



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

A Guide to using the Organising Framework for
Occupations

**How to effectively integrate
the Organising Framework
for Occupations in industry
(OFO)**

VERSION 9

DEPARTMENT OF LABOUR

The Organising Framework for Occupations

With assistance from the GTZ

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The Organising Framework for Occupations

This guideline addresses the purpose and structure of the Organising Framework for Occupations in the South African Skills Development environment. It provides general guidance to different users (e.g. SETSsa, Employers, SDFs etc) on how to engage with the OFO. The guide is aimed at providing a deeper understanding on using the OFO.

The purpose of the Organising Framework for Occupations is to enable labour market dialogue through the establishment of a common language for talking about skills demand and supply.

What is the OFO?

The Organising Framework for Occupations is a skills based, coded classification system. It is built on similar principles to those of the South African Standard Classification of Occupations (SASCO), familiar to all players through its use by Stats-SA in October Household and Labour Force Surveys. SASCO was also used earlier in the Department of Labour's employment equity reporting format, however, moving into the future SASCO will no longer be the basis for reporting equity.

The OFO represents a significant enhancement on SASCO for skills development planning and implementation purposes in that it

Captures all jobs in the form of occupations (Similar to SASCO)

Groups occupations into successively broader categories and hierarchical levels based on similarity of tasks, skills and knowledge.

In essence, the Organising Framework for Occupations (OFO) is a coded occupational classification system. It is the Department of Labour's key tool for identifying, reporting and monitoring skills demand and supply in the South African labour market.

The OFO is constructed from the bottom-up by

- Analysing jobs and identifying similarities in terms of a tasks and skills
- Categorising similar jobs into occupations

- Classifying occupations into occupational groups at increasing levels of generality.

Principles, Structure and Layout of the Organising Framework for Occupations (OFO)

For the purposes of constructing the OFO, the following definitions are applied

- A *job* is a set of tasks and work related responsibilities designed to be performed by an individual in return for payment / remuneration;
- An *occupation* is a set of jobs whose main tasks and associated responsibilities are of such similarity that they can be grouped / clustered together

The *occupations* identified in the OFO represent a category that encompasses a number of jobs. For example, the occupation “General Accountant” also covers the specialisations “Financial Analyst” and “Insolvency Practitioner”.

Occupations are classified according to two main criteria: *skill level* and *skill specialisation*, where *skill* is used in the context of competency rather than a description of tasks or functions.

The OFO uses 5 skill levels.

The skills levels are illustrative and there to assist with finding appropriate occupation titles.

Skill levels DO NOT correspond to grading levels.

The *skill level* of an occupation is related to competent performance of tasks associated with an occupation. *Skill level* is an attribute of the occupation, not of individuals and can operationally be measured by:

- The level or amount of formal education and/or training associated with competently performing the tasks associated with that occupation;
- The amount of work experience required for competently performing the tasks associated with that occupation; and
- The amount of on-the job training associated with achieving competent performance of the occupation.

It is therefore possible to make a comparison between the skill level of an occupation and the general education level associated with that occupation on the National Qualifications Framework as well as with the entry, intermediate and advanced levels referred to in the National Skills Development Strategy, as illustrated in the figure below.

NSDS	NQF Skill Level	OFO Major Groupings	
A D V A N C E D	10	1. Managers	
	9		2. Professionals
	8	5. Clerical & Admin Workers	
	7		4. Community & Personal Service Workers
	6		
I N T E R - M E D I A T E	5	6. Sales Workers	
	4		7. Machinery Operators & Drivers
E N T R Y	3	8. Elementary Workers	
	2		
	1		

The skill levels are defined in terms of formal education and training, previous experience and on-the-job training. The determination of boundaries between skill levels is based on the following definitions:

Occupations at Skill Level 1 have a level of skill commensurate with one of the following:

- National Qualification Framework (NQF) Level 1 qualification
- Compulsory secondary education.
- For some occupations a short period of on-the-job training may be required in addition to or instead of the formal qualification. In some instances, no formal qualification or on-the-job training may be required.

