, financial, material and other short and long term needs;
- controls the allocation, training and remuneration of staff, if not covered by union agreement or minimum wage;
- negotiates with customers and suppliers, provides clients with information and resolves any complaints or problems;

- arranges for maintenance of equipment and monitors equipment and work standards for compliances with safety, health and other statutory regulations;
- ensures that stock is available or obtainable at short notice;
- maintains accurate records.

RELATED JOB TITLES

Manager (1-24 employees, not elsewhere classified)

RELATED JOB TITLES

Manager, cleaning services
 Manager (*laundry*)

1319 OTHER SMALL BUSINESS MANAGERS AND MANAGING SUPERVISORS (NEC)

Workers in this group plan, organise, direct and coordinate activities and resources of businesses not elsewhere classified in MINOR GROUP 131.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually with experience in the related field, on the job training or internal promotion.

TASKS

- determines staffing, financial, material and other short and long term needs;
- controls the allocation, training and remuneration of staff, if not covered by union agreement or minimum wage;
- negotiates with customers and suppliers, provides clients with information and resolves any complaints or problems;
- arranges for maintenance of equipment and monitors equipment and work standards for compliances with safety, health and other statutory regulations;
- ensures that stock is available or obtainable at short notice;
- maintains accurate records.

MAJOR GROUP 2

PROFESSIONALS

This major group covers occupations whose main tasks require a high degree of knowledge and experience in the natural sciences, computing, engineering, life and health sciences, humanities and other related fields. The tasks consist of the practical application of an extensive body of theoretical knowledge, expanding the stock of knowledge through research, and communicating this knowledge by teaching methods and other means.

Most of the occupations in this group will require a degree or equivalent qualification, with some requiring post graduate qualifications and/or a formal period of experience and related training.

Occupations in this major group are classified into the following sub-major groups:

- 21 PHYSICAL, COMPUTING AND ENGINEERING
SCIENCE PROFESSIONALS**
- 22 LIFE SCIENCE AND HEALTH PROFESSIONALS**
- 23 TEACHING PROFESSIONALS**
- 24 OTHER PROFESSIONALS**

Each sub-major group consists of the following minor groups:

- 211 PHYSICAL SCIENTISTS, MATHEMATICIANS
AND STATISTICIANS**
- 212 COMPUTING PROFESSIONALS**
- 213 ARCHITECTS, ENGINEERS AND RELATED
PROFESSIONALS**

- 221 LIFE SCIENCE PROFESSIONALS**
- 222 HEALTH PROFESSIONALS**

- 231 UNIVERSITY, POLYTECHNIC AND COMMUNITY
COLLEGE TEACHING PROFESSIONALS**
- 232 SECONDARY SCHOOL AND RELATED TEACHING
PROFESSIONALS**
- 233 PRIMARY AND PRE-PRIMARY SCHOOL
TEACHING PROFESSIONALS**
- 234 SPECIAL EDUCATION TEACHING
PROFESSIONALS**
- 235 OTHER TEACHING PROFESSIONALS**

- 241 BUSINESS AND GOVERNMENT PROFESSIONALS**
- 242 LEGAL PROFESSIONALS**
- 243 LIBRARIANS, ARCHIVISTS, CURATORS AND RELATED
INFORMATION PROFESSIONALS**
- 244 SOCIAL WORK AND RELATED PROFESSIONALS**
- 245 CLERGY, MINISTERS OF RELIGION**

MINOR GROUP 211

PHYSICAL SCIENTISTS, MATHEMATICIANS AND STATISTICIANS

Physical scientists, mathematicians and statisticians conduct research on, improve and/or develop concepts, theories and methods and engage in the practical application of scientific and mathematical knowledge.

Occupations in this minor group are classified into the following unit groups:

2111 PHYSICISTS, GEOLOGISTS AND METEOROLOGISTS

2112 MATHEMATICIANS, STATISTICIANS

2111 PHYSICISTS, GEOLOGISTS AND METEOROLOGISTS

Workers in this group conduct research, improve and/or develop theories and methods, and/or engage in the practical application of knowledge relating to the physical sciences.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is very common with a degree or equivalent qualification in the related area. It is also possible with other qualifications and/or professional training.

TASKS

- conducts experiments, tests and analyses using various models and theories to investigate the structure and properties of matter, its behaviour under different temperatures, pressure, stress and other conditions;
- assesses results of investigations and experiments and draws conclusions, using mathematical techniques and models;

- observes, records and collates data on atmospheric phenomena such as air movement, pressures, temperatures, humidity and other conditions to plot and forecast weather conditions;
- uses surveys, seismology and other methods to determine the earth's mantle, crust, rock structure and type and investigates evidence of similar structures in other planetary bodies.

RELATED JOB TITLES

Geologist
Meteorologist
Physicist
Seismologist

2112 MATHEMATICIANS, STATISTICIANS

Mathematicians and statisticians conduct research, improve and/or develop mathematical and statistical concepts and methods to provide usable information in scientific and other fields.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree in statistics and mathematics. In some cases a social science or

natural science degree with a substantial mathematics or statistics content is accepted by employers.

TASKS

- develops and/or improves mathematical and statistical theories and techniques;
- applies mathematical, statistical principles and models in research or in areas such as financial and investment policy, engineering, management and quality control;
- plans, organises and conducts surveys using sampling techniques, and designs questionnaires;
- evaluates and interprets statistical data and prepares reports on findings, data reliability or usability;
- designs and puts into operation pension schemes and other insurance systems.

RELATED JOB TITLES

Actuary
Agricultural economist
Economist
Mathematician
Statistician

MINOR GROUP 212

COMPUTING PROFESSIONALS

Computing professionals conduct research into theoretical aspects of computing, and develop, improve and apply computing concepts, methods and techniques.

Occupations in this minor group are classified into the following unit groups:

- 2121 SYSTEMS DESIGNERS AND ANALYSTS**
- 2122 COMPUTER PROGRAMMERS**
- 2129 OTHER COMPUTING PROFESSIONALS (NEC)**

2121 SYSTEMS DESIGNERS AND ANALYSTS

Workers in this group conduct research in theoretical aspects of computing, analyse business procedures and problems using various computing concepts, methods and techniques, and develop and improve programmes to improve management and business efficiency.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Most employers require a degree especially in computer science. However entry is also by transfer from related occupations especially in computer programming. Courses in computer concepts, data base management systems offer good preparation for employment in this field.

TASKS

- researches computer theories and computer-based systems and develops techniques for their application;
- studies existing data handling systems to evaluate effectiveness and develops new systems to improve production or work flow;

- conducts studies and investigations with regard to developing new information systems to meet current and projected needs;
- plans and prepares reports, manuals relative to the establishment and functioning of operational systems for computerised applications.

RELATED JOB TITLES

Systems analyst (*computing*)
Systems designer (*computing*)
Systems engineer (*computing*)

2122 COMPUTER PROGRAMMERS

Workers in this unit group develop and write computer programmes to store, locate and retrieve documents, data and other information to identify areas in which management and business efficiency can be improved.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common by degree in computer science or internal promotion. Courses in computer concepts, data base management among others are accepted by employers.

TASKS

- develops and designs computer programmes for input and retrieval of all kinds of information;
 - writes programming specifications and develops instruction manuals and specifies methods of operation and maintenance of programme/system;
 - creates and applies tests to demonstrate that programmes achieve their intended effects and modifies programmes as necessary;
 - specifies types of software and designs and implements programmes.
- designs system matching user requirements to hardware and software available; monitors system testing and modifies system design as necessary;
 - specifies structure for software and designs and implements programmes;
 - creates and applies tests to demonstrate that programmes achieve their intended effects and modifies programmes as necessary;
 - writes reports, programme descriptions, interpretations of test results and guides for users of the software produced.

RELATED JOB TITLES

Computer programmer
Programmer (*computing*)

RELATED JOB TITLES

Development officer (*data processing*)

2129 OTHER COMPUTING PROFESSIONALS (NEC)

Workers in this unit group can perform a variety of computing tasks not elsewhere classified in MINOR GROUP 212.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common by a degree in computer science or internal promotion. Courses in computer concepts, data base management among others are accepted by employers.

TASKS

- examines user's organisation and procedures and carries out feasibility studies to establish the advantages and disadvantages of computerisation;
- specifies systems requirements, outlines options and makes recommendations;

MINOR GROUP 213

ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

Workers in this minor group are concerned with the design and construction of buildings and related structures for residential, commercial and other uses.

Occupations in this minor group are classified into the following unit groups:

- 2131 ARCHITECTS AND PLANNING OFFICERS**
- 2132 CIVIL ENGINEERS**
- 2133 ELECTRICAL ENGINEERS**
- 2134 ELECTRONIC AND TELECOMMUNICATIONS ENGINEERS**
- 2135 MECHANICAL ENGINEERS**
- 2136 CHEMICAL ENGINEERS**
- 2137 MINING ENGINEERS AND RELATED PROFESSIONALS**
- 2138 CARTOGRAPHERS AND SURVEYORS**
- 2139 OTHER ENGINEERS AND RELATED PROFESSIONALS (NEC)**

2131 ARCHITECTS AND PLANNING OFFICERS

Architects plan and design the construction and development of building and land areas according to functioning and aesthetic tastes while Town Planners direct or undertake the planning of the layout and coordination of plans for the development of urban and rural areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification but is possible with other academic qualifications and/or professional training.

TASKS

- consults with client and other professionals to establish building type, style, cost and landscaping

requirements;

- studies condition and characteristics of site taking into account soil, drainage, etc.;
- prepares scale drawing and specifications for design and construction and submits these for planning approval;
- monitors construction work in progress to ensure compliance with specifications;
- drafts and presents graphic and narrative plans affecting the use of public and private land, housing and transport facilities;
- examines and evaluates development proposals submitted and recommends acceptance, modification or rejection;
- consults with interested persons to ensure that local interests are catered for and to evaluate competing development proposals;

- analyses information to establish the nature, extent of growth rate and likely development requirements of the area.

RELATED JOB TITLES

Architect
Planning officer

2132 CIVIL ENGINEERS

Civil engineers plan, design and direct construction and maintenance of structures and facilities.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree in engineering. Engineering graduates have to serve three years with a professional engineering body before becoming a full member of the Barbados Association of Professional Engineers or other accredited body.

TASKS

- determines and specifies construction methods, materials, quality and safety standard and ensures that equipment operation and maintenance comply with design specifications;
- researches, advises on and designs structures such as roads, bridges, waste disposal systems, industrial and other large buildings;
- organises and directs maintenance and repair of existing structures, carries out inspection work and plans maintenance control;
- establishes control systems to monitor efficient functioning of structures and performance of materials and systems.

RELATED JOB TITLES

Civil engineer
Construction engineer

2133 ELECTRICAL ENGINEERS

Electrical engineers undertake research, design and direct construction and manage the operation and maintenance of electrical equipment, power stations and other electrical products and systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have a degree or a diploma or higher certificate from a recognized institution in engineering to become a registered engineer. The engineering graduate has to serve at least four years with a professional body before becoming a full member of the Barbados Association of Professional Engineers, or other accredited body.

TASKS

- conducts research and designs systems for electrical power generation, transmission and distribution;
- specifies production and/or installation methods, materials, quality and safety standards;
- establishes control systems to monitor performance and safety standards;
- ensures that manufacture, operation and maintenance comply with design specifications and contractual arrangements;
- organises and directs the maintenance and repair of existing electrical systems, motors and equipment.

RELATED JOB TITLES

Electrical engineer (*professional*)

2134 ELECTRONIC AND TELECOMMUNICATIONS ENGINEERS

Electronic and telecommunications engineers conduct research, design, and direct construction and manage the operation, maintenance and repairs of electronic and communication systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have a degree in electronics or electrical engineering. Graduates are usually required to have 4 years working experience before becoming full members of the Barbados Association of Professional Engineers.

TASKS

- conducts research and advises all aspects of electronics and telecommunications equipment, radar, remote control systems, computers, etc.;
- specifies production and/or installation methods, materials, quality and safety standards;
- establishes control systems to ensure efficient functioning and safety of electronic systems, motors and equipment;
- ensures that production, installation and maintenance comply with specifications and safety standards;
- organises and directs the maintenance and repairs of existing electronic and telecommunications systems, motors and equipment.

RELATED JOB TITLES

Electronic engineer (*professional*)

2135 MECHANICAL ENGINEERS

Mechanical engineers undertake research, design, direct construction and manage the operation and maintenance of engines, machines, machinery, vehicle and other structures as well as other mechanical items.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is by degree in mechanical engineering. Graduates usually are required to serve 3–4 years with a professional engineering body before becoming a full member of the Barbados Association of Professional Engineers or other accredited body.

TASKS

- undertakes research and advises on energy use, materials handling, thermodynamic processes, fluid mechanics, vehicles and environmental conditions;
- advises on or designs machinery, tools and other mechanical systems and equipment such as vehicular frames, suspension and refrigeration systems;
- ensures that equipment, operation and maintenance comply with design specifications and safety standards.
- establishes control standards to monitor efficient functioning and safety of machines and systems;
- specifies materials, equipment and capacities and layout of plants for manufacturers.
- organises and directs the maintenance and repair of existing machinery and equipment.

RELATED JOB TITLES

Marine engineer
Mechanical engineer (*professional*)

2136 CHEMICAL ENGINEERS

Chemical engineers conduct research on commercial scale, chemical processes and processed products; design and provide specifications and direct the construction, maintenance and repair of chemical plants and control systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have a degree in chemical engineering or a diploma and 3 years working experience in the related field.

TASKS

- undertakes research and develops processes to achieve physical and/or chemical change for oil, pharmaceutical, synthetic, plastic, food and other products;
- designs, controls and constructs process plants to manufacture products;
- ensures that production methods, materials and quality standards conform to specifications and safety requirements;
- manages the safe and efficient operation, maintenance and control of processing plant;
- prepares reports, feasibility studies and costings for major investments in processing facilities for increased capacity and novel product manufacture.

RELATED JOB TITLES

Chemical engineer (*professional*)

2137 MINING ENGINEERS AND RELATED PROFESSIONALS

Mining engineers and related professionals undertake research, develop and maintain commercial scale methods of extracting minerals, oil and gas from the earth.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have a degree in chemical engineering with post graduate studies in mining engineering or a diploma and 3 years experience in the related field.

TASKS

- undertakes research and develops new or improved methods of extracting minerals, oil and gas from the earth;
- determines most suitable methods of extraction, type of machinery to be used;
- determines drilling sites and devises methods of controlling oil and gas from wells;
- plans and directs storage, treatment and transportation of oil and gas;
- organises and establishes control systems to monitor operational efficiency and safety standards.

RELATED JOB TITLES

Mining engineer
Oil exploration engineer

2138 CARTOGRAPHERS AND SURVEYORS

Cartographers and surveyors apply surveying methods and techniques to determine exact location and measurement of natural and constructed features and boundaries of the earth, sea, underground areas and celestial bodies and to secure data used for map making, land valuation and other purposes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a 4 year course at the Community College with a one year attachment at the Lands and Surveys Department or a 3 year degree course with a 6 months attachment at the Lands and Surveys Department. Following these, application must be made to the Land Surveyor Association before a licence is granted to practise in this field.

TASKS

- surveys, measures and describes land surfaces to establish property boundaries and to aid with construction or cartographic work;
- surveys underground areas, sea and prepares drawings of surfaces, hazards and other features;
- analyses aerial and other photographs and other surveying data to prepare and revise maps, charts;
- undertakes aerial photographic surveys;
- advises on technical, aesthetic and economic aspects of map production.

RELATED JOB TITLES

Cartographer
Surveyor

2139 OTHER ENGINEERS AND RELATED PROFESSIONALS (NEC)

Other engineers and related professionals undertake research, develop new and/or maintain systems, motors, equipment, modes of production and processes not elsewhere classified in this MINOR GROUP 213.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree in the related field and graduates will be required to spend from 3-4 years with a professional body before becoming full members of the Barbados Association of Professional Engineers.

TASKS

- undertakes research and develops new or improved methods to deal with systems, motors, equipment, machinery;
- identifies potential hazards and establishes safety procedures, first aid facilities;
- designs machines, tools for manufacturing, agriculture, construction and other industrial purposes;
- arranges construction and testing of models or prototypes and modifies designs if necessary;
- conducts studies and tests on technological aspect of particular materials, products and processes.

RELATED JOB TITLES

Engineer (*professional; nothing otherwise specified*)

MINOR GROUP 221 LIFE SCIENCE PROFESSIONALS

Life science professionals undertake research, improve or develop concepts, theories and operational methods or are engaged in the practical application of knowledge relating to biology, pharmacology, agronomy, botany.

Occupation in this minor group are classified into the following unit groups:

2211 BIOLOGISTS, PHARMACOLOGISTS AND RELATED PROFESSIONALS 2212 AGRONOMISTS AND RELATED PROFESSIONALS

2211 BIOLOGISTS, PHARMACOLOGISTS AND RELATED PROFESSIONALS

Biologists, pharmacologists and related professionals conduct research, improve or develop concepts, theories and methods and are engaged in the practical application of knowledge related to pharmacology, biology, biochemistry, anatomy.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification, but is possible with other academic qualifications and/or professional training.

TASKS

- prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form;
- conducts field and laboratory experiments concerning all forms of life through studies of origin, development, composition and reproductive processes;

- undertakes studies of relationships of animal and plant life and environmental factors involved, gives advice according to the related discipline.
- conducts research on the effects of drugs and other substances on the tissues, organs and physiological processes of human beings and animals and improves existing or develops new drugs;
- undertakes research on the nature, course and division of human, animal or plant diseases and disorders.

RELATED JOB TITLES

Bacteriologist (*industrial*)
Biochemist
Biologist
Pharmacologist

2212 AGRONOMISTS AND RELATED PROFESSIONALS

Agronomists and related professionals undertake research, develop or improve concepts and methods, and engage in the practical application of scientific knowledge concerning crop and animal husbandry.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is with a degree in Agricultural Science. Persons wishing to enter this field must be proficient in subjects such as Chemistry/Botany, Zoology/Biology and Maths. The minimum qualifications for entry are 'O' level maths and 'A' level chemistry and either 'A' level biology or 'A' level botany and 'A' level zoology.

TASKS

- undertakes research in crops and grasses to improve quality, yields, plant propagation, culture and method of production;
- undertakes research in animal husbandry to improve or develop new methods of breeding;
- analyses soil to determine suitability and composition for particular crops, horticulture;
- develops methods of control of weeds, crop diseases, insect pests;
- undertakes research in and develops new or improved methods for economic exploitation of agricultural land;
- prepares advisory bulletins and disseminates educational information on crops to growers;
- liaises with various agencies and growers with respect to developments in agriculture, horticulture and animal husbandry.

RELATED JOB TITLES

Agricultural scientist
Agronomist
Bacteriologist (*agriculture*)
Scientific officer (*agriculture*)

MINOR GROUP 222

HEALTH PROFESSIONALS

Health professionals diagnose physical and mental injuries, disorders and diseases and provide and administer treatment and care with drugs, surgery, therapy and corrective devices, carry out routine tests and recommend preventative action to patients.

Occupations in this minor group are classified into the following unit groups:

- 2221 MEDICAL DOCTORS**
- 2222 DENTISTS**
- 2223 VETERINARIANS**
- 2224 PHARMACISTS**
- 2225 NURSING PROFESSIONALS**
- 2226 RADIOGRAPHERS**
- 2229 OTHER HEALTH PROFESSIONALS (NEC)**

2221 MEDICAL DOCTORS

Medical practitioners diagnose mental and physical disorders and diseases in humans. They prescribe treatment and arrange further management of the patient. The physician is also involved in the prevention of mental and physical disorders and diseases, and the maintenance of good physical, mental and emotional health.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a medical degree and registration to practise by the Medical Council of Barbados, followed by an internship of a specified length of time (usually 1–2 years) to be spent in a hospital. Specialist fields will require further study and training.

TASKS

- examines patients and orders any investigations which are deemed necessary;

- diagnoses the cause of ailment where ever possible and prescribes appropriate treatment, rehabilitation and preventive measures;
- refers patient, where necessary, for further care, by colleagues;
- participates in educational health programmes aimed at achieving and maintaining the community's good mental, emotional and physical health;
- participates in the administration of health care necessary for the prevention of disease and the maintenance of good health.

RELATED JOB TITLES

General practitioner
Medical consultant
Medical doctor
Medical specialist
Physician
Specialist physician
Surgeon

2222 DENTISTS

Dentists diagnose and treat dental diseases, injuries and malformation of teeth, gums and related oral structures and prescribe and administer preventative action.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry require a university degree or equivalent qualification. Specialist fields will require further training and study.

TASKS

- examine teeth, gums, jaws and other oral tissues using dental and x-ray;
- diagnoses conditions, plans treatment and administers local or general anaesthetic;
- drills, prepares and fills cavities;
- fits inlays, onlays, braces and other appliances;
- constructs dental appliances or writes specification for the fabrication of appliances;
- instructs and monitors oral hygiene of patients and advises on preventative action;
- refers patient to specialist where necessary.

RELATED JOB TITLES

Dentist
Orthodontist

2223 VETERINARIANS

Veterinarians diagnose and treat diseases, disorders and injuries of animals, and advise on preventative action.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a degree in Veterinary Science

TASKS

- examines animal and arranges or undertakes any necessary x-ray or other tests;
- diagnoses condition and prescribes and administers appropriate drugs, dressings, etc.;
- performs routine medical tests and inoculates animals against communicable diseases;
- administers local or general anaesthetics and performs surgery;
- investigates outbreaks of animal diseases and advises owners on feeding, breeding and general care;
- performs autopsies to determine cause of death.

RELATED JOB TITLES

Animal doctor
Veterinarian

2224 PHARMACISTS

Pharmacists compound and dispense drugs and medicaments in hospitals and pharmacies.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or other qualifications in the related field, with a one year internship with a pharmacy before becoming a full member of the Profession.

TASKS

- prepares or directs the preparation of prescribed medicaments in liquid, powder, tablet, ointment or other form;
- checks that recommended doses are not being exceeded and that instructions are understood by patients;
- advises self-diagnosing and self-medicating patients or provides information on potential drug interaction;
- advises patient regarding storage for prescription medicine;
- stores and preserves biological vaccines, serums and other drugs subject to deterioration, utilising refrigeration and other methods;
- maintains medication profiles of patients and records prescriptions dispensed, and poisons and narcotics issued.

RELATED JOB TITLES

Dispensing chemist
Pharmacist

2225 NURSING PROFESSIONALS

Nurses provide general and/or specialised nursing care for the sick, injured and others in need of such care, assist medical doctors with their tasks and advise and teach on nursing practice.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The most common method of entry is a minimum of five 'O' levels with a 3 year nurse training programme which includes on-the-job training, leading to professional qualifications. To advance beyond sister, a degree in Nursing administration or public administration, or advanced nursing is required. There is a lower age limit of 17 years to enter training.

TASKS

- assists medical doctors, deals with emergencies and prepares patients for examination;
- monitors patients' progress and administers prescribed medication and treatment in accordance with approved nursing techniques;
- participates in the preparation for physical and psychological treatment of mentally ill patients;
- plans duty rosters and organises and directs the work and training of ward and theatre staff;
- advises on nursing care, disease prevention, nutrition, etc., and liaises with hospital management on issues concerning nursing policy;
- monitors condition and progress of patient during and after pregnancy;
- delivers babies in normal births and assists doctors with difficult deliveries;
- advises on baby care, exercise, diet and family planning issues.

RELATED JOB TITLES

Midwife
Nurse
Nursing sister

2226 RADIOGRAPHERS

Radiographers operate x-ray and similar monitoring equipment for diagnostic and therapeutic purposes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have academic qualifications and a diploma from either the College of Radiographers in the U.K. or any other recognised institutions.

TASKS

- positions patient under x-ray beam limiting devices, affixes lead plates in primary beam to protect unaffected areas and adjusts switches regulating length and intensity of exposure;
 - assists in treating diseased or affected areas under supervision of doctor, radiologist or other specialist;
 - prepares reports and maintains records of services rendered;
 - may assist in therapy requiring application of radium or radioactive isotopes.
 - may specialize in taking x-ray of specific areas of the body and ultrasound angiography and computerised axial tomography.
- plans and directs therapeutic diets and menus for individuals, groups in hospitals or workers in particular sectors;
 - advises on nutrition aspects of food issues and health programmes;
 - compiles and develops educational materials for use in nutrition education;
 - refers patient to specialist where necessary and liaises with specialist.

RELATED JOB TITLES

Dietician
Nutritionist
Ophthalmic optician

RELATED JOB TITLES

Radiographer
X-ray technician

2229 OTHER HEALTH PROFESSIONALS (NEC)

Other health professionals test patients, diagnose diseases, disorders, prescribed treatments and recommends preventative action to patients, not elsewhere classified in this MINOR GROUP 222.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a degree or qualification in the related field.

TASKS

- examines eyes and tests vision of patient;
- prescribes, supplies, fits and advise on proper use of spectacles;

MINOR GROUP 231

UNIVERSITY, POLYTECHNIC AND COMMUNITY COLLEGE TEACHING PROFESSIONALS

Workers in this group, plan, organise, advise on and provide instruction in academic, technical, vocational and other subjects.

Occupations in this minor group are classified into the following unit group:

2310 UNIVERSITY, POLYTECHNIC AND COMMUNITY COLLEGE TEACHING PROFESSIONALS

2310 UNIVERSITY, POLYTECHNIC AND COMMUNITY COLLEGE TEACHING PROFESSIONALS

University, Polytechnic and Community College teaching professionals deliver lectures, teach students to degree and associate degree level, teach trade, technical, vocational and commercial education, research and write journal articles and books in their chosen field of education.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a good first degree and other qualification and practical work experience to teach vocational and technical subjects.

TASKS

- prepares, delivers and directs lectures, seminars and tutorials;
- prepares, administers and marks examinations, essays and other assignments;
- advises students on academic matters and encourages independent research;

- participates in decision making processes regarding curricula, budgetary, departmental and other matters;
- directs the work of post-graduate students;
- undertakes research, writes articles and books and attends conferences and other meetings;
- arranges instructional visits and periods of employment experience for students;
- assists with the administration of teaching and the arranging of timetables;
- liaises with other professional and commercial organisations to review course content.

RELATED JOB TITLES

Deputy principal
Instructor
Lecturer
Principal
Professor
Tutor
University lecturer

MINOR GROUP 232

SECONDARY SCHOOL AND RELATED TEACHING PROFESSIONALS

Secondary school and related teaching professionals plan, organise and provide instruction in academic, technical, vocational and commercial subjects in schools and other teaching institutions.

