
Professional Grade Development Scheme

1. INTRODUCTION

- 1.1 The professional grade development scheme is a structured, development pathway for roles of specified professions where the acquisition of skills, knowledge, experience and qualifications are required. To attract and retain the professional workforce it is essential that an appropriate grading and career pathway is in place. The scheme outlines the development progression through NJC Grade H+, Grade I+ and Grade J+, setting out the professional development criteria that must be achieved to progress through the professional development bar points.

2. SCOPE

- 2.1 The Professional Grade Development Scheme applies to all employees of Tameside Metropolitan Borough Council, and the Governing Body of a School in pre-determined roles evaluated in Grade H,I and J classified as being in a professional job category and whose pay terms and conditions are governed by the NJC.
- 2.2 The professional job category will enable the employee to pass through the develop bar point, in accordance with the incremental progression scheme, subject to the professional development criteria.

3. PAY PROGRESSION

- 3.1 TMBC's pay structure which has 10 grades (Grade A to Grade J) on the national pay spine which lead into a local pay structure for middle managers and Heads of Services (Grade K to Grade N). All appointments are to the bottom SCP of the grade.
- 3.2 Pay progression relates to moving through the SCP's in the allocated grade, subject to satisfactory performance and any 'Incremental Progression and Qualification Criteria'. Incremental progression is awarded on the 1 April each year until the maximum SCP is reached. However, where on the 1 April an employee has less than 6 months' service in the post their first increment will be awarded 6 months after their appointment.
- 3.3 When appointing through an external recruitment process consideration may be given to appointing the successful candidate at a higher SCP, grade acceleration. The criteria for grade acceleration upon external appointment is where the employee can evidence they are moving from a relevant role at a higher pay level. For example, a Planner is leaving a Planning Officer post at Rochdale Council and is currently paid £1,500 more than the bottom SCP in the TMBC allocated grade. Through the grade acceleration process the recruiting manager can request for appointment at a high SCP in the grade based on the evidence. The grade acceleration decision is at the discretion of the delegated officers on behalf of the Director of Governance and Pensions.
- 3.4 The application of career progression points in Grades H, I and J which are labelled as Grade Plus points i.e. Grade H+, I+ and J+, allow a specific number of professional jobs where specialist expertise and knowledge are required, and are typically hard to attract and retain, to progress through the Grade bar point to the additional SCP's. The introduction and criteria for this framework is explained in more detail in the section 'Career Progression Scheme'.

4. CRITERIA FOR PROGRESSION THROUGH THE PROFESSIONAL GRADE DEVELOPMENT BAR POINT (GRADES H+, I+ AND J+)

- 4.1 A professional development criteria is necessary to ensure that there is a consistent and fair application and approach to the appointment and salary progression of those appointed to professional grades (grades H+, I+ and J+). The progression criteria will ensure that the application is fair and equitable and complies with our statutory duty under Equal Pay Regulations
- 4.2 The application of the professional development criteria for those job roles within the professional category will enable progression beyond the salary bar point applicable to the grade:

Grade	Grade Range	Grade Bar Point
H+	29-34	31
I+	35-39	37
J+	40-43	41

- 4.3 Pay progression beyond the salary bar point of grade H+, I+ or J+ depends on the employee attaining all of the following:
1. Relevant professional qualification for the job role at Level 6 or above e.g. social work degree, AND
 2. Minimum of 2 years post qualification experience in the role, AND
 3. Maintained membership of a regulated body where this is a requirement to practice in the role.
 4. Professional standards practised to the highest expected level.
- 4.4 The table below shows how the criteria will be applied on appointment to the grade subject to job category and individual circumstances.

PROFESSIONAL GRADE DEVELOPMENT SCHEME ROLES	ALL OTHER NJC ROLES
Appoint at the bottom point of the grade unless salary matching principles apply, subject to career progression criteria	Appoint at the bottom point of the grade unless salary matching principles apply up to the bar point of the grade
If current salary is higher than the bottom spinal point and the individual meets the pay progression criteria, salary matched at the relevant point within the grade	Progression up to bar point of grade only, this will be the maximum point of the grade and no further progression applies
If appointed but do not meet the pay progression criteria, appoint at the bottom point of the grade unless salary matching principles apply (not exceeding the bar point), and progression through the bar will be applied at such time when the pay progression criteria is met.	