Occupations at Skill Level 2 have a level of skill commensurate with one of the following:

- NQF Level 2 or 3 qualification or
- at least one year of relevant experience may substitute for the formal qualifications listed above.
- In some instances relevant experience may be required in addition to the formal qualification.

Occupations at Skill Level 3 have a level of skill commensurate with one of the following:

- NQF Level 4 qualification
- at least three years of relevant experience may substitute for the formal qualifications listed above.
- In some instances relevant experience and/or on-the-job-training may be required in addition to the formal qualification.

Occupations at Skill Level 4 have a level of skill commensurate with one of the following:

- NQF level 5 or 6 Qualification
- at least three years of relevant experience may substitute for the formal qualifications listed above.
- In some instances relevant experience and/or on-the-job-training may be required in addition to the formal qualification.

Occupations at Skill Level 5 - have a level of skill commensurate with one of the following:

- NQF level 7- 10
- at least five years of relevant experience may substitute for the formal qualification.
- In some instances relevant experience and/or on-the-job-training may be required in addition to the formal qualification.

The *skill specialisation* of an occupation is a function of the field of knowledge required, tools and equipment used, materials worked on, and goods or services provided in relation to the tasks performed.

Based on skill level and skill specialisation, occupations are divided into Major (one digit), Sub-Major (two digits), Minor (three digits), and Unit (four digits) groupings. Occupations (six digits) are subdivisions of the unit groups and are further detailed through specialisation and alternative occupation titles.

Major Groups (1 digit) (e.g. 3. Technicians and Trades Workers) are:

- The broadest level of the classification
- Distinguished from each other on the basis of skill level and the broadest concept of skill specialisation

Sub-Major Groups (2 digits) - e.g. 32. Automotive and Engineering Trades Workers - are:

- Sub-divisions of major groups
- Distinguished from other sub-major groups on the basis of broadly stated skill specialisation

Minor Groups (3 digits) - e.g. 323. Mechanical Engineering Trades Workers- are:

- Sub-divisions of sub-major groups
- Distinguished from other minor groups in the same sub-major group on the basis of less broadly stated skill specialisation

Unit Groups (4 digits) - e.g. 3232 Metal Fitters and Machinists - are:

- Sub-divisions of the minor groups
- Distinguished from other unit groups in the same minor group on the basis of a finer degree of skill specialisation