Occupations in this minor group are classified into the following unit group:

2320 SECONDARY SCHOOL AND RELATED TEACHING PROFESSIONALS

2320 SECONDARY SCHOOL AND RELATED TEACHING PROFESSIONALS

Secondary school and related teaching professionals, plan, organise and provide instruction in one or more subjects including physical education and diversionary activities within a prescribed curriculum in a secondary school or teaching institution catering to students 11 years and over.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Teachers are required to have a minimum of four 'O' levels including English. Persons must be trained for 2 years at a Teacher Training College or possess a degree or qualification in a specialist subject area. Secondary schools will require a degree or higher qualification in education.

TASKS

- prepares, assigns and corrects exercises and examinations to record and evaluate students' progress;
- assists in promoting the welfare and well-being of students and fostering their social and moral development;
- undertakes such relevant duties as may be required for the provision of an effective learning environment;
- supervises any practical work and maintains classroom discipline;
- discusses progress with student, parent, guardian and/or other education professionals;
- assists with or plans and develops curriculum and rota of teaching duties;
- participates in educational conferences, and attends training workshops;
- assists with extra curricular activities;
- prepares courses in accordance with curriculum requirements and teaches one or more subjects;
- supervises teachers, prepares reports, manages institution.

RELATED JOB TITLES

Deputy head teacher (*secondary school*)

Head teacher (*secondary school*)

Senior teacher (*secondary school*)

Teacher (*secondary school*)

MINOR GROUPS 233

PRIMARY AND PRE-PRIMARY SCHOOL TEACHING PROFESSIONALS

Primary and pre-primary school teaching professionals plan, organise, advise and provide instruction in primary and pre-primary schools.

Occupations in this minor group are classified into the following unit groups:

2331 PRIMARY SCHOOL TEACHING PROFESSIONALS 2332 PRE-PRIMARY SCHOOL TEACHING PROFESSIONALS

2331 PRIMARY SCHOOL TEACHING PROFESSIONALS

Primary school teaching professionals plan, organise and provide instruction to children from 5 years old up to the age of entry into secondary education.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

For entry into the teaching service, a minimum of 4 'O' levels including English is required. Teachers are then required to spend 2 years at a Teacher Training College or possess a degree or qualification in a specialist subject area. Most teachers in the government primary schools are equipped with degrees.

TASKS

- prepares courses and teaches a range of subjects by audio visual aids and other means to permit development of language and numeracy;
- prepares, assigns and corrects exercises to record and evaluate students progress;
- supervises students in classroom and maintains discipline;

- discusses progress with student, guardians, parents and/or other education professionals;
- performs duties similar to those of teacher (secondary).

RELATED JOB TITLES

Deputy head teacher (*primary school*)
Head teacher (*primary school*)
Teacher (*primary school*)

2332 PRE-PRIMARY SCHOOL TEACHING PROFESSIONALS

Pre-primary school teaching professionals plan, organise and provide instruction to children ages 3-5 in nurseries and reception classes at primary schools.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

For entry into the teaching service, a minimum of 4 'O' levels including English is required. Teachers are then required to spend 2 years at the Teacher Training College. Most teachers in the government primary schools are equipped with degrees.

TASKS

- prepares courses and teaches a range of subjects by audio visual aids and other means;
- prepares, assigns and corrects exercises to record and evaluate students progress;
- supervises students in classroom and maintains discipline;
- teaches simple songs and rhymes and reads stories to promote language development;
- discusses progress with student, guardians, parents and/or other education professionals.

RELATED JOB TITLES

Nursery teacher

Teacher (*nursery school*)

MINOR GROUP 234

SPECIAL EDUCATION TEACHING PROFESSIONALS

Special education teaching professionals plan, organise and provide instruction at a variety of different levels to children with various problems or learning disabilities.

Occupations in this group are classified into the following unit group:

2340 SPECIAL EDUCATION TEACHING PROFESSIONALS

2340 SPECIAL EDUCATION TEACHING PROFESSIONALS

Special education teaching professionals, organise, plan and provide instruction at a variety of different levels to children who are blind, partially blind, deaf and dumb, mentally handicapped or suffering from speech defects or other learning disabilities.

- prepares, assigns and corrects exercises to record and evaluate student's progress;
- supervises students in classroom and maintains discipline;
- discusses student's progress with parents and other staff;
- supervises teachers and manages institution.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Teachers must be trained with the Teacher Training College; must have a degree and certificates or diplomas in the specialised area. A minimum of four 'O' levels or equivalent is required for entry into the teaching services.

RELATED JOB TITLES

Head teacher (*special education*)
Teacher (*physically handicapped children*)

TASKS

- assesses student's abilities and needs and devises curriculum and rota of teaching duties accordingly;
- gives instruction, using techniques appropriate to the student's handicap;
- encourages the student to develop self-help skills to circumvent the limitations imposed by their disability;

MINOR GROUP 235

OTHER TEACHING PROFESSIONALS

Other teaching professionals plan, organise, direct and counsel students regarding the educational, vocational and personal development in educational institutions.

Occupations in this minor group are classified into the following unit groups:

- 2351 EDUCATION OFFICERS**
- 2352 CAREERS AND EDUCATIONAL GUIDANCE OFFICERS**
- 2359 OTHER TEACHING PROFESSIONALS (NEC)**

2351 EDUCATION OFFICERS

Education officers plan, organise and direct the education activities of schools and other training institutions excluding the University.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with an education-related degree and ten or more years relevant experience in the field of education.

TASKS

- advises on all aspects of education and ensures that all statutory educational requirements are being met;
- plans and advises on the provision and administration of special schools for the physically and mentally handicapped;
- makes recommendations for the appointment of permanent staff as member of school board;
- observes teaching, assesses learning level and discusses any apparent faults with teachers, heads of department and head teachers;

- prepares reports on schools concerning teaching standards, the role of the school in the forward planning of the education system, etc.;
- evaluates performance of teaching personnel;
- interprets government policies to schools by means of circulars.

RELATED JOB TITLES

Education officer

2352 CAREER AND EDUCATIONAL GUIDANCE OFFICERS

Career and educational guidance officers counsel students regarding their educational, vocational, social and personal development in educational establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree, several years experience as a teacher or relevant experience in the field of education.

TASKS

- counsels individual students through discussion and interpretation of standardised tests, academic records and other information;
- provides information on academic admission requirements, courses available, financial assistance and vocational possibilities;
- arranges, participates in and refers students to group discussions and seminars to identify career goals or to develop study or personal skills;
- liaises with students, parents, teachers, and other individuals to help resolve educational or social problems of students, and to develop their resources;
- assists with establishment of career orientation, work experience or other programmes;
- prepares and maintains records of discussions, plans, referral action;
- advises teachers and students of testing and counselling services and information available within institutions.

RELATED JOB TITLES

Guidance counsellor
Guidance officer
Vocational officer (guidance)

2359 OTHER TEACHING PROFESSIONALS (NEC)

Workers in this unit group perform a variety of other education and teaching occupations not elsewhere classified in MINOR GROUP 235.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with other academic qualifications but is most common with a degree or specialised training.

TASKS

- teaches dancing, musical instruments and/or theory and academic subjects privately to individuals or groups;
- teaches driving techniques, familiarises pupils with test procedures and safe practice;
- teaches general interest diversionary activities such as cookery, craft, decorating, photography, tailoring at evening institutes and other establishments;
- guides and coordinates the educational or training work carried out by an establishment;
- teaches physical fitness and monitors progress of individuals.

RELATED JOB TITLES

Dance teacher
Demonstrator
Driving instructor
Music teacher
Physical fitness instructor

MINOR GROUP 241

BUSINESS AND GOVERNMENT PROFESSIONALS

Business and government professionals provide a variety of accounting, personnel and administrative functions in the organisation.

Occupations in this minor group are classified into the following unit groups:

- 2411 ACCOUNTANTS**
- 2412 PERSONNEL AND INDUSTRIAL RELATIONS OFFICERS**
- 2413 GOVERNMENT ADMINISTRATIVE OFFICERS**
- 2419 OTHER BUSINESS PROFESSIONALS (NEC)**

2411 ACCOUNTANTS

Accountants plan and administer accounting and auditing services and advise clients on financial matters.

- audits accounts and book keeping records;
- acts as liquidating trustee in dissolution proceedings and as representative arbitrators in negotiation or arbitration of accounting business.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or equivalent qualification. Most accountants take professional examinations to become chartered Accountants.

RELATED JOB TITLES

Accountant
Audit examiner
Auditor
Budget analyst
Chartered accountant

TASKS

- plans, installs and oversees implementation of accountancy systems and policies;
- prepares and certifies financial statements and reports for management, stock holders, statutory or other bodies;
- prepares and reviews tax returns, advises on problems;
- conducts financial investigations in matters such as fraud, insolvency, payment disputes, bankruptcy;

2412 PERSONNEL AND INDUSTRIAL RELATIONS OFFICERS

Personnel and industrial relations officers conduct research and advise on recruitment, training staff appraisal and industrial relations policies and assist with negotiations on behalf of a commercial enterprise, trade union, or other organisation such as the National Training Board or Ministry of Employment, Labour Relations and Community Development.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry usually requires academic qualifications. However some employers require a degree or a certificate in Labour or Public Administration with relevant experience in the given field.

TASKS

- undertakes research into pay differentials, productivity and efficiency bonuses and other payments;
- develops and recommends training, personnel and industrial relations policies and assists with their implementation;
- receives and investigates from members of public complaints regarding wages, conditions of employment and training provision;
- arranges meetings between management and employees or trade unions and assists with negotiations concerning pay, conditions of employment and training provision;
- carries out inspections of wage records, conditions of employment and training provision in work place to ensure compliance with laws;
- advises on training and recruitment, negotiating procedures, salary agreements and other personnel and industrial relations issues;
- compiles statistics on training records.

RELATED JOB TITLES

Executive officer
Human resource officer
Industrial relations officer
Labour officer
Personnel officer
Training inspector

2413 GOVERNMENT ADMINISTRATIVE OFFICERS

Government administrative officers perform a variety of clerical and administrative tasks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a degree or a certificate or diploma, preferably in public administration, or not less than 5 years experience at supervisory level.

TASKS

- provides analyses, reports, statistics and other information for senior officers;
- prepares cabinet papers, speeches, briefs;
- performs miscellaneous clerical tasks including drafting and or writing letters in reply to correspondence or telephone enquiries;
- supervises and coordinates on-the-job training of new recruits;
- represents organisations at meetings and on committees.

RELATED JOB TITLES

Administrative officer I
Administrative officer II

2419 OTHER BUSINESS PROFESSIONALS (NEC)

Workers in this unit group perform a variety of administrative and business tasks not elsewhere classified in MINOR GROUP 241.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Candidates will be required to have academic qualifications and/or relevant experience in the given field.

TASKS

- studies particular department or problem area and assesses its interrelationships with other activities;
- identifies and investigates problems concerned with strategy, policy, markets, organisation, computing facilities, procedures and methods;
- collects, analyses and prepares occupational information to facilitate personnel administration and management functions of organisation;
- collects, analyses and interprets data using statistical and other techniques and advises on policy in relation to the findings.

RELATED JOB TITLES

Business adviser
Business analyst
Job analyst
Management analyst
Occupational analyst
Research assistant
Research officer

MINOR GROUP 242 LEGAL PROFESSIONALS

Legal professionals preside over judicial proceedings and research and advise on legal matters.

Occupations in this minor group are classified into the following unit groups:

- 2421 JUDGES**
- 2422 ATTORNEYS-AT-LAW**
- 2423 MAGISTRATES**
- 2429 OTHER LEGAL PROFESSIONALS (NEC)**

2421 JUDGES

Judges preside over judicial proceedings, pronounce judgements and perform duties associated with the administration of the court.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must be lawyers of not less than 10 years standing.

TASKS

- conducts trials according to rules of procedure;
- hears, reads and evaluates evidence;
- interprets the law in relation to particular cases;
- in cases tried by jury, summarises the evidence and instructs or advises the jury on points of law or procedure;
- announces the verdict and passes sentence and/or awards costs and damages.

RELATED JOB TITLES

Judge

2422 ATTORNEYS-AT-LAW

Attorneys-at-law prepare and conduct court cases, advise clients on legal matters.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a law degree and training at a law school.

TASKS

- studies and discusses the case with client;
- investigates circumstances surrounding a case and acquaints him/herself with relevant law and precedent;
- drafts pleadings and questions;
- appears in court to present evidence, cross-examine witnesses and represent client;

- advises client on legal matters;
- undertakes all legal business on behalf of client;
- draws up wills, contracts, Public Bills and Private Members Bills and acts as trustee or executor if required;
- deals with the legal aspects of buying and selling property.

RELATED JOB TITLES

Attorney-at-law
Barrister
Lawyer
Solicitor

2423 MAGISTRATES

Magistrates preside over judicial proceedings, pronounce judgements and perform duties associated with the administration of the court.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must be lawyers with not less than 5 years standing.

TASKS

- conducts trials according to rules of procedure;
- hears, reads and evaluates evidence;
- interprets the law in relation to particular cases;
- summarises the evidence and announces the verdict and passes sentence and/or awards costs and damages.

RELATED JOB TITLES

Magistrate

2429 OTHER LEGAL PROFESSIONALS (NEC)

Other Legal Professionals perform a variety of legal tasks not elsewhere classified in MINOR GROUP 242.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must be lawyers with not less than 5 years standing.

TASKS

- deals with legal aspects of buying and selling government property;
- draws up contracts, Public Bills, Private Member Bills and acts as trustee or executive if required;
- advises government on legal and parliamentary matters;
- undertakes all legal business on behalf of government.

RELATED JOB TITLES

Official solicitor
Parliamentary counsel

MINOR GROUP 243

LIBRARIANS, ARCHIVISTS, CURATORS AND RELATED INFORMATION PROFESSIONALS

Librarians, archivists, curators and related information professionals approve, obtain, develop and make available collections of written and recorded material, art objects, artifacts and other items of general and specialised interest.

Occupations in this minor group are classified into the following unit group:

2430 LIBRARIANS, ARCHIVISTS, CURATORS AND RELATED INFORMATION PROFESSIONALS

2430 LIBRARIANS, ARCHIVISTS, CURATORS AND RELATED INFORMATION PROFESSIONALS

Librarians, archivists, curators and related information professionals appraise, obtain, index, collate, collect and make available collections of written and recorded material, art objects, pictures, artifacts, etc.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a degree. Further professional qualifications are usually required.

TASKS

- selects, appraises and arranges for the acquisition of books, periodicals, audio visual and other materials;
- collects, classifies and catalogues information, books and other materials and arranges for safe-keeping;

- arranges for safekeeping and preservation of classified materials;
- maintains indices, bibliographies and descriptive details of archive material and arranges for reproduction of items where necessary;
- prepares and circulates abstracts, bibliographies, book lists;
- establishes an information storage system to deal with queries and to maintain up to date records;
- manages library borrowing and school library loan facilities;
- liaises with school and other groups or individuals, publicises exhibits and arranges special displays for general, specialised or educational interest;
- gives advice on and answers verbal or written enquiries about, books, exhibits or other material.

RELATED JOB TITLES

Archivist

**Curator
Librarian
Medical librarian**

MINOR GROUP 244

SOCIAL WORK AND RELATED PROFESSIONALS

Social workers and related professionals provide information, advice and support for individuals or groups on a variety of social issues and supervise, counsel and help rehabilitate offenders and other persons within a community.

Occupations in this minor group are classified into the following unit groups:

2441 SOCIAL WORKERS, PROBATION AND COMMUNITY DEVELOPMENT OFFICERS

2449 . OTHER SOCIAL SCIENTISTS (NEC)

2441 SOCIAL WORKERS, PROBATION AND COMMUNITY DEVELOPMENT OFFICERS

Social workers, probation and community development officers counsel and provide information and support for individuals, families, groups and communities on emotional, social and other issues and help rehabilitate individuals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is by degree in Social Work; the acquisition of the Social Work Diploma and one year training in the approved area, or qualification in the relevant area.

TASKS

- interviews individual, group or offender and assesses the nature and extent of difficulties;
- determines assistance required and arranges for further counselling or assistance in the form of financial or material material help;

- attempts to resolve family problems and, if necessary, arranges for children to be resettled with foster parents or in a children's home;
- counsels prisoners and supervises those released who are subject to statutory supervision;
- maintains close contact with other social workers and follows progress of case;
- plans and sets up projects, programmes in the community;
- keeps case records and prepares reports.

RELATED JOB TITLES

Child care officer
Community development officer
Cultural affairs officer
Probation officer
Social worker
Youth development officer

2449 OTHER SOCIAL SCIENTISTS (NEC)

Other Social Scientists perform a variety of related social tasks not elsewhere classified in MINOR GROUP 244.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a degree in the Social Sciences or qualifications in the related field.

TASKS

- compiles and analyses economic, demographic, legal, political, social and other data;
- prepares in narrative, brief or outline form, chronological, qualitical or thematic account of record of past or current events dealing with some phase of human activity;
- studies the characteristics and uses of the earth's surface and natural resources;
- arranges findings in a form suitable for publication and advises bodies on policy issues.

RELATED JOB TITLES

Geographer
Historian
Political scientist
Social scientist
Sociologist

MINOR GROUP 245

CLERGY, MINISTERS OF RELIGION

Members of the clergy provide motivation, inspiration and training in religious life.

Occupations in this minor group are classified into the following unit group:

2450 CLERGY, MINISTERS OF RELIGION

2450 CLERGY, MINISTERS OF RELIGION

RELATED JOB TITLES

Members of the clergy and ministers of religion provide spiritual motivation, inspiration and guidance, conduct worship according to the form of service of a particular faith, denomination and perform related functions associated with religious beliefs and practices.

Canon
Chaplain
Dean
Minister of religion
Priest
Reverend

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree in theology or other qualifications and training.

TASKS

- prepares and conducts sermons and talks;
- prepares and conducts services of public worship and sacraments in accordance with rite, order, rule;
- interprets doctrines and instructs intending clergy members in religious principles and practices;
- performs marriages, funerals, christenings and other special religious services;
- visits members of the congregation in their homes and in hospitals and counsels those in need of spiritual or moral guidance;
- undertakes administration and social duties as required.

MAJOR GROUP 3

TECHNICIANS AND ASSOCIATE PROFESSIONALS

This major group covers occupations which require experience and knowledge of theory and practice necessary to assume responsibility and give technical support to professionals, managers and administrators.

Tasks performed by Technicians and Associate Professionals include the maintenance and operation of equipment, inspecting the safety of buildings, vehicles, advising on agriculture, providing health and dental care as well as those in finance and sales. Also included are those who perform specialized government, and artistic and entertainment tasks.

Most occupations in this major group will require formal or vocational training, often involving full time training. For new entrants a period of on-the-job training may be necessary.

Occupations in this major group are classified into the following sub-major groups:

- 31 PHYSICAL SCIENCE, COMPUTING AND ENGINEERING TECHNICIANS**
- 32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS**
- 33 OTHER ASSOCIATE PROFESSIONALS**

Each sub-major group consists of the following minor groups:

- 311 PHYSICAL SCIENCE AND ENGINEERING TECHNICIANS**
- 312 COMPUTER PROGRAMMING ASSISTANTS**
- 313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS**
- 314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS**
- 315 BUILDING, HEALTH AND SAFETY INSPECTORS**

321 AGRICULTURAL AND FISHERIES OFFICERS

322 HEALTH ASSOCIATE PROFESSIONALS

**331 FINANCE AND SALES ASSOCIATE
PROFESSIONALS**

332 GOVERNMENT ASSOCIATE PROFESSIONALS

**333 ARTISTIC, ENTERTAINMENT AND SPORTS
ASSOCIATE PROFESSIONALS**

**334 NON-ORDAINED RELIGION ASSOCIATE
PROFESSIONALS**

**MINOR GROUP 311
PHYSICAL SCIENCE AND ENGINEERING
TECHNICIANS**

Physical science and engineering technicians perform technical tasks in planning, building and operating machinery and equipment, conducting laboratory tests, and inspecting work places, vehicles, equipment, and applying principles and practices related to the field.

Occupations in this minor group are classified into the following unit groups:

- 3111 LABORATORY TECHNICIANS**
- 3112 ELECTRICAL ENGINEERING TECHNICIANS**
- 3113 ELECTRONICS AND TELECOMMUNICATIONS
ENGINEERING TECHNICIANS**
- 3114 MECHANICAL ENGINEERING TECHNICIANS**
- 3115 TECHNICAL DRAUGHTERS AND ARCHITECTURAL
TECHNICIANS**
- 3119 OTHER PHYSICAL SCIENCE AND ENGINEERING
TECHNICIANS (NEC)**

3111 LABORATORY TECHNICIANS

Laboratory technicians carry out routine laboratory tests and perform a variety of technical support functions requiring the application of established or prescribed procedures and techniques to assist Scientists, Doctors and others with their research, development, testing and analysis.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

The most common entry requirement is a minimum of five 'O' levels including chemistry, biology and physics. Most employers provide some on-the-job training.

TASKS

- prepares and analyses body fluids, secretions, and/or tissue to detect infections, abnormalities or to examine the effects of different drugs;
- grades cultures of bacteria and viruses, prepares tissue sections and other organic and inorganic material for examination and stains and fixes slides for microscope work;
- operates and services specialised scientific equipment and undertakes prescribed measurements and analyses and ensures that sterile conditions necessary for equipment are maintained;
- records and collates data obtained from experimental work and documents all work carried out.

RELATED JOB TITLES

Assistant analyst
Laboratory assistant
Laboratory technician
Veterinary laboratory technician

3112 ELECTRICAL ENGINEERING TECHNICIANS

Electrical engineering technicians perform a variety of technical support tasks to assist with the design, development, operation and maintenance of electrical systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require an Ordinary Technician Diploma in electrical engineering or a full City and Guilds certificate in electrical and mechanical engineering and 2–5 years working experience. Some on-the-job training is given by most employers.

TASKS

- assists in the design and layout of electrical installations;
- sets up equipment, conducts tests, takes readings, performs calculations and records and interprets data;
- assists in installing systems and checks installation for safety and to ensure satisfactory performance and compliance with specifications and regulations;
- diagnoses and detects faults and implements procedures for the maintenance and repair of system and/or equipment;
- performs routine checks on equipment and systems and advises clients on the use and servicing of electrical systems and equipment.

RELATED JOB TITLES

Electrical engineering technician
Electrical technician
Maintenance technician (electrical)

3113 ELECTRONICS AND TELECOMMUNICATIONS ENGINEERING TECHNICIANS

Electronics and telecommunication technicians perform a variety of technical support functions with the design, development, installation, operation and maintenance and repair of electronic and telecommunication systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum qualifications required is City and Guilds parts I and II or equivalent certificate in electronics. Most employers provide other training to assume responsibility in the given field.

TASKS

- assists in the design and layout of electronic and telecommunications system;
- sets up equipment, conducts tests, takes reading, performs calculations and records and interprets data;
- assists in installing systems and checks installation for safety and to ensure satisfactory performance and compliance with specifications and regulations;
- diagnoses and detects faults and implements procedures for the maintenance and repair of system and/or equipment;
- performs routine checks on equipment and systems and advises clients on the use and servicing of electronic and telecommunications system.

RELATED JOB TITLES

Electronics officer
Electronics technician
Telecommunications assistant

3114 MECHANICAL ENGINEERING TECHNICIANS

Mechanical engineering technicians perform a variety of technical support functions with the design, development, installation, operation and maintenance and repair of mechanical systems.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require an Ordinary Technician diploma in mechanical engineering, or a full City and Guilds certificate in electrical and mechanical engineering with some working experience.

TASKS

- assists in the design and layout of mechanical installations;
- sets up equipment, conducts tests, takes readings, performs calculations and records and interprets data;
- assists in installing systems and checks installation for safety and to ensure satisfactory performance and compliance with specifications and regulations;
- diagnoses and detects faults and implements procedures for the maintenance and repair of system and/or equipment;
- performs routine checks on equipment and systems and advises clients on the use and servicing of mechanical systems and equipment.

RELATED JOB TITLES

Engineering technician
Maintenance technician (*engineering*)
Mechanical engineering technician

3115 TECHNICAL DRAUGHTERS AND ARCHITECTURAL TECHNICIANS

Technical draughters and architectural technicians perform a variety of technical support tasks to assist architects and other officers with the design of structures and layout of urban and rural areas.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a certificate in building and civil engineering and construction, or land surveyor's licences with practical experience in draughting.

TASKS

- assesses information and prepares building plans, drawings and specifications for use by contractors, builders;
- liaises with engineers, architects and contractors regarding technical construction problems and visits sites and attends site meetings on behalf of architect;
- surveys land and property uses and prepares report for planning authority;
- issues permits as authorised;
- checks that completed work conforms to specification.

RELATED JOB TITLES

Chainman
Clerk of works
Draughtsman
Planning assistant

3119 OTHER PHYSICAL SCIENCE AND ENGINEERING TECHNICIANS (NEC)

Other physical science and engineering technicians perform a variety of miscellaneous technical support functions.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Applicants are required to have sound knowledge and experience and qualifications in the related field.

TASKS

- sets up apparatus and equipment for experimental, demonstration or other purposes;
- conducts tests, and takes measurements and readings;
- performs calculations, and collects, records and interprets data;
- prepares estimates of material, labour required;
- assists with technical supervision of construction, installation, maintenance and repair of plant and machinery;
- performs other related tasks.

RELATED JOB TITLES

Maintenance technician
Medical equipment technician
Technical assistant
Technical officer
Technician (*nothing otherwise specified*)

MINOR GROUP 312 COMPUTER PROGRAMMING ASSISTANTS

Workers in this minor group assist, control and carry out limited programming tasks in connection with the installation and maintenance of computer programmes.

Occupations within this minor group are classified into the following unit group:

3120 COMPUTER PROGRAMMING ASSISTANTS

3120 COMPUTER PROGRAMMING ASSISTANTS

Computer programming assistants provide assistance to programmers, install new programmes and maintain and update existing programmes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require training in computer programming including academic qualifications.

TASKS

- installs new computer programmes on hardware and operates systems configurations;
- assists programmer in designing systems to match user requirements, monitoring systems testing and modifying system design as necessary;
- maintains and updates existing programmes;
- assists in the creation and application of tests to demonstrate that programmes achieve their intended results.

RELATED JOB TITLES

Computer technician (*software*)
Programmer assistant

MINOR GROUP 313

OPTICAL AND ELECTRONIC EQUIPMENT CONTROLLERS

Workers in this minor group operate and control picture and video cameras, and other equipment to record and edit images and sound, control equipment which sends and receives broadcast and telecommunications signals, and to diagnose and treat ailments.

Occupations within this minor group are classified into the following unit groups:

- 3131 PHOTOGRAPHERS, SOUND AND VIDEO OPERATORS**
- 3132 BROADCASTING AND TELECOMMUNICATIONS EQUIPMENT OPERATORS**
- 3133 MEDICAL EQUIPMENT OPERATORS AND TECHNICIANS**

3131 PHOTOGRAPHERS, SOUND AND VIDEO OPERATORS

Photographers, sound and video operators take photographs and control and operate picture and video cameras and other equipment to record and edit images and sound.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There is no specific entry route or academic qualifications necessary to these occupations, but courses are available at the Community College, Polytechnic and other institutes.