5. PROFESSIONAL CATEGORY JOB ROLES WITHIN THE PROFESSIONAL GRADES

- 5.1 Jobs categorised in the professional category have a required level of know-how and expertise which is validated through a formal qualification. This is enhanced through post qualification experience which allows the job holder to practise and refine their skills, both of which are required in order to satisfy the career progression criteria.

- 5.2 The table below outlines the identified profession, registration / membership and relevant qualification(s). At the professional level the post holder must have a Level 6 qualification or above and, where the profession is regulated i.e. HCPC and SRA registration, evidence of continuing membership will be required.

Profession	Registration Body	Relevant Qualification
Building Control	RICS / RTPI	Building Studies Degree / Civil Engineering Degree / Structural Engineering Degree / Building Control Degree / Building Surveying Degree
Communications & Public Relations	CIPR	Public Relations Degree / marketing Degree / Journalism Degree / Media Communications Degree / Digital Media Degree Business and Public Relations Degree English Degree with NCTJ (previously NVQ/NCE) in Journalism
Computing, Technology and Digital (Business Analyst, Systems Analyst, Network Engineer, Network Manager, IT Security, IT Manager, Software Development, Web Developer, Web Designer)	IISP / IAP	Information Technology Degree / Computing Degree / Business Information Systems Degree / Information Management Systems Degree / Computing and Systems Development Degree / Computer Science Degree, Maths Degree (Level 6 or above) Network Engineering Degree / Electronic Engineering Degree / Network Security Degree / Software Engineering Degree / Computer Networking and Security Degree / Networks and Communications Systems Degree (Level 6 or above) Web Developer, Web Designer: Web Design and Development Degree, Digital Media Development Degree / Multimedia Design Degree / Interactive Computing Degree / Internet Design Degree (level 6 or above)
Ecology	CIEEM	Ecology Degree / Conservation Biology Degree / Zoology Degree / Marine Biology Degree
Creative, Media and Marketing	CIM	Marketing Degree / Digital Marketing Degree / Marketing and Public Relations Degree / Digital (and Social) Media Degree / Advertising Degree / Journalism Degree
Engineering	ICES	Civil Engineering Degree / Engineering Product Design Degree / CAD Degree / Civil Engineering HNC or HND (Level 6)

Environmental Health	CIEH	Environmental Health Degree / Environmental Health Science Degree Occupational Safety & Health Diploma (level 6 or above)
Finance	CCAB – CIPFA, ACCA, ICAEW, ICAS.	Finance or Accountancy Degree / Combined Degree with Financial Management with further professional training to qualify (Level 7)
Health, Psychological and Social Work (Occupational Therapist, Social Worker, Speech and Language Therapist)	HCPC – required	Social Worker Degree Occupational Therapy Degree / Postgraduate conversion if degree is in biological science, health science or psychology Speech and Language Therapy Degree or a degree in a science or language based subject with a 2 year fast-track postgraduate course in speech and language therapy
HR / OD	CIPD	Human Resource Management Degree / Combined Degree with Human Resources / Employment Law qualification (Level 6 or above) Any degree with CIPD Post Graduate Diploma (Level 7) or above
Legal	Solicitors Regulation Authority (SRA) – required The Law Society	Law Degree / Non-law degree followed by the Common Professional Exam or Graduate Diploma in Law
Pension Benefits	PMI / CIPP	Regulated Retirement Advice Diploma / Retirement Provision Diploma / Employee Benefits and Retirement Savings Diploma / Pensions Administration Diploma (Level 6 or above)
Pension Investment	PMI	Economics Degree / Maths Degree / Accountancy Degree or Finance Degree
Planning	RTPI	Town and Country Planning Degree / Post Graduate Degree accredited by the RTPI (Level 6 or above)
School Business Management	ISBL	School Business Manager Diploma (Level 6) – formerly ADSBM
Surveying	RICS	Surveying Degree / Construction Degree / Civil Engineering Degree / Building Engineering Degree
Trading Standards	CTSI	Law or Consumer Protection Degree Any degree with further professional training from the Chartered Trading Standards Institute to qualify