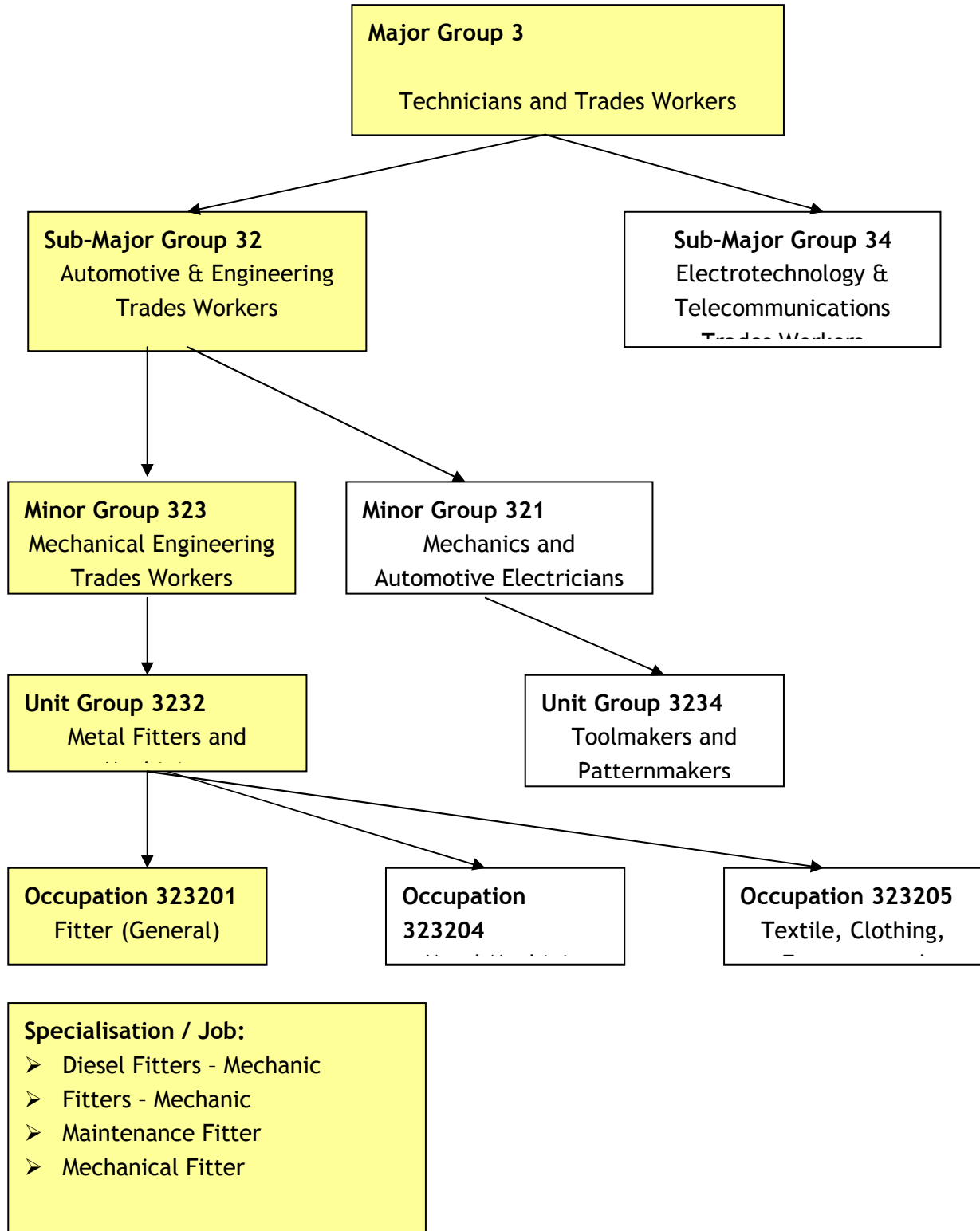
Occupations (6 digits) - e.g. 323201 Fitter (General) - are:

- Sub-divisions of the unit groups
- Distinguished from other occupations in the same unit group on the basis of detailed skill specialisation
- A set of jobs which involve the performance of a common set of tasks.

The OFO indicates the detailed level of specialisation by the use of the singular form at the Occupation level whereas all other groupings (Major to Unit) are expressed in the plural.

The structure of the OFO is illustrated in the diagram below:

Figure 1: An illustration of the Structure of the OFO



Occupational Descriptors

Occupational descriptors and a list of the associated tasks have been developed for every occupational grouping, including the occupation title (6 digit level).

Version 8 of the OFO has 6,498 occupation titles, including specializations and alternative titles grouped as illustrated in the table below.

In some instances a job title may correspond to an occupation title on the OFO, for example, a General Fitter has the OFO occupation title Fitter (General) with code 323201. There are 23 alternative titles or specialisations for Fitter, including Diesel Fitter, Electric Fitter, Maintenance Fitter and Turbine Fitter.

In some instances there will not be a job-OFO occupation title match and you will have to look at the descriptor for that occupation, the list of associated tasks and skills level to find an appropriate match.

Major Occupational Group (1 digit)	Sub-Major Group (2 digits)	Minor Group (3 digits)	Unit Group (4 digits)	Occupation (6 digits)	
				Occupation	Specialisation / Alternative
Managers	4	12	45	131	488
Professionals	7	23	105	423	1,601
Technicians & Trades Workers	7	22	71	243	1,027
Community & Personal Service Workers	5	9	37	128	438
Clerical & Administrative Workers	7	11	34	107	446
Sales Workers	3	5	20	44	146
Machinery Operators & Drivers	4	7	21	103	392
Elementary Workers	6	9	45	141	565

Why the OFO?