TASKS

- selects and arranges subject, lighting, and camera equipment and verifies that camera is loaded and readied for picture taking;
- photographs subject or follows action by moving camera;

- sets and operates sound, projection and video equipment and telecine to record images;
- checks operation and positioning of projectors, video tape machines, microphones and other tape recording and mixing equipment;
- operates equipment to edit and mix image and sound recordings and create special image and sound effect.

RELATED JOB TITLES

Audio-visual aids technician
Camera operator
Cameraman
Cinematographer
Photographer
Projectionist
Sound recordist
Studio engineer

3132 BROADCASTING AND TELECOMMUNICATIONS EQUIPMENT OPERATORS

Broadcast and telecommunications equipment operators provide the support functions of controlling equipment and systems that record images, transmit radio and television broadcast and other telecommunication signals on land, sea and air.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

There is no common entry route. Some employers may require some qualifications and experience in handling the equipment but in most cases on-the-job training is provided.

TASKS

- controls and operates transmitting systems, satellite systems for radio and television programmes;
- controls and operates radio communications system and satellite services;
- controls the technical operation of image and sound recording and editing systems;
- receives messages, weather reports and other material to transmit;
- uses teleprinter or telex keyboard to transmit messages to other teleprinters or telexes;
- keeps log of operations;
- applies knowledge of telecommunications terminals and transmission systems, image and sound recordings and cinema projection equipment to identify and solve problems arising in the course of work.

RELATED JOB TITLES

Cypher officer
Radio operator
Telecommunications assistant
Telecommunications operator
Telegraphist
Telex operator

3133 MEDICAL EQUIPMENT OPERATORS AND TECHNICIANS

Medical equipment operators operate equipment used to diagnose and treat illnesses and disorders.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Employers will require candidates with a minimum of five 'O' levels including a science subject and mathematics and further approved qualifications in the given field. Good eyesight and normal colour vision are also required.

TASKS

- operates equipment to diagnose and record or treat hearing, heart, brain, lung and kidney ailments;
- positions patients and operates x-ray, scanning or fluoroscopic equipment;
- determines and decides length and intensity of exposure or strength of dosage of isotope;
- applies knowledge of equipment and principles and practices of medicine to identify and solve problems in the course of work, and to maintain equipment;
- keeps records of work undertaken.

RELATED JOB TITLES

Cardiac technician
Electrocardiograph technician
Orthopaedic appliance technician
Radio-isotope technician

MINOR GROUP 314

SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

Workers in this minor group command and navigate ships and aircraft, perform technical functions to operate and maintain such craft and plan and regulate the ground/air movements of aircraft.

Occupations in this minor group are classified into the following unit groups:

- 3141 SHIPS' ENGINEERS**
- 3142 SHIPS' DECK OFFICERS AND NAVIGATION PILOTS**
- 3143 AIRCRAFT FLIGHT DECK OFFICERS**
- 3144 AIR TRAFFIC CONTROLLERS**

3141 SHIPS' ENGINEERS

Ships' engineers control and participate in the operation, maintenance and repair of mechanical and electrical equipment and machinery on board ship.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants will require a degree in mechanical and electrical engineering. Further training and licences may be required.

TASKS

- controls and participates in the operation, maintenance and repair of mechanical and electrical equipment and machinery and maintains record of operations;
- orders fuel and other engine-room department stores;
- supervises and assists in the installation, maintenance and repair of machinery and equipment on board ship;

- monitors the operations of engines and generators;
- locates and identifies problems pertaining to machinery and equipment and applies knowledge to effect repairs.

RELATED JOB TITLES

Chief engineer
Engineer (*ship*)

3142 SHIPS' DECK OFFICERS AND NAVIGATION PILOTS

Ships' deck officers and navigation pilots command and navigate ships and other vessels, coordinate the activities of officers, operate and maintain communications equipment on board ship and undertake minor repairs to engines, boilers and other electrical and mechanical equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum qualifications for entry include mathematics, English and a science subject. Good colour vision without spectacles or contact lenses is required for some posts and candidates must undergo a medical examination.

TASKS

- allocates duties to other ship's officers and co-ordinates and directs the activities of deck and engine room ratings;
- directs or undertakes the operation of controls to inflate air cushions, run engines and propel and steer ships and other vessels;
- locates position of vessel using electronic and other navigational aids such as charts and compasses and advises on navigation where appropriate;
- maintains radio contact with other vessels and coast stations;
- prepares watch keeping rota and maintains a lookout for other vessels or obstacles;
- maintains log of vessels' progress, weather conditions, conduct of crew, etc.

RELATED JOB TITLES

Navigator (*ship*)
Ship's captain

3143 AIRCRAFT FLIGHT DECK OFFICERS

Aircraft flight deck officers check, regulate, adjust and test engines and other equipment prior to take off, navigate and pilot aircraft and give flying lessons.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Local training is only available for light airplanes which necessitates 80 hours of ground school and 2 examinations. Further training to fly bigger aircraft is available in the U.K., U.S.A. and Canada.

TASKS

- studies flight plan, discusses it with flight deck crew and makes any necessary adjustments;
- directs or undertakes routine checks on engines, instruments control panels, cargo distribution and fuel supplies;
- directs or undertakes the operation of controls to fly aircraft, complying with air traffic control and aircraft operating procedures;
- monitors fuel consumption, air pressure, engine performance and other indicators during flight and advises pilot of any factors that effect the navigation or performance of the aircraft;
- maintains radio contact and discusses weather conditions with air traffic controllers;
- performs specified tests to determine aircraft's stability, response to controls and overall performance;
- accompanies pupil on training flights and demonstrates flying techniques.

RELATED JOB TITLES

Captain
Flight engineer
Pilot
Test pilot

3144 AIR TRAFFIC CONTROLLERS

Air traffic controllers verify flight plans and collect landing fees, authorise flight departures and arrivals and maintain radio, radar and/or contact with aircraft to ensure safe movement of air traffic.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require a minimum of five 'O' levels including a science subject and English. Training is for a period of 2 years with certificates being issued at 3 stages — AIS, VFR and IFR. Candidates must have normal colour vision and are required to undergo medical examinations on entry and during their career. Frequent refresher courses are also provided.

TASKS

- conducts runway and lights inspections daily to ensure that there are no malfunctions or obstacles;
- maintains radio and/or radar or visual contact with aircraft and liaises with air traffic controllers and control centre to direct aircraft in and out of controlled airspace and into holding areas ready for landing;
- gives landing instructions to pilot and monitors descent of aircraft;
- directs movement of aircraft and motor vehicles on runway, taxiways and in parking bays;
- obtains information regarding weather conditions, navigational hazards and landing conditions.

RELATED JOB TITLES

Air traffic control cadet
Air traffic controller
Operations officer

MINOR GROUP 315

BUILDING, HEALTH AND SAFETY INSPECTORS

Workers in this minor group advise on health, safety and welfare of employees, the environment and vehicles and inspect work places and equipment therein to ensure compliance with various government orders, acts and regulations.

Occupations in this minor group are classified into the following unit groups:

- 3151 FACTORY AND LABOUR INSPECTORS**
- 3152 PUBLIC HEALTH AND ENVIRONMENTAL INSPECTORS AND OFFICERS**
- 3153 VEHICLE INSPECTORS**

3151 FACTORY AND LABOUR INSPECTORS

Workers in this group advise on health and safety and assist in or coordinate accident prevention and safety measures within an establishment or organisation, and counsel individuals on any personal or domestic problems affecting their work.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with a degree or equivalent qualification or other academic qualification and/or relevant experience.

TASKS

- inspects factory and other work areas to ensure compliance with health and safety legislations;
- draws attention to any irregularities or infringements of regulations and advises on ways of rectification;
- instructs workers in the proper use of protective clothing and safety devices;

- compiles statistics on accidents and injuries, analyses their causes and makes recommendations to management accordingly;
- gives talks and distributes information on accident prevention;
- carries out routine tests on safety devices and protective clothing;
- counsels individuals on any personal or domestic problems affecting their work.

RELATED JOB TITLES

Factory inspector
Industrial safety adviser
Labour inspector
Occupational hygienist
Safety adviser
Safety officer

3152 PUBLIC HEALTH AND ENVIRONMENTAL INSPECTORS AND OFFICERS

Public health and environmental inspectors and officers undertake inspection and investigations to verify and ensure compliance with government acts, orders and regulations relating to environmental hygiene and the general health of the public.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require the normal academic qualifications. However, some aspects will require graduate and post-graduate level certification.

TASKS

- inspects and investigates housing and working conditions, conditions under which food, drink and drugs are manufactured and stored, atmospheric and coastal pollution, drainage, sewage and refuse disposal, noise levels, etc., to ensure compliance with government regulations;
- makes visits and inspections in accordance with a planned programme or in response to complaints;
- advises on ways to conserve coastal areas;
- advises on ways to rectifying conditions that contravene regulations;
- prepares reports and recommendations on all inspections made;
- recommends legal action in cases of persistent contravention of regulations.

RELATED JOB TITLES

Environmental education officer
Environmental officer
Public health assistant
Public health engineering assistant
Public health inspector

3153 VEHICLE INSPECTORS

Workers in this group inspect, test and license automobiles, trucks and other heavy duty vehicles to ensure compliance with safety requirements.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require academic qualifications in some cases but for others sound knowledge of automobile mechanics or mechanical engineering will be necessary.

TASKS

- examines /tests specified components of vehicles such as brake system, steering, horn, exhaust line and other systems for evidence of wear, damage or improper adjustment;
- verifies weight of vehicle, issues certification to owner to indicate that vehicles have passed examination or lists number of faults that have to be corrected;
- conducts driving tests to assess the competence of learners applying for road vehicle licences and issues licences as necessary.

RELATED JOB TITLES

Licensing officer
Motor inspector
Senior transport officer
Testing officer
Transport inspector
Vehicle examiner

MINOR GROUP 321

AGRICULTURAL AND FISHERIES OFFICERS

Workers in this minor group develop, promote and provide specialised programmes and give technical advice and assistance in the area of agriculture and fisheries.

Occupations in this minor group are classified into the following unit groups:

3211 AGRICULTURAL OFFICERS

3212 FISHERIES OFFICERS

3211 AGRICULTURAL OFFICERS

Workers in this unit group develop, promote and provide agricultural service programmes and give advice and assistance.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry requirement is a diploma in agriculture with further qualifications and experience in the related field.

TASKS

- keeps abreast of farming methods and techniques;
- advises on ways to increase output;
- advises on problems such as soil erosion, crop rotation, plant diseases;
- collects, analyses, and evaluates agricultural data;
- gives demonstrations, lectures and distributes material promoting the adoption of improved farming techniques;
- advises on marketing and storing of crops;
- advises on credit facilities, subsidies, referral agencies.

RELATED JOB TITLES

Agricultural officer
Senior agricultural officer

3212 FISHERIES OFFICERS

Workers in this unit group provide assistance and assist in promoting the development of the fishing industry.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants will be required to possess a degree in natural science with speciality being in marine science and/or post graduate qualifications in fisheries management.

TASKS

- keeps abreast of fishing methods and techniques;
- undertakes research and advises on techniques to improve catches;
- undertakes studies and methods of conservation, preservation and processing of fish and marine products;
- directs operations for the safety of fishing fleets in the event of disasters.

RELATED JOB TITLES

Fisheries officer

MINOR GROUP 322

HEALTH ASSOCIATE PROFESSIONALS

Workers in this minor group provide a variety of nursing and medical care to persons or animals including supplying and fitting spectacles, advising on diets, preparing bodies after death and assisting with preparing medicaments.

Occupations in this minor group are classified into the following unit groups:

- 3221 UNDERTAKERS AND EMBALMERS**
- 3222 NURSING AND DENTAL ASSISTANTS**
- 3223 PHARMACEUTICAL ASSISTANTS**
- 3224 VETERINARY ASSISTANTS**
- 3229 OTHER HEALTH ASSOCIATE PROFESSIONALS (NEC)**

3221 UNDERTAKERS AND EMBALMERS

Undertakers and embalmers arrange and direct funerals and prepare bodies for burial in conformance with legal requirements.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with qualifications in biology, chemistry and psychology. Further training will be required to master embalming techniques.

TASKS

- coordinates activities of workers engaged in moving corpse to mortuary;
- interviews family or authorised person to obtain data about deceased;
- completes document required by government legislation;

- liaises with cemetery authorities and provides hearse and funeral cars for procession;

- washes body and prepares body for burial by using various fluids, waxes, cosmetics and embalming techniques;

- supervises or undertakes the laying out of the body.

RELATED JOB TITLES

Embalmer
Funeral director
Mortician
Undertaker

3222 NURSING AND DENTAL ASSISTANTS

Nursing and dental assistants assist patients under directions of nursing, medical and dental staff.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is with a certificate of proficiency in dental care, while for Nursing Assistants entry is by at least one year experience in nursing care. Entry is also possible with 'O' and 'A' levels.

TASKS

- answers bells, buzzers or lights to determine patients' needs;
- cleans and dresses patients in home or hospital;
- serves and collects food trays and prepares patients for examination and treatments;
- takes and records temperature, pulse and respiration rates;
- assists in giving first aid treatment in emergencies;
- scales and polishes teeth and prepares cavities and places fillings in mouth;
- prepares and cleans dental instruments and equipment;
- advises patients on hygiene and preventive dentistry.

RELATED JOB TITLES

Auxiliary dental officer
Dental assistant
Nursing assistant
Senior nursing assistant

3223 PHARMACEUTICAL ASSISTANTS

Pharmaceutical assistants dispense and prepare medicaments, lotions and mixtures under the guidance of Pharmacists.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with a degree or other qualifications in the related field, with one year internship with a pharmacy before becoming a full member of the profession.

TASKS

- prepares medicaments and other pharmaceutical compounds;
- dispenses medicaments and drugs and gives advice on use and storage;
- cleans and prepares equipment and containers used to prepare and dispense medicaments and pharmaceutical compounds.

RELATED JOB TITLES

Assistant dispenser
Pharmaceutical assistant

3224 VETERINARY ASSISTANTS

Veterinary assistants assist veterinarians and advise on health care of animals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry requires a diploma in animal health and veterinary health obtainable through the regional programme for animal health assistants or its equivalent.

TASKS

- advises on treatment of animals and animal diseases and injuries;
- examines animals to determine ailments and refers specialist cases to veterinarian;

- prepares animals for examination or treatment and treats common illnesses or disorders;
- sterilises instruments and prepares or layout medicines or material used in treatment.

RELATED JOB TITLES

Animal health assistant
Veterinary assistant

RELATED JOB TITLES

Blood collecting technician
Dark room technician
Dental technician
Emergency medical technician
Occupational therapy assistant
Orthopaedic appliance technician
Veterinary laboratory technician
Veterinary laboratory technologist

3229 OTHER HEALTH ASSOCIATE PROFESSIONALS (NEC)

Workers in this unit group perform a variety of health related occupations not elsewhere classified in MINOR GROUP 322.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry will require academic qualifications and further training in the given field.

TASKS

- administers first-aid treatment to and transport sick or injured persons in ambulance to medical facility;
- takes specimen of blood from donors and sends to laboratory for testing and stores blood donations in blood bank until ready for use;
- gives health advice to blood donors and potential blood donors;
- makes and repairs full and partial dentures according to dentist's prescription;
- assists in administering occupational therapy programmes in hospital, related facility or community setting for physically, developmentally or emotionally handicapped persons.

MINOR GROUP 331

FINANCE AND SALES ASSOCIATE PROFESSIONALS

Finance and sales associate professionals are engaged in financial deals, insurance, real estate, assessing costs of properties, projects, stock and other financial matters.

Occupations in this minor group are classified into the following unit groups:

- 3311 SECURITIES AND FINANCE DEALERS AND BROKERS**
- 3312 INSURANCE REPRESENTATIVES**
- 3313 ESTATE AGENTS, REALTORS**
- 3314 SALES REPRESENTATIVES**
- 3315 BUYERS**
- 3316 APPRAISERS, VALUERS AND AUCTIONEERS**
- 3319 OTHER FINANCE AND SALES ASSOCIATE PROFESSIONALS (NEC)**

3311 SECURITIES AND FINANCE DEALERS AND BROKERS

Securities and finance dealers and brokers buy and sell securities, stocks, bonds and shares and advise clients and employers on investment matters.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with 'O' or 'A' levels. Some employers require higher academic qualifications but professional qualifications may be required for more senior positions.

TASKS

- analyses information regarding market trends for securities, bonds, shares and stocks, government legislation and financial status of clients;

- records and transmits buy and sell orders for stocks, shares, bonds and calculates transaction costs;
- informs clients about market conditions and prospects;
- advises client or employer on the suitability of investments and other financial schemes;
- negotiates with stock broker and other financial dealers on client's or employer's behalf and arranges appropriate investment.

RELATED JOB TITLES

Broker
Finance officer
Loans officer

3312 INSURANCE REPRESENTATIVES

Workers in this unit group underwrite insurance, and advise clients and employers on investment and insurance matters.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is by examination and the issuing of a licence issued by the Supervisor of Insurance. Some companies require licenced representatives to complete a company study course and the Life Underwriter training course which is of 2 years duration.

TASKS

- obtains information about circumstances of customers necessary to determine type of insurance and conditions;
- considers risk involved with insurance application and if acceptable computes and/or quotes premiums;
- advises client/employer on the suitability of particular insurance schemes.

RELATED JOB TITLES

Claims adjustment specialist
Insurance broker
Insurance representative
Life underwriter

3313 ESTATE AGENTS, REALTORS

Workers in this group arrange for the sale, purchase, rental and lease of real property, usually on behalf of clients and on a commission basis.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible without academic qualifications. However experience in sales techniques, market trends are necessary.

TASKS

- ascertains needs of prospective buyers or tenants and obtains information about properties to be sold or rented;
- shows properties to prospective buyers or tenants and explains terms of sale or conditions of rent lease;
- collects rents on behalf of owner;
- arranges signing of lease agreements and transfer of property right.

RELATED JOB TITLES

Real estate agent
Realtor

3314 SALES REPRESENTATIVES

Sales representatives provide technical explanations and advice and seek and receive orders for machinery, equipment, materials and other items and for the wholesale provision of food, drink and other consumer goods.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common but is possible with academic qualifications and/or relevant experience.

TASKS

- assesses characteristics of product being sold and decides on its main selling points;
- develops and maintains contact with customers;
- discusses customer requirements and advises them on the capabilities and limitations of the goods or services being sold;

- quotes prices, credit details, delivery dates and payment arrangements and arranges for delivery and installation of goods if appropriate;
- makes follow up visits to ensure customer satisfaction and to obtain further orders;
- stays abreast of advances in product/field and suggests possible improvements to product or service.

RELATED JOB TITLES

Medical sales representative
Sales coordinator
Sales marketing representative
Sales representative

3315 BUYERS

Buyers undertake the buying of materials, equipment and merchandise for wholesale and retail distribution from manufacturers, importers and other sources.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with other academic qualifications and/or relevant experience besides 'O' level certificates.

TASKS

- examines price lists and samples and selects the most suitable supplier or places tenders with suitable firms;
- attends trade fairs, shows and displays to examine new product lines;
- helps negotiate contract with supplier and specifies details of goods or services required;
- assesses budgetary limitations and customer requirements and decides on quantity, type, range and quality of merchandise to be bought;

- orders merchandise, ensures that delivered items comply with order and returns any faulty items;
- prices merchandise, places repeat orders and arranges for promotions or price reductions for slow selling lines;
- monitors quality of incoming goods and returns unsatisfactory or faulty items;
- undertakes or arranges the expediting of orders when delays occur;
- keeps records and writes reports as necessary.

RELATED JOB TITLES

Buyer
Merchandiser

3316 APPRAISERS, VALUERS AND AUCTIONEERS

Workers in this group value property and goods, assesses losses, claims covered by insurance policies and sell commodities, properties and goods by auction.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

CXC/GCE 'O' and 'A' levels are usually required. Employers require professional qualifications and experience in the given field.

TASKS

- determines the quality and/or value of raw materials, real estate and other objects to be sold or insured;
- assesses condition, location, desirability and amenities of property to be valued;
- assesses the liabilities of insurance companies and underwriters for losses covered by insurance policies;
- sells by auction, various kinds of property, vehicles, and other objects and commodities.

RELATED JOB TITLES

Appraiser
Assessor
Auctioneer
Valuer

3319 OTHER FINANCE AND SALES ASSOCIATE PROFESSIONALS (NEC)

Workers in this unit group perform a variety tasks in finance and sales occupations not elsewhere classified in MINOR GROUP 331.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with 'O' and 'A' levels but is possible with experience in the related field.

TASKS

- assesses characteristics of goods/services being sold and decides on main selling points;
- makes inventories of items for sale, advises vendors of suitable reserve price, issues catalogues;
- obtains orders for advertising, financial, cleaning, maintenance and pest control services;
- keeps abreast of new development in sales fields and performs miscellaneous sales tasks not elsewhere classified including demonstrating goods for sales and negotiating agreements.

RELATED JOB TITLES

Demonstrator
Manufacturer's agent
Manufacturer's representative

MINOR GROUP 332

GOVERNMENT ASSOCIATE PROFESSIONALS

Workers in this minor group inspect goods and persons entering the country to ensure compliance with Customs and Excise and Immigration regulations, price control, supervise tax payments, investigate crimes and maintain law and order, fight fires and perform other protective service occupations.

Occupations in this minor group are classified in the following unit groups:

- 3321 CUSTOMS AND EXCISE AND IMMIGRATION OFFICERS**
- 3322 TAX INSPECTORS**
- 3323 GOVERNMENT WELFARE AND PENSION OFFICERS**
- 3324 GAZETTED POLICE OFFICERS, SUBORDINATE POLICE OFFICERS (SERGEANT TO RANK OF SENIOR SUPERINTENDENT)**
- 3325 FIRE OFFICERS (SUB-OFFICER AND ABOVE)**
- 3326 PRISON OFFICERS (PRINCIPAL PRISON OFFICER AND ABOVE)**

3321 CUSTOMS AND EXCISE AND IMMIGRATION OFFICERS

Customs and excise and immigration officers inspect and investigate goods and persons to ensure compliance with regulations in respect of the importation or exportation of prohibited and restricted goods and the collection of excise or consumption taxes on locally produced goods and compliance with regulations in respect of the entry of persons coming into the country.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements are three 'O' levels, but internal promotion is usually with further academic qualifications and experience.

TASKS

- examines, weighs, gauges and counts goods imported by air and sea;
- advises organisations and the general public on the proper interpretation of laws and regulations concerning taxes, duties and immigration requirements;
- questions passengers and crews, arranges for searches of aircraft and vessels and seizes or detains undeclared items;
- monitors duty-free stores and sales at air and sea ports;
- prevents unlicensed trading, maintains revenue control at premises where dutiable goods are stored;
- examines goods entering the country, ensures that correct duty is paid and controls the

movement of goods into and out of bonded warehouses;

- checks the travel documents of those coming into the island and work permits to ensure that they have any necessary authorisations;
- inspects measuring and similar equipment at work places to check scales, weights, scales and measurement equipment;
- prepares reports and gives evidence in court as necessary.

RELATED JOB TITLES

Customs officer
Immigration officer
Price control officer
Senior immigration officer

3322 TAX INSPECTORS

Tax inspectors examine tax returns and other documents to determine the type and amount of taxes to be paid by individuals or businesses.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements are 'O' levels but internal promotion is usually with further academic/professional qualifications and relevant experience.

TASKS

- advises organisations and the general public on the proper interpretation of laws and regulations concerning taxes, levies;
- examines tax returns and other documents to determine type and amount of taxes and other levies to be paid.

RELATED JOB TITLES

Inspector (*inland revenue*)
Tax officer

3323 GOVERNMENT WELFARE AND PENSION OFFICERS

Welfare and pension officers provide advice and assistance for housing and other social issues and review applications for government welfare and pension to determine kinds of support needed or eligibility and size of pension.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum qualifications are 'O' levels; however applicants must have a degree or certification in social work to overcome a qualification bar within that grade.

TASKS

- examines applications and other relevant documents to determine the type and amount of pension, welfare payment or support which applicants should receive;
- provides counselling for persons experiencing various personal and family problems;
- provides emergency relief and assists with arrangements for accommodation and rehabilitation of victims of disasters;
- liaises with other agencies regarding kinds of assistance needed or in place;
- advises individuals on the rules and regulations concerning welfare and pension schemes, the disbursement of payments and individuals rights and obligations.

RELATED JOB TITLES

Senior welfare officer
Welfare officer

3324 GAZETTED POLICE OFFICERS AND SUBORDINATE POLICE OFFICERS (SERGEANT TO THE RANK OF SENIOR SUPERINTENDENT)

Police officers in this group plan, organise, direct and co-ordinate the resources and activities of the general police force or police station.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is only possible by internal promotion from sergeant. Degree or equivalent qualification holders may obtain accelerated promotion.

TASKS

- plans, directs and co-ordinates general policing for an area of functional unit;
- directs and monitors the work of subordinate officers;
- establishes contacts and sources of information concerning crimes planned or committed;
- directs and co-ordinates the operation of record keeping systems and the preparation of reports;
- leads team in investigating events and circumstances of a criminal nature;
- gives evidence in court.

RELATED JOB TITLES

Inspector
Senior superintendent
Sergeant
Station sergeant
Superintendent

3325 FIRE OFFICERS (SUB-OFFICER AND ABOVE)

Workers in this unit group assist in the planning, organising and coordinating the activities and resources of the fire service.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is only possible by internal promotion from Fire officer or Leading fire officer.

TASKS

- liaises with senior officers to determine staffing, financial and other short and long term needs;
- plans, directs and co-ordinates the operational plan for a physical or functional area;
- controls one or more fire stations and monitors subordinate officers;
- attends fires and other emergencies and cooperates with other emergency services to minimise damage to property;
- arranges for the salvaging of goods, materials, etc. from fire damaged premises, and arranges for security patrols as necessary;
- prepares reports for insurance companies.

RELATED JOB TITLES

Divisional officer (*fire service*)
Station officer (*fire service*)
Sub-officer (*fire service*)

3326 PRISON OFFICERS (PRINCIPAL OFFICER AND ABOVE)

Prison officers (principal and above) plan, organise, direct and coordinate the activities and resources necessary for the running of the prison.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by internal promotion, or from within the defence and police forces.

TASKS

- advises on the recruitment, training and monitoring of staff;
- interviews prisoners on arrival and discharge;
- receives reports on disciplinary problems and decides on appropriate action;
- makes periodic checks on security;
- prepares reports as necessary.

