

Sutton College guide to

Qualifications and Progression Routes

Art & Craft

Pottery

Courses at Entry Level 1

- Pottery Beginners Creative Craft Entry Level 1 (NCFE)

Courses at Entry Level 2

- Pottery Beginners Creative Craft Entry Level 2 (NCFE)

Courses at Entry Level 3

- Pottery Beginners Creative Craft Entry Level 3 (NCFE)

Pottery/Ceramicist

Ceramicists use a number of methods to create items ranging from culinary and household items to sculptural and decorative objects employing a variety of techniques in their work. In order to create an object they may:

- Use hand-building techniques
- Throw or mould softened clay, while rotating it on a wheel. This is the traditional method of making vessels including cups and bowls
- Make flat goods such as plates using a process called jiggering. It can be carried out by hand, but is often partly or fully automated. A flat piece of clay is placed on to a rotating mould and a metal profile or pattern is pushed down to squash the clay into the required shape
- Make hollow items such as cups, by hand or by machine using a process called jolleying
- Cast an object, which involves pouring liquid clay (or 'slip') into moulds to form items such as bowls, or sections of products such as teapots. They are then joined together using the liquid clay as an adhesive
- Finish an item, by turning and shaping on a lathe, using either hand tools, semi-automatic or automatic processes.
- Firing and glazing

Skills

Key skills for a ceramicist include:

- creative flair and practical ceramics skills
- time management and the ability to work to deadlines
- excellent communication skills
- organisational ability
- attention to detail
- photography, computer software and design skills
- business management skills
- a good understanding of health and safety procedures

Qualifications

Many ceramicists will have studied an art or design degree in an areas such as applied arts or design, ceramics, or 3D design.

Some providers include:

- [Central Saint Martins](#) and the [Royal College of Art](#) in London
- [University of Sunderland](#)
- [Plymouth College of Art](#)

A postgraduate qualification is not essential, but studying for a Masters level qualification in ceramic design might help you to hone practical skills and prepare for professional life.

A variety of part-time courses are available in further and adult education institutes, providing the opportunity to develop ceramics skills.

Career Progression

How your career develops will depend on your specialism.

You might want to be self-employed and concentrate on the design and production of your own ceramic products. If you opt for self-employment, career development will come by building your reputation through exhibition success and your visibility through networking, writing articles and giving talks about your work and techniques.

Alternatively, you could be employed in a larger company. Here, career progression comes from working with production teams, liaising with external clients and seizing opportunities to be innovative. There may be opportunities in research departments or for promotion to managing teams of designers within the studio. Increased responsibility will inevitably bring an increase in non design-related tasks. Another potential route is in academia. With further study, it's possible to work in higher education as a lecturer in ceramics.

Ceramicists often develop a portfolio career. Combining varied roles may spark creative ideas and keep you motivated. Ceramicists often combine their creative practice with:

- arts management
- community arts work
- gallery management
- teaching

Jobs you can consider doing with these skills:

Ceramicist – Designer/Maker

Providing ceramics making skills to produce a rang of items

Salary Variable

Dental Ceramicist

This will require additional and specialist training such as gain an associate degree in dental laboratory technology

Crafting dental prosthesis

£50,000 - £60,000

Pottery Teacher/Tutor

Plan, deliver and mark pottery courses in Schools, colleges or private training environments

£20 - £40phr

Ceramics Technician

Providing technological and practical support in a ceramics studio

£30,000

Beauty

Introduction to Hair & Beauty L1 Certificate (City & Guilds), Beauty Therapy Services L2 Diploma (City & Guilds) or Level 2 Diploma in Nail Technology (City & Guilds) and Beauty Therapy Level 3 Diploma (City & Guilds).

A Level 1 Introduction to Hair and Beauty is an introductory courses designed to give you an overview of Hair and Beauty as a profession that will enable you to work in the industry either as an employees or as a as independent trader.

Level 2 Beauty Therapy Services gives you the opportunity to realise your ambitions to become a beauty therapist or beauty consultant, or if your goal is to work in the hair and beauty industry in general. Learning a variety of key skills such as hair removal techniques, manicures and pedicures, and facial skincare, you will gain the practical and technical knowledge needed to be a success in the exciting world of beauty therapy. As well as developing your beauty treatment knowledge, skills, and techniques, you will learn about customer care, reception duties, health and safety, and recommending products to your customers, to fully prepare you for life in the beauty industry.

Level 2 Diploma in Nail Technology, is for those who want to develop skills on possibly their own independent business, in a very niche market of Beauty treatments, as as a fully qualified nail technician. This practical, theory-based course will allow you to gain expertise in key areas such as providing manicures and pedicures, applying and maintaining nail enhancements of all types, maintaining personal health and well-being, health and safety, and client care. You will also be able to demonstrate your creative skills, whilst acquiring all the required elements to thrive in the beauty industry, either in a Beauty salon or as a freelance nail technician.