SETAs have been required to use the OFO in the submission of the 5 Year Sector Skills Plans and Annual Updates since it was formally adopted in August 2005. The Scarce and Critical Skills reporting format - Chapter 4 of the SSP - has enabled the identification and annual publication by the Department of Labour of a national scarce and critical skills list. This List has also informed the identification of scarce and priority skills targets in engineering for JIPSA.

Employers can use this information to broaden the indicators and drivers of scarce skills that they take into account when developing the annual WSPs and SSPs. For example,

- At individual employer level - vacancies for diesel fitters, electricians and millwrights (for example) are anticipated to occur in the coming year due to people retiring within that year. Historically, the employer has been able to fill those vacancies within 6 - 8 working weeks. However, other employers within that locality are known to be extending their operations which will mean that it may take longer to source people to fill those vacancies.
- At sub-sector and at sector level - previous year's SSPs have indicated that there is a scarcity in these occupational groupings indicated by long-term vacancies and high replacement demand.
- At national level, the Department of Labour's list has indicated that there is a high level of scarcity of skills in these occupations due to high demand in other sectors.

Tracking skills scarcity on the basis of demand, i.e. how many people are needed to fill jobs and occupations for work and sector operational and productive performance is essential. Tracking how the scarcity is manifested in a sub-sector, sector and across sectors is essential to inform strategies to reduce the scarcity and attain equilibrium in the labour market between demand and supply.

To date, SETA scarce and critical research has identified a number of common drivers and strategies to address scarcity - including

- Drivers: Equity considerations, movement out of the sector, retirement
- Indicators: High vacancy rates, high replacement rates,
- Strategies: Bursaries, learnerships, apprenticeships, skills programmes, ISOE and FET College engagement

Employers should provide information at occupation level so that the sector intermediaries (SETAs) are able to roll this up at the right level to enable identification of common skills development needs and interventions - links directly to the development of occupational qualifications of the Occupational Qualifications Framework

Why not just use SASCO?

The South African Standard Classification of Occupations (SASCO) based on the International Standard Classification of Occupations (ISCO - 1988) has been used in the past for labour market analysis in respect of both equity and skills development legislation. It continues to be used by Statistics South Africa for Household and Labour force surveys

SASCO is insufficient for skills development purposes, it does not provide the detail that employers, SETAs or the Department of Labour require for labour market monitoring, skills demand analysis or reporting and does not enable strategic skills development planning.

A scan of international developments revealed that the Australian Bureau of Statistics (ABS) and Statistics New Zealand had initiated a wide ranging consultative and stakeholder-driven process in March 2001 to update ISCO 1988, finalised in July 2005. The content and structural layout of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) incorporates new occupations, based on a deeper analysis of job tasks and associated clustering. The logic, key definitions and structural principles for the occupational classification system remain the same as those adopted by the International Labour Organisation for ISCO 1988. As the content of ANZSCO 2005 reflects the current occupational environment more accurately, it was used as the basis for the Organising Framework for Occupations.

Key differences between the OFO and SASCO

SASCO		OFO	
Major Group Title		Major Group Title	
1	Legislators, Senior Officials Managers	1	Managers
2	Professionals	2	Professionals
3	Technicians & Associate Professionals	3	Technicians and Trades Workers
4	Craft & Related Trades Workers	4	Community & Personal Service Workers
5	Plant and Machine Operators	5	Clerical & Administrative Workers
6	Clerks	6	Sales Workers
7	Service Workers and Shop and Market Sales Workers	7	Machinery Operators & Drivers
8	Skilled Agricultural and Fishery Workers	8	Elementary Workers
9	Elementary Occupations (Labourers)		
10	Armed Forces		

Number of occupation contracted through incorporation of Skilled Agricultural and Fishery Workers and the Armed Forces into the 8 major groups based on similarity of tasks and skills in those occupations.

Major group Professionals incorporates Technologists (reflecting changes in work organisation and technology) and Technicians (previously associate professionals) into one major group with Trades Workers (Craft and Trades Workers) to reflect changes in work organisation and skills level similarities.

Elementary Workers replaces Labourers to acknowledge that all occupations involve some level of skill and highlights the career path framework implicit within the OFO.