RELATED JOB TITLES

Principal prison officer
Chief prison officer

MINOR GROUP 333

ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

Artistic, entertainment and sports associate professionals write books, articles, journals, edit and arrange written material for publication, host programmes on radio and television, create various works of art through painting and sculpting, entertain audiences through dance, music, manage and coach sports teams and create a variety of designs for fashion, floral arrangement and interior and commercial decorating.

Occupations in this minor group are classified into the following unit groups:

- 3331 AUTHORS, JOURNALISTS AND OTHER WRITERS**
- 3332 RADIO, TELEVISION AND OTHER ANNOUNCERS**
- 3333 SCULPTORS, PAINTERS AND RELATED ARTISTS**
- 3334 MUSICIANS, CHOREOGRAPHERS AND DANCERS**
- 3335 SPORTS OFFICIALS**
- 3336 INTERIOR, COMMERCIAL AND FASHION DESIGNERS**
- 3337 FLORAL DESIGNERS, FLORAL ARRANGERS AND FLORISTS**

3331 AUTHORS, JOURNALISTS AND OTHER WRITERS

Authors, journalists and other writers, write, edit and evaluate literary material for publication.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with 'O' and 'A' levels certification. Holders of qualifications in journalism or mass communications are also recruited.

TASKS

- determines subject matter and researches as necessary by interviewing, attending public events, seeking out records, etc.;

- reads written work, attends film or stage performances, and arts and crafts exhibition and drafts/writes report, critique or manuscript and submits to editor or producer;
- selects material for publication, checks style, grammar and accuracy of content and arranges for any necessary revisions;
- negotiates contracts with freelance agents and with buyer on behalf of writer;
- converts written or spoken statements from one language to another.

RELATED JOB TITLES

Author
Correspondent

Editor
Features writer
Information officer
Interpreter
Journalist
News editor
Sports editor
Translator
Writer

3332 RADIO, TELEVISION AND OTHER ANNOUNCERS

Radio and television and other announcers, collect and analyse information about newsworthy events to write and read news bulletin and announcements.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is possible with 'O' and 'A' level certification. Holders of qualifications in mass communications and journalism are also recruited.

TASKS

- describes public events such as parades, conventions, sports;
- announces programmes to patrons attending shows;
- introduces radio and television programmes; reads news bulletins and makes announcements;
- investigates, prepares and edits news items;
- selects, organises materials, including music for broadcast.

RELATED JOB TITLES

Announcer
Broadcaster
Compere
Master of ceremony
News presenter

3333 SCULPTORS, PAINTERS AND RELATED ARTISTS

Sculptors, painters and related workers create artistic works by sculpting, drawing, painting and other art media and plan and arranges displays of artistic work.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with academic qualifications. However it is possible with a degree or equivalent qualification.

TASKS

- conceives and develops ideas for artistic composition;
- selects appropriate materials, medium and method;
- prepares sketches, scale drawings or colour schemes and submits for approval;
- builds up composition into finished work by carving, sculpting, etching, drawing and painting;
- exhibits or arranges for exhibit of art work.

RELATED JOB TITLES

Artist
Cartoonist
Graphic artist
Graphic designer
Painter (*artistic*)
Sculptor

3334 MUSICIANS, CHOREOGRAPHERS AND DANCERS

Musicians, choreographers and dancers write, arrange, orchestrate, conduct and perform musical compositions and dances, and perform dances alone, with partner, or in groups to entertain audiences.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

For popular music, formal training is not essential as most are self taught. However most candidates would have acquired examination passes in their chosen field and will be required to audition for places.

TASKS

- conceives and writes original music;
- scores music for different combinations of voices and instruments to provide desired effect;
- plays instrument as soloist or as member of orchestra;
- composes dance designed to suggest story, interpret emotion or enliven show, coordinating dance with music;
- auditions and selects performers and rehearses and conducts them in the performance of the composition;
- performs dance movements.

RELATED JOB TITLES

Band player
Choreographer
Composer
Dancer
Director of music
Entertainer
Musician
Organist
Pianist
Violinist

3335 SPORTS OFFICIALS

Sports officials officiate at and train competitors for sporting events.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications may be required. However a good grounding in different sports and training techniques will be necessary.

TASKS

- arranges matches, contests or appearances for athlete or team, controls team selection and discipline and recruits ancillary staff such as coaches or physiotherapists;
- coaches teams or individuals by demonstrating techniques and directing training and exercise sessions;
- starts competition and controls its progress according to established rules.

RELATED JOB TITLES

Caddie master
Coach
Diving instructor
Jockey
Referee
Riding instructor
Sports official
Swimming instructor
Tennis professional
Umpire

3336 INTERIOR, COMMERCIAL AND FASHION DESIGNERS

Interior, commercial and fashion designers plan, direct and undertake the creation of designs for interior and commercial products and new clothing and fashion accessories, combining aesthetic and utilitarian features.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Formal training in designing is desired although entry is possible without specific academic qualifications.

TASKS

- undertakes research to determine market trends or liaises with client to determine needs and cost;
- prepares patterns and sketches for interior decorating of homes, offices, clothing, fashion accessories including bags, hats, earrings, shoes;
- discusses designs with clients and makes any necessary alterations;
- oversees production of sample production.

RELATED JOB TITLES

Designer
Dress designer
Fashion designer
Interior decorator
Interior designer

3337 FLORAL DESIGNERS, FLORAL ARRANGERS AND FLORISTS

Floral designers, floral arrangers and florists, design, arrange and sell floral decorations such as bouquets, corsages, sprays and wreaths from live, dried and artificial foliage, together with other decorative objects.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal academic qualifications are required but knowledge of the art is useful for entry into the occupation.

TASKS

- confers with client to determine price and type of arrangement desired;
- plans floral arrangements and selects material for arrangement;
- arranges bouquets, sprays, wreaths using various tools and techniques;
- packs and wraps completed arrangements for sale, delivery to clients;
- arranges floral decorations in buildings, halls, churches and other facilities where events are planned.

RELATED JOB TITLES

Floral arranger
Floral designer
Florist

MINOR GROUP 334
NON-ORDAINED RELIGION ASSOCIATE
PROFESSIONALS

Workers in this minor group perform or assist in performing religious rites and participate in religious ceremonies and meetings.

Occupations in this minor group are classified into the following unit group:

3340 NON-ORDAINED RELIGION ASSOCIATE PROFESSIONALS

**3340 NON-ORDAINED RELIGION
ASSOCIATE PROFESSIONALS**

Non-ordained religion associate professionals perform or assist in performing religious rites and participate in religious ceremonies and meetings such as confirmation and baptism.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry will require some training in the religious field.

TASKS

- preaches religious teachings at meetings, before congregations and to individuals;
- assists religious leaders in performing religious ceremonies at meetings and in religious studies;
- preaches doctrine to non-believers;
- instructs candidates for admittance into the faith.

RELATED JOB TITLES

Deacon

MAJOR GROUP 4 CLERKS

This major group of occupations covers occupations whose main tasks require the knowledge and experience necessary to record, store and retrieve information, compute data and perform client-orientated clerical duties. The main tasks include typing, word processing and other secretarial skills, using business machines, recording and receiving stock, assisting in libraries and routing information to various units within and outside organizations, and customer service.

Most occupations in this major group will require solid secondary school education, with some requiring further vocational training.

Occupations in this major group are classified into the following sub-major groups:

- 41 OFFICE CLERKS**
- 42 CUSTOMER SERVICE CLERKS**
- 43 OTHER CLERICAL OFFICERS**

Each sub-major group consists of the following minor groups.

- 411 GENERAL SECRETARIES AND KEYBOARD
OPERATING CLERKS**
- 412 NUMERICAL CLERKS**
- 413 MATERIAL RECORDING AND SHIPPING CLERKS**
- 414 LIBRARY, MAIL AND RELATED CLERKS**
- 415 LEGAL AND MEDICAL SECRETARIES AND CLERKS**

- 421 TELLERS, CASHIERS AND RELATED CLERKS**
- 422 CLIENT INFORMATION CLERKS**

- 431 OTHER CLERICAL OFFICERS**

MINOR GROUP 411

GENERAL SECRETARIES AND KEYBOARD OPERATING CLERKS

Secretaries and keyboard operators perform typing, filing and shorthand duties. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- 4111 SECRETARIES**
- 4112 TYPISTS, STENOGRAPHERS AND WORD
PROCESSOR OPERATORS**
- 4113 COMPUTER AND DATA ENTRY OPERATORS**

4111 SECRETARIES

Secretaries file and maintain records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by passes in commercial/academic subjects and secretarial training by recognised institutions.

TASKS

- sorts and files correspondence and other records;
- writes down dictated matter into shorthand and transcribes into typewritten form;
- types letters, memos and other documents;
- arranges appointments, answers letters and enquiries and directs clients to desired personnel;
- receives telephone calls, organises travel and makes reservations on behalf of superior(s);

- attends meetings and keeps records of proceedings.

RELATED JOB TITLES

Executive secretary
Office supervisor/secretary
Personal assistant
Secretary

4112 TYPISTS, STENOGRAPHERS AND WORD PROCESSOR OPERATORS

Typists, stenographers and word processor operators type letters and other documents, such as memos and reports from written or dictated matter using typewriters or word processing machines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually with passes in three GCE/CXC 'O' levels and shorthand and typing skills of at least 70 words per minute and intermediate level respectively.

MAJOR GROUP 4 CLERKS

This major group of occupations covers occupations whose main tasks require the knowledge and experience necessary to record, store and retrieve information, compute data and perform client-orientated clerical duties. The main tasks include typing, word processing and other secretarial skills, using business machines, recording and receiving stock, assisting in libraries and routing information to various units within and outside organizations, and customer service.

Most occupations in this major group will require solid secondary school education, with some requiring further vocational training.

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- types letters, memos and other documents;
- arranges appointments, answers letters and enquiries and directs clients to desired personnel;
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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually with passes in three GCE/CXC 'O' levels and shorthand and typing skills of at least 70 words per minute and intermediate level respectively.

TASKS

- types letters, minutes, memos, reports and other documents from written or dictated matter;
- proof reads, edits and corrects errors to produce clean copy to specified layout;
- operates printing machines such as word processing printers, photo copiers, duplicating machines.

RELATED JOB TITLES

Shorthand writer
Stenographer/typist
Typist
Word processing operator

- records data from source material on cards or tapes;
- observes machines to detect faulty feeding, position registration and/or other mechanical malfunctions and notifies superior.

RELATED JOB TITLES

Computer operator
Data entry clerk
Data entry operator
Data processor
Key punch operator

4113 COMPUTER AND DATA ENTRY OPERATORS

Workers in this unit group enter numerical and other data into electronic equipment for data entry, processing and transmission or enter data on cards and tapes using punching machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required but on-the-job training is provided. Keyboard skills may be required.

TASKS

- sets machine or computer for required operation or process and loads with data tapes, discs, punch cards or stationery;
- operates keyboard to enter, edit and retrieve data or perform calculations;
- enters and transcribes numerical and other data into computer-compatible storage and processing devices;

MINOR GROUP 412 NUMERICAL CLERKS

Numerical clerks compile and compute financial and statistical data and information.

Occupations in this minor group are classified into the following unit groups:

4121 ACCOUNTING AND BOOK-KEEPING CLERKS 4122 STATISTICAL AND FINANCE CLERKS

4121 ACCOUNTING AND BOOK-KEEPING CLERKS

Accounting and book-keeping clerks maintain and balance records of financial transactions including hours worked, contributions, deductions and monies due.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with GCE/CXC 'O' levels but some employers require advanced level certification.

TASKS

- checks and records accuracy of daily records of financial transactions;
- prepares provisional balances and reconciles those with appropriate accounts;
- calculates and records hours worked, wages due, deductions and other contributions;
- compiles schedules and distributes or arranges distribution of wages and salaries.

RELATED JOB TITLES

Accounting clerk
Accounts clerk
Accounts machine operator
Accounts/billing clerk
Book-keeper
Cost clerk
General accounts clerk
Payroll clerk

4122 STATISTICAL AND FINANCE CLERKS

Statistical and finance clerks are concerned with computing, calculating and posting of statistical, financial and other numerical data either manually or by machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Some employers require formal training in statistics. However the most common entry route is with GCE/CXC 'O' levels with on-the-job training being provided by employers.

TASKS

- collects and compiles statistical data from source materials, such as records, questionnaires;

- assembles and classifies statistics following prescribed procedures and computes data according to information;
- prepares financial documents, computes interests on bills and issues receipts on payment of bills;
- maintains records of financial deals.

RELATED JOB TITLES

Finance clerk
Statistical assistant
Statistical clerk

MINOR GROUP 413

MATERIAL RECORDING AND SHIPPING CLERKS

Material recording and shipping clerks keep records of goods purchased, sold, stored and materials/goods needed at specific times, and keeps records concerning passenger and cargo transfer.

Occupations in this minor group are classified into the following unit groups:

- 4131 STOCK CLERKS**
- 4132 PRODUCTION AND RECORDS CLERKS**
- 4133 SHIPPING AND RECEIVING CLERKS**

4131 STOCK CLERKS

Stock clerks receive orders for, and stores and issues merchandise, material or equipment and maintain records of stock movement. Stock clerks may also purchase materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required. On-the-job training is provided.

TASKS

- receives and stores materials, equipment;
- issues supplies and records amount issued and date of issue;
- quotes prices, delivery dates and other information to clients;
- prepares inventory periodically for purposes of ordering new supplies;
- reports on damaged stock and prepares requisition to replenish stocks.

RELATED JOB TITLES

Food and beverage clerk
Food and beverage controller
Inventory and record clerk
Purchasing and invoice clerk
Site clerk
Stock controller
Stock room attendant
Store clerk
Stores and tool clerk
Store/time keeper clerk
Supplies officer

4132 PRODUCTION AND RECORDS CLERKS

Production and records clerks compute quantities of materials for production programmes and sorts and files data and other documents for storage and despatch.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Minimum requirements will be CXC/GCE 'O' levels in English and maths. On-the-job training is usually provided.

TASKS

- computes quantities, qualities and types of materials required by production programmes;
- verifies stock and prepares requirement schedules and arranges deliveries;
- records business transactions in ledgers, journals, or on forms;
- files, sorts, and classified documents and other records;
- keeps records to ascertain whether production schedules are met.

RELATED JOB TITLES

Import/export clerk
Shipping and receiving clerk
Customs clerk

RELATED JOB TITLES

Despatcher
Production reporting statistics clerk
Production statistics clerk
Time keeper

4133 SHIPPING AND RECEIVING CLERKS

Shipping and receiving clerks, verify and keep records of incoming and outgoing shipments and prepare items for shipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

On-the-job training is usually provided but most employers will require some 'O' level qualifications.

TASKS

- compares identifying information on incoming and outgoing shipments to verify against bills of loading, invoices, orders or other records;
- prepares items for shipment, and/or unpacks and examines incoming shipment;
- calculates and posts shipping and receiving charges and weights;
- routes items to appropriate departments.

MINOR GROUP 414

LIBRARY, MAIL AND RELATED CLERKS

Library, mail and related clerks classify, sort, and file publications, documents, correspondence and other data for storage and despatch.

Occupations in this minor group are classified into the following unit groups:

- 4141 LIBRARY ASSISTANTS AND FILING CLERKS**
- 4142 TRANSIT, POSTAL AND SORTING CLERKS**
- 4143 CODING, PROOFREADING AND RELATED CLERKS**

4141 LIBRARY ASSISTANTS AND FILING CLERKS

Library assistants and filing clerks classify, sort and file publications, documents, audio-visual material and correspondence in libraries and offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements will be GCE/CXC 'O' levels. On-the-job training is provided.

TASKS

- examines and sorts incoming material;
- sorts, catalogues and maintains library records;
- classifies and files documents, correspondence, files;
- locates and retrieves material on request for borrowers;
- issues library material, files and other documents and records date of issue/due date for return;
- classifies, labels and indexes new books, files and other records;
- performs simple repairs on books, files.

RELATED JOB TITLES

Archives keeper
Filing clerk
Library assistant
Library attendant
Records clerk
Registry clerk

4142 TRANSIT, POSTAL AND SORTING CLERKS

Transit, postal and sorting clerks perform a variety of duties related to the recording and delivery and distribution of mail and other services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements will be GCE/CXC 'O' levels. On-the-job training is usually provided.

TASKS

- stamps date and time of receipt of incoming and outgoing mail and other documents;

- sorts mail and documents according to destination, grouping or specified sequence and re-addresses/redirects mail and document if necessary;
- answers queries relating to postal regulations.

RELATED JOB TITLES

Coding clerk
Plan recorder
Proof reader

RELATED JOB TITLES

Mail sorter
Postal clerk
Postal officer
Records sorter
Traffic clerk
Transit clerk

4143 CODING, PROOF READING AND RELATED CLERKS

Coding, proof reading and related clerks, convert routine items of information into codes for processing by data typing or key punch units, verify and correct proofs and perform a variety of clerical duties.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Most employers require candidates with a good knowledge of the English language and keen eyesight.

TASKS

- converts information into codes using predetermined or other coding systems;
- compares information or figures on one record against the same data on other records and marks errors and inconsistencies found;
- sorts forms or other data and marks with identification numbers or codes;
- sorts documents for filing;
- addresses envelopes or other documents manually.

MINOR GROUP 415

LEGAL AND MEDICAL SECRETARIES AND CLERKS

Legal and medical secretaries and clerks perform filing, typing, shorthand or audio dictation services and clerical support duties in the legal and medical fields.

Occupations in this minor group are classified into the following units groups:

4151 LEGAL SECRETARIES AND CLERKS

4152 MEDICAL SECRETARIES AND CLERKS

4151 LEGAL SECRETARIES AND CLERKS

Legal secretaries and clerks maintain legal and other records, transcribe notes and dictation into type written form and perform other routine clerical duties in legal practices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements are CXC/GCE 'O' level certificates, possession of the para legal certificate and typing and shorthand skills at 45 and 100 words per minute respectively.

TASKS

- examines, and sorts material;
- classifies and files documents and other records;
- writes down dictated matter into shorthand and transcribes it into typewritten form;
- transcribes audio dictation into typewritten form;
- maintains court and clients' records and arranges appointments;
- answers enquiries and directs clients to appropriate experts;
- attends meetings and keeps records of proceedings.

RELATED JOB TITLES

Legal assistant
Legal clerk
Legal secretary
Para-legal clerk

4152 MEDICAL SECRETARIES AND CLERKS

Medical secretaries and clerks compile and maintain medical records, and file, type and take shorthand or audio dictation at hospitals, clinics or doctors' offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

For entrance into the Government Service, candidates are required to complete a medical records technology course, available locally. However, employers in the private sector will require the normal typing skills.

TASKS

- sorts and files correspondence;

- writes down dictated matter in shorthand and transcribes it into typewritten form;
- transcribes audio dictation into typewritten form;
- maintains patients' records and arranges appointments;
- answers enquiries and refers patient to appropriate experts;
- compiles medical and census data for statistical reports;
- organises and attends meetings and keeps records of proceedings.

RELATED JOB TITLES

Medical records clerk
Medical records officer
Medical secretary

MINOR GROUP 421

TELLERS, CASHIERS AND RELATED CLERKS

Tellers, cashiers and related clerks record and receive and pay out cash and produce financial information.

Occupations in this minor group are classified into the following unit groups:

- 4211 TELLERS, CASHIERS AND OTHER COUNTER CLERKS**
- 4212 BOOKMAKERS**
- 4213 DEBT COLLECTORS**

4211 TELLERS, CASHIERS AND OTHER COUNTER CLERKS

Tellers, cashiers and other counter clerks receive and payout cash and keep records of money and negotiable instruments involved in banking and other financial transactions.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum qualifications are CXC/GCE 'O' levels. On-the-job training is provided.

TASKS

- receives and pays out money, cheques or other instruments;
- deals with enquiries from customers and other authorised enquirers;
- credits and debits customers' accounts;
- makes record of transactions and reconciles with cash balance.

RELATED JOB TITLES

Bank clerk
Bank teller
Cash register operator
Cashier
Counter clerk
General cashier (*hotel*)

4212 BOOKMAKERS

Bookmakers receive and pay off debts placed by horse-racing patrons.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry does not require academic qualifications. However, candidates should have a keen sense and knowledge of the game.

TASKS

- determines risks to decide and to refuse bets;
- prepares and issues list of appropriate handicap odds prior to race;
- records bets and issues betting receipts;
- pays off bets and collects payments from losers.

RELATED JOB TITLES

Book-maker
Handicapper
Patrol judge
Supervisor (*betting booth*)

4213 DEBT COLLECTORS

Debt collectors notify or locate customers having delinquent accounts, and or accepts payments of debt on behalf of employer.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Employers recommend a good educational background, with some requiring CXC/GCE 'O' level certification. On-the-job training is provided.

TASKS

- mails letters or confers with customers to encourage payment of delinquent accounts;
- accepts payments on delinquent or other accounts on behalf of employer and posts amount paid to customers' accounts';
- prepares statement for credit department;
- orders repossession, service disconnections and/or turn over accounts to an attorney-at-law;
- may attempt repossession of merchandise when customer fails to make payments.

RELATED JOB TITLES

Debt collector
Rent collector

MINOR GROUP 422

CLIENT INFORMATION CLERKS

Client information clerks serve clients by making travel and hotel arrangements, as well as receive callers, deal with enquiries and provide information relating to goods and services offered by their establishments.

Occupations in this minor group are classified into the following unit groups:

- 4221 TRAVEL AGENCY CLERKS**
- 4222 HOTEL RESERVATION AND FRONT OFFICE CLERKS**
- 4223 RECEPTIONISTS AND RECEPTIONIST/TELEPHONISTS**
- 4224 TELEPHONE SWITCHBOARD OPERATORS**

4221 TRAVEL AGENCY CLERKS

Travel agency clerks plan itineraries and schedule travel accommodations for customers, individually or by groups.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Minimum entry qualifications are CXC/GCE 'O' levels including foreign languages. On-the-job training is provided.

TASKS

- determines customer requirements, and studies travel routes considering costs, availability and convenience of different types of transportation;
- makes and confirms travel and hotel reservations for customers;
- notifies customers of travel dates, baggage limits, medical and visa requirements;
- receives cash on delivery of travel tickets.

RELATED JOB TITLES

Travel agent
Travel representative
Travel reservations clerk

4222 HOTEL RESERVATION AND FRONT OFFICE CLERKS

Hotel reservation and front office clerks register hotel guests, arranges transportation, luggage handling and perform a variety of clerical duties at hotel, guest house or similar establishment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum qualifications are GCE/CXC 'O' level certifications. Employers provide on-the-job training.

TASKS

- registers guests and checks out guests, directs handling of luggage, transportation and issues keys to rooms;

- posts guest charges, accepts payment of bills, and deposits valuables;
- receives clients and answers queries;
- assembles and types guest folios containing hotel/establishment information;
- collects and sorts mail or messages and/or arranges for delivery of mail/messages.

RELATED JOB TITLES

Front desk supervisor
 Front office clerk
 Front office supervisor
 Reservations assistant
 Reservations clerk
 Service complaints clerk

4223 RECEPTIONISTS AND RECEPTIONIST/TELEPHONISTS

Receptionists and receptionists/telephonists receive clients, make appointments, deal with enquiries and operate switchboards at business establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum entry requirement is CXC/GCE 'O' level certification. On-the-job training is usually provided.

TASKS

- receives callers and directs them to appropriate person or department;
- records details of enquiries and makes appointments and reservations;
- operates switchboard to connect outgoing calls and relay incoming or internal calls and reports any faults on telephone operation system;
- deals with telephone enquiries;
- supplies brochures, pamphlets and other information for clients.

RELATED JOB TITLES

Night telephonist
 Receptionist
 Telephone operator/receptionist
 Telephone/receptionist

4224 TELEPHONE SWITCHBOARD OPERATORS

Telephone switchboard operators operate switchboard to connect outgoing calls and relay incoming or internal calls at establishment and advise on and assist with calls.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications may be required, but on-the-job training is provided.

TASKS

- operates switchboard to connect outgoing calls and relay incoming or internal calls;
- gives advice on dialling and other special features available;
- provides directory information, dialling codes and details of charges;
- may monitor calls and record call details for charging purposes.

RELATED JOB TITLES

Telephone operator
 Switch board operator

MINOR GROUP 431 OTHER CLERICAL OFFICERS

Clerical officers (not otherwise specified) perform any combination of clerical tasks requiring a limited knowledge of systems or procedures.

Occupations in this minor group are classified into the following unit group:

4310 CLERICAL OFFICERS (NOT OTHERWISE SPECIFIED)

4310 CLERICAL OFFICERS (NOT OTHERWISE SPECIFIED)

Clerical officers (not otherwise specified) perform a variety of filing, recording and other related duties in government, private offices.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements will be GCE/CXC 'O' levels. Some on-the-job training is provided.

TASKS

- writes or types bills, receipts, cheques or other documents, copying information from one record to another;
- proof reads records or forms;
- sorts and files records, stamps, sorts and distributes mail;
- prepares and checks invoices and verifies accuracy of records;
- receives and pays out cash;
- routes files and other data to appropriate personnel.

RELATED JOB TITLES

Advertising clerk
Clerical officer
Clerk
Clerk of paddock
Clerk of scales
Clerk/typist
General clerk
Licensing/registration officer
Office clerk
Registration officer

MAJOR GROUP 5
SERVICE WORKERS AND SHOP AND MARKET
SALES WORKERS

This major group covers occupations whose tasks involve service to customers in a private as well as public capacity. The main tasks associated with these occupations involve travel and transport services, preparation of food and drink in homes, hotels and similar establishments and caring for children and the elderly. These occupations also involve law enforcement and other protective services such as fire fighting and guarding property whether commercial, industrial, government or privately owned.

Most occupations in this group require a good secondary education, communication skills and a high standard of integrity.

Occupations in this major group are classified into the following sub-major groups:

**51 PERSONAL AND PROTECTIVE SERVICE
WORKERS**

52 SHOP ASSISTANTS AND MARKET TRADERS

Each sub-major group consists of the following minor groups.

**511 FLIGHT AND CRUISE ATTENDANTS, TOUR
GUIDES AND CONDUCTORS**

**512 HOUSEKEEPING, HOTEL AND RESTAURANT
SERVICE WORKERS**

513 CHILD CARE ASSISTANTS AND HOME HELPERS

**514 HAIRDRESSERS, BEAUTICIANS AND RELATED
PERSONAL SERVICE WORKERS**

515 PROTECTIVE SERVICE WORKERS

521 SHOP ASSISTANTS

522 STALL AND MARKET TRADERS

MINOR GROUP 511

FLIGHT AND CRUISE ATTENDANTS, TOUR GUIDES AND CONDUCTORS

Flight and cruise attendants, tour guides and conductors attend to the needs and comforts of visitors on ships, aeroplanes; collect fares, issue tickets and control passengers on public service vehicles.