The Level 3 Diploma in Beauty Therapy is an advanced, varied, and hugely interesting qualification where you will learn how to develop the skills to deliver a range of beauty techniques from Indian head and stone body massage, right through to electro-therapy treatments. This course also covers the more familiar aspects of beauty therapy, but takes you to the next level, teaching you the workings of intimate waxing for both men and women, and how to perform electrical epilation. Studying the Level 3 Diploma in Beauty Therapy will also develop your knowledge of salon life and the beauty industry as a whole, including monitoring and maintaining health and safety practices, promotion and selling products and services, and being adept at improve client care and communication.

BEAUTY

Courses at Level 1

- Introduction to Hair & Beauty Level 1 Certificate (City & Guilds)

Courses at Level 2

- Nail Technology Level 2 Certificate (City & Guilds)
- Beauty Therapy Services Level 2 Certificate (City & Guilds)

Courses at Level 3

- Beauty Therapy Services Level 3 Certificate (City & Guilds)

Jobs you can consider doing with these skills:

Beauty therapist

Alternative titles for this job include Beautician

Beauty therapists provide face and body treatments to help clients look and feel better.

Salary: £16,000 to £25,000

Further Employment opportunities:

Nail Technician, Beauty Consultant, Customer Service Assistant and running own Independent Business

Nail technician

Nail technicians repair, paint and decorate clients' nails.

Salary: £15,500 to £25,000

Beauty consultant

Alternative titles for this job include Beautician, beauty brand ambassador

Beauty consultants sell beauty products and help customers choose which ones to buy.

Salary: £14,000 to £25,000

Customer service assistant

Alternative titles for this job include Customer service adviser

Customer service assistants deal with customer questions, purchases and complaints.

Salary: £17,000 to £25,000

Link to the [Government's National Careers Service is here](#)

Business & Accounts

Accounting

Courses at Level 1

- Accounting Level 1 Access Award in Business Skills (AAT)

Courses at Level 2

- Accounting Level 2 Certificate (AAT)

Courses at Level 3

- Accounting Level 3 Advanced Diploma (AAT)

Book-keeping

Courses at Level 1

- Book-Keeping Level 1 (AAT)

Courses at Level 2

- Book-Keeping Level 2 (AAT)

Courses at Level 3

- Book-Keeping Level 3 (AAT)

Computerised Accounts

Courses at Level 1

- Computerised Accounts Level 1 (City & Guilds)

Courses at Level 2

- Computerised Accounts Level 2 (City & Guilds)

Your accounting or bookkeeping course can lead to many different career paths. For some it will be necessary to embark on further study.

Accountants perform account analysis, review financial statements, documents, and other reports to ensure they are accurate, conduct routine and annual audits, review financial operations, prepare tax returns, advise on areas that require more efficiencies and cost-savings, and provide risk analysis and forecasting.

Bookkeepers manage a company's financial accounts, ensuring they are accurate and easy to review. Their work plays an important role in the operation of a successful business, which can have very many transactions in a single day, let alone a week, month, fiscal quarter, or year

Jobs you can consider doing with these skills:

Management Accountant

Your knowledge of economics and accounting is excellent, giving you strength in figures and financial data analysis.

As well as having problem-solving skills and astute business knowledge, you're attentive to detail and have an excellent understanding of financial records.

£45,000 - £60,000

Chartered Certified Accountant

As a Chartered Certified Accountant, you have a high level of numeracy coupled with financial forecasting expertise.

Yours is an excellent business brain and you work well with people but can also use your own initiative as you're self-motivated.

You have to be tactful, discreet and trustworthy.

£45,000 - £65,000

Chartered Public Finance Accountant

As a public sector finance professional, you respond to new regulations and changing working practices with professionalism.

Your technical financial accounting skills are first-rate and you're committed to a lifetime of learning.

You're also politically aware and good at maintaining stakeholder relationships.

£50,000 - £65,000

Bookkeeper

From daily management of accounts to keeping businesses abreast of late payments, the Bookkeeper role suits your accounting and mathematical mind.

You have an advanced ability to pay attention to detail and you excel at administration. You also get on with clients and help them to keep to tax deadlines.

£25,000 - £35,000

Business Development Manager

This sales role is for you if you have deep business knowledge and excellent numeracy and analytical abilities.

A Business Development Manager is self-motivated and an excellent negotiator with good interpersonal skills that make you articulate when dealing with customers.

You hit your targets consistently.
£30,000 - £60,000

Bank Branch Manager

You enjoy the challenge of running your own branch, which requires numeracy and business management skills.

You're particularly good at building rapport with customers and you communicate equally well with the team you lead.

£24,000 - £55,000

Tax Inspector

A Tax Inspector is an analytical person with a curious and investigative nature who looks into the tax affairs of a business, particularly if fraud is suspected.

You have numeracy and maths skills and a passion for solving problems.

You're knowledgeable in the way businesses are run and can work on your own or with a team.

See Civil Service pay scales

Financial Controller

Reporting to the Chief Financial Officer, you have superb maths and accounting abilities, whether managing budgets or dealing with payroll.

You're ambitious and serious about your professional development.

Your interpersonal and communication skills are excellent, particularly when hiring and training staff for the department.

£40,000 - £70,000

Finance Manager

You're suited for the role of Finance Manager because of your head for figures and business knowledge when planning budgets, strategising and interpreting financial data.