Youth Justice	HCPC	Youth Work degree / Youth Justice Degree / Social Work Degree / Criminology Degree
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HOW TO REQUEST A REVIEW WHERE A GRADE BAR POINT INCREMENT HAS NOT BEEN APPLIED

- 6.1 Where an employee, who is in a professional job category, feels the Professional Grade development Scheme has not been applied to them correctly, they should seek informal resolution in the first instance, by raising the matter with their manager. Where an informal resolution isn't achieved the employee is able to request a review by submitting a request form to People and Workforce Development.
- 6.2 A Professional Grade Development Scheme review request requires the completion of the request form (Appendix 1) along with the submission of the required information to support the reason for the request.
- 6.3 All the completed documents should be returned to jenny.dickie@tameside.gov.uk You will be informed of the grade outcome by email within 20 working days of your submission. If you require any assistance please contact Jenny Dickie or your link HR Consultant.

REVIEW REQUEST OF PROFESSIONAL GARDEN DEVELOPMENT SCHEME FORM

Employee Name:	
Payroll Number (PRN):	
E-mail address for correspondence:	
Contact telephone number:	
Job Title:	
Service / School:	
Representative Name (<u>must</u> be completed if you have chosen to have a representative):	
Representative contact details for correspondence:	
Manager / Headteacher name and email contact to receive notification:	

	Reason for review request	Please Tick
1	Relevant professional qualification for the job role at Level 6 or above e.g. social work degree <i>Please provide a copy of the qualification certificate</i>	<input type="checkbox"/>
2	Minimum of 2 years post qualification experience in the role <i>Please provide information confirming date the qualification was achieved and confirmation of the commencement date in post</i>	<input type="checkbox"/>
3	Maintained membership of a regulated body where this is a requirement to practice in the role (HCPC and SAR only) <i>Where applicable, please provide information confirming current registration</i>	<input type="checkbox"/>
4	Professional standards practised to the highest expected level	<input type="checkbox"/>

Please provide details to evidence your reason for your request, in accordance with your reason ticked above i.e. when you obtained your relevant qualification, number of years' post qualification experience in the role. Please attach supplementary evidence / information to support your appeal i.e. qualification certificate.

Please continue on a separate sheet if you need to provide further information

I confirm that the information contained in this appeal paperwork is a true and accurate:

Signed:	
Print:	
Date:	

Please ensure that you have completed and signed this form in full before you submit it. **Once you have completed this form please send it to tracy.brennand@tameside.gov.uk**

Review Outcome (to be completed by People and Workforce Development):

	Outcome:	Please Tick						
1	Relevant professional qualification for the job role at Level 6 or above obtained e.g. social work degree.	<input type="checkbox"/> <table border="1"> <tr> <td>Qualification:</td> <td></td> </tr> <tr> <td>Level:</td> <td></td> </tr> <tr> <td>Date Obtained:</td> <td></td> </tr> </table>	Qualification:		Level:		Date Obtained:	
Qualification:								
Level:								
Date Obtained:								
2	Minimum of 2 years post qualification experience in the role	<input type="checkbox"/> <table border="1"> <tr> <td>Qualification Date:</td> <td></td> </tr> <tr> <td>Date in relevant job role:</td> <td></td> </tr> </table>	Qualification Date:		Date in relevant job role:			
Qualification Date:								
Date in relevant job role:								
3	Maintained membership of a regulated body where this is a requirement to practice in the role (HCPC and SAR only)	<input type="checkbox"/> <table border="1"> <tr> <td>Registration Body:</td> <td></td> </tr> <tr> <td>Registration Date:</td> <td></td> </tr> </table>	Registration Body:		Registration Date:			
Registration Body:								
Registration Date:								
4	Professional standards practised to the highest expected level	<input type="checkbox"/> <table border="1"> <tr> <td>ADR / Annual performance review Date:</td> <td></td> </tr> <tr> <td>Any live employment warnings on file / date:</td> <td></td> </tr> </table>	ADR / Annual performance review Date:		Any live employment warnings on file / date:			
ADR / Annual performance review Date:								
Any live employment warnings on file / date:								
Outcome information for payroll provider:								
Current SCP:								
Review outcome SCP:								
Effective Date:								
Notes:								