

ESTATES

Estates Services employs a wide range of staff, all of whom are vital to the smooth running of healthcare properties and services. Support workers, maintenance workers, fire safety officers, estates officers, directors of facilities and many more all contribute to making sure that NHSScotland buildings and estates are well-maintained and safe to use.

SCQF Level	Examples of Job Roles	Required Learning	Specialist Qualifications
11	▪ Director		
	▪ Head of Estates	Chartered Engineer	▶ MSc Building Services Engineering
10	▪ Site/Estates Manager	▶ IOSH - Managing Safely	▶ BSc Hons Building Surveying ▶ BEng Hons Building Services Engineering
	▪ Estates Manager	▶ IOSH - Managing Safely	▶ BSc Building Surveying
9	▪ Senior Estates Officer	▶ IOSH - Managing Safely	▶ BEng Building Services Engineering
	▪ Senior Estates Officer	▶ IOSH - Managing Safely	▶ Dip HE Engineering
8	▪ Estates Officer	▶ IOSH - Managing Safely	▶ Dip HE Engineering ▶ HND Engineering Systems ▶ HND Mechanical Engineering ▶ HND Electrical Engineering
	▪ Trades Supervisor	▶ IOSH - Managing Safely	▶ HNC Building Services Engineering ▶ HNC Built Environment
	▪ (Higher) Technician		▶ HNC Building Services Engineering ▶ HNC Built Environment
6	▪ Maintenance Assistant	Estates Workbook	
5	▪ Maintenance Assistant	Estates Workbook	
4	▪ Maintenance Assistant		

TRANSFERABLE

Transferable qualifications are relevant for all jobs in Estates and Facilities and support you to move from one job family to another.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> ▶ Executive MBA (Facilities Management) ▶ MSc Facilities Management ▶ Masters Business Administration ▶ MPA Public Administration ▶ IWFM level 7 in Facilities Management 	<ul style="list-style-type: none"> ▶ PDA in Strategic Leadership ▶ SVQ Management at SCQF level 11 ▶ MSc in Business and Management
<ul style="list-style-type: none"> ▶ BSc Hons Facilities Management ▶ BA Facilities Management ▶ IWFM level 6 in Facilities Management 	<ul style="list-style-type: none"> ▶ PDA in Planning and Implementing Change ▶ ILM Leadership and Management ▶ SVQ Management at SCQF level 9 ▶ PDA in Decision Making and Innovation ▶ PDA in Organisational Leadership ▶ BSc (Hons) Management ▶ BA (Hons) Public Administration and Management ▶ PDA Managing Projects and Business Processes
<ul style="list-style-type: none"> ▶ IWFM level 6 in Facilities Management 	<ul style="list-style-type: none"> ▶ PDA in Planning and Implementing Change ▶ ILM Leadership and Management ▶ SVQ Management at SCQF level 9 ▶ PDA in Decision Making and Innovation ▶ PDA in Organisational Leadership ▶ BSc Management
<ul style="list-style-type: none"> ▶ Foundation Degree Facilities Management ▶ PDA in Internal Verification of Workplace Assessment (L&D11) at SCQF level 8 ▶ PDA Workplace Assessment Using Direct & Indirect Methods (LD9DI) at SCQF level 8 ▶ ECDL - Advanced at SCQF level 6 ▶ IWFM level 5 in Facilities Management ▶ HND Facilities Management at SCQF Level 8 	<ul style="list-style-type: none"> ▶ PDA in Leadership at SCQF level 8 ▶ PDA in Project Management at SCQF level 8 ▶ PDA in Managing Self and Others ▶ PDA in Leadership and Change at SCQF level 8
<ul style="list-style-type: none"> ▶ PDA Workplace Assessment Using Direct & Indirect Methods (LD9DI) at SCQF level 8 ▶ SVQ Facilities Management at SCQF level 7 ▶ University Cert. Facilities Management ▶ HNC Facilities Management ▶ ECDL - Advanced (SCQF level 6) ▶ IWFM level 4 in Facilities Management ▶ ECDL (SCQF level 5) 	<ul style="list-style-type: none"> ▶ SVQ Management at SCQF level 7 ▶ PDA in Managing Self and Others ▶ PDA in Leadership and Management of the Work of Others
<ul style="list-style-type: none"> ▶ SVQ Health Care Support (Non-clinical) at SCQF level 6 ▶ MA Healthcare Support (Non-clinical) ▶ ECDL (SCQF level 5) 	<ul style="list-style-type: none"> ▶ PDA in Management ▶ ILM Leadership and Team Skills
<ul style="list-style-type: none"> ▶ SVQ Facilities Services at SCQF level 5 ▶ MA Facilities Services ▶ ECDL (SCQF level 5) 	<ul style="list-style-type: none"> ▶ SVQ Team Leading at SCQF level 5
<ul style="list-style-type: none"> ▶ ECDL Essentials (SCQF Level 4) 	