Guiding people to make the right business decision is one of your goals.

You have excellent communications and negotiating skills.

£45,000 - £55,000

Actuary

An Actuary works in the insurance industry and helps insurers to decide whether a person, building or company is worth insuring based on financial risk

Your maths expertise is coupled with analytical thinking, but you also enjoy being part of a team and explaining numbers to people.

You're ambitious, self-assured, pragmatic and confident, and enjoy problem-solving.

£40,000 - £60,000

Accounting Teacher/Tutor

Use your skills, qualifications and experience to teach others

You can work in schools, colleges or universities

£25,000 - £52,000

Computing

1st Steps - Computers & The Internet (E1), Next Steps - Computers & The Internet (E2), Essential Digital Skills (E3), Essential Digital Skills Qualification (L1)

1st Steps - Computers & The Internet (E1) encourages and supports you to get started on using a computer or if you know a little but need more confidence when using a computer, we will help you build that too. As well as learning the basic skills of word processing, you will be able to connect to the internet, set up an email address and explore the web.

Next Steps - Computers & The Internet (E2) takes to the next level and more than just a basic understanding of computers and internet. From entering / editing text to inserting pictures, shapes or symbols. Whether it is saving, opening and printing documents that you have learnt to create, or using the internet safely when using social media, you will be well prepared to start exploring a new computerised and interactive world.

Building on the basic skills developed in previous courses, you will now progress to Essential Digital Skills (E3), and be introduced to elements such as Using devices and handling information, Transacting (Buying things online) and being safe and responsible online.

Processing documents / using tools in Microsoft Word, how to t your document in Word using page numbers, colour, tables, symbols, shapes, borders, images Word art, headers, and footers

COMPUTING

Courses at Entry Level 3

- Essential Digital Skills Entry 3

Courses at Level 1

- Essential Digital Skills Level 1

Jobs you can consider doing with these skills:

Data entry clerk

Alternative titles for this job include Audio typist, copy typist

Data entry clerks type information into databases and systems and create letters, reports and other documents.

Salary: £15,000 to £25,000

Admin assistant

Alternative titles for this job include Office administrator, clerical assistant, administrative assistant

Admin assistants give support to businesses by organising meetings, typing documents and updating computer records.

Salary: £14,000 to £28,000

Health records clerk

Alternative titles for this job include Medical records clerk

Health records clerks keep medical records up to date.

Salary: £18,546 to £24,882

Link to the [Government's National Careers Service is here](#)

Counselling & Health

L2 Counselling Skills, L3 Counselling Studies, and L4 Therapeutic Counselling Courses.

There is a short introductory course designed to give you an overview of Counselling courses and what you might be studying as well as an opportunity to look at yourself, and consider if this the line of study you want to pursue.

Level 2 Counselling Skills is the first step towards realising your ambition of becoming a counsellor, whether you just want to develop basic counselling skills that might be useful to have to support work colleagues, friends and family.

The Level 3 Counselling Studies is designed for those of you who now wish to continue their training at an advanced level. You will further develop your knowledge and skills in order to take your next steps towards becoming fully-qualified. It'll prepare you for undertaking workplace experience as a trainee counsellor, and provide a gateway to further qualifications and training.

L4 Therapeutic Counselling Courses is intended for those who want to train to become a counsellor working in a counselling service agency. Successful completion of this qualification means that you will be able to provide a therapeutic counselling service – initially within the context of an agency's service framework, but later (with experience and support from your supervisor) you may progress to independent practice.

Counselling

Courses at Level 2

- Counselling Skills Level 2 (CPCAB)

Courses at Level 3

- Counselling Studies Level 3 (CPCAB)

Courses at Level 4

- Therapeutic Counselling Level 4 Diploma (CPCAB)

Jobs you can consider doing with these skills:

Counsellor

Alternative titles for this job include Therapist

Counsellors help people discuss their problems and feelings in a confidential setting

Salary: £27,055 to £47,672

Further Employment opportunities:

Volunteer Counsellors, Professional Therapeutic Counsellors, Teaching, and running own Independent Businesses

Further education teacher

Alternative titles for this job include Further education tutor, further education lecturer, FE teacher

Salary: £24,055 to £40,000

Further education (FE) teachers teach academic and vocational or work related courses to young people and adults.

Teaching assistant

Classroom assistant, learning support assistant

Teaching assistants support teachers and help children with reading, writing and learning activities.

Salary: £14,000 to £21,000

Link to the [Government's National Careers Service is here](#)

English & Maths

Whether you want to work in an administrative capacity or be able to progress to higher education, in most cases you will need to have a GCSE or Functional Skills level 2 qualification in English and Maths.