Benefits of using the OFO

Using the Organising Framework for Occupations to Collect and Report Skills Demand and Supply

It is important to note that the OFO will be updated annually to reflect changes and/or additions identified by SETAs and included in the SSPs or annual updates. Any changes to information submitted by SETAs will be shared and communicated to all SETAs as part of the DoL's evaluation process so that SETAs are able to adapt their records accordingly.

The purpose for using the OFO across the SETAs and the Department is to ensure consistency in reporting and monitoring in order that trends can be identified and aggregated across economic sectors. The information so collected will enable the Department of Labour to develop the National Guide on occupational or employment trends as per success indicator 1.2 of the NSDS. This also provides SETAs with the opportunity to develop strategies jointly across their sub-sectors and with other economic sectors facing similar skills shortages (scarce and/or critical).

The value of using the OFO for industry is the following:

- Job titles are more consistent and specific to the output of a post. The profiles developed for occupations could be used to inform post profiles and job descriptions.
- The curricula and assessment specifications developed for occupations could inform performance assessment processes as a benchmark.
- Labour market consistency in naming convention when advertising vacancies.
- Ease of generating legislated reports.
- Future link to Occupational Qualifications.
 - Occupational tasks form the starting point for occupational qualification development and assessment.
 - Competence or workplace output is linked to specific tasks, for which curriculum components and unit standards are being developed.
- Career path models that have been developed by the QCTO could be used to inform career management of occupational groupings in the workplace.

Mapping job titles to occupations

Clustering Tasks & Knowledge

The starting point for developing and understanding the Organising Framework for Occupations is the identification of similar tasks. These “tasks” are embedded in “job descriptions” and not in job titles.

SETAs and employers tend to try and identify the appropriate occupation listed on the OFO by similarity with the job title that is used by the particular employer or in that sector / sub-sector. Finding the appropriate occupation on the OFO always begins by finding the appropriate set of tasks linked to the description of the occupation - not similarity with the title.

Once the tasks have been grouped according to similarity, they are then clustered according to the similarity of knowledge requirements. If we look at the descriptors for different occupations, it is clear how this works:

An **occupation** is defined as a set of jobs that require the performance of similar or identical sets of tasks. In practical terms then an ‘occupation’ is a set of jobs whose main tasks are characterized by a high degree of similarity across a range of contexts with similar knowledge requirements.

An individual occupation on the OFO is identified by finding its appropriate code through an examination of:

- Its descriptor
- Where it appears in the OFO (unit group, minor, sub-major and major groups)
- Tasks which are described at unit group level
- Alternate titles and specialisations linked to it.

Experience has shown that some of the reasons for this are:

- People do not know how to search the OFO for similar occupations.
- People confuse occupations, specialisation and alternate titles.
- People confuse job titles or posts with occupations

- People want to see their unique job titles reflected.

For example, trying to find and capture **emerging farmers** on the OFO. The category of emerging farmers was created to provide a developmental pathway for farm workers and others who wish to become farmers. This means that it is really an interim measure, based on a social and development intervention. The result would mean that the emerging farmers eventually become full scale farmers. At best emerging farmers provides a category to refer to such social development interventions.

The category entrepreneur is also not captured within an occupational qualifications framework, because quite simply, entrepreneurs can be found at every level of the OFO and can be linked to almost any of the occupations. Carrying out a business related to an occupation is therefore, at best, a specialisation.

The education, training and skills development interventions are best dealt with in the National Occupational Pathways Framework. A similar intervention can be used for a variety of occupations to find job roles can be captured within this framework in the form of skills certificates.

Arriving at occupational tasks and descriptors

Occupational task are based on identifying the unique contribution a job makes to a work context. This contribution is based on asking the following questions:

1. What is it that people will ask you for?
 - What are the unique objects or services you provide?
2. What do you keep yourself busy with?
 - What are the most important or critical activities you are involved in?
3. What is the unique contribution you make to the place of work?
 - How do you convert inputs into products or services?
 - What value do you add to the objects that form part of your work OR what is the unique value of the service you provide to your customers?

The output of these statements can then be combined into a sentence and compared to occupational descriptors and task on the OFO.