Occupations in this minor group are classified into the following unit groups:

- 5111 FLIGHT ATTENDANTS**
- 5112 CRUISE ATTENDANTS**
- 5113 TOUR GUIDES**
- 5114 BUS CONDUCTORS AND CONDUCTRESSES**

5111 FLIGHT ATTENDANTS

Flight attendants provide meals and other services for the comfort and safety of passengers in aeroplanes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The minimum requirements are four 'O' levels including English and a foreign language. Off- and on-the-job training is provided.

TASKS

- receives passengers and conducts them to seat;
- serves food and beverages to passengers;
- helps prepare aeroplane to receive passengers and distributes reading matter, blankets and other materials;
- makes announcements to passengers and deals with enquiries.

RELATED JOB TITLES

Air hostess/host
Flight attendant
Steward/stewardess

5112 CRUISE ATTENDANTS

Cruise attendants provide meals and other services for the safety and comfort of passengers and tourists in ships, and boats.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required with knowledge of a foreign language being essential. On-the-job training is usually provided.

TASKS

- receives passengers and escorts them to cabin or seats;

- serves food and beverages to passengers;
- assists with hand luggage and the loading and unloading of other items;
- makes announcements to passengers and deals with enquiries.

RELATED JOB TITLES

Cruise attendant

5113 TOUR GUIDES

Tour guides conduct tourists on holiday, on tours of places of interests.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may be required with knowledge of a foreign language being essential. On-the-job training is usually provided.

TASKS

- receives passengers and directs them to seats;
- collects tickets and accompanies tour group and describes points of interests;
- makes announcements and deals with enquiries;
- makes bookings and arranges for transport to take tourists on tours.

RELATED JOB TITLES

Ground hostess
 Guest services coordinator
 Social hostess
 Tour guide

5114 BUS CONDUCTORS AND CONDUCTRESSES

Bus conductors/conductresses collect fares, issue tickets and control passengers on buses.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but candidates who wish to work with the national bus service must pass an entrance examination.

TASKS

- observes regulations concerning the carrying capacity of vehicles and controls the boarding of passengers accordingly;
- signals to driver to start bus;
- collects fares from passengers and issues tickets;
- reconciles cash with tickets issued;
- takes charge of property found on vehicles.

RELATED JOB TITLES

Bus conductor/conductress

MINOR GROUP 512

HOUSEKEEPING, HOTEL AND RESTAURANT SERVICE WORKERS

Workers in this minor group supervise and coordinate cleaning and other housekeeping activities and plan menus, prepare, cook and serve food, beverages and alcoholic drinks in domestic households, catering and other establishments.

Occupations in this minor group are classified into the following unit groups:

- 5121 HOUSE STEWARDS AND HOUSEKEEPERS**
- 5122 COOKS**
- 5123 WAITERS, WAITRESSES AND BARTENDERS**

5121 HOUSE STEWARDS AND HOUSEKEEPERS

House stewards and housekeepers supervise and coordinate cleaning and other housekeeping activities in private homes and establishments such as schools, hotels, hospitals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is by internal promotion. Some on-the-job training is provided.

TASKS

- supervises and coordinates the activities of cleaners and other house keeping staff;
- inspects rooms to ensure cleanliness, good condition and makes recommendation for renovations and repairs;
- keeps inventory of supplies and orders supplies such as linen and cleaning materials, and furniture and equipment if in hotel, and food, wines and spirits in household.

RELATED JOB TITLES

Butler
House steward
Housekeeper
Houseman
Valet

5122 COOKS

Cooks plan menus and prepare and cook food in hotels, restaurants, private households and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not normally required. Entry is through a basic cookery diploma from the Barbados Community College, or food catering from any recognised tertiary institution. Some on-the-job training may be provided.

TASKS

- requisitions or purchases and examines food stuff to ensure quality;
- plans meals, prepares and cooks food;
- schedules working hours and plans and coordinates kitchen activities such as washing, and cleaning;
- trains new workers.

RELATED JOB TITLES

Breakfast commis
Chef
Chef de partie
Chef de saucier
Cook
Head chef
Lunch cook
Sous chef

- takes orders for food and/or drinks and passes order to kitchen;
- washes used glassware and cleans bar area;
- takes orders and mixes and serves drinks;
- takes orders and serves meals;
- presents bill and accepts payment for drinks and meals.

RELATED JOB TITLES

Bar porter
Bartender
Food server
Hostess (*catering*)
Night waiter
Oasis hostess
Waiter/waitress
Wine steward
Wine waiter

5123 WAITERS, WAITRESSES AND BARTENDERS

Waiters/waitresses serve food and beverages and bartenders prepare, mix and serve alcohol and non-alcoholic drinks and beverages at hotels, restaurants, clubs and other establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is by formal training with the Barbados Community College with possession of at least two 'O' levels. On-the-job training is also provided.

TASKS

- sets tables with linen, cutlery, crockery and glassware;
- greets and seats guests and presents menus and wine lists and may describe dishes and advise on selection of food;

MINOR GROUP 513

CHILD CARE ASSISTANTS AND HOME HELPERS

Child care assistants and home helpers supervise play and other activities for children, in private homes or nurseries, and attend to personal needs of elderly people in their homes.

Occupations in this minor group are classified into the following unit groups:

- 5131 CHILD CARE AND NURSERY ASSISTANTS**
- 5132 NANNIES AND BABY SITTERS**
- 5133 HOME HELP WORKERS**

5131 CHILD CARE AND NURSERY ASSISTANTS

Child care and nursery assistants care for children and supervise children's activities in nurseries.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are usually required but some employers require at least a school leaving certificate. On-the-job training/in service training is provided.

TASKS

- prepares and serves children's meals;
- supervises children during meals and keeps order in nursery;
- bathes, dresses and feeds babies and toddlers;
- organises games and educational activities.

RELATED JOB TITLES

Nursery aide
Nursery assistant

5132 NANNIES AND BABY SITTERS

Nannies and baby sitters care for and supervise children's activities in private homes and hotels.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are usually required. Employers however require persons with experience in dealing with children.

TASKS

- observes and monitors play or other activities of children;
- prepares and serves meals and/or supervises children at meal and break times;
- dresses or assists children to dress and bathe;
- washes and irons children's clothing;
- keeps children's play and living areas tidy;
- may assist older children with homework.

RELATED JOB TITLES

Baby sitter
Nanny

5133 HOME HELP WORKERS

Home help workers care for elderly, convalescent or handicapped persons in private households.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are necessary but there is in-service training available.

TASKS

- assists or supervises elderly, convalescent or handicapped persons to dress, wash and bathe;
- prepares and serves meals;
- undertakes some domestic chores;
- entertains person, reads aloud or engages in other amusement activities with person;
- may administer or supervise the taking of medicine under written instructions from authorised personnel.

RELATED JOB TITLES

Home helper

MINOR GROUP 514
HAIRDRESSERS, BEAUTICIANS AND RELATED
PERSONAL SERVICE WORKERS

Hairdressers, beauticians and related personal service workers, cut, style and treat hair, apply cosmetics and give various beauty treatments.

Occupations in this minor group are classified into the following unit groups:

- 5141 HAIRDRESSERS, BARBERS, BEAUTICIANS AND
RELATED WORKERS**
5149 OTHER PERSONAL SERVICE WORKERS (NEC)

**5141 HAIRDRESSERS, BARBERS,
BEAUTICIANS AND RELATED
WORKERS**

Hairdressers, barbers, beauticians and related workers cut, style and treat hair, give facial and body treatments and apply cosmetics.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry requires training at recognised institutions locally or abroad. On-the-job training is also provided.

TASKS

- discusses customer requirements and cuts and trims hair, and applies creams or lotions to face or body;
- massages scalp, face and other parts of body, shampoos hair and removes any unwanted hair;
- bleaches, tints, dyes, braids, perms or curls hair and provides any necessary scalp treatment;

- styles hair, and sets and styles wigs, hair pieces, fits hair hairpieces;
- applies make up, cleans, shapes and polishes finger and/or toe nails;
- shaves and trims beards and moustaches;
- collects payment, arranges appointments and clean and tidies salon.

RELATED JOB TITLES

Barber
Beautician
Beauty consultant
Cosmetologist
Hair-braider
Hairdresser
Hair-styler
Manicurist
Masseuse/masseur
Pedicurist

**5149 OTHER PERSONAL SERVICE
WORKERS (NEC)**

Workers in this unit group perform a variety of personal service occupations not elsewhere classified in MINOR GROUP 514.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications may be required. On-the-job training is usually provided.

TASKS

- models garments for photographers, designers, buyers, sales personnel and customers;
- cleans and services swimming pool;
- prepares body for post mortem examination;
- performs other related tasks.

RELATED JOB TITLES

Beach attendant
Model
Morgue attendant
Park attendant
Swimming pool attendant
Usher

MINOR GROUP 515 PROTECTIVE SERVICE WORKERS

Protective service workers protect individuals and property against fires and other hazards, maintain and enforce law and order and guard prisoners.

Occupations in this minor group are classified into the following unit groups:

- 5151 FIRE OFFICERS (BELOW RANK OF SUB-OFFICER)**
- 5152 POLICEMEN/WOMEN (BELOW RANK OF SERGEANT)**
- 5153 PRISON OFFICERS (BELOW RANK OF PRINCIPAL OFFICER)**
- 5154 SECURITY GUARDS**
- 5159 OTHER PROTECTIVE SERVICE WORKERS (NEC)**

5151 FIRE OFFICERS (BELOW RANK OF SUB-OFFICER)

Fire officers participate in fire fighting, advise on fire prevention and salvage goods during and after fires.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Applicants are required to pass a written test.

TASKS

- inspects premises to identify potential fire hazards and to check that statutory fire fighting equipment is available and in working order;
- arranges for drills and tests alarm systems and equipment;
- travels to fire or other emergency by fire vehicle; locates hydrants and hosepipes, and uses ladders, chemical, foam, gas fire extinguishing appliances;

- protects property from water and smoke using waterproof salvage covers;
- rescues people or animals trapped by fire or other means and administers first-aid when necessary.

RELATED JOB TITLES

Fire officer
Leading fire officer

5152 POLICEMEN/WOMEN (BELOW RANK OF SERGEANT)

Policemen and policewomen investigate crimes, patrol public areas, arrest offenders and suspects and enforce law and order.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

While academic qualifications are not essential, candidates are required to meet certain height (5'8") and weight standards, and pass written and physical examinations. The possession of CXC/GCE and other qualifications would accelerate promotion.

TASKS

- receives instructions from senior officer and patrols an assigned area on foot, horseback, motorcycle, motor car to check security and enforce regulations;
- directs and controls traffic or crowds and demonstrations;
- investigates complaints, crimes, accidents, any suspicious activities or other incidents;
- secures evidence at scene of crime, accident;
- interviews suspects, takes statements from witnesses and stops, searches and/or arrests suspects;
- prepares briefs or reports for senior officers;
- gives evidence in court cases;
- may specialise in particular aspect of police service such as photography and fingerprinting, forensic chemistry and communications.

RELATED JOB TITLES

Police constable
Police corporal
Traffic warden

5153 PRISON OFFICERS (BELOW RANK OF PRINCIPAL OFFICER)

Prison officers direct, coordinate and guard inmates and maintain discipline in prisons.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are necessary although CXC/GCE certificates would accelerate promotion. Candidates are required to pass a written test and on-the-job training is provided.

TASKS

- escorts prisoners to and from cells and supervises them during meals, recreation, rehabilitation programmes;
- watches for any infringements of regulations and searches prisoners for weapons and other items;
- guards entrances and perimeter walls;
- investigates disturbances or any other unusual occurrences;
- reports on prisoners' conduct as necessary.

RELATED JOB TITLES

Prison officer

5154 SECURITY GUARDS

Security guards protect merchandise, individuals, hotels, offices, factories, building sites, public grounds and private estates.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

While academic qualifications are not essential, candidates may be required to meet certain physical standards and pass a medical examination. For some vacancies a current clean driving licence is required. A certificate of character from the police may also be required.

TASKS

- receives instructions from clients concerning areas to be patrolled, property to be guarded or individuals to be protected;
- patrols hotel lobbies, corridors, gardens, swimming pools, stores, private and public parks to prevent theft and unauthorised entry;

- checks persons or vehicles entering and leaving premises, establishes their credentials and arranges for escorts for visitors;
- receives duty sheet, time-clock and keys for premises to visited, checks locks, doors, windows, etc. and reports any suspicious circumstances to clients or security headquarters;
- calls in civil police and gives evidence in court where necessary.
- controls vehicles in government regulated parking areas, including collection of fees and issue of receipts;
- assists children crossing roads near schools;
- patrols beaches and swimming pools, warns swimmers of dangerous conditions or behaviour, rescues and resuscitates swimmers in difficulty, provides general information as required.

RELATED JOB TITLES

Doorkeeper
Night watcher
Security officer
Store detective

RELATED JOB TITLES

Beach ranger
Life guard
School warden
Traffic supervisor
Traffic warden

5159 OTHER PROTECTIVE SERVICE WORKERS (NEC)

Workers in this unit group perform a variety of protective service functions not elsewhere classified in MINOR GROUP 515.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but candidates must have basic reading/writing skills and numerical ability. A certificate of character from the police and references may be required. On-the-job and in-service training is provided. Candidates should be physically fit.

TASKS

- regulates traffic, usually at pedestrian crossings, and in areas of heavy traffic concentration;
- patrols assigned areas to supervise street parking, including monitoring of parking meters, to detect vehicles parked in no-parking zones and vehicles parked in excess of permitted time in restricted parking zones, warns offenders or issues tickets, advises motorists on parking facilities and directs them as required;

MINOR GROUP 521 SHOP ASSISTANTS

Shop assistants sell goods and services in retail and wholesale establishments, receive payment and give change in respect of sales.

Occupations in this minor group are classified into the following groups:

5211 SHOP ASSISTANTS 5212 GAS STATION ATTENDANTS

5211 SHOP ASSISTANTS

Shop assistants sell a variety of goods and services in shops, and similar establishments and accept payments from customers and give change in respect of sales or services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not essential. However, some employers require CXC/GCE 'O' levels. On-the-job training is provided.

TASKS

- discusses and advises on customer requirements and advises customer on selection, purchase, use and care of merchandise, quotes prices, documents and delivery times;
- records cost of items on cash register or by use of bar code reader, receives full or partial payment and bills or receipt;
- arranges goods on display stands and assists with stocking shelves;
- weighs and bags items for display and sale on shelves;
- reconciles taking with receipts and cash register rolls.

RELATED JOB TITLES

Sales clerk
Shop assistant
Store assistant
Supermarket cashier

5212 GAS STATION ATTENDANTS

Gas station attendants sell petrol, diesel and oil at gas station or garage.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided.

TASKS

- establishes customer requirements and refuels vehicle if requested;
- checks level of engine oil, battery and radiator fluids and tops-up if required;
- checks and adjusts tyre pressures and washes windscreen if requested;
- accepts payment or records credit transaction;

- monitors fuel taken by self-service customers, ensures correct payment and gives change if necessary.

RELATED JOB TITLES

Gas station attendant

MINOR GROUP 522

STALL, MARKET TRADERS AND RELATED WORKERS

Workers in this minor group sell food, drink and other goods in stalls and the markets.

Occupations in this minor group are classied into the following unit group:

5220 STALL, MARKET TRADERS AND RELATED WORKERS

5220 STALL, MARKET TRADERS AND RELATED WORKERS

Stall, market traders and related workers sell food, drink and other commodities such as vegetables and ground provisions, clothing and accessories.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- displays products on shelves, counters, glass cases;
- calls out to attract attention to goods on offer;
- sells goods at fixed prices or by bargaining with customers;
- accepts payment and wraps goods;
- cleans area on completion of each day's activities;
- supervises market operations.

RELATED JOB TITLES

Market vendor

MAJOR GROUP 6
SKILLED AGRICULTURAL AND FISHERY
WORKERS

This major group covers occupations whose tasks require the knowledge and experience necessary to cultivate and harvest crops, breed, tend and slaughter animals and poultry, and fish, for sale, domestic and export purposes.

Most occupations require an understanding of the natural environment, the nature of crops to be grown, some knowledge of crop and animal diseases, a degree of manual strength and dexterity, all of which may be acquired through formal and informal training.

Occupations in this major group are classified into the following sub-major group:

61 SKILLED AGRICULTURAL AND FISHERY
WORKERS

Each sub-major group consists of the following minor groups.

- 611 MARKET GARDENERS AND CROP GROWERS**
- 612 DAIRY AND ANIMAL PRODUCERS**
- 613 FISHERY WORKERS**

MINOR GROUP 611 MARKET GARDENERS AND CROP GROWERS

Workers in this minor group cultivate and harvest crops such as sugar, ground provisions and vegetables, and grow trees, flowering plants and shrubs for sale to domestic and foreign markets.

Occupations in this minor group are classified into the following unit groups:

6111 SUGAR, OTHER FIELD CROPS AND VEGETABLE GROWERS 6112 GARDENERS, HORTICULTURAL AND NURSERY GROWERS

6111 SUGAR, OTHER FIELD CROPS AND VEGETABLE GROWERS

- records production, sales, receipts, expenditure and other data.

Sugar and other field crops and vegetable growers cultivate and harvest crops manually or mechanically.

RELATED JOB TITLES

Farmer (*sugar, vegetables*)
Vegetable grower

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

6112 GARDENERS, HORTICULTURAL AND NURSERY GROWERS

TASKS

- determines kinds and amounts of crops to be grown;
- hires, directs, supervises and trains workers;
- supervises or prepares land either manually or mechanically, and harvests and/or assists in the harvesting of sugar cane, vegetables and other field crops;
- delivers or arranges for delivery and marketing of crops;
- purchases or arranges for the purchasing of seed, fertiliser and other supplies and maintains equipment and buildings;

Gardeners, horticultural and nursery growers engage in the propagating, cultivating, harvesting and maintenance of trees, shrubs and flowering plants and other gardens.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. The National Training Board offers a course in horticulture. Most employers would require some knowledge in the given field.

TASKS

- determines types and quantities of plantings to grow;
- supervises or prepares soil pots for planting and cultivation;
- propagates or supervises the propagation and planting of trees, shrubs and flowers;
- performs routine inspections and maintains trees, shrubs, flowering plants, lawns using fertilisers, weedicides, herbicides, etc.;
- hires, directs and trains workers;
- delivers and markets or arranges for delivery and marketing of trees, flowerings plants, seeds, etc.;
- arranges for or purchases seeds and other supplies and maintains equipment and sheds;
- records production, sales, receipts, expenditure and other data.

RELATED JOB TITLES

Grounds keeper
Groundsman
Head gardener
Nursery worker
Plant attendant

MINOR GROUP 612 DAIRY AND ANIMAL PRODUCERS

Workers in this minor group perform a variety of tasks in the breeding and rearing of livestock, such as cows, sheep, poultry, pigs and goats.

Occupations in this minor group are classified into the following unit groups:

- 6121 DAIRY AND LIVESTOCK PRODUCERS**
- 6122 POULTRY PRODUCERS**
- 6129 OTHER ANIMAL PRODUCERS (NEC)**

6121 DAIRY AND LIVESTOCK PRODUCERS

Dairy and livestock producers breed and raise livestock such as beef cattle, dairy cattle, goats, sheep and pigs, for the sale of meat and for such products as milk.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required, but experience in the given field is essential.

TASKS

- selects and breeds animals;
- mixes feed and feed supplements according to requirements of the animals and availability of grazing lands;
- observes animals to detect signs of injury or illness;
- arranges for the sale, slaughter of animals;
- purchases or arranges for the purchase of livestock, feed, and other supplies;
- keeps record of production, sales, receipts, expenditure and other data.

RELATED JOB TITLES

Farmer (*livestock*)
Dairy farmer

6122 POULTRY PRODUCERS

Poultry producers raise poultry to produce eggs and meat; and prepare eggs for incubation.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required, but experience in the given field is essential.

TASKS

- assigns workers to duties such as egg handling, incubating eggs, grading and debeaking chicks;
- feeds and waters poultry;
- cleans and disinfects or arranges cleaning and disinfecting of poultry houses;
- inspects and disposes of or segregates or arranges the inspection, disposal or segregation of infected poultry;

- collects, inspects and packs eggs or assigns workers to perform such tasks;
- arranges for or slaughters poultry;
- arranges for the sale of poultry and eggs;
- maintains growth, feed and production records.

RELATED JOB TITLES

Chicken farmer
Poultry producer

6129 OTHER ANIMAL PRODUCERS (NEC)

Other animal producers not elsewhere classified in MINOR GROUP 612 breed and raise other animals such as horses, dogs, cats, monkeys, rabbits and birds for such purposes as sale, show and for breeding and racing.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required, but experience in the given field is essential.

TASKS

- selects and breeds animals and birds according to knowledge of animals, genealogy, characteristics and offspring desired;
- feeds and waters animals and cleans cages, hutches, pens;
- examines animals for injury and illness;
- arranges for the sale, breeding or showing of animals;
- maintains growth, feed and production records.

RELATED JOB TITLES

Animal trainer
Dog breeder
Horse breeder
Horse trainer
Stud farmer

MINOR GROUP 613 FISHERY WORKERS

Fishery workers catch and breed fish or other aquatic life for sale to vendors, marketing organisations or other wholesale buyers such as restaurants and hotels and domestic households.

Workers in this minor group are classified into the following unit group:

6130 FISHERY WORKERS

6130 FISHERY WORKERS

RELATED JOB TITLES

Fishery workers catch fish for sale to markets and other vendors and breed and raise other fish and aquatic life for use in aquariums, fish ponds.

Fisherman
Fishing boat operator
Ice boat operator

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but experience in the given field is essential.

TASKS

- prepares nets and other fishing gear and equipment;
- operates fishing boats to, from and at fishing areas;
- baits, sets and hauls nets with catches;
- breeds fish and other aquatic life such as turtles for aquariums, ponds and gardens;
- sells fish to vendors, markets, marketing and other organisations.

MAJOR GROUP 7

CRAFT AND RELATED WORKERS

This major group includes occupations whose main tasks involve a high degree of finger/manual dexterity, physical strength and judgement. These tasks will require experience, knowledge of materials and machinery used, requirements of the structures and other items produced.

Occupations in this major group have a level of skill which is commensurate with a substantial period of training, most often provided by means of work-based training/apprenticeship programmes.

Occupations in this major group are classified into the following sub-major groups:

- 71 EXTRACTION AND BUILDING TRADES WORKERS**
- 72 METAL AND MACHINERY TRADES WORKERS**
- 73 PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS**
- 74 OTHER CRAFT AND RELATED TRADES WORKERS**

Each sub-major group consists of the following minor groups.

- 711 DRILLERS, BLASTERS AND SKILLED QUARRY WORKERS**
- 712 BUILDING AND RELATED TRADES WORKERS**
- 721 WELDERS, SHEET-METAL AND RELATED WORKERS**
- 722 BLACKSMITHS, HAMMERSMITHS AND FORGING PRESS WORKERS**
- 723 MACHINERY MECHANICS AND FITTERS**
- 724 ELECTRICAL AND ELECTRONIC INSTRUMENT MECHANICS AND FITTERS**

731 PRECISION WORKERS IN METAL AND RELATED MATERIALS

732 HANDICRAFT WORKERS

733 PRINTING AND RELATED TRADES WORKERS

741 FOOD AND RELATED PRODUCTS PROCESSING TRADES

742 FURNITURE MAKERS

743 TEXTILE AND GARMENT TRADES WORKERS

744 LEATHER AND SHOEMAKING TRADES WORKERS

**MINOR GROUP 711
DRILLERS, BLASTERS AND SKILLED QUARRY
WORKERS**

Drillers, blasters and skilled quarry workers extract materials such as stones, sand, shale from underground or quarries either by means of hand powered or other tools, excavators, and blasting materials such as dynamite.

Workers in this minor group are classified into the following unit group:

7110 DRILLERS, BLASTERS AND SKILLED QUARRY WORKERS

**7110 DRILLERS, BLASTERS AND
SKILLED QUARRY WORKERS**

RELATED JOB TITLES

Drillers, blasters and skilled quarry workers extract materials such as sand, stone, shale from underground or quarries, by setting off explosives and using tools such as drills, excavators.

Blaster
Driller
Well digger

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

No academic qualifications are required. Training is undertaken through an apprenticeship system or on-the-job.

TASKS

- operates pneumatic and/or rotary drills to bore holes for placement of explosives;
- sets and detonates charges;
- extracts sand, shale, stone from underground, or quarries;
- collects samples for laboratory analysis.

MINOR GROUP 712

BUILDING AND RELATED TRADES WORKERS

Building and related trades workers construct, install, finish and repair internal and external structures of domestic and commercial/industrial buildings, erect and dismantle scaffolding and working platforms and splice, maintain and repair electrical wiring and fittings.

Workers in this minor group are classified into the following unit groups:

- 7121 MASONS, TILE SETTERS AND TERRAZZO WORKERS**
- 7122 CARPENTERS AND JOINERS**
- 7123 GLAZIERS**
- 7124 PLUMBERS, PIPE FITTERS AND PIPE INSULATORS**
- 7125 ELECTRICIANS**
- 7126 PAINTERS AND DECORATORS**
- 7127 CARPET LAYERS**
- 7129 OTHER BUILDING TRADES WORKERS (NEC)**

7121 MASONS, TILE SETTERS AND TERRAZZO WORKERS

Masons, tile setters and terrazzo workers erect and repair structures of stone and brick, lay vinyl and ceramic tiles and apply terrazzo to floors and other surfaces.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is by apprenticeship and on-the-job training. Training is also provided by the Samuel Jackman Prescod Polytechnic and the National Training Board, leading to recognised awards.

TASKS

- examines drawings and specifications to determine job requirements;

- marks and cuts stones and blocks, and areas where stone work is to be erected;

- levels concrete/mortar on foundation and blocks using boards and levels, and positions bricks, blocks;

- levels, aligns and embeds stone in mortar and faces bricks, concrete or steel frame with stone to make and repair structure;

- puts adhesive on floors and lays tiles on floors and uses scaffolding ladders when tiling suspended ceilings;

- selects marble chips, prepares mixture of pigment, cement and water and scatters marble chips over surface;

- operates terrazzo machine to grind and smooth surfaces and polishes or waxes and shines surface to desired effect.

RELATED JOB TITLES

Mason
Terrazzo worker
Tiler

7122 CARPENTERS AND JOINERS

Carpenters and joiners construct, assemble and install wood fixtures during the erection or renovation of buildings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is by apprenticeship. It is also provided as a modular type by the National Training Board for a period of 3–9 months, and the Samuel Jackman Prescod Polytechnic, full time for a period of 2 years, leading to recognised awards.