English

- English Functional Skills (Intensive) Level 1
- English Functional Skills (Intensive) Level 2
- English GCSE (Steady Pace)
- English Language GCSE 9-1

Maths

- Maths Functional Skills Level 1 (Edexcel)
- Maths GCSE Fast Track
- Maths GCSE- Foundation Paper (Steady Pace)
- Multiply Maths - Addition, Subtraction, Multiplication, Division & Percentages Workshops For GCSE
- Multiply Maths - Algebra Workshops For GCSE
- Multiply Maths - Everyday Maths For ESOL Learners - Get Ready For Functional Skills
- Multiply Maths - Functional Skills - Boost Your Confidence For Level 2
- Multiply Maths - Geometry Workshops For GCSE
- Multiply Maths - How To Manage Your Household Budget - Food Bills, Energy Bills, Mortgages & More
- Multiply Maths - Revision Workshops To Boost Confidence For GCSE
- Multiply Maths - Statistics Workshops For GCSE

Jobs you can consider doing with these skills:

Administrative officer

An Administrative Officer, or Office Administrator, performs all administrative and clerical tasks necessary for an organisation or company. Their duties include budgeting, organising company records and schedules and managing office inventory.

£22,000 - £35,000

Administrator

An administrator prepares, organises and stores information in paper and digital form. Dealing with queries on the phone and by email. Greeting visitors at reception. Managing diaries, scheduling meetings and booking rooms.
£25,000 - £ 40,000

Business Support

Business Support Officers play a crucial role in ensuring the smooth functioning of daily business operations by managing tasks such as handling correspondence, maintaining records, organising meetings, and coordinating schedules. They may also assist with data entry, report generation and general office management
£23,000 - £35,000

ESOL English Language

Courses at Entry Level 1

- ESOL Entry 1 Reading Award
- ESOL Entry 1 Speaking and Listening Award
- ESOL Entry 1 Writing Award

Courses at Entry Level 2

- ESOL Entry 2 Reading Award
- ESOL Entry 2 Speaking and Listening Award
- ESOL Entry 2 Writing Award

Courses at Entry Level 3

- ESOL Entry 3 Reading Award
- ESOL Entry 3 Speaking and Listening Award
- ESOL Entry 3 Writing Award

Courses at Level 1

- ESOL Level 1 Reading Award
- ESOL Level 1 Speaking and Listening Award
- ESOL Level 1 Writing Award

Courses at Level 2

- ESOL Level 2 Reading Award
- ESOL Level 2 Speaking and Listening Award
- ESOL Level 2 Writing Award

Jobs you can consider doing with these skills:

Interpreter/Translator

An interpreter is a speech professional who translates messages from one language to another so that various groups of people can understand the message and communicate with one another. Interpreters are usually fluent in both the spoken and translated languages they interpret.

£30,000 - £37,000

Transcriber

A transcriber is a professional who creates written copy of either video or audio content. Also called transcriptionists, transcribers convert recorded or live human speech into text. Transcribers create copy that follows the conventions of written language, such as grammar rules, and the standards of their industry

£25,000 - £30,000

Language Teacher

Share the knowledge and skills you have gained by teaching others. Work in Schools, colleges, and universities.

£25,000 - £40,000

Fashion & Textiles

Become a Stylist, Textile Designer, Fashion Designer, Fashion Product Manager, Pattern Cutter/Grader, Fashion Illustrator, Costume Designer or Fashion Lecturer.

The [fashion industry contributed as much as £32.3 billion to the UK economy in 2017](#) according to data published by the British Fashion Council. This exciting industry is growing rapidly and continues to be a major UK employer, meaning that talented fashion designers are very much in demand.

Consumers are also becoming increasingly aware of the environmental impact of fashion and there is mounting pressure on the industry to prioritise sustainable materials, fabrics and working practices. Skilled fashion designers with an eye for detail and an interest in the issues facing the industry are now needed more than ever before.

Courses at Entry Level 1

- Sewing Beginners Creative Craft Entry Level 1 (NCFE)

Courses at Entry Level 2

- Sewing Progressors Creative Craft Entry Level 2 (NCFE)

Courses at Entry Level 3

- Sewing Making Clothes Creative Craft Entry Level 3 (NCFE)

Courses at Level 1

- Fashion - Level 1 Award Shirts & Tops (City & Guilds)
- Garment Making for Entrepreneurs Level 1 (City & Guilds)

Courses at Level 2

- Fashion Level 2 - Dresses (City & Guilds)

Jobs you can consider doing with these skills:

Technologist

A clothing/textile technologist works with a variety of fabrics, both man-made and natural fibres, as well as leather, fur, metals and plastics. As a technologist, you'll source fabrics or textiles that are fit for purpose and carry out quality control tests.

£27,000

Technician

Textile technicians make sure the machines and equipment that are used to produce textiles in factories are operating correctly, minimising interruption in production and ensuring operatives can work safely. Some textile technicians work in the production process, e.g. as a weaver or spinner, as well as undertaking routine maintenance of machines.

£24,000 - £32,000

Designer

Fashion designers use their advanced technical skills and creativity to develop new women's, men's, and children's apparel. Drawing inspiration from current fashion trends and consumer needs, they will sketch out ideas and decide on the fabrics, colours and patterns that shape a garment. They will often have a specific brief to work towards and may specialise in a particular kind of clothing, such as sportswear or formalwear.

£29,000 - £35,000

Textile Print Designer

Textile designers create designs for woven, knitted or printed fabrics. These can be used for furnishings, clothing, packaging and floor and wall coverings. Textile designers have to research trends and forecasts in the textile industry.