ESTATES (TRADES-SPECIFIC)

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SCQF Level	Required Learning for all Roles	ELECTRICIAN	ENGINEER	JOINER	PLUMBER	PAINTER & DECORATOR	PLASTERER	BRICKLAYER	TILER
		Specialist Qualifications							
7	Estates Workbook	<ul style="list-style-type: none"> HNC Electrical Engineering SVQ Electrical Installation at SCQF level 7 PDA in Electrical Engineering MA Electrical Installation 	<ul style="list-style-type: none"> HNC Engineering Practice HNC Mechanical Engineering HNC Engineering Systems PDA In Engineering Maintenance 	<ul style="list-style-type: none"> PDA Carpentry & Joinery 	<ul style="list-style-type: none"> SVQ Plumbing at SCQF level 7 MA Plumbing MA Heating, Ventilating & Air Conditioning 	<ul style="list-style-type: none"> PDA Painting and Decorating 	<ul style="list-style-type: none"> PDA Plastering 	<ul style="list-style-type: none"> PDA Bricklaying 	<ul style="list-style-type: none"> PDA Wall and Floor Tiling
6	Estates Workbook	<ul style="list-style-type: none"> NC Electrical Engineering MA Engineering (Engineering Maintenance Electrical) 	<ul style="list-style-type: none"> MA Construction (Technical) NC Engineering Systems NC Mechanical Engineering MA Engineering (Engineering Maintenance) 	<ul style="list-style-type: none"> SVQ Carpentry & Joinery at SCQF level 6 MA Construction (Building) 		<ul style="list-style-type: none"> SVQ Painting and Decorating at SCQF level 6 C&G level 2 Diploma in Painting and Decorating MA Construction (Building) 	<ul style="list-style-type: none"> SVQ Plastering at SCQF level 6 C&G level 2 Diploma in Plastering MA Construction (Building) 	<ul style="list-style-type: none"> C&G level 2 Diploma in Brickwork MA Construction (Building) 	<ul style="list-style-type: none"> SVQ Wall and Floor Tiling at SCQF level 6 MA Construction (Building)
5									

TRANSFERABLE	MANAGEMENT
ALL ROLES	ALL ROLES
Transferable Qualifications	General Leadership and Management Qualifications
<p>Transferable qualifications are relevant for all jobs in Estates and Facilities and support you to move from one job family to another.</p> <ul style="list-style-type: none"> PDA Workplace Assessment Using Direct & Indirect Methods (LD9DI) at SCQF level 8 SVQ Facilities Management at SCQF level 7 University Cert. Facilities Management HNC Facilities Management HNC Building Services Engineering IWFM level 4 in Facilities Management 	<p>General management qualifications that are relevant to all roles and develop skills in team leadership and management.</p> <ul style="list-style-type: none"> PDA in Managing Self and Others at SCQF level 7 PDA in Leadership and Management of the Work of Others SVQ Management at SCQF level 7 ECDL at SCQF level 5
<ul style="list-style-type: none"> SVQ Health Care Support (Non-clinical) at SCQF level 6 MA Healthcare Support (Non-clinical) IWFM in Facilities Management at SCQF level 6 	<ul style="list-style-type: none"> PDA in Management ILM Leadership and Management ILM Leadership and Team Skills
	<ul style="list-style-type: none"> SVQ Team Leading at SCQF level 5 ILM Leadership and Team Skills

GROUNDS

Estates Services employs a wide range of staff, all of whom are vital to the smooth running of healthcare properties and services. Support workers, maintenance workers, fire safety officers, estates officers, directors of facilities and many more all contribute to making sure that NHSScotland buildings and estates are well-maintained and safe to use.