Only if there is something very different can one motivate for a new occupation or argue for a new specialization related to an occupation. This process of adding or changing occupations on the OFO is dealt with later.

Mapping jobs to occupations on the OFO - Assisting employers

The greatest challenge in mapping an organisation's job titles to the OFO is finding appropriate occupational titles. The following are guidelines, aimed at helping employer's find the most appropriate match for their job titles.

This section describes the considerations that assist in developing an accurate mapping of the employer's job titles to the OFO. The section is also written in the first person to enable employers to recognise themselves in the process.

Step 1: Working together

Role of SETAs

This guide is part of the SETA's support and aimed at assisting employers to articulate their post structure (organogram) in respect of occupations on the OFO. While SETAs can't do the actual mapping for their member companies, a methodology and supporting software was developed to assist employers to find appropriate occupations.

Role of Employers

Employers are to cluster post titles in job titles that can then be mapped to occupations on the OFO. New post titles generated in the organisation should be linked to occupations when they are created. The OFO could be used to guide the naming convention for job and post titles. A starting point for this naming convention must always be the descriptor of the occupations on the OFO.

Step 2: Laying the foundation - Getting familiar with the OFO

Three sources are available to view and use the OFO:

1. A set of tables, available in Excel, which should be used to update the HR systems of an organisation; and
2. A searchable utility available at www.nopf.co.za specifically developed to search and interrogate the OFO.
3. A mapping utility developed by IT Aware that assists companies to accurately map their posts or jobs to the alternative / specialisation titles and occupations on the OFO. This utility also forms the basis for the accurate base data required for WSPs and ATRs

It is advised that the HR system of companies be updated with the latest version of the OFO to ensure the future titles generated are updated.

The search utility should be used to identify the occupations in an organisation. An initial exercise to try and find specific occupations on the system is advisable to introduce and orientate people to the available occupations and specifically the thinking required to identify the most applicable occupation.

Remember that the OFO covers all occupations and is there to assist with ALL jobs in your organisation, not just core business occupations.

It could be of value to try and find all the organisation specific occupations and the occupations that are common for all employer's e.g. Financial Manager, Pay Roll Administrator.

Step 3: Refining your organisation's job titles list to map to the OFO

❖ Simplifying using generic titles:

Compile a list of all the job titles in your organisation.

- Remove all abbreviations and acronyms like CEO, COO OH&S.
- Remove all indicators of seniority such as chief, senior, junior, only if the indicator would not have a bearing on the occupation that the job relates to. Example: If Senior Accountant relates to a management position the "Senior" should not be removed as removal would lead to the job being associated with an occupation in the Professional Major Group.
- Remove all appointment levels relating to grade or level of employment - same principle as above applies - only remove appointment level if the level does not influence the occupation mapping.

This will reduce the list of titles that need to be mapped to the OFO. Simplifying the list will ensure that there is consistency when you map job titles to occupations and occupational codes in your organisation. In general, employers find that simplifying the job title list in this way reduces the list of titles that need to be mapped to the OFO by up to 70%.

Example: A senior accountant, junior accountant and assistant accountant all could relate to the occupation 221101 - Accountant. Ultimately you need to have a table that links every post to an OFO code to be able to report in your WSP on race, gender and age related to the occupations in your organisation.

Job Title	Generic Job Title	OFO Occupation	OFO Code
Senior Accountant	Accountant	Accountant	221101
Junior Accountant	Accountant	Accountant	221101
Assistant Accountant	Accountant	Accountant	221101

Use of foreman, team leader and supervisor titles - supervisor, foreman and team leader are regarded as job levels within the occupation the person is responsible for leading or supervising. Industry requires supervisors and team leaders to direct the activities of people in particular jobs or contexts. For the purposes of OFO mapping, supervisors, team leaders and foreman are mapped against the occupation and the supervising or team leading tasks and responsibilities are regarded as critical skills for the performance of that job and can be listed as such in WSP and ATR reporting formats.

Exception: Version 9 of the OFO has a new Unit Group for Production / Operation Supervisors - Unit Group 1337. This allows supervision in the production and operation related occupations to be mapped to Major Group 1 - Managers.