£28,000 - £35,000

Pattern Cutter

Pattern cutters create pattern templates based on drawings from a fashion designer to make clothes.

£29,500 - £33,000

Flowers & Gardening

Flowers

As a florist, it's easy to think your only career path is to work in a shop; however, there are more options available to you; from importer to industry rep, there are many careers you can pursue, full-time, part-time, or alongside being a florist.

Take a look at the examples and remember they all originally trained as a florist; whether it is bench or college trained, each went on to find new ways of working with their skills and creativity.

If you don't want to get trapped in the normal mundane 9 – 5 shop work, and if you are talented, enthusiastic and motivated enough to progress further, then take a look at some of the other careers in the floristry industry.

Courses at Entry Level 1

- Floristry - Floral Design Entry Level 1 Creative Craft (NCFE)

Courses at Entry Level 2

- Floristry - Floral Design Entry Level 2 Creative Craft (NCFE)

Courses at Entry Level 3

- Floristry - Floral Design Entry Level 3 Creative Craft (NCFE)

Courses at Level 1

- Floristry Level 1 Award in Floral Design (City & Guilds)
- Floristry for Entrepreneurs Level 1 Certificate - Employability Skills (City & Guilds)

Courses at Level 2

- Floristry Level 2 Award in Floristry (City & Guilds)
- Floristry Level 2 Certificate in Floristry (City & Guilds)

Courses at Level 3

- Floristry Level 3 Advanced Technical Diploma in Floristry (City & Guilds)

Importer Average Salary £ 35,000pa

Your job title - Sales Executive

Main duties - Serving wholesale markets with imported flowers.

- A floristry background
- Product knowledge
- Flexibility
- Challenging
- Working from home
- Importing & exporting (logistics)

Wholesaler Average Salary £ 25,000pa

Your job title - Sales Assistant

Main duties

- Quality control
- Helping customers with orders/good customer service
- Putting together orders/invoicing customers
- Product knowledge/Seasonal availability/varieties
- Floristry experience.
- Early morning starts

Personal Assistant Average Salary £ 30,000pa

Your job title - PA to Vice President at Oasis or similar industry company

Main duties

- Working on floristry events such as the OASIS® Academy competition and workshops for Floristry Tutors
- Designing flower arrangements for dinner functions
- Working on photo shoots for our magazine
- Excellent product knowledge
- Product testing of new and current products
- Visiting florists and getting valuable feedback about our products.
- Organising European MD meetings, travel and hotels
- Various admin duties
- Excellent customer service skills
- Ability to communicate at all levels

Sales Consultant Average Salary £ 35,000pa + commission

Your job title - Floristry Consultant for Smithers Oasis or similar industry company

Main Duties

- Working in source and supply
- Importing & exporting (logistics)
- Maths (exchange rates)
- Floristry background
- Flexible working hours – especially at peak periods
- Quality control issues – perishable goods
- Ability to talk to people at all levels (along the supply chain)

Retail Average Salary £ 22,000pa

Job title - Shop Assistant/Manager/Owner

Main duties

- Previous floristry experience
- Excellent customer service skills
- Excellent organisational skills
- Human resources
- Accounting and administration
- Buying
- Quality control
- Buying stock and sundries.

Party Florist Average Salary £ 25,000pa

Your job title - International Floral Designer

Main duties

- Running a business
- Previous floristry experience
- Working on show designs
- Excellent organisational/Co-ordinating skills
- Travel
- Working as part of a team
- Ability to change and adapt
- Creative - overwhelming passion and enthusiasm for flowers.
- Flexible working hours (long hours)

Contract florist Average Salary £ 30,000pa

Your job title - Managing Director

Main duties

- Liaising with clients
- Working from home
- Ordering/buying stock
- Making weekly contract flower displays
- Bookkeeping (invoicing and accounts)
- Administration
- Flexible
- Creative - overwhelming passion and enthusiasm for flowers.

Multiples Designer Average Salary £ 40,000pa

Your job title - Product Developer for Flowers & Plants

Main duties

- Designing and planning what flowers and plants go into stores and online throughout the year
- Working closely with buyers and technologists to put the best value and quality flowers and plants on sale
- Excellent product knowledge of all the raw materials from flowers and foliage to cellophane wrap and gift bags.
- Creative experience
- Travelling
- Working with suppliers to create fantastic ranges
- Product launches
- Administration duties

Product Development Average Salary £ 35,000pa

Your job title - Product Developer

Main duties

- Product development for all websites, along with all partner sites
- Help manage stock operations around Europe/World
- Excellent knowledge of flower auctions/flower markets
- Work with the marketing and operations teams to produce seasonal bouquets at all different price ranges to send across Europe/World
- Exceptional flower & plant knowledge
- Understand flower seasonality and all the different ways to create attractive bouquets
- Stock management and buying
- Product development
- Exceptional Floristry skills
- Predicting what will be available at a good price can be quite tough.
- Creativity
- Good head for business

Education Average Salary £ 35,000pa

Your job title - Floristry lecturer and course manager.