TASKS

- examines drawings, specifications to determine job requirements and measures and cuts wood to size;
- shapes wood using planer, chisel;
- joins wood parts using glue, screws, nails and files or sandpapers wood surface to provide smooth finish;
- erects wooden framework and places precut wood to make structures such as wooden buildings, roof systems;
- installs wood products such as shelving, windows, doors;
- occasionally installs locks, or sheeting for roof or fibreboards for ceilings;
- occasionally varnishes or stains wood.

RELATED JOB TITLES

Carpenter
Joiner

7123 GLAZIERS

Glaziers cut, fit and set glass in windows, doors, and other structural frames.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The most common entry route is by on-the-job training.

TASKS

- examines drawings or specifications to determine job requirements;
- scores plain, coloured, safety and ornamental glass with cutter and breaks off glass by hand or with pliers;
- smooths edges of glass and positions and secures glass in frame;
- applies mastic, putty or adhesive between glass and frame and trims off excess;
- etches designs on glass and installs mirrors, and mirror panels to interior and exterior walls;
- installs decorative glass in cupboards, cabinets, bar counters;
- tints glass for windows.

RELATED JOB TITLES

Glass installer
Glazier

7124 PLUMBERS, PIPEFITTERS AND PIPE INSULATORS

Plumbers, pipefitters and pipe insulators install and maintain pipes, fittings and fixtures in residential, commercial and industrial buildings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is by apprenticeship through the National Training Board lasting up to a period of 3 years and a full time course of 2 years duration in plumbing offered by the Samuel Jackman Prescod Polytechnic leading to recognised awards.

TASKS

- examines drawings and specifications to determine layout of system and type of pipes to be used and estimates materials required to complete job;
- locates and marks position for pipes, and measures, cuts, reams, threads and bends pipe using hand or machine tools;
- joins steel, plastic and copper pipe, and lays pipe;
- assembles and installs valves, pipe fittings, sanitary waste disposal systems, storage tanks, water pumps and other fittings;
- tests completed installation for leaks and makes any necessary adjustments;
- repairs and maintains plumbing systems by replacing faulty parts, cleaning blocked drains, etc.;
- may supervise and train apprentice plumbers.

RELATED JOB TITLES

Pipe fitter
Pipe insulator
Plumber

7125 ELECTRICIANS

Electricians install and repair electrical wiring, fixtures, apparatus and control equipment in residential, commercial, industrial or other establishments.

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TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is by apprenticeship which includes work experience and practical and technical training leading to awards by City and Guilds certification, or other recognised awards from the Samuel Jackman Prescod Polytechnic and the National Training Board.

TASKS

- reads drawings, wiring diagrams and specifications to determine method and sequence of operations;
- selects, cuts and lays wire and connects to switches, sockets, plugs by splicing, soldering or bolting;
- cuts, bends, assembles and installs electrical conduits;
- installs control and distribution apparatus such as fuse boxes, switches, relays and circuit breakers, timers, and installs heaters, domestic and other appliances;
- examines electrical plant or machinery, domestic appliances and other apparatus for faults using various testing equipment and dismantles and replaces worn and faulty parts or wiring;
- reassembles and tests electrical equipment/-apparatus for correct functioning and makes any necessary adjustments;
- operates lighting and sound systems in theatres and other production studios.

RELATED JOB TITLES

Electrical wireman
Electrician (*domestic, commercial wiring*)
Electrician's mate

7126 PAINTERS AND DECORATORS

Painters and decorators apply paint, varnish, and other decorative materials to walls and ceilings, make signs, paint designs and lettering on wood and other materials, and stain, wax and polish wood surfaces by hand.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

While no academic qualifications are required, some on-the-job training is necessary. Normal colour vision is essential.

TASKS

- erects scaffolding, working platform or uses ladder to reach required height;
- prepares surfaces by cleaning, sanding and filling cracks with appropriate filler;
- applies primer, undercoat and finishing coat with brush, roller or spray equipment;
- applies stains and varnishes to wooden surfaces;
- sketches outline of lettering or design onto surface and uses paints or other material onto adhesive to reproduce design;
- may install glass in windows or doors.

RELATED JOB TITLES

Painter
Sign, spray painter

7127 CARPET LAYERS

Carpet layers install carpets and lay vinyl and other synthetic floor covering on floors and walls.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The most common entry route is by on-the-job training.

TASKS

- measures floor or wall covering material such as carpeting, vinyl and other synthetic floor covering;
- marks and cuts material to appropriate size and joins, if necessary, with adhesives;
- lays carpets and other materials and removes creases using various tools, and secures materials to floors or walls using staples, adhesives, tapes or metal strips;
- binds and fringes rugs, cuts to shapes and sizes required by customer.

RELATED JOB TITLES

Carpet layer
Floor finisher

7129 OTHER BUILDING TRADES WORKERS (NEC)

Other building trades workers perform a variety of construction tasks not specifically classified in MINOR GROUP 712.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not usually required for building trades occupations. Training is by apprenticeship and on-the-job training. Training is also provided by the Samuel Jackman Prescod Polytechnic or the National Training Boards leading to local certification and recognised awards such as City and Guilds.

TASKS

- cuts, shapes, and fits wood to form structures and fittings;
- lays bricks, tiles and building blocks to construct, repair and decorate buildings;
- installs, maintains and repairs electrical wiring and plumbing fixtures and appliances in buildings;
- pours and levels concrete and mixes and applies plaster and paint;
- covers and waterproofs roofs and cuts, fits and set glass in frames;
- excavates and levels land areas, sinks wells, for making of roads, erection of buildings, provision of drainage, etc. using hand and/or powered equipment.

RELATED JOB TITLES

Artisan
Building maintenance worker

MINOR GROUP 721

WELDERS, SHEET METAL AND RELATED WORKERS

Workers in this minor group, weld and cut metal parts, make and repair sheet metal and erect metal structures and fixtures.

Occupations in this minor group are classified into the following unit groups:

- 7211 WELDERS AND FLAME CUTTERS**
- 7212 SHEET-METAL WORKERS**
- 7213 STRUCTURAL METAL PREPARERS AND ERECTORS**
- 7214 RIGGERS AND CABLE SPLICERS**

7211 WELDERS AND FLAME CUTTERS

Welders and flame cutters join or separate metal parts using a variety of equipment and techniques such as flame, electric arc and other source of heat.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is provided by the Samuel Jackman Prescod Polytechnic and the National Training Board leading to local certification or recognised awards such as the City and Guilds certification.

TASKS

- selects appropriate welding equipment such as electric arc, gas torch;
- connects wires to power supply or hoses to oxygen, acetylene, electric arc or other source and adjusts control to regulate gas pressure and rate of flow;
- prepares surface and guides electrode or torch along surface to be welded or melts alloy or solders into joints;
- cleans and smooths weld;
- maintains welding equipment.

RELATED JOB TITLES

Arc welder
Welder
Welder/erector

7212 SHEET-METAL WORKERS

Sheet-metal workers make, install and repair articles and parts of articles of sheet metal such as galvanised iron, aluminium, steel, using hand or machine tools.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is provided by the National Training Board through its apprenticeship system and the Samuel Jackman Prescod Polytechnic. Entrants may also be trained under an experienced sheet metal worker.

TASKS

- examines drawings and specifications to determine job requirements;

- marks required measurements on sheet metal for cutting and shaping;
- cuts sheet metal according to marks using hand or power tool;
- uses hand machine tools to bend, roll, press or beat cut sheet metal;
- assembles prepared parts and joins by bolting, welding or soldering;
- finishes product by grinding, filing, cleaning and polishing;
- installs and repairs sheet metal parts of vehicles and other metal articles.

RELATED JOB TITLES

Press brake operator

7213 STRUCTURAL METAL PREPARERS AND ERECTORS

Structural metal preparers and erectors shape, assemble, erect girders, columns and other structural steel members to form completed structures or structure frameworks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The usual method of entry is by on-the-job training.

TASKS

- examines drawings and specifications to assess job requirements;
- sets up hoisting equipment for raising and placing structural steel members;
- directs hoisting and positioning of girders, columns and other metal parts and checks and verifies alignments using plumb-rule and level;
- arranges for, or undertakes bolting or welding of metal parts;
- cuts and welds steel members to make alterations using oxyacetylene welding equipment.

RELATED JOB TITLES

Erector
Sheeter

7214 RIGGERS AND CABLE SPLICERS

Workers in this unit group erect fitting and hauling equipment and install and maintain cables, ropes and wires on construction sites, oil and gas well-drilling sites and other places.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided.

TASKS

- sets up various types of cages, platforms, lifting and other hoisting equipment at harbour, construction, oil and gas wells sites;
- joins, repairs and fits attachments to wires, ropes and cables;
- erects derrick and similar hoisting equipment and installs ropes, pulleys and other lifting tackle;
- splices rope and wires cables to make or repair slings and tackle.

RELATED JOB TITLES

Cable splicer
Rigger

MINOR GROUP 722

BLACKSMITHS, TOOLMAKERS AND RELATED WORKERS

Workers in this minor group form steel and other metals to make, maintain and repair various metal products, tools and equipment.

Occupations in this minor group are classified into the following unit groups:

- 7221 BLACKSMITHS, HAMMERSMITHS AND FORGING PRESS WORKERS**
- 7222 TOOLMAKERS, METAL PATTERN MAKERS AND METAL MARKERS**
- 7223 MACHINE TOOL SETTERS AND SETTER-OPERATORS**
- 7224 METAL GRINDERS, POLISHERS AND TOOL SHARPENERS**

7221 BLACKSMITHS, HAMMERSMITHS AND FORGING PRESS WORKERS

Blacksmiths, hammersmiths and forging press workers forge, shape and repair a variety of metal articles including agricultural implements and shoes for use on animals, using hand tools and forging presses.

- heats metal stock in forge or furnace and positions heated metal on anvil or other surface;
- hammers, bends, cuts into metal stock into specified shape and measurements using anvil, hammers and other handtools;
- tempers and hardens forged pieces as required;
- fits and secures horse shoes.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is provided through an attachment to an experienced worker.

RELATED JOB TITLES

Blacksmith
Forging press worker
Hammersmith

TASKS

- sets up and operates closed-die drop hammer or power press;
- aligns and bolts specified dies on ram and anvil of press;

7222 TOOLMAKERS, METAL PATTERN MAKERS AND METAL MARKERS

Toolmakers, metal pattern makers and metal markers make, maintain and repair tools, locks, dies, patterns and other metal articles, using hand and machine tools to work metal to fine tolerances.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is provided through an attachment to an experienced worker.

TASKS

- makes, maintains and repairs dies, jigs, gauges and fixtures, using hand tools and various kinds of machine tools;
- fits and assembles parts to make and repair jigs, fixtures and gauges;
- makes, fits, assembles, repairs, and installs lock parts and locks;
- makes and repairs metal patterns for preparation of foundry moulds;
- lays out lines and reference points on metal stock to guide other workers who cut, turn, mill, grind or otherwise shape metal;
- performs other related tasks;
- may supervise and train other workers and apprentices

RELATED JOB TITLES

Machinist fitter
Pattern maker (*metal*)
Tool and die maker
Tool maker

7223 MACHINE TOOL SETTERS AND SETTER-OPERATORS

Machine tool setters and setter-operators set and/or operate, metal-cutting machines working to fine tolerances.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job under an experienced tool-setter/setter-operator.

TASKS

- sets one or more types of machine tools for operators to produce metal articles in standardised series;
- sets and operates a variety of machine tools;
- sets and operates a particular type of metal-working machine, such as lathe, milling, planing, boring, drilling, grinding, or honing machine, including multi-purpose numerically controlled metal-working machines;
- performs various related tasks;
- may supervise and train other workers, including apprentices.

RELATED JOB TITLES

Borer
Lathe setter-operator
Metalworking machine setter
Metalworking machine setter-operator
Miller
Plano-miller

7224 METAL GRINDERS, POLISHERS AND TOOL SHARPENERS

Metal grinders, polishers and tool sharpeners grind and polish metal surfaces and sharpen tools.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided through an attachment to an experienced worker.

TASKS

- operates stationary or portable buffing and polishing machines;

- sharpens cutting tools and instruments using grinding wheel or mechanically operated grinding machines;
- repairs, adjusts and sharpens saw blades and metal teeth of cylinders in textile carding machine;
- performs related tasks;
- may supervise and train other workers and apprentices.

RELATED JOB TITLES

Grinder (*metal*)

Metal polisher

Tool grinders/sharpeners

MINOR GROUP 723

MACHINERY MECHANICS AND FITTERS

Machinery mechanics and fitters repair, service, install, fit and maintain the engines and parts of vehicles, air and sea craft.

Occupations in this minor group are classified into the following unit groups:

- 7231 MOTOR VEHICLE MECHANICS AND FITTERS**
- 7232 AIRCRAFT ENGINE MECHANICS AND FITTERS**
- 7239 OTHER MACHINERY MECHANICS AND FITTERS (NEC)**

7231 MOTOR VEHICLE MECHANICS AND FITTERS

Motor vehicle mechanics and fitters repair and overhaul and fit mechanical parts of and may perform body work on automobiles, buses, trucks, motorcycles and other motor vehicles.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Some entrants are apprenticed to experienced mechanics. For others the National Training Board and the Samuel Jackman Prescod Polytechnic offer comprehensive courses in auto-mechanics and auto body repairs.

TASKS

- examines vehicles and discusses with customer or foreman nature and extent of damage and malfunction, or test drives or uses test equipment to diagnose engine and mechanical faults. May drive to site of break down;
- removes, disassembles and checks the appropriate parts, systems or entire engine;
- repairs and replaces defective parts;

- reassembles, tests, adjusts and tunes the appropriate parts, system or engine;
- carries out routine maintenance checks on oil and air filters, brakes and other systems;
- prepares and smooths surfaces for painting and spray paints vehicles. May mix paint to correct colour specification;
- inspects, cleans and repairs interior furnishings such as floor covering, seats and upholstery.
- repairs and fits tyres, exhaust systems.

RELATED JOB TITLES

Bodyman
Mechanic
Motor vehicle mechanic
Serviceman
Tyre repairman

7232 AIRCRAFT ENGINE MECHANICS AND FITTERS

Aircraft engine mechanics and fitters repair and overhaul mechanical parts of aircraft.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entrants must have sound background in mechanical engineering. However most airlines provide additional training.

TASKS

- examines aircraft to determine the nature and extent of the malfunction;
- removes, disassembles and checks the appropriate parts, systems or entire engine;
- repairs and replaces defective parts;
- reassembles, tests, adjusts and tunes the appropriate parts, systems or engine;
- carries out routine maintenance checks on oil and air filters, brakes and other systems.

RELATED JOB TITLES

Aeronautical engineer (*maintenance*)
Airfield mechanic

7239 OTHER MACHINERY MECHANICS AND FITTERS (NEC)

Other machinery mechanics and fitters repair, install, service and maintain mechanical engines of plant/industrial machinery and other engines not elsewhere classified in MINOR GROUP 723.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The most common entry route is by apprenticeship. The National Training Board and the Samuel Jackman Prescod Polytechnic also offer courses in mechanical engineering maintenance fitter/machinist which include day-by-day on-the-job training.

TASKS

- examines machinery to determine the nature and extent of the malfunction;
- removes, disassembles and checks the appropriate parts, systems or entire engine;
- repairs and replaces defective parts;
- reassembles, tests, adjusts and tunes the appropriate parts, systems or engine;
- carries out routine maintenance checks on oil and air filters, brakes and other systems.

RELATED JOB TITLES

Maintenance mechanic
Mechanical engineer (*maintenance*)
Plant mechanic

MINOR GROUP 724
ELECTRICAL AND ELECTRONIC EQUIPMENT
MECHANICS AND FITTERS

Electrical and electronic equipment mechanics and fitters repair, install wiring, service and maintain electrical and electronic components and systems concerned with telecommunications, radio and television, computing and industrial office and household equipment.

Occupations in this minor group are classified into the following unit groups:

- 7241 ELECTRICAL MECHANICS AND FITTERS**
- 7242 ELECTRONICS FITTERS AND SERVICERS
(INCLUDING COMPUTERS)**
- 7243 RADIO AND TELEVISION SERVICERS**
- 7244 TELEGRAPH AND TELEPHONE INSTALLERS**
- 7245 ELECTRICAL LINE INSTALLERS, REPAIRERS
AND CABLE JOINTERS**
- 7246 OFFICE MACHINERY INSTALLERS AND SERVICERS**

**7241 ELECTRICAL MECHANICS AND
FITTERS**

Electrical mechanics and fitters install, maintain and service electrical wiring, fittings and equipment for commercial and domestic use.

- installs, fits and repairs electrical apparatus, wiring and parts of electrical system;
- repairs and services electrical circuitry and components of motor vehicles;
- installs electrical amenities such as radio/cassette players, aerial and speakers in vehicles.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Entry is most common with apprenticeship. Holders of City and Guilds parts I and II are also recruited.

TASKS

- examines drawings, wiring diagrams and specifications to determine appropriate method and sequence of operations;

RELATED JOB TITLES

Airconditioning technician
Appliance mechanic
Appliance repairer
Auto electrician
Electrical maintenance foreman
Electrical mechanic
Refrigeration technician

7242 ELECTRONICS FITTERS AND SERVICERS (INC. COMPUTERS)

Electronics fitters and servicers, install, repair and service electronic circuitry and components of vehicles, computers transmitting and other equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common with apprenticeship. Holders of City and Guilds parts I and II are also recruited.

TASKS

- examines drawings, wiring diagrams and other specifications to determine the method and sequence of operations;
- examines for defects and repairs apparatus and equipment such as computers, radar and other transmitting equipment;
- installs electronic parts and checks their alignment;
- connects wires or cable to terminals or connectors;
- tests for correct functioning and makes any further necessary adjustments.

RELATED JOB TITLES

Computer technician
Customer service engineer (*computers*)
Instrumentation maintenance foreman
Instrumentation specialist

7243 RADIO AND TELEVISION SERVICERS

Radio and television servicers, service and repair televisions radio, tape recorders, and video cassette recorders.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The Samuel Jackman Prescod Polytechnic and National Training Board offer courses in electronic and radio and television service which include day-by-day on-the-job training.

TASKS

- disassembles and examines radios, televisions, tape recorders, video cassette recorders to determine nature and extent of malfunction;
- replaces or repairs defective parts, makes adjustments and reassembles equipment;
- tests for correct functioning and makes any further adjustments;
- performs routine service tasks, such as cleaning, rewiring.

RELATED JOB TITLES

Radio and television technician
Radio technician
Television repairman

7244 TELEGRAPH AND TELEPHONE INSTALLERS

Telegraph and telephone installers, install, maintain and repair telegraph and telephone systems in public and private establishments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Trainees are given practical and technical training by their companies.

TASKS

- installs internal cabling and wiring for telegraph and telephone systems and fits and wires junction and distribution boxes;
- fixes connecting wires from underground and aerial lines to premises and connects cable terminals;
- installs telephone, switchboards, coin operated phone boxes, and telegraph machines;
- repairs defective instruments and components of circuitry using various hand tools and testing equipment;
- tests installation and makes any adjustment.

RELATED JOB TITLES

Cable man
Telephone technician

7245 ELECTRICAL LINE INSTALLERS, REPAIRERS AND CABLE JOINTERS

Electrical line installers, repairers and cable jointers install, maintain, test and repair overhead, underground, surface and telecommunications cables.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are an asset. Trainees are given technical and practical training.

TASKS

- erects wood poles to carry overhead lines;
- removes protective sheath from cables, joins conductor wires by brazing, soldering or crimping and applies conductor insulation and protective coverings;

- installs and repairs overhead and underground electric power and electric traction;
- installs and repairs overhead and underground telephone and telegram lines;
- connects and installs transformers, fuse gear, lightning arrestors, aircraft warning lights, cable boxes and other equipment;
- connects cables to test equipment and tests for balance, resistance, insulation and any defects;
- locates and repairs faults to lines and ancillary equipment.

RELATED JOB TITLES

Cableman
Linesman

7246 OFFICE MACHINERY INSTALLERS AND SERVICERS

Office machinery installers and servicers install and service machinery such as typewriters, calculators, photocopiers and duplicating machines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The most common entry route is by on-the-job training. Trainees working for franchised dealers receive formal training either locally or overseas. Other entrants may be apprenticed to an experienced repairer.

TASKS

- operates machine to test moving parts and listens to sounds of machines to determine and locate the nature and extent of malfunction;
- disassembles machines and examines and measures parts such as gears, guides, rollers and pinions for wear and defects;

- repairs, adjusts or replaces part using hand and power tools and soldering equipment;
- bends, grinds and taps parts to correct binding, looseness and misalignment;
- incorporates modifications to update machine or adds special features to machine;
- routinely services machines;
- may specialise in repairing one type of machine and be designated accordingly.

RELATED JOB TITLES

Office machine repairer
Service technician (*office machinery*)

MINOR GROUP 731

PRECISION WORKERS IN METAL AND RELATED MATERIALS

Workers in this minor group make, assemble, repair and tune mechanical parts, instruments, locks and musical instruments.

Occupations in this minor group are classified into the following unit groups:

7311 PRECISION INSTRUMENT MAKERS AND REPAIRERS, LOCKSMITHS

7312 ACOUSTICAL MUSICAL INSTRUMENT MAKERS AND TUNERS

7311 PRECISION INSTRUMENT MAKERS AND REPAIRERS, LOCKSMITHS

Precision instrument makers and repairers and locksmiths make and repair precision and optical instruments such as cameras, watches, clocks and locks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by an attachment including work experience.

TASKS

- tests watches and clocks for repair to diagnose faults and removes, repairs or replaces damaged or worn parts;
- tests completed timepiece for accuracy using electronic or other test equipment;
- tests, adjusts and repairs precision and optical instruments such as cameras;

- positions, aligns and secures optical lenses in mounts;
- checks prepared parts for accuracy using measuring equipment;
- assembles parts and adjusts as necessary using hand and machine tools;
- carries out service tasks such as cleaning, oiling and regulating.

RELATED JOB TITLES

Camera technician
Instrumentation specialist
Watch repairer

7312 ACOUSTICAL MUSICAL INSTRUMENT MAKERS AND TUNERS

Acoustical musical instrument makers and tuners, make, repair and tune acoustical musical instruments such as pianos, organs, drums and steel pans.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is by attachment or on-the-job.

TASKS

- cuts drums to make steel pans and hammers required notes on to pans;
- tunes musical instruments such as steel pans, organs, pianos, violins, using tuning fork, and hand tools;
- adjusts organ pipes to improve tone quality, volume and pitch;
- fits prepared action assemblies and pedal movements into piano cases and repairs or replaces worn or broken strings, dampers, hammers and felt.

RELATED JOB TITLES

Organ repairer
Pan tuner
Piano tuner

MINOR GROUP 732 HANDICRAFT WORKERS

Workers in this minor group make and repair items of wood, leather, clay, glass, wire and articles of precious metals such as gold and silver.

Occupations in this minor group are classified into the following unit groups:

- 7321 HANDICRAFT WORKERS IN WOOD AND RELATED MATERIALS**
- 7322 HANDICRAFT WORKERS IN POTTERY AND GLASS**
- 7323 HANDICRAFT WORKERS IN JEWELLERY**
- 7329 OTHER HANDICRAFT WORKERS (NEC)**

7321 HANDICRAFT WORKERS IN WOOD AND RELATED MATERIALS

Handicraft workers in wood and related materials carve ornamental designs and articles using hand and woodworking machines.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually by apprenticeship. Training is also provided on-the-job.

TASKS

- studies sketches, written instructions and dimensions of ornamental designs or articles to determine knives and machines to use;
- selects wood, transfers designs using carbon and stylus, and roughs out design freehand or by cutting along marked lines on wood using chisel, mallet and other tools;
- cuts, turns or touches up roughed out design using various hand tools and verifies dimensions of carvings;

- smooths and stains finished product;
- may set up and operate machine to make identical carvings simultaneously on pieces of wooden stock;
- may saw precut wooden blocks into roughed shaped decorative items using hand saw or portable power saw.

RELATED JOB TITLES

Wood craftsman
Woodcraft worker

7322 HANDICRAFT WORKERS IN POTTERY AND GLASS

Handicraft workers in pottery and glass form articles of clay and glass.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is usually by institutional training or self taught. Art courses at secondary and tertiary level offer options in this field.

TASKS

- positions ball of clay into centre of potter's wheel and operates and adjusts speed of wheel to conform with firmness of clay;
- trims, shapes and smooths surfaces using hand and various other techniques to mold clay into such ware as vases, urns, pitchers;
- transfers article to drying chamber/oven, and inspects finished articles for defects;
- engraves monograms and ornamental designs on glass and glass ware;
- etches or cuts artistic designs in glass articles using acid solutions, sand blasting equipment and design patterns.

RELATED JOB TITLES

Ceramics worker
Potter

7323 HANDICRAFT WORKERS IN JEWELLERY

Handicraft workers in jewellery fabricate and repair items of jewellery from precious metal such as gold and silver, and other material such as shell, coral, and stone.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are usually required. Training is either by attachment to experienced jewellers or by on-the-job training.

TASKS

- cuts metal, or selects materials such as shell, coral or stone pieces and uses hand or machine tools to beat, spin, chip and form materials to required shape;

- solders pieces of jewellery using soldering torch or iron;
- enlarges or reduces size of rings, repairs or replaces broken clasps and other parts;
- reshapes and restyles old jewellery following design or instructions, using handtools and machines such as jeweller's lathe and drill;
- strings shells and grinds and polishes stones to make necklaces, earrings and bracelets;
- cleans and polishes jewellery.

RELATED JOB TITLES

Jeweller

7329 OTHER HANDICRAFT WORKERS (NEC)

Other handicraft workers make a variety of articles from fabric, wire, sisal, raffia, nylon and cord using techniques such as crochet, macramé, knitting, weaving, batik and tie-dye.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal academic qualifications are required. Training is usually undertaken by persons experienced in the relevant area.

TASKS

- weaves and repairs items of sisal, straw and raffia such as baskets, place mats, coasters;
- weaves wall hangings using looms;
- forms figurines and baskets using wire and hand tools;
- sews and stuffs toys and other decorative items using felt, cloth, sponge;
- makes and repairs decorations using shells.

RELATED JOB TITLES

Batik worker
Cottage worker
Handicraft worker
Smocker
Tie-dye worker

MINOR GROUP 733

PRINTING AND RELATED TRADES WORKERS

Printing and related workers compose, set type and print books, operate printing and engraving machines and bind and finish products.