Example: Shaft Operations Supervisor and Shaft Foreman should thus be mapped to 133703: Production / Operations Supervisor (Mining), but

Supervisor HR Clerks should be mapped to 599401: Human Resources Clerk - under Critical Skills either Supervisory or Team Leading could be listed if the specific specialisation needs to be identified.

❖ **Matching titles using application contexts:**

In order to appropriately map context or output specific jobs in your organization against OFO occupation titles, you will need to do a deeper analysis. For some of the job titles you will need to examine the job purpose statement (job output descriptor).

Example: There are three Business Analysts on the OFO. You need to know what the specific output of the Business Analyst in your organisation is in order to determine the most accurate map.

Generic Job Title	Job Purpose / Output	OFO Descriptor	OFO Occupation	OFO Code
Business Analyst	To develop strategic financial analyses to enhance business planning and revenue / income	Develops and implements financial plans for individuals and organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.	Financial Business Analyst	222301
Business Analyst	To analyse organizational and business systems and processes to enhance business performance and efficiency	Assists organisations to achieve greater efficiency and solve organisational problems.	Business Analyst	224701
Business Analyst	To analyse and develop ICT system requirements to enable and enhance business / organizational performance	Identifies and communicates with users to formulate and produce a requirements specification to create system and software solutions.	ICT Business Analyst	261101

❖ **Matching titles using occupation descriptors:**

Read the Occupation Descriptor - titles are not comprehensive enough to accurately indicate job outputs or purpose in the workplace. The majority of occupations on the OFO have a descriptor that describes the occupation’s output in more detail. If the descriptor associated with an occupation title does not relate to the output of the job title in your organisation then a more appropriate occupation title must be identified by mapping the job output / purpose statement to the appropriate descriptor.

Example: Chief Operating Officer (COO) is mapped to 111404 - Senior Government Officials, descriptor: Plans, organises, directs, controls, reviews and oversees the interpretation and implementation of government policies and legislation. There is another Chief Operating Officer under 111201 - Corporate General Manager, descriptor: Plans, organises, directs, controls and reviews the day-to-day operations and major functions of a commercial, industrial or other organisation (excluding Government or Local Government) through departmental managers and subordinate executives. The latter is applicable to private organisations.

Skill Levels are misleading - the occupations on the OFO are related to skill levels, which are an indication of the level of qualification and experience associated with an occupation. Alternative titles associated with an occupation could be at a lower or higher level than the occupation itself. The reason for this is that the alternative title could refer to a job that is part of the career path that leads to the occupation. Occupational learning is structured over more than one NQF level and should thus not be linked to the NQF layered learning paths industry have grown accustomed to.

❖ Check your spelling -

The spelling of words often differs from the spelling on the OFO. Chances are that the job you look for is on the OFO, but you are using one word, instead of two, or vice versa - remember abbreviations and acronyms are discouraged.

Example: Industry spells Platelayer as one word, but on the OFO it is two words (Plate Layer) under 322303 - Welder.

❖ Use the smallest specific definer of the job (shortest word) in your search specification

The focus of the job should be used to find the relevant occupation. Rather have three or four investigators to choose from, based on their descriptors.

Example: If you need to find the code for an assistant accountant you need to search for an accountant, if you search for an assistant you will find a clerical worker, not professional.

❖ Use OFO search utility to clarify identified occupations

A user friendly OFO search utility is available on the web at the following address: <http://nopf.co.za/> and IT Aware has also developed a mapping utility. Both these utilities are as effective as your willingness to ensure the occupation you have identified relates to an applicable hierarchy, ie. Unit Group, Minor Group, etc.

Please do not print the Excel Spreadsheets containing the OFO documents; we need to save on the amount of paper we use.

❖ What to do if you can't find a suitable occupation -

It might happen that you do not find a suitable occupation to map a specific job title to when you do a word search. In such instances you need to use the structure of the OFO to guide you to the most appropriate occupation.

Example: Let's assume you need to map an Analytical Controller to the OFO.