Main duties

- To teach and give practical instructions to people at all levels
- Course supervision
- Exceptional knowledge of floristry and the industry
- Responsible for all administration and course reviews
- Mentoring new and existing students
- Carry out duties according to the Data Protection Act, Safeguarding, Equality, diversity and inclusion and any other relevant policies and procedures
- To undertake the relevant CPD every year
- Excellent communication skills
- Ability to work part of a team
- Proven ability to meet deadlines

Verifier Average Salary £ 20,000pa

Job Title - City and Guilds as an External Verifier/Moderator

Main duties

- Travel all over the country checking the quality of colleges who have floristry departments and deliver the awarding body qualifications
- Responsible for writing reports and make sure any amendments are fed back to the quality team
- The External Verifier is representing the awarding body
- Checks the students are up to the level and standard of the qualification the awarding body delivers

Technician Average Salary £ 19,000pa

Your job title - College Floristry technician

Main duties

- Make sure students and lecturers have all the materials needed for their lessons
- Conditioning all the necessary flowers and foliage
- Keeping the floristry department clean and clear of hazards to maintain a safe work space for students

- Maintain the quality of any fresh materials stored, partly by keeping the fridges tidy
- Good knowledge of fresh material names, sundries, and the designs that the students must create, which helps me to help them learn.
- Working within a team

Media & Communication Average Salary £ 35,000pa

Your job title - Owner of a publishing company

Main duties

- Travel around the country photographing and writing about flower shops, running workshops
- Excellent product and design knowledge
- Writing and styling co-ordination of sales and PR.
- Use of underpinning knowledge to style photographs
- Working closely with a publisher
- Hard work and long hours

Presenter/Commentator Average Salary £ 35,000pa

Your job title – Demonstrator

Main duties

- Excellent product and design knowledge
- Ability to demonstrate to all ages and abilities
- Freelance consultant and designer
- Ability to host workshops and present large scale demonstrations
- Publisher
- Travel all around the UK and Europe
- Knowledge of staging floral designs – including lighting and music
- Working to a budget/costing
- Ability to sketch ideas and communicate designs
- Ability to inspire people
- Paperwork/diary - bookings and engagements

Public Relations Average Salary £ 35,000pa

Your job title - Communications Manager

Main duties

- Exceptional floristry design knowledge
- Talking to the media every day
- Create or help with articles
- Review and analyse achievements in the media
- Manage the website and the day-to-day running of the business
- Help enquirers from the industry and the public.
- Comprehensive knowledge of flowers and plants
- Challenging role
- Ability to communicate at all levels
- Handling eco issues
- Developing and implementing media projects
- PR and marketing experience

Industry representative Average Salary £ 30,000pa

Your job title – Floristry representative

Main duties

- Travel the country/world as ambassadors for the industry.
- Vast amount of experience and expertise
- Promotes excellence and quality
- Knowledge of teaching and demonstrating
- approached by the media to make comments about topical stories relevant to the industry
- Ability to handle pressure of deadlines
- Driven and determined

Gardening

Gardener responsibilities include monitoring the health of all plants and greenscapes, watering and feeding plants, trimming trees and shrubs, fertilizing and mowing lawns, weeding gardens and keeping green spaces and walkways clear of debris and litter.

Courses at Level 1

- Practical Horticulture Skills Level 1 Award (City & Guilds)
- The Wildlife Garden - Community Project Level 1 (City & Guilds)

Jobs you can consider doing with these skills:

Garden Centre Jobs

There are a range of jobs within a garden centre that will require horticulture qualifications and/or experience. Below is a list to consider.

- Plant Area Manager
- Horticulture Adviser
- Seed Production Assistant
- Yard Operatives
- Nursery Assistant
- Greenhouse staff

£18,000 - £35,000

Gardener

A landscape gardener works outside on private yards and gardens, school campuses, parks, and public spaces. They are in charge of planting, trimming, weeding, and maintaining landscape designs.

£26,000

GCSEs

Whether you want to work in an administrative capacity or be able to progress to higher education, in most cases you will need to have a GCSE or Functional Skills level 2 qualification in English and Maths.

English

- English Language GCSE 9-1

Maths

- Maths GCSE

Jobs you can consider doing with these skills:

Administrative officer

An Administrative Officer, or Office Administrator, performs all administrative and clerical tasks necessary for an organisation or company. Their duties include budgeting, organising company records and schedules and managing office inventory.

Administrator

An administrator prepares, organises and stores information in paper and digital form. Dealing with queries on the phone and by email. Greeting visitors at reception. Managing diaries, scheduling meetings and booking rooms.
£30,000 - £40,000

Business Support

Business Support Officers play a crucial role in ensuring the smooth functioning of daily business operations by managing tasks such as handling correspondence, maintaining records, organising meetings, and coordinating schedules. They may also assist with data entry, report generation and general office management
£28,000 – £34,000

Languages & BSL

British Sign Language

Courses at Level 1

- British Sign Language Level 1 Award (Signature)

Courses at Level 2

- British Sign Language Level 2 Certificate (Signature)

Courses at Level 3

- British Sign Language Level 3 Certificate (Signature)

German

Courses at Entry Level 3

- German Beginners Entry 3 Award (ABC)
- German Level 1 Award (ABC)

Italian

Courses at Entry Level 3

- Italian Beginners Entry 3 Award (ABC)
- Italian Level 1 Award (ABC)

Japanese

Courses at Entry Level 3

- Japanese Beginners Entry 3 Certificate (ABC)

Spanish

Courses at Entry Level 3

- Spanish Beginners Entry 3 Award (ABC)
- Spanish Level 1 Award (ABC)

Jobs you can consider doing with these skills:

Interpreter/Translator

An interpreter is a speech professional who translates messages from one language to another so that various groups of people can understand the message and communicate with one another. Interpreters are usually fluent in both the spoken and translated languages they interpret.