Occupations in this minor group are classified into the following unit groups:

- 7331 COMPOSITORS AND TYPESETTERS**
- 7332 STEREOTYPERS AND ELECTROTYPERS**
- 7333 PRINTING ENGRAVERS AND ETCHERS**
- 7334 BOOKBINDERS AND RELATED WORKERS**
- 7335 SILK SCREEN, BLOCK AND TEXTILE PRINTERS**

7331 COMPOSITORS AND TYPESETTERS

Compositors and typesetters set type by hand and machine and assemble type and cuts in galley for printing articles, headings and other printed matter.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The Samuel Jackman Prescod Polytechnic offers a 2 year full time course in all aspects of printing leading to recognised awards.

TASKS

- determines from copy, kind and size of print and layout to be used. Sets composing stick to line strength indicated;
- selects from type case, sets type in compositional sequence following copy, inserts spacers between words to balance and justify line. Repeats sequence until body of type is complete;
- operates linotype and photocomposing machines to cast lines of type from type metal and transfer data from perforated or magnetic tape into print on film or photographic paper;

- examines proof for errors and corrects set up;

- may set type to print copy that is unaccompanied by specifications.

RELATED JOB TITLES

Compositor
Typesetter

7332 STEREOTYPERS AND ELECTROTYPERS

Stereotypers and electrotypers make and finish printing plates from composed type.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The Samuel Jackman Prescod Polytechnic offers a 2 year full time course in all aspects of printing leading to recognised awards.

TASKS

- operates stereotyping machine to press face of composed type and plates to form stereotype casting mould;
- forms plastic moulds of compound type and sprays and immerses mould in plating tank;
- separates mould from form plated shell and fills shell with molten lead to form plate;
- removes excess lead and finishes casting by cutting, shaving and trimming to form plates for printing;
- examines plates to detect imperfect formations and makes any necessary adjustments.

RELATED JOB TITLES

Electrotyper
Platemaker
Stereotyper
Stripper/platemaker

7333 PRINTING ENGRAVERS AND ETCHERS

Engravers and etchers engrave letterings or designs on printing plates, rollers or blocks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

The Samuel Jackman Prescod Polytechnic offers a 2 year course in all aspects of printing. On-the-job training is also provided.

TASKS

- cuts letters and designs in linoleum and mounts cut articles on blocks for use in printing posters, rubber stamps using drawing and cutting instruments, and glues;

- sets up and operates engraving or etching machines to transfer designs to printing rollers, copper or steel plates;
- etches letterings, designs on processed plates of brass, plastic and other material using etching acids and inks;
- periodically examines impressions of design/lettering, measures depth to which metal has been etched or engraved and to ensure that design is not undercut;
- makes any necessary adjustments.

RELATED JOB TITLES

Engravers
Etchers

7334 BOOKBINDERS AND RELATED WORKERS

Bookbinders and related workers bind printed products by hand or machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. On-the-job training is provided.

TASKS

- folds or collates printed sheets to form sections into numerical order;
- sews, glues, or staples sections/signatures to form book body;
- compresses sewn book to reduce book to required thickness using hand press or smashing machine;
- trims edges of books to size;

- cuts board and cloth or leather for book cover and spine;
- embosses lettering or decoration on cover, and colour on page edges as necessary;
- rebinds damaged or worn books.

- dips wooden pattern block into colour tray and lays different colours on top of and adjacent to others to form required pattern;
- waxes or knots areas that are not to be printed, mixes dyes and immerses fabric in solution and wrinkles to obtain batik or tie dye prints and repeats processes as necessary.

RELATED JOB TITLES

Binder
Bindery worker
Bookbinder
Collator

RELATED JOB TITLES

Block printer
Screen printer
Silk screen printer

7335 SILK SCREEN, BLOCK AND TEXTILE PRINTERS

Silkscreen, block and textile Printers develop negatives for designs and prepare and cut stencils for use in silkscreen printing and printing on paper, textile and other materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is provided on-the-job.

TASKS

- prepares designs on paper, darkens areas that are to be printed, takes photograph of design and develops negatives through use of photo sensitive solutions to arrest developer action, fix image;
- develops screen pattern on plate and positions items for printing against guide marks on work table;
- pours colour into machine or directly to screen or dips squeegee in paint and draws squeegee across screen to transfer design to object;

MINOR GROUP 741

FOOD PRODUCTS PROCESSING AND RELATED TRADES WORKERS

Food products processing and related trades workers slaughter animals and fish, and treat and prepare them for human consumption, and prepare a variety of pastries, cakes and confectionery.

Occupations in this minor group are classified into the following unit groups:

7411 BUTCHERS AND FISH SELLERS

7412 BAKERS AND CONFECTIONERY MAKERS

7411 BUTCHERS AND FISH SELLERS

Butchers and fish sellers slaughter and prepare animals and fish for sale.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is usually provided on-the-job by experienced workers in this field.

TASKS

- stuns animals prior to slaughtering and shackles hindlegs to raise animal for slaughtering and/or skinning;
- slaughters animals and cleans, and trims carcasses;
- prepares special cuts for marketing;
- scrapes scales from fish, and cuts, cleans, fillets and sells fish;
- fillets and packs fish for export or sale to retail outlets.

RELATED JOB TITLES

Boner
Butcher
Fish seller
Fishmonger
Meat cutter

7412 BAKERS AND CONFECTIONERY MAKERS

Bakers and confectionery makers mix, bake and steam ingredients according to recipes to produce bread, pastries and other baked goods and confectionery.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required. A number of institutes including the Samuel Jackman Prescod Polytechnic offer courses in Home Economics which carry this component. Persons may also be trained under experienced workers.

TASKS

- selects ingredients and operates machine to mix flour and other baking and confectionery ingredients;
- rolls, cuts and shapes dough for pastries, bread rolls;
- sets and operates ovens and steamers and cookers to bake products and cook confectionery;
- observes colour of products being baked and consistency of confectionery and adjusts thermostats as necessary to regulate temperatures;
- applies glaze, icing, or other toppings to finished products;
- may develop new recipes.

RELATED JOB TITLES

Baker
Cake icer
Confectionery maker

MINOR GROUP 742 FURNITURE MAKERS

Workers in this minor group design, make and repair furniture using various tools and wood working and other machines.

Occupations in this minor group are classified into the following unit groups:

7421 FURNITURE MAKERS AND RELATED WORKERS 7422 WOODWORKING MACHINE SETTERS AND SETTER-OPERATORS

7421 FURNITURE MAKERS AND RELATED WORKERS

Furniture makers and related workers design, make, assemble and repair worn or damaged furniture.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required. The National Training Board and Samuel Jackman Prescod Polytechnic offer programmes in wood work, and carpentry and joinery and related furniture skills leading to recognised awards. Trainees of wrought iron, pipe fine, metal and rattan furniture trades are usually apprenticed to the manufacturers.

TASKS

- assembles wooden parts or assemblies to form sectors, frames or complete articles of furniture;
- finishes or refinishes damaged, worn or used furniture to specified colour or finish using knowledge of wood properties, finishes and furniture styling;
- studies drawings or specifications, and selects material and marks out designs for new furniture;

- cuts material using tools such as power saws, lathes and smooths using planes and other instruments;
- glues or welds pieces together to assemble furniture;
- polishes, waxes or spray paints furniture;
- makes furniture of different materials such as pipe tubing and wrought iron using welding equipment and other handtools.

RELATED JOB TITLES

Cabinet maker
Furniture assembler
Furniture maker

7422 WOODWORKING MACHINE SETTERS AND SETTER-OPERATORS

Woodworking machine setter-operators operate and/or set up and operate machines to cut, turn, smooth and otherwise shape wood.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Training is usually provided on-the-job.

TASKS

- examines drawings and specifications to determine the method and sequence of operations;
- selects, installs and adjusts saw blades, boring bits, sanding belts and other machinery tools, and guides;
- operates machines to saw, smooth, shape, bore holes and cut designs in lumber and wood parts;
- periodically verifies dimensions of parts for adherence to specifications, using gauges and templates;
- may assemble fabricated parts.

RELATED JOB TITLES

Lathe operator (*wood*)
Machine operator (*wood*)
Wood turner
Woodlace operator

MINOR GROUP 743

TEXTILES AND GARMENTS TRADES WORKERS

Textiles and garments trades workers make, repair and alter garments, prepare and work embroidery patterns on clothing and upholster furniture using hand or operating sewing machines.

Occupations in this minor group are classified into the following unit groups:

- 7431 TAILORS, DRESSMAKERS AND MILLINERS**
- 7432 TEXTILE PATTERN MAKERS AND CUTTERS**
- 7433 SEWING MACHINISTS, EMBROIDERERS AND RELATED WORKERS**
- 7434 UPHOLSTERERS AND RELATED WORKERS**

7431 TAILORS, DRESSMAKERS AND MILLINERS

Tailors, dressmakers and milliners prepare patterns and make, fit and alter tailored garments, dresses, other articles of light clothing such as skirts and bodices and hats.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is available on-the-job or by attachment.

TASKS

- takes customer's measurements and discusses required style and material;
- prepares individual or adapts stock pattern;
- arranges pattern on correct grain of fabric, marks position and cuts out parts with scissors;
- shapes, moulds and glues hat foundation;

- pins garment/hat on customer or dummy model and makes any necessary alterations;
- sews garment parts together by hand or machine, makes buttonholes and sews on fasteners and trimmings and headbands;
- shapes garment by pressing seams, pleats, etc.;
- determines any necessary alterations and removes or inserts stitching, lengthens or shortens garment parts and adjusts seams, darts, etc. as required;
- replaces parts and makes alterations such as patching and darning.

RELATED JOB TITLES

Dressmaker
Milliner
Seamstress
Tailor

7432 TEXTILE PATTERN MAKERS AND CUTTERS

Textile pattern makers and cutters make patterns from designs and lay, mark and cut single or multiple layers of material into parts for the manufacture of garments.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job.

TASKS

- examines sketches or obtains data from that which specify modifications of master pattern dimensions necessary to produce patterns of various sizes, draws outline of various points reducing or decreasing dimensions and producing outline of pattern;
- cuts and assembles new pattern, makes necessary adjustments and bundles according to size, section and style number;
- lays out material and outlines pattern on cloth, or other materials, marks stitching guides to guide cutting;
- cuts material according to lines, guides, using either scissors or cutting machine, trims excess material from parts cut;
- bundles cut parts according to size, section and style number.

RELATED JOB TITLES

Cutter
Layer
Pattern grader
Pattern maker (*textile*)

7433 SEWING MACHINISTS, EMBROIDERERS AND RELATED WORKERS

Sewing machinists, embroiderers and related workers sew and embroider garments by hand or machine.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job.

TASKS

- operates standard and specialised machines to assemble garments and other leather and textile items;
- determines type and location of embroidery, selects size and colour threads and hand sews or operates machine to embroider names, initials, decorative designs or trimmings on garments, household articles and other items;
- performs hand sewing tasks in making and finishing leather and other textile products;
- may clean and oil machine and reports any mechanical faults.

RELATED JOB TITLES

Embroiderer
Sewing machine operator
Smocker

7434 UPHOLSTERERS AND RELATED WORKERS

Workers in this unit group repair and rebuild upholstered furniture, fix trimmings to the interior of vehicles and make mattresses, curtains and other soft furniture such as cushions and cushion covers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry does not depend on academic qualifications. Training is mainly on-the-job. However the National Training Board offers through its skills training programmes a modular type training in upholstery.

TASKS

- measures frame to be covered or examines drawings or other specifications and cuts material with shears, knife or scissors;
- tacks and staples or otherwise secures webbing to furniture frame;
- pads springs and secures padding by stitching, stapling, tacking, etc.;
- pins sections of coverings together, joins by sewing and inserts trimmings, braids and buttons as required;
- operates machine to compress padded spring assemblies and inserts them into mattress covers;
- encases bed springs and padding with selected covering material by hand or machine stitching and fits castors where required;
- fits upholstery unit to frame or replaces covering, padding, webbing or springs to repair upholstered furniture;
- cuts and assembles curtains, drapes.

RELATED JOB TITLES

Mattress assembler
Upholsterer

MINOR GROUP 744

LEATHER AND SHOEMAKING TRADES WORKERS

Workers in this unit group make and repair shoes, and make and repair leather and leather substitute goods other than garments.

Occupations in this minor group are classified into the following unit groups:

7440 LEATHER AND SHOEMAKING TRADES WORKERS

7440 LEATHER AND SHOEMAKING TRADES WORKERS

Leather and shoemaking trades workers make and repair shoes and other leather and leather substitute products such as belts, purses, bags.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications required. On-the-job training is provided.

TASKS

- cuts off worn heels and soles, cuts replacements and sews, nails or glues them onto shoe, replaces insoles, rubber and steel tips and smooths and finishes repair;
- uses hand tools or machine to cut out, trim, punch holes in or stitch guide lines on leather or leather substitute component parts;
- positions leather and rubber footwear component parts on lasts and shapes and joins uppers to insoles and soles;
- uses hand tools or machine to make up and repair saddles, harnesses, belts, straps and other leather products;

- uses hand and machine tools to sew and stitch leather in the making and decoration of footwear and leather goods other than garments;
- prepares paper or paperboard master patterns of component parts of footwear;
- waxes, cleans and finishes footwear and other leather goods.

RELATED JOB TITLES

Shoe repairer
Shoemaker

MAJOR GROUP 8
PLANT AND MACHINE OPERATORS AND
ASSEMBLERS

Occupations in this major group require the knowledge and experience to operate vehicles and other mobile equipment and machinery and set up, operate and monitor industrial plant and machinery, to assemble products from component parts according to strict rules and procedures, subject assembled parts to routine tests, and process and refine minerals, petroleum and food, drink and other products.

Most of these occupations will have a period of formal on-the-job training.

Occupations in this major group are classified into the following sub-major groups:

- 81 INDUSTRIAL PLANT OPERATORS**
- 82 STATIONARY MACHINE OPERATORS AND ASSEMBLERS**
- 83 DRIVERS AND MOBILE MACHINERY OPERATORS**

Each sub-major group consists of the following minor groups:

- 811 MINERAL-PROCESSING PLANT OPERATORS**
- 812 OTHER PROCESSING PLANT OPERATORS**
- 813 POWER-GENERATING PLANT OPERATORS**

- 821 STATIONARY MACHINE OPERATORS**
- 822 ASSEMBLERS**

- 831 MOTOR VEHICLE DRIVERS**
- 832 AGRICULTURAL, EARTH-MOVING, LIFTING AND OTHER MOBILE MATERIALS-HANDLING EQUIPMENT OPERATORS**
- 833 SHIPS' DECK CREWS AND RELATED WORKERS**

MINOR GROUP 811

MINERAL-PROCESSING PLANT OPERATORS

Workers in this minor group operate and monitor equipment which cut, drill holes, crush and excavate stone and other materials in sand/limestone quarries, wells.

Occupations in this minor group are classified into the following unit groups:

8111 QUARRY PLANT OPERATORS

8112 WELL DRILLERS AND BORERS AND RELATED OPERATORS

8111 QUARRY PLANT OPERATORS

Quarry plant operators supervise the operations of, or operate and tend machinery and equipment involved with the blasting, crushing, cutting and mixing of materials such as limestone, shale and other mineral ores.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job. No academic qualifications are usually required.

TASKS

- operates panel board to control conveying, blending, washing and crushing of shale or stone to prepare it for use or for further processing;
- drills holes in rock in quarry to facilitate blasting and quarrying using jack hammer or power drill;
- operates and tends machines that crush, mix or pulverise materials such as limestone, clay, gypsum and cement clinkers used in the making of cement.

RELATED JOB TITLES

Control panel operator (*quarry*)
Crusher operator
Drill operator
Machine attendant (*quarry*)

8112 WELL DRILLERS AND BORERS AND RELATED OPERATORS

Well drillers, borers and related operators erect and operate drilling equipment and perform other tasks in relation to the sinking and operation of oil and gas wells.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job. No academic qualifications are required.

TASKS

- erects or assists in erecting derrick and installing hoisting equipment and assembles drilling and cutting tools;
- Sets up and operates controls of drilling rigs to drill oil and gas wells;

- monitors sound of drilling machines and feels cables or brake to determine changes in rock formation or variations in drilling process;
- collects samples and inspects core samples for analysis;
- records drilling progress and other data.

RELATED JOB TITLES

Drill operator
Roughneck
Roustabout
Tool pusher

MINOR GROUP 812 OTHER PROCESSING PLANT OPERATORS

Workers in this minor group operate and tend equipment in refining petroleum and other processing plants.

Occupations in this minor group are classified into the following unit groups:

- 8121 PETROLEUM-REFINING PLANT OPERATORS**
- 8129 OTHER PROCESSING PLANT OPERATORS (NEC)**

8121 PETROLEUM-REFINING PLANT OPERATORS

Workers in this unit group perform a variety of operating and tending tasks in the refining of petroleum.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job. Academic qualifications may not be required.

TASKS

- operates equipment to blend oils and additives to obtain specified characteristics;
- monitors gauges and thermometers to regulate pressures and temperatures and rates of flow of gases and adjusts equipment as necessary;
- collects samples and records data as specified;
- operates and monitors pumps that circulate petroleum, gas, water and chemical solutions through refinery.

RELATED JOB TITLES

Foreman (*process unit*)
Refinery operator
Tank gauger

8129 OTHER PROCESSING PLANT OPERATORS (NEC)

Workers in this unit group perform a variety of processing occupations not elsewhere classified in MINOR GROUP 812 Other processing plant operators.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job. Academic qualifications may not be required.

TASKS

- controls equipment to blend and treat straight run or natural gas with chemicals for commercial use;
- operates controls of equipment such as furnaces, kilns and monitors instruments and gauges to determine pressure, temperature and other levels;

- operates and monitor plant which purifies water for human consumption, disposal into natural water systems;
- operates and tends equipment which pulverises garbage or other waste materials;
- adjusts controls either manually or from control panel and periodically extracts samples for quality control testing;
- records data as necessary.

RELATED JOB TITLES

Chemical plant operator
Engineering assistant (*Barbados Water Authority*)
Kiln operator

MINOR GROUP 813

POWER-GENERATING PLANT OPERATORS

Workers in this minor group operate and tend equipment which produce electric power, and control its distribution.

Occupations in this minor group are classified into the following unit group:

8130 POWER-GENERATING PLANT OPERATORS

8130 POWER-GENERATING PLANT OPERATORS

RELATED JOB TITLES

Power-generating plant operators control and maintain equipment that generate and distribute electric power.

Diesel plant operator
Engine driver
Plant attendant (*power plant*)
Steam plant operator

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is most common on-the-job. Academic qualifications may not be required.

TASKS

- operates various diesel engines to produce electric power for distribution or to supply electric power for generation and other equipment;
- operates boilers, turbines, generators and auxiliary equipment such as water and vacuum pumps;
- adjusts controls to provide steam, regulate speed, voltage and flow of power being generated;
- carries out minor maintenance tasks and prescribed tests and reports any faults.

MINOR GROUP 821 STATIONARY MACHINE OPERATORS

Workers in this minor group operate and tend stationary machines on the spot or by remote control, to produce products made of metal, chemical, wood, rubber and plastic, textile and paper and food and related products.

Occupations in this minor group are classified into the following unit groups:

- 8211 MACHINE-TOOL OPERATORS**
- 8212 CHEMICAL PRODUCTS MACHINE OPERATORS**
- 8213 RUBBER AND PLASTICS PRODUCTS MACHINE OPERATORS**
- 8214 WOOD PRODUCTS MACHINE OPERATORS**
- 8215 PRINTING, BINDING AND PAPER PRODUCTS MACHINE OPERATORS**
- 8216 TEXTILE PRODUCTS MACHINE OPERATORS**
- 8217 FOOD AND RELATED PRODUCTS PROCESSING MACHINE OPERATORS**
- 8219 OTHER MACHINE OPERATORS (NEC)**

8211 MACHINE-TOOL OPERATORS

Machine-tool operators operate a variety of machine tools such as radial drill press, lathes, milling machines, sharpeners and grinders to cut, shape and otherwise machine metal workpieces.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually carried on-the-job, under experienced machinists. The National Training Board also offers an apprenticeship course in maintenance fitting and machining.

TASKS

- selects method of holding work piece and secures workpiece to holding device such as machine

table, chuck, fixture or centres;

- sets machines controls for simple operations or checks pre-set machine settings;
- starts machine and operates automatic or manual controls to feed tool to workpiece or vice versa;
- repositions workpiece during machining as required;
- withdraws workpiece and examines for accuracy using measuring instruments.

RELATED JOB TITLES

Fabricator (*metal*)
Machine tool operator
Machinist (*metal*)
Machinist/fitter

8212 CHEMICAL PRODUCTS MACHINE OPERATORS

Chemical products machine operators operate and tend machines to produce pharmaceuticals, toiletries, process exposed photographic film and make photographic prints and other chemical based products such as foam and detergents.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not normally required. Training is mostly on-the-job, the amount and extent depending on the equipment, processes and control systems involved.

TASKS

- ascertains, weighs and measures necessary ingredients;
- loads or supervises the loading of prescribed quantities of ingredients into plant or regulates flow from feed hoppers and conveyors and starts operational cycle;
- monitors instruments and gauges indicating fluid levels, temperatures, and other conditions affecting the operation of the plant;
- adjusts controls manually or from remote control panel as necessary and periodically withdraws samples for quality control testing;
- removes or regulates discharges of batch material on completion of processing;
- maintains operational log as required and cleans crushing, mixing, blending, milling and filtering plant after use;
- may patrol area to detect leaks or hazards.

RELATED JOB TITLES

Crusher operator
Machine operator (*chemical products*)
Neutraliser operator
Production worker (*chemical products*)

8213 RUBBER AND PLASTICS PRODUCTS MACHINE OPERATORS

Rubber and plastics products machine operators operate machine to tread and vulcanise tyres, and make and repair plastic products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job.

TASKS

- measures, weighs, mixes and feeds machine with appropriate materials;
- regulates speed, temperature and pressure and operates machines to vulcanise and retread tyres, after preparing surfaces;
- makes simple plastic moulds and makes and repairs spectacle frames;
- inspects plastic products for defects, takes measurements and repairs as necessary;
- operates machines to convert resin into plastic.

RELATED JOB TITLES

Bagmaking machine operator
Bufferman
Extruder operator
Tyre builder
Vulcaniser

8214 WOOD PRODUCTS MACHINE OPERATORS

Wood products machine operators operate machines to cut, shape, plane, turn or carve wood.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job under an experienced machine operator.

TASKS

- reviews designs, sketches, instructions to determine method and sequence of operations;
- selects, installs and adjusts saw blades, boring bits and sanding belts;
- operates machines to saw, smooth and shape lumber and parts;
- periodically verifies dimensions of parts for adherence to specifications.

RELATED JOB TITLES

Machine operator (*wood*)
Machinist (*wood*)
Sanding machine operator
Woodcraft assistant
Woodcraft worker

8215 PRINTING, BINDING AND PAPER PRODUCTS MACHINE OPERATORS

Workers in this unit group operate various machinery that print and cut and bend roll paper and make paper products.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not usually required. Training is provided on-the-job.

TASKS

- set and adjusts guides, stops, blades and other parts of machine;
- threads paper through roller or loads it into machine;
- operates and tends machine to cut, roll or rule paper;
- operates offset and other presses such as platen, cylinder, rotogravure to print single or multiple layers of paper and print colour and designs or cartons;
- operates machines to fold paperboard box blanks and to glue, heat seal or tape edges to form boxes;
- tends one or more machines that number and staple sheets onto books.

RELATED JOB TITLES

Binder
Bindery worker
Folding machine operator
Guillotine operator
Letterpress operator
Offset pressman
Rotogravure pressman

8216 TEXTILE PRODUCTS MACHINE OPERATORS

Textile products machine operators set up and operate machines to make garments and other articles or reproduce designs on garments or other materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job. No academic qualifications are normally required.

TASKS

- loads and operates machine to knit yarn into cloth;
- operates machines to rinse, dye and bleach fabric;
- operates machines to sew garments and other articles;
- operates machine to lay and cut single or multiple layers of cloth.

RELATED JOB TITLES

Cutter
Knitting machine operator
Layer/cutter
Machine operator (*textile products*)
Sewing machine operator

8217 FOOD AND RELATED PRODUCTS PROCESSING MACHINE OPERATORS

Food and related products processing machine operators set up and operate machines that process a variety of food items and beverages.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is usually provided on-the-job under the guidance of an experienced machine operator.

TASKS

- operates machines to crush, mix, cook and ferment grains, and fruit to produce beer, malt and vinegar and juice;
- sets and operates cutters, rollers, die plates and other baking equipment to prepare bread, cakes and other confectionery products;

- operates various machines to extract sugar from cane;
- operates equipment to break down concentrates to make drink products, and to dilute or otherwise prepare ingredients in the manufacture of drinks and spirits;
- operates equipment to make processed cheese, edible fats, margarine, animal feeds, ice and ice cream, roast nuts and to process milk;
- performs other food processing tasks including preserving meat and meat related products, wrapping sweets.

RELATED JOB TITLES

Blender
Dairy worker
Machine attendant (*food and related products*)
Machine operator (*food and related products*)
Miller
Pan boiler
Vatman
Wort cooler operator

8219 OTHER MACHINE OPERATORS (NEC)

Other machine operators not elsewhere classified in MINOR GROUP 821 perform a variety of machine tending and operating tasks.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Training is most common on-the-job.

TASKS

- operates various machines to mix, aggregate water and cement to manufacture cement concrete blocks;

- operates and tends machine to draw, bend, roll-form or mesh wire from corrugated steel;
- operates and tends machines to process tobacco leaves and make cigarettes and other tobacco products;
- performs other operating and tending tasks not elsewhere classified.

RELATED JOB TITLES

Machine operator (*nos*)
Mesh machine operator
Mixer operator
Mixing machine operator
Off bearer operator
Roll-form operator
Wire drawing operator

MINOR GROUP 822

ASSEMBLERS

Workers in this minor group perform repetitive tasks in the assembly of component parts for electronic and electrical equipment and package, bottle and otherwise assemble products.

Occupations in this minor group are classified into the following unit groups:

8221 ELECTRONIC AND ELECTRICAL EQUIPMENT ASSEMBLERS

8229 OTHER ASSEMBLERS (NEC)

8221 ELECTRONIC AND ELECTRICAL EQUIPMENT ASSEMBLERS

Electronic and electrical equipment assemblers assemble prepared parts or manufacture parts for electronic and electrical equipment.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. In some cases candidates must take aptitude and dexterity tests. Normal colour vision is required for some jobs. Training is then provided on-the-job.

TASKS

- examines drawings, specifications and wiring diagrams to identify appropriate materials and sequence of operations;
- selects, cuts and connects wire to appropriate terminals by crimping or soldering;
- positions and secures switches, transformers, tags, valve holders or other parts and connects capacitors, resistors, transistors or sub-assemblies to appropriate terminals by soldering;

- lays out and secures wire to make harnesses and operates machine to wind heavy and light coil of wire or copper for transformers, armatures, rotors, stators and light electrical equipment;
- assembles previously prepared electrical or electronic components by winding, bolting, screwing or otherwise fastening using an assembly machine or hand tools.