SCQF Level	Examples of Job Roles	Required Learning	Specialist Qualifications
11	<ul style="list-style-type: none"> Director of Estates Head of Estates 		
10	<ul style="list-style-type: none"> Site Manager 		<ul style="list-style-type: none"> BSc Hons Building Surveying BEng Hons Building Services Engineering BSc Building Surveying
9	<ul style="list-style-type: none"> Estates Manager 	<ul style="list-style-type: none"> IOSH - Managing Safely 	
	<ul style="list-style-type: none"> Gardener Supervisor 	<ul style="list-style-type: none"> IOSH - Managing Safely 	
8	<ul style="list-style-type: none"> Gardener Supervisor 	<ul style="list-style-type: none"> IOSH - Managing Safely 	<ul style="list-style-type: none"> HND Horticulture
7	<ul style="list-style-type: none"> Gardener Supervisor 	<ul style="list-style-type: none"> IOSH - Managing Safely 	<ul style="list-style-type: none"> HNC Horticulture
	<ul style="list-style-type: none"> Charge Hand Head Gardener 	Woodland Management Waterway Management Road Traffic Management Estates Workbook	<ul style="list-style-type: none"> HNC Horticulture
6	<ul style="list-style-type: none"> Charge Hand Head Gardener Gardener 	Pesticide Training Road Traffic Management Estates Workbook	<ul style="list-style-type: none"> SVQ Horticulture at SCQF level 6
			<ul style="list-style-type: none"> MA Horticulture at SCQF level 6
			IOG Level 2 Diploma in Work-based Horticulture
5	<ul style="list-style-type: none"> Gardener 	Pesticide Training Road Traffic Management Estates Workbook	<ul style="list-style-type: none"> Level 2 IVQ Technician Cert. In Motor Vehicle. Systems
			<ul style="list-style-type: none"> SVQ Horticulture at SCQF level 5
			<ul style="list-style-type: none"> MA Horticulture at SCQF level 5
4	<ul style="list-style-type: none"> Assistant Gardener 	COSHH Road Traffic Management Systems Estate Workbook	<ul style="list-style-type: none"> SVQ Horticulture at SCQF level 4
			IOG Level 2 Diploma in Horticulture
			<ul style="list-style-type: none"> Level 1 IVQ Certificate Motor Vehicle Systems NC Horticulture

TRANSFERABLE

Transferable qualifications are relevant for all jobs in Estates and Facilities and support you to move from one job family to another.

Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Executive MBA (Facilities Management) MSc Facilities Management Masters Business Administration MPA Public Administration IWFM level 7 in Facilities Management 	<ul style="list-style-type: none"> PDA in Strategic Leadership SVQ Management at SCQF level 11 MSc in Business and Management
BSc Hons Facilities Management BA Facilities Management IWFM level 6 in Facilities Management	<ul style="list-style-type: none"> PDA in Planning and Implementing Change ILM Leadership and Management SVQ Management at SCQF level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership BSc (Hons) Management BA (Hons) Public Administration and Management PDA Managing Projects and Business Processes
<ul style="list-style-type: none"> IWFM level 6 in Facilities Management 	<ul style="list-style-type: none"> PDA in Planning and Implementing Change ILM Leadership and Management SVQ Management at SCQF level 9 PDA in Decision Making and Innovation PDA in Organisational Leadership BSc Management
Foundation Degree Facilities Management <ul style="list-style-type: none"> PDA in Internal Verification of Workplace Assessment (L&D11) at SCQF level 8 PDA Workplace Assessment Using Direct & Indirect Methods (LD9DI) at SCQF level 8 IWFM level 5 in Facilities Management 	<ul style="list-style-type: none"> PDA in Leadership PDA in Project Management PDA in Managing Self and Others PDA in Leadership and Change
<ul style="list-style-type: none"> PDA Workplace Assessment Using Direct & Indirect Methods (LD9DI) at SCQF level 8 SVQ Facilities Management at SCQF level 7 University Cert. Facilities Management <ul style="list-style-type: none"> HNC Facilities Management HNC Building Services ECDL - Advanced at SCQF level 6 IWFM level 4 in Facilities Management 	<ul style="list-style-type: none"> SVQ Management at SCQF level 7 PDA in Managing Self and Others PDA in Leadership and Management of the Work of Others
<ul style="list-style-type: none"> SVQ Health Care Support (Non-clinical) at SCQF level 6 MA Healthcare Support (Non-clinical) ECDL (SCQF level 5) IWFM in Facilities Management at SCQF level 6 	<ul style="list-style-type: none"> PDA in Management ILM Leadership and Management ILM Leadership and Team Skills
<ul style="list-style-type: none"> SVQ Facilities Services at SCQF level 5 MA Facilities Services ECDL (SCQF level 5) 	<ul style="list-style-type: none"> ILM Leadership and Team