£30,000 - £37,000

Transcriber

A transcriber is a professional who creates written copy of either video or audio content. Also called transcriptionists, transcribers convert recorded or live human speech into text. Transcribers create copy that follows the conventions of written language, such as grammar rules, and the standards of their industry

£25,000 - £30,000

Language Teacher

Share the knowledge and skills you have gained by teaching others. Work in Schools, colleges, and universities.

£25,000 - £40,000

Photography

Photographers take photographs or images using either a digital or film camera. They use both artificial and natural light to capture the right image, whether they're documenting people, landscapes or objects. As a photographer, you have the opportunity to work in a variety of locations and settings depending on your particular niche.

Courses at Entry Level 1

- Photography - DSLR Beginner Entry Level 1 Creative Craft (NCFE)

Courses at Entry Level 2

- Photography - DSLR Beginner Entry Level 2 Creative Craft (NCFE)

Courses at Entry Level 3

- Photography - DSLR Beginner Entry Level 3 Creative Craft (NCFE)

Courses at Level 1

- Photography Level 1 Award (NCFE)
- Start Your Own Photography Business Level 1 Certificate
- Employability Skills (City & Guilds)

Courses at Level 2

- Photography Level 2 Certificate (UAL)

Courses at Level 3

- Photography Level 3 Certificate (UAL)

Jobs you can consider doing with these skills:

Photographer Portrait/commercial/landscape/scientific/fashion/product

Choose one of the many areas of photography. In addition to the above disciplines you can think about niche areas such as ophthalmic photography, large group photography and much more.

£25,000 - £40,000

Supported Learning (LLD)

Our courses are chosen and designed to enable you, to experience a range of courses, that will empower, educate, and develop your potential employability skills. Building confidence, developing independence, as well as providing you with an opportunity to realise your own potential and abilities.

There are 3 key areas of learning; Essential Maths/English & Employability, Independent Living and Enrichment, that will give you a well-rounded course of study, that is linked to developing you.

After taking an initial assessment, and being interviewed by one of our team, you will then be able to select courses to make up your personal study programme, which may include opportunities to volunteer, perform, travel, or even exhibit your work.

There is a broad range of courses being offered from beginners (E1) to pre-GCSE (L1). Along your learning journey a team of experienced tutors, in class LCAs (Teaching Assistants) will support you. Should you require it, additional learning support whether in class or 1-1 is also available.

Courses include:

Pre Entry ASB Courses - Reading & Writing, Photography, Drama for Confidence, Using Maths with Money, Develop your ICT Skills, Music, Finding Your Voice for Confidence, Creative Dance, movement & Rhythm.

Entry ASB Courses - Photography, Theatre & Film, History, Personal Presentation - For Interviews and in the Workplace, Creative Skills For working in Retail, Work Skills, Number Skills, Travel & Tourism, Making, Selling & Marketing, Reading & Writing, Social Skills For the Workplace, Develop your ICT Skills for the Workplace.

Pre Entry CL Courses - Techniques to Reduce Stress, Dance, Singing for Wellbeing, Fabric & Craft, Feel Good Friday Get Creative with Arts & Crafts Projects, Pottery, FGF Yoga, FGF Tai Chi, FGF Sport, Developing Self Awareness, Sensory Art, Seated Exercise.

Entry CL Courses – Pottery, Healthy Living, Acting Skills

Essential Maths and English & Employability

- English - First Steps (LLDD)
- Maths - First Steps (LLDD)
- Next Steps - Computers & The Internet (LLDD)
- First Steps - Computers & The Internet (LLDD)
- Mixed Media Creative Design (LLDD)
- Photography - Creative Craft Entry Level 1 Award NCFE (LLDD)
- Preparation for Employment Entry Level 1 Certificate (Gateway Qualification) LLDD
- Skills for Life & Work Entry Level 1 Certificate (Gateway Qualification) LLDD

Jobs you can consider doing with these skills:

Sales assistant

Alternative titles for this job include Shop assistant, sales person, store assistant, retail assistant, retail sales assistant

Sales assistants sell products and help customers.

Salary: £13,000 to £25,000

Shelf filler

Alternative titles for this job include Stock assistant, shelf stacker, customer assistant

Shelf fillers put stock out on supermarket shelves and in display cabinets. They also remove out of date items and help customers.

Salary: £14,000 to £19,000

Horticultural worker

Alternative titles for this job include Horticultural assistant, garden nursery assistant, garden centre worker

Horticultural workers grow and sell plants in garden centres and look after plants in parks and gardens.