1. Start with finding a descriptor, else you will get lost in the detail:

Descriptor of Analytical Controller: Analyze organic and inorganic compounds to determine chemical and physical properties, composition, structure, relationships, and reactions, utilizing chromatography, spectroscopy, and spectrophotometry techniques.

2. Now start at the top of the OFO - which of the 8 Major Group descriptors best represent the stated descriptor?

Group 2: Professionals:- PROFESSIONALS perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, physical and life sciences, transport, education, health, information and communication technology, the law, social science and social welfare.

3. Next you need to ask which Sub Major group (there are 7, code 21 to 27) best represent the descriptor

Sub Major Group 23 - Design, Engineering, Science and Transport Professionals: DESIGN, ENGINEERING, SCIENCE AND TRANSPORT PROFESSIONALS fly and ensure the safe operation of aircraft; control and manage the operation of ships, boats and marine equipment; design buildings, and landscapes and products for manufacture and visual communication; design, plan and organise the construction, testing and maintenance of structures, machines, production systems and plants; and perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, living organisms, and the environment.

4. Now you need to find the Minor Group (there are 4, code 231 to 234) that best represents the descriptor

Minor Group 234 - Natural and Physical Science Professionals: NATURAL AND PHYSICAL SCIENCE PROFESSIONALS perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, life forms including the physiology and biochemistry of humans, animals and plants, environmental factors and agricultural production, disease prevention, and the extraction and processing of mineral ores.

5. The next question is which Unit Group (there are 8, code 2341 to 2347 and 2349 is the most suitable

Unit Group 2342 - Chemists and Food and Wine Scientists: CHEMISTS AND FOOD AND WINE SCIENTISTS study the chemical and physical properties of substances, develop and monitor chemical processes and production, develop new and improve existing food products, and plan and coordinate the production of wine and spirits.

6. Now for the occupation: There are 3, codes 234201 to 234203. And the winner is:

Occupation 234201: Studies the chemical and physical properties of substances, and develops and monitors chemical processes and production.

Exercise: Find suitable occupation

Post Title: _____

Job Title: _____

Descriptor:

Key words in descriptor:

Major group: _____

Sub major Group: _____

Minor Group: _____

Unit Group: _____

Occupation: _____

Specialisation: _____

Amending the OFO

The Department of Higher Education has instituted a standard process and format for SETAs to recommend amendments to the Organising Framework of Occupations on an annual basis.

Format and Processes for changes to OFO:

SETAs are expected to liaise with their constituencies on a regular basis to ensure they are kept up to date with the workplace needs required to deliver outputs. The required output needs and how it relates to occupations forms the cornerstone of updating the OFO.

The enclosed templates need to be used when submitting suggestions for updating the OFO. The emphasis in updating the OFO is ensuring that the OFO represents the needs of industry. All submissions need therefore to be as specific as possible in formulating the detail required in the template. The motivation for the suggested changes/additions and specifically mentioning the stakeholders consulted in the process is vital information required as part of the submission.

SUBMISSION: CHANGE OCCUPATION DETAILS ON OFO

TYPE OF CHANGE : (Please tick on the applicable box)

- Change in current occupation title
- Add alternative title / specialisations
- Remove alternative title / specialisations

Number and name of Unit Group (4 digits) of the occupation

Number Title

Existing occupation that needs to be changed/amended or new occupation title that needs to be created

Current Occupation Details:

Suggested or amended Occupation Title:

Number Title

Title

Amended descriptor - indicate the unique contribution the occupation makes to the place of work:

Add alternative titles or specialisations for the occupation

Remove alternative titles or specialisations listed on the OFO related to the occupation identified on this form:

Motivation for the suggested changes

Stakeholders that were consulted regarding the suggested changes

DETAILS OF AUTHORITY SUBMITTING THE AMENDMENTS OR CHANGES TO THE OFO

NAME OF SETA: DATE OF SUBMISSION:

DETAILS OF PERSON THAT CAN BE CONTACTED IN TERMS OF THIS SUBMISSION

NAME:

TELEPHONE NUMBER: E-MAIL:

