

QUALIFICATIONS

The guidance below relates to some widely held qualifications. If you hold qualifications which are not listed, advice should be sought from the Office of Human Resources regarding their equivalencies for the purpose of any Civil Service entry requirements. Decisions regarding qualification equivalencies are taken in light of the UK National Qualifications Framework (NQF) which provides a means of comparing a variety of qualifications against each other.

GENERAL CERTIFICATES OF SECONDARY EDUCATION (GCSES)

GCSEs graded numerically from 2017

GCSEs awarded in England will be graded numerically between 9 - 1, with 9 being the highest award. This will be a gradual process with the entirety of GCSE subjects awarded in England being graded numerically by 2019. As a consequence, GCSEs awarded between 2017 and 2019 may contain a mixture of lettered and numerical results across subjects.

Subjects that are graded at 4 or higher are equivalent to GCSE Grade C or above.

For the purposes of Double Award subjects such as Combined Science, the grade will be awarded as equal or adjacent grades, i.e. what would have been a Grade C double award Science will be displayed as "Combined Science 4 – 4".

Where double award subjects are awarded at adjacent grades, for example 5 – 4, the highest grade will always be displayed on the left.

Double award Grades are equivalent to 2 GCSEs

Cambridge International General Certificates of Secondary Education (IGCSEs)

Subjects at Grade C or above including English Language. For a Double Award, i.e. Double Science, the two separate grades can be counted as two IGCSEs. Where the post requires an English qualification it must be English Language – English Literature cannot be accepted instead.

Note that whilst other educational boards offer IGCSE courses, only Cambridge IGCSEs are acceptable.

Replacing GCE/CSE's from 1988 onwards

Subjects at Grade C or above including English Language. For a Double Award, i.e. Double Science the two separate grades can be counted as two GCSEs. Where the post requires an English qualification it must be English Language - English Literature cannot be accepted instead.

GENERAL CERTIFICATE OF EDUCATION (GCE'S)

Before 1975

As a general rule most Examining Boards marked GCE papers with either a "Pass", Grades 1 to 6 or, alternatively with the subject title only being noted on the certificate. Any of these is considered acceptable as being equivalent to a GCSE at grade C or above.

From 1975 onwards

From 1975 onwards only GCE subjects passed at Grade C or above can be accepted as being equivalent to a GCSE at Grade C or above.

CERTIFICATE OF SECONDARY EDUCATION (CSE'S)

Only subjects passed at Grade 1 are acceptable as being equivalent to a GCSE grade C.

A'LEVELS

1 A'Level is considered to be equivalent to 2.5 GCSEs. Therefore, 2 A'Levels are accepted as being equivalent to 5 GCSEs including English Language regardless of subject. Grades A - E are acceptable.

SCOTTISH QUALIFICATIONS

Qualifications accredited at level 5 of the Scottish Credit and Qualifications Framework equate to UK GCSE level, these include:

UP TO 1972

Ordinary Grade - Only subjects passed were included on the certificate so subjects listed on the certificate are accepted as being equivalent.

FROM 1973 ONWARDS

Ordinary Grade - Awards in each subject are graded in Bands A to E. Only subjects awarded in grades A, B or C are acceptable as being equivalent.

Higher Grade - Passes in subjects at Higher Grade and Ordinary Grade passes in Higher Grade papers are acceptable.

Scottish Leaving Certificates

Passes in the Senior Leaving Certificate and the Scottish Leaving Certificate are acceptable as being equivalent to a GCSE at Grade C.

FROM 1984 ONWARDS

Credit Standard Grade

MATRICULATION CERTIFICATES

Subjects recorded on a Matriculation Certificate of any recognised University in the United Kingdom or the Irish Republic may be accepted.

IRISH QUALIFICATIONS

Qualifications accredited at level 4 of the National Framework of Qualifications for Ireland equate to UK GCSE level, these include:

Northern Ireland Certificates

Passes in subjects in the Grammar School Senior Certificate and the Senior Certificate are accepted as being equivalent to a GCSE at Grade C.

Irish Leaving Certificate - up to 1968

Passes at any Grades in subjects (either at Pass or Honours Level) in the Leaving Certificate awarded by the Dept of Education, Dublin are acceptable.

Irish Leaving Certificate - from 1969 onwards

Ordinary or Standard Level - Passes at Grade A, B, C in Leaving Certificates are comparable with the GCSE passes at grades A, B and C.

Higher or Honours Level - Passes at Grade A, B or C in 4 subjects (including English) at Higher Level in the Leaving Certificate are accepted as being equivalent to 5 GCSEs at grade C including English Language.

Irish Intermediate Certificates, Commerce General Group Certificates, Manual Certificates, Day Vocational Course Certificates and Six Standard Programme Certificates are NOT acceptable as they are below GCSE standard.

Level 4 Certificate

HM FORCES EDUCATIONAL CERTIFICATES

Passes in subjects in the following HM Forces examinations may be accepted in place of similar subjects at GCSE Grade C.

Royal Navy Higher Education Test

Candidates who attained a sufficient standard were also awarded a GCE O'Level in the relevant subject which was shown on the RNHET certificate.

N.B The Army Certificate of Education, 1st Class, the Army Certificate of Education Senior Test or the Education Promotion Certificate (Advanced) may be accepted in place of one subject, no matter how many subjects were included on the certificate.

Qualifications which are **NOT** acceptable include; Royal Navy Education Test (Parts I and II), Army Certificate of Education 2nd or 3rd Class, Army Certificate of Education Intermediate Test, Education Promotion Certificate or Royal Air Force Education Test (Parts I and II).

DEGREES

BUSINESS AND TECHNICIAN EDUCATION COUNCIL (BTEC)

The following refers to qualifications awarded by BTEC from 1983, the result of an amalgamation of BEC and TEC in that year.

BTEC Higher National Diploma (12 modules)
BTEC Higher National Certificate (8 modules)

Either of the above are accepted as equivalent to 5 GCSEs at Grade C including English Language.

BTEC National Diploma (12 modules)
BTEC National Certificate (8 modules)

Either of the above two qualifications are acceptable as equivalent to 5 GCSEs at Grade C including English Language provided that the candidate was successful in one year's examination in the subject "General and Communication Studies or "People and Communications" OR ALTERNATIVELY possesses a GCSE English Language qualification at Grade C or equivalent qualification.

BTEC General Diploma

BTEC General Certificate

Either of the above two qualifications are each accepted as equivalent to 2 GCSEs at Grade C excluding English Language.

SCOTTISH BUSINESS EDUCATION COUNCIL (SCOTBEC)

The following qualifications awarded by SCOTBEC (or its predecessor, SCCAPE) are acceptable as 5 GCSEs at grade C, including English Language:-

Scottish Higher National Diploma
Scottish Higher National Certificate
SCOTBEC Diploma in Public Administration
SCOTBEC Advanced Secretarial Certificate
SCOTBEC Diploma for Graduate Secretaries

SCOTTISH COUNCIL FOR VOCATIONAL EDUCATION (SCOTVEC)

The SCOTVEC National Certificate replaces awards previously offered by SCOTBEC, SCOTEC and CGLI craft courses. A SCOTVEC National Certificate is acceptable as an equivalent to 5 GCSEs or above including English Language, **PROVIDED THAT** the certificate consists of 4 separate Ordinary/Standard Grades, one of which is module 61004 or 61003 (communication 4 or 3).

CITY AND GUILDS OF LONDON INSTITUTE (C&G)

The C&G Technician Certificate is of a higher standard than a C&G Craft Certificate and following gives guidance on the different parts of both these qualifications.

City and Guilds Technician Certificate - Consisting of 3 Parts

A candidate who possesses Parts I, II and III of a C&G Technician Certificate would be considered to hold the equivalent of 5 GCSEs at grade C or above including English language. A candidate who possesses Parts I and II (but not part III) of a Technician Certificate would be considered to hold the equivalent of 5 GCSEs at Grade C or above **PROVIDED THAT** the candidate also possesses a GCSE at Grade C or equivalent qualification in English Language. Part I on its own of a Technician Certificate can be accepted as equivalent to **one** similar GCSE at Grade C.

City and Guilds Craft Certificate - Consisting of 2 Parts

Parts I and II of a C&G Craft Certificate (or the whole certificate if it is not divided into Parts) may be accepted as equivalent to **one** similar GCSE at grade C.

Part I on its own of a Craft Certificate **cannot** be accepted.

City and Guilds Stage I and II Teachers Training Certificate (Course Code: 730/7)

This qualification is equivalent to the NVQ level 3 and is equivalent to 5 GCSEs including English Language.

City and Guilds Level II in Maths or English

These qualifications are equivalent to one GCSE at Grade C in that subject.

NATIONAL VOCATIONAL QUALIFICATIONS (NVQ)

Level 1

Not acceptable

Level 2

An NVQ Level 2 is acceptable in lieu of 4 GCSEs at Grade C or above **NOT INCLUDING** English Language. Therefore, a candidate must possess a GCSE English Language or equivalent qualification in addition to the NVQ2.

Levels 3, 4 and 5

An NVQ at Level 3, 4 or 5 (**on its own**) is acceptable in lieu of 5 GCSEs at Grade C or above including English Language.

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

CERTIFIED ACCOUNTING TECHNICIAN QUALIFICATION - Levels A,B,C

None of these qualifications are deemed as equivalent to 5 GCSEs at Grade C or above - please refer queries regarding these qualifications to the Office of Human Resources (686300) on a case-by case basis.

The Qualifications and Curriculum's Authority (QCA) assessment of CAT against the national qualifications framework (NQF) is as follows:

Introductory Level	ACCA Level 2 Certificate in Accounting (equivalent to GCSEs in grades A-C) (=1 GCSE)
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Intermediate Level	ACCA Level 3 Certificate in Accounting (equivalent to A-Levels) (=2.5 GCSEs)
Advanced Level	ACCA Level 4 Certificate in Accounting (equivalent to Certificate of Higher Education) (=5 GCSEs including English Language)

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT)

AAT Foundation Course

This can be accepted as being equivalent to one GCSE at grade C.

AAT Intermediate Course and Final Course

This qualification to date is not deemed as equivalent to 5 GCSEs or above - please refer queries regarding these qualifications to the Office of Human Resources (685000) on a case-by-case basis.

CHARTERED INSTITUTE OF PUBLIC FINANCE AND ACCOUNTANCY (CIPFA)

Membership of CIPFA is accepted as equivalent to 5 GCSEs at grade C including English Language.

OVERSEAS QUALIFICATIONS

Pass equivalencies for overseas qualifications are wide-ranging and varied and, therefore you must check each qualification on a case-by-case basis with the Office of Human Resources.

As a general rule, some qualifications gained in an overseas, non -English speaking country can be accepted as being equivalent to a GCSE level. However, an English qualification gained in a non-English speaking will not normally count as an English Language qualification. Advice must be sought from the Office of Human Resources on all overseas qualifications.

Last updated: January 2019 PSC Amendment: PSC 15-044