Salary: £13,000 to £23,000

Link to the [Government's National Careers Service is here](#)

Teaching, STL & Early Years

Teaching Assistants (STL)

Sutton College continues to offer the popular Supporting Teaching and Learning Levels 2 and 3, alongside the introduction to this area via the new 'Preparing To Work In Schools Level 1 Award (NCFE) (Online Course)' for those considering entry into the industry. We have also introduced a short "Finding a Placement in Education" course which helps our Level 1 learners find the placements they need to progress to Level 2. Our suite of initial and further qualifications in teaching adults has been updated to reflect industry with a new 'Understanding Specific Learning Difficulties Level 2' course also accredited by NCFE CACHE.

Getting Started

- Finding a Work Placement in Education (NCFE)

Courses at Level 1

- Preparing To Work In Schools Level 1 Award (NCFE)

Courses at Level 2

- Supporting Teaching & Learning in Schools Level 2 Certificate (NCFE CACHE)

Courses at Level 3

- Supporting Teaching & Learning Level 3 Diploma (NCFE CACHE)

Early Years

Caring for Children Award Level 1, NCFE CACHE Level 2 Diploma for the Early Years Practitioner, Early Years Workforces (EYE) Diploma Level 3

Studying and working in childcare is an exciting and rewarding career. Teachers share their vocational experiences with you while you learn. They also provide the opportunity for work placements, giving you the opportunity to discover what it's like to work in a professional nursery, and further developing your skills to support you launching your career.

The Caring for Children Award - Level 1 encourages you to understand the knowledge and the skills needed to care for young children. It covers children's growth, learning and

development and healthy eating. There are also units to help with self-development. If you are considering a career in caring for children, then this is the course for you.

An NCFE CACHE Level 2 Diploma for the Early Years Practitioner will provide you learners with the knowledge and understanding of babies and young children from birth to 7 years of age with applied knowledge in the early years, 0-5 years. You will study Roles and Responsibilities, Health and Safety of babies and young children, support the planning and delivery of activities, as well as an opportunity to promote play and work supporting the needs of the child in preparing for school. You will also need a placement in a setting with children aged 0 -5 for 7 hours per week. Totalling 250 over the duration of the course.

Early Years Workforces (EYE) Diploma Level 3 is an advanced, varied, and hugely interesting qualification where you will learn and become prepared to work as professional Early Years Educators, with children from birth to 5 years and gain knowledge of children aged 5 to 7 years. Placements are required for a minimum of 350 placement hours is required. During placement, you will need support from a professional within your placement nursery who will be required to complete professional development records.

Courses at Level 1

- Caring for Children Level 1 Award (NCFE CACHE)

Courses at Level 2

- Early Years Practitioner Level 2 Diploma (NCFE CACHE)

Courses at Level 3

- Early Years Educator Level 3 Diploma (NCFE CACHE)

Jobs you can consider doing with these skills:

Nursery worker

Alternative titles for this job include Nursery assistant, early years educator, pre-school assistant, playgroup assistant, childcare worker

Nursery workers help babies and children up to 5 years old to develop and learn in a safe and supportive setting.

Salary: £14,000 to £24,000

Further Employment opportunities:

Nanny (Au Pair), Early Years Teacher

Nanny

Alternative titles for this job include Au pair

Nannies work in private homes caring for their employer's babies and young children.

Salary: £ Variable

Early years teacher (with extra training / study)

Alternative titles for this job include Nursery teacher

Early years teachers are specialists in early childhood development and work with children up to the age of 5.

Salary: £25,714 to £36,961

Link to the [Government's National Careers Service is here](#)

Qualifications gained overseas

If you have qualifications that were achieved overseas and you would like to have these converted to the UK equivalent you will need to get in touch with UKENIC.

Ecctis is a gold-standard provider of solutions and services in international education, training, and skills, and in the development and recognition of globally portable qualifications. We are an internationally trusted and respected reference point for qualifications and skills standards.

Ecctis is UK-based and operate worldwide, with a global network and client base spanning 62 countries and 5 continents. Ecctis has a 20-year track record in international consultancy and development.

Ecctis provides official UK national agency services on behalf of the UK Government in qualifications, skills, and migration:

For further information click on the relevant logo below



UK ENIC is the UK National Information Centre for global qualifications and skills. Following the UK's leaving the EU, the former UK NARIC recognition agency function changes from a NARIC (which is an EU-only title) to an ENIC (the wider European title for national recognition agencies) in order to meet the UK's continuing treaty obligations under the [Lisbon Recognition Convention](#).



UK Visas and Nationality services are provided on behalf of the UK Home Office. Visas and Nationality statements support applications to the Home Office for visas and for settlement.



The UK Centre for Professional Qualifications provides official advice and support for the recognition of international professional qualifications in the UK. We operate the UKCPQ on behalf of DBT, the UK Government Department for Business and Trade.

Thinking of higher education?

If you are thinking of going into higher education and want to know if you have enough tariff points you can use the UCAS Calculator.

You can access the calculator [HERE](#)

Find Higher Education Providers, know when they have information events

Follow the link [HERE](#)