RELATED JOB TITLES

Assembling operator (*electrical, electronic goods*)
Electronic assembler (*electrical, electronic goods*)

8229 OTHER ASSEMBLERS (NEC)

Workers in this unit group perform a variety of assembly occupations not elsewhere classified in MINOR GROUP 822.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- follows instructions and positions prepared parts on work bench or in assembly machine;
- assembles wood, prepared paper and other materials to form articles such as chairs, cushions, mattresses, box spring units for beds and chairs, using various hand or power tools and assembly machines;
- rejects damaged or faulty components/parts;
- inspects finished articles for faults.

RELATED JOB TITLES

Assembler (*nothing otherwise specified*)

Box folder

Cushion assembler

Spring assembler

MINOR GROUP 831

BUS INSPECTORS AND MOTOR VEHICLE DRIVERS

Workers in this group supervise the activities of drivers and conductors, drive passenger carrying motor vehicles, and light and heavy goods vehicles to transport goods and materials and assist in loading and unloading goods and materials from vehicles.

Occupations in this minor group are classified into the following unit groups:

- 8311 BUS INSPECTORS**
- 8312 BUS DRIVERS**
- 8313 CAR, TAXI AND LIGHT VAN DRIVERS**
- 8314 HEAVY TRUCK AND VAN DRIVERS**

8311 BUS INSPECTORS

Bus inspectors coordinate and supervise the activities of bus drivers and conductors and deal with any operational difficulties on scheduled services.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Entry is most common via internal promotion from driver or conductor. Academic qualifications are not normally required.

TASKS

- checks that vehicle is running as scheduled and complying with regulation concerning the number of passengers or illegal items being carried, etc.;
- checks that passengers hold valid tickets;
- organises relief and replacement crews as necessary;
- deals with passenger enquiries;
- submits reports of any irregularities and makes recommendations for improvement of services.

RELATED JOB TITLES

Bus inspector

8312 BUS DRIVERS

Bus drivers drive passenger carrying passengers vehicles such as mini buses, coaches and large buses.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Drivers are required to possess a current clean driving licence. Training is also provided.

TASKS

- drives vehicle over pre-determined route, complying with traffic regulations and keeping to time schedule;
- stops and opens and closes doors at pre-arranged places to allow passengers to board and alight, observing regulations concerning the number of passengers carried;

- may plan routes in conjunction with private hirer and assist with loading and unloading of luggage;
- balances cash taken and may be responsible for cleanliness of vehicles.

RELATED JOB TITLES

Bus driver
Mini-bus driver

8313 CAR, TAXI AND LIGHT VAN DRIVERS

Car, taxi and light van drivers drive motor cars and vans for private individuals, government departments and business organisations, and public hire.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Candidates must possess the appropriate driver's licence.

TASKS

- checks tyres, brakes, lights, oil, water and fuel levels and general condition of vehicle before start of journey;
- drives passenger carrying taxis, car and light vans, complying with road and traffic regulations;
- collects passengers when hailed or in response to telephone message and helps them to secure their luggage;
- conveys passenger to destination and helps unload luggage;
- cleans, services and maintains vehicle.

RELATED JOB TITLES

Chauffeur
Driver
Light van driver
Taxi driver
Van driver

8314 HEAVY TRUCK AND VAN DRIVERS

Heavy truck and van drivers drive heavy and other goods vehicles to transport goods and animals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Candidates must possess the appropriate driver's licence.

TASKS

- checks tyres, lights, brakes, oil, water and fuel levels and general condition of the vehicle;
- drives vehicle from depot or home to loading and unloading point;
- assists with loading and unloading and ensures that load is evenly distributed and safely secured;
- drives vehicle to destination in accordance with schedule;
- undertakes minor repairs and notifies supervisor of any mechanical faults.

RELATED JOB TITLES

Heavy van driver
Lorry driver
Truck driver

MINOR GROUP 832

AGRICULTURAL, EARTH-MOVING, LIFTING AND OTHER MOBILE MATERIALS HANDLING EQUIPMENT OPERATORS

Workers in this minor group drive and operate agricultural, earth-moving equipment, cranes, hoists and other machines and load and unload goods and materials in factories warehouses and on site.

Occupations in this minor group are classified into the following unit groups:

- 8321 FARM MACHINERY OPERATORS**
- 8322 EARTH-MOVING MACHINERY OPERATORS**
- 8323 CRANE, FORKLIFT TRUCK AND OTHER HEAVY EQUIPMENT OPERATORS**

8321 FARM MACHINERY OPERATORS

Farm machinery operators drive one or more types of vehicles to plough land, harvest or haul produce on farms and plantations.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required, but candidates must possess the appropriate driver's licence.

TASKS

- checks general condition of vehicle before starting;
- drives machine to plough, harvest or draw equipment or produce;
- undertakes minor repairs and notifies mechanic or foreman of any mechanical faults.

RELATED JOB TITLES

- Cane harvester driver
- Chauffeur
- Tractor driver

8322 EARTH-MOVING MACHINERY OPERATORS

Earth-moving machinery operators drive and operate machines that excavate, level and compact earth, gravel and other materials, mix concrete, drive piles into the ground and lay surfaces.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Candidates are required to possess the appropriate licence after which, on-the-job training is provided.

TASKS

- ascertains job requirements from instructions;
- fixes any necessary extensions onto machine and loads machine with asphalt, concrete, tar or any other required material;
- manipulates levers, pedals and switches to manoeuvre vehicle, regulate angle and height of blades, buckets and hammers and start conveyor, suction or spraying system;
- observes operation and removes or have removed any likely obstacle or obstruction;
- directs refilling of machine hopper and repeats operations as necessary;
- cleans, oils and greases machines and carries out minor repairs.

RELATED JOB TITLES

Asphalt paver driver
Bobcat operator
Excavator driver
JCB operator
Road roller operator

8323 CRANE, FORKLIFT TRUCK AND OTHER HEAVY EQUIPMENT OPERATORS

Crane, forklift truck and other heavy equipment operators operate cranes, forklift and other mechanical trucks in factories, warehouses, storerooms and other sites to transfer goods and materials.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Some on-the-job training is given.

TASKS

- operates cranes and other power driven hoisting machinery and power driven stationary engines to lift and move equipment, materials, machinery and containers;
- operates cranes to haul objects;
- manipulates pedals, gears, wheel, and other levers to operate vehicles to transport materials from one place to another on site;
- drives truck to loading and unloading point and raises and lowers fork or hopper to move or stack goods and materials.

RELATED JOB TITLES

Crane operator
Dumper driver
Forklift driver
Listerman

MINOR GROUP 833

SHIPS' DECK CREWS AND RELATED WORKERS

Ships' deck crews and related workers perform a variety of duties on board ships including maintaining equipment and structures, watching for obstructions in the vessels' path.

Occupations in this minor group are classified into the following unit group:

8330 SHIPS' DECK CREWS AND RELATED WORKERS

8330 SHIPS' DECK CREWS AND RELATED WORKERS

Ships' deck crews and related workers maintain equipment on and structures of ship.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Health certificates and frequent medical check ups are usually necessary.

TASKS

- casts off securing lines;
- watches from bow of ship or wing of bridge for obstructions in path of ship;
- mops or washes down deck and maintains structures by painting chipped areas, cleaning rust spots, etc.;
- turns wheel while observing compass to steer and maintain ship on course;
- maintains life saving equipment, ropes, rigging and fire-fighting equipment.

RELATED JOB TITLES

Able-bodied seaman
Deck hand
Ordinary seaman
Seaman

MAJOR GROUP 9

ELEMENTARY OCCUPATIONS

This major group covers occupations that require a degree of physical strength, little judgement and are performed with simple tools. They also only require a general educational level. These occupations involve tasks such as selling, cleaning, taking care of buildings, working on farms plantations and construction sites, lifting and transporting cargo from warehouses, ships and aircraft and the delivery of messages and packages following predetermined routes.

Occupations in this major group are classified into the following sub-major groups:

91 OTHER SALES AND SERVICE OCCUPATIONS

92 AGRICULTURAL LABOURERS

93 LABOURERS IN QUARRYING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

Each sub-major group consists of the following minor groups.

911 STREET VENDORS AND RELATED WORKERS

912 DOMESTICS AND RELATED WORKERS

913 BUILDING CARETAKERS AND WINDOW CLEANERS

914 POSTAL DELIVERY WORKERS, MESSENGERS, WATCHMEN AND METER READERS

915 SANITATION WORKERS

921 AGRICULTURAL LABOURERS

931 QUARRYING AND CONSTRUCTION LABOURERS

932 MANUFACTURING LABOURERS

933 TRANSPORT LABOURERS

MINOR GROUP 911

STREET VENDORS AND RELATED WORKERS

Workers in this minor group sell a variety of items to the general public either on the road side, or on a door-to-door basis.

Occupations in this minor group are classified into the following unit groups:

9111 STREET VENDORS

9112 DOOR-TO-DOOR SALESPERSONS

9111 STREET VENDORS

Street vendors set up stalls and trays on streets to sell food, fruit and vegetables and other items such as belts, bags and haberdashery to passers-by.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are necessary, but Vendors are required to be registered with the Labour Department.

TASKS

- displays products on stall or trays;
- calls out to attract attention to goods on offer;
- sells goods at fixed prices or by bargaining with customer;
- accepts payment and may wrap goods;
- cleans site on completion of each day's trading.

RELATED JOB TITLES

Hawker
Newspaper vendor
Street vendor
Vendor

9112 DOOR-TO-DOOR SALESPERSONS

Door-to-door salespersons by driving van, car, using cart or foot sell food and drink, clothing and other items to householders and other persons.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required but Drivers must possess the relevant drivers' licence. Persons selling food are required to have the appropriate health certificate and must be registered with the Labour Department.

TASKS

- loads vehicles with food, drink, clothing and other articles for sale;
- drives vehicles over established route and parks at recognised places or households;
- calls out, blows horn or otherwise attracts attention to items on sale;
- sells goods, records deliveries, takes orders if necessary and collects cash or prepares bills;
- returns to depot and hands in unsold goods and cash.

MINOR GROUP 912 DOMESTICS AND RELATED WORKERS

Workers in this minor group perform a variety of cleaning duties in households, offices and hotels and wash, press, dry clean clothing and linen in laundries.

Occupations in this minor group are classified into the following unit groups:

- 9121 DOMESTICS**
- 9122 OFFICE AND OTHER BUILDING CLEANERS
(EXCEPT HOTELS)**
- 9123 HOTEL MAIDS AND CLEANERS**
- 9124 LAUNDRY WORKERS**

9121 DOMESTICS

Domestics keep private homes clean and orderly and prepare meals.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal qualifications are necessary. Some on-the-job training may be provided.

TASKS

- scrubs, washes, sweeps, polishes and vacuums floors and stairs;
- dusts and polishes furniture and fittings;
- cleans toilets and bathrooms;
- cleans dishes, cookware and prepares and may serve meals;
- changes linen and makes beds;
- washes, irons and mends garments and household articles;
- performs other routine duties such as answering telephone, door and taking messages.

RELATED JOB TITLES

Domestic
Domestic servant
House cleaner
Maid

9122 OFFICE AND OTHER BUILDING CLEANERS (EXCEPT HOTELS)

Office and other building cleaners (except hotels) clean the interior of offices, factories, schools, hospitals, buses and other related places.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal qualifications are required. Some on-the-job training is provided.

TASKS

- scrubs, washes, sweeps and polishes floors, corridors and stairs;

- dusts and polishes furniture and fittings;
- cleans toilets and bathrooms;
- washes down walls and ceilings;
- empties ashtrays, waste bins and removes rubbish;
- may prepare and serve teas, juices.

RELATED JOB TITLES

Cleaner (*commercial premises*)
 Janitor
 Office maid

9123 HOTEL MAIDS AND CLEANERS

Hotel maids and cleaners clean and service rooms at hotels.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications may be required.

TASKS

- checks work assignments and collects equipment and supplies;
- scrubs, washes, sweeps and polishes floors, corridors and stairs;
- dusts and polishes furniture and fittings;
- cleans toilets and bathrooms;
- empties ashtrays, waste bins and removes rubbish;
- changes linen and makes bed;
- may distribute newspapers, answer queries.

RELATED JOB TITLES

Chambermaid
 Hotel maid
 Maid/porter
 Room cleaner (*hotels*)

9124 LAUNDRY WORKERS

Laundry workers launder, dry clean, and iron household and other linen and articles such as clothing.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications are not required. Training is provided on-the-job.

TASKS

- receives garment or item from customer for cleaning and checks pockets, buttons, zips, etc. and issues receipt;
- sorts articles by fabric, colour and type and determines appropriate method of cleaning;
- removes difficult stains using chemicals or steaming process;
- loads articles into washing and dry cleaning machines and operates control to admit cleaning fluids and starts machine;
- sets and operates tumble drying machines and smooths and shapes washed garments using hand iron or machine press;
- allocates washing machines to customers, ensures correct usage of equipment and gives change.

RELATED JOB TITLES

Domestic presser
 Dry cleaner
 Laundermat worker
 Laundry worker
 Presser

MINOR GROUP 913

BUILDING CARETAKERS AND WINDOW CLEANERS

Workers in this minor group undertake the care and maintenance of church, school, office and other buildings, clean windows and use chemical and toxic gas and set traps to kill insects, rodents and other pests that infest buildings and surroundings.

Occupations in this minor group are classified into the following unit groups:

- 9131 BUILDING CARETAKERS**
- 9132 WINDOW CLEANERS**
- 9133 PEST EXTERMINATORS**

9131 BUILDING CARETAKERS

Building caretakers undertake and or supervise the care and maintenance of churches, schools, offices and other buildings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- locks and unlocks doors and entrances at appropriate times;
- supervises and/or undertakes the cleaning and maintenance of premises;
- controls lighting, air-conditioning and security systems;
- checks fire and safety equipment for adequate functioning;
- may undertake minor repairs and notifies owner/organisation of need of major repairs.

RELATED JOB TITLES

Caretaker
Janitor
Sexton

9132 WINDOW CLEANERS

Window cleaners wash and polish windows and other glass fittings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No formal qualifications are required.

TASKS

- secures ladders and other equipment to gain access to glass;
- selects appropriate cleaning or polishing implement;
- washes and polishes glass with brushes, cloths, water, solvents and squeegees.

RELATED JOB TITLES

Car washer
Window cleaner

9133 PEST EXTERMINATORS

Pest exterminators spray chemicals and toxic gases, and set mechanical and other traps to kill rodents, insects and other pests that infest buildings and surroundings.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications may be required. On-the-job training is usually provided.

TASKS

- inspects buildings and surrounding areas to detect signs of infestation;
- determines treatment and costs;
- mixes chemicals and dusts and sprays liquid and gaseous insecticides on infected areas using manual or electrical sprayer;
- sets mechanical and other traps;
- fumigates building, furnishings and clothing;
- may seal vents and other openings prior to fumigating.

RELATED JOB TITLES

Exterminator
Pest controller
Rodent control officer

MINOR GROUP 914
POSTAL DELIVERY WORKERS, MESSENGERS,
WATCHMEN AND METER READERS

Workers in this minor group sort and deliver letters and packages; move or assist with the moving of luggage from one place to a next, watch buildings at night, assist persons entering and leaving buildings, and read electric light, water and gas meters.

Occupations in this minor group are classified into the following unit groups:

- 9141 POSTAL DELIVERERY WORKERS**
- 9142 MESSENGERS, PACKAGE AND LUGGAGE PORTERS
AND DELIVERERS**
- 9143 WATCHMEN AND GATEKEEPERS**
- 9144 METER READERS**
- 9149 OTHER PORTERS (NEC)**

9141 POSTAL DELIVERY WORKERS

Postal deliverers collect and receive and sort mail, and then deliver it.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

No academic qualifications are required.

TASKS

- collects mail from post boxes;
- sorts mail or parcels into specified division and delivery order;
- completes delivery forms, and obtains signatures for delivery of registered or recorded mail;
- maintains records of mail received and dispatched;

- delivers mail following specified route;
- transports mail and parcels to harbour and airport.

RELATED JOB TITLES

Postman/postwoman

**9142 MESSENGERS, PACKAGE AND
LUGGAGE PORTERS AND
DELIVERERS**

Messengers, package and luggage porters and deliverers, collect and deliver messages, documents, correspondence and other material within or on behalf of an establishment and assist with the movement of or move luggage at airports, hotels and other such establishments.

**TYPICAL ENTRY ROUTES AND
ASSOCIATED QUALIFICATIONS**

Academic qualifications are not usually required.

TASKS

- collects correspondence, documents, packages and other material from and delivers to individuals, offices or other premises as directed;
- collects charges and/or signatures from customers and gives and receives receipts for pick up and delivery items;
- meets guests on arrival and transports luggage to guests' rooms;
- conveys passengers' baggage to check in area at airport or harbour or to outside transport;
- posts bulletins on notice boards;
- delivers room service orders.

RELATED JOB TITLES

Bell captain
Bellhop
Bellman
Messenger
Porter
Redcap

9143 WATCHMEN AND GATEKEEPERS

Watchmen and gatekeepers perform security duties and guard entrance gate at industrial plants, grounds, warehouses and other property to control traffic to and from buildings and grounds.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- ensures that buildings are secured after employees and other persons have left;

- stands watch on premises during night-time hours;
- patrols area at regular intervals;
- opens gates to allow entrance and exit of employees, trucks and other visitors;
- checks credentials or approved roster before admittance;
- issues passes at own discretion or on instructions from superiors;
- directs visitors to various parts of grounds or buildings;
- inspects outgoing traffic to prevent unauthorised removal of company property or products;
- may keep record of vehicles or other carriers entering and leaving;
- may supervise use of time clock for recording arrival and departure of employees.

RELATED JOB TITLES

Car park attendant
Doorman
Gate attendant
Gatekeeper
Tennis court attendant
Watchman

9144 METER READERS

Meter readers read electric, gas and water consumption meters and record volume used by residential and commercial consumers.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

Academic qualifications may not be required. On-the-job training is provided.

TASKS

- walks or drives over established routes and takes readings of meter dials;
- inspects meters and connections for defects, damage and unauthorised connections;
- indicates irregularities on forms for necessary action by service department;
- verifies readings to locate abnormal consumption and may record reasons for fluctuations;
- turns service off for non payment of charges;
- returns route book to business office for billing purposes.

RELATED JOB TITLES

Meter inspector
Meter reader

9149 OTHER PORTERS (NEC)

Workers in this unit group perform a variety of other occupations as porters, not elsewhere classified in MINOR GROUP 914.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are usually required. On-the-job training is provided.

TASKS

- lifts, escorts and wheels patients between hospital wards;
- assists with the filing and retrieval of patients' records and films;
- assists with unloading and delivery of supplies;
- assists other kitchen and service staff in the preparation of food;
- washes crockery, cutlery, and glass ware and kitchen utensils;
- receives and despatches goods from storeroom.

RELATED JOB TITLES

Bar porter
Kitchen porter
Night porter
Orderly
Storeroom porter

MINOR GROUP 915 SANITATION WORKERS

Workers in this minor group collect refuse and clean roads on designated routes, clean cemeteries and prepare graves.

Occupations in this minor group are classified into the following unit group:

9150 SANITATION WORKERS

9150 SANITATION WORKERS

Sanitation workers collect refuse and clean roads on designated routes, clean cemeteries and prepare graves.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- sweeps refuse from streets, gutters and side walks into pile;
- shovels refuse into container or garbage truck, or dumps refuse from container onto truck;
- transports refuse to landfill site or pulverisation plant and operates compactor or excavator to spread and compact layers of waste and earth cover;
- prepares graves for burial of dead;
- cleans excess grass from cemeteries.

RELATED JOB TITLES

General worker
Grave digger
Refuse collector
Sanitation worker

MINOR GROUP 921 AGRICULTURAL LABOURERS

Workers in this minor group cultivate and harvest crops, inseminate animals by artificial means and perform other tasks in the rearing and care of animals, bees and the incubation and hatching of eggs.

Occupations in this minor group are classified into the following unit group:

9210 AGRICULTURAL LABOURERS, FARM HANDS AND RELATED OCCUPATIONS

9210 AGRICULTURAL LABOURERS, FARM HANDS AND RELATED OCCUPATIONS

Agricultural labourers and farm hands perform a combination of duties in the cultivation and harvesting of crops, and breeding and rearing of animals and poultry.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- cultivates plants, fruit trees, vegetables, shrubs and other flowering plants by hoeing, spraying and thinning as necessary;
- cuts lawns, clips edges of lawns and flower beds, prunes trees, trims hedges, using manual and/or power garden tools;
- reaps, bundles and loads canes;
- operates farm driven machinery or uses fork and handplough to prepare soil, fertilise and treat crops;

- cleans animal and poultry pens and feeds animals and poultry;
- repairs pens, cages or fences;
- bathes, clips and grooms animals as necessary;
- rounds up stray animals;
- investigates cases of attacks on persons, livestock, destruction of food crops and cruelty to animals.

RELATED JOB TITLES

Agricultural labourer
Agricultural worker
Animal attendant
Bee keeper
Cane cutter
Cotton picker
Farm hand
Gardener (*general*)
Groom
Labourer
Poultry worker
Sugar worker

MINOR GROUP 931

QUARRYING AND CONSTRUCTION LABOURERS

Workers in this minor group assist other quarrying and construction workers in paving roads, laying bricks, mixing concrete, carpentry and those who work in sand, shale and rock quarries.

Occupations in this minor group are classified into the following unit group:

9310 QUARRYING AND CONSTRUCTION LABOURERS

9310 QUARRYING AND CONSTRUCTION LABOURERS

Quarrying and construction labourers perform a combination of duties on construction sites and in quarries.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

TASKS

- signals operators of construction equipment to facilitate alignment, movement and adjustment of machinery;
- mixes concrete either by hand or using portable mixer;
- moves block, stone, mortar and other materials to work areas;
- assists carpenter in sawing lumber, erecting wooden structure;
- constructs, repairs and maintains roads and pavements;
- cleans equipment, tools and work area as directed;
- cleans wells.

RELATED JOB TITLES

Casual worker (*construction*)
General worker (*construction*)
Labourer (*construction*)
Quarry worker
Road worker

MINOR GROUP 932 MANUFACTURING LABOURERS

Workers in this minor group perform a variety of occupations such as packing, cleaning and sorting in the manufacturing industry.

Occupations in this minor group are classified into the following unit group:

9320 HAND PACKERS AND OTHER MANUFACTURING LABOURERS

9320 HAND PACKERS AND OTHER MANUFACTURING LABOURERS

Workers in this minor group perform a variety of duties in the manufacturing industry.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required.

RELATED JOB TITLES

Assorter
Bundler
Factory worker
General worker (*manufacturing*)
Labourer (*manufacturing*)
Packer
Sorter

TASKS

- transports goods, materials, equipment to work area, assists with setting up machinery and equipment, and prepares tools and other equipment for use;
- cleans machine blockages and cleans machinery, equipment and tools;
- loads and unloads vehicles, trucks, crates, etc.;
- affixes labels or markers on products or containers;
- sorts articles due for repair or rejection;
- packs articles by hand in cartons, boxes and maintains records of items packed;
- keeps work area tidy and cleans waste or any spillages.

MINOR GROUP 933

TRANSPORT LABOURERS AND FREIGHT HANDLERS

Workers in this minor group load and unload aircraft and ships' cargoes, load and unload furniture and other household items and baggage from and at holds of aircraft and ship and may perform other carrying and stacking duties in warehouses.

Occupations in this minor group are classified into the following unit group:

9330 TRANSPORT LABOURERS AND FREIGHT HANDLERS

9330 TRANSPORT LABOURERS AND FREIGHT HANDLERS

Transport labourers and freight handlers load and unload ship and aircrafts' cargoes, furniture and other household articles and carry and stack goods in warehouses.

TYPICAL ENTRY ROUTES AND ASSOCIATED QUALIFICATIONS

No academic qualifications are required. Off- and on-the-job training is provided.

TASKS

- arranges cargo on quayside or in hold for loading or unloading;
- attaches winch or crane hooks, slings, ropes or clamps to loads, and hoses to ship's flow connections;
- operates winch or derrick to lift cargo, or signals to crane driver to commence lifting;
- starts pump to transfer oil, petroleum or water to and from a ship and uncouples hose system when loading/discharging is complete;

- removes slings, hooks, clamps or ropes from cargo and stows cargo in hold or loads cargo onto lorries or into warehouses;
- packs furniture and household goods into crates and cartons;
- loads and unloads furniture, household and other goods, materials and equipment into and from vehicles, removal vans and aircraft either manually or using lifting equipment;
- conveys furniture and goods about storage areas or into removal van manually or using hand trucks;
- conveys passengers' baggage to aircraft or seacraft or harbour.

RELATED JOB TITLES

Bargeman
Dock worker
Freighter
General worker (*transport*)
Longshoreman
Stevedore
Van assistant
Winchman

SECTION 3

**INDEX
OF TITLES**

Notes on the Index of Titles

The Index of Titles is a coding index, designed to yield the relevant four-digit code (the unit group level of the Barbados Standard Classification of Occupations) from job title information.

Certain principles must be adhered to when using the index. The most important principle is 'key-word indexing'. This is a method of constructing the index in such a way that facilitates speedy and accurate coding. Job titles are arranged hierarchically under key words, usually the most important word in the job title. Common key words are :

Assistant	Clerk	Inspector	Operator
Attendant	Engineer	Officer	Worker

These words, on their own, are usually insufficient for accurate coding of a job title. They are frequently qualified in some way. For example, words like 'Agricultural', 'Social', 'Sugar' and 'Laundry' can qualify the key word 'Worker'. Similarly, words like 'Flight', 'Mining', 'Maintenance' and 'Telecommunications' can qualify the key word 'Engineer'.

To locate a title in the index, first look up the keyword. Under the keyword is listed a set of qualifying words which yield the appropriate four digit code for classification purposes. In some instances, the keyword and any qualifying terms are still not sufficient for accurate coding of a job title. This happens when the same job title is used to describe different jobs in various sectors of the economy. A good example is the title 'Maintenance Engineer'. The work of a maintenance engineer is quite different if the maintenance involves aircraft as opposed to television sets. In these cases it is generally necessary to determine more about the nature of the job by referring to the industry of the informant. Where further information is required for accurate coding, this is shown italicised and in parentheses after the job title. The occupational information to be coded must be checked carefully in such cases to ensure that the relevant entry in the index is selected.

Trainees should be coded to the occupation for which they are receiving training. Supervisors and foremen are also coded to the occupational category which they supervise, unless otherwise indicated in the index of titles. Certain words are not used for coding purposes e.g. 'boy', 'girl', 'man', 'woman'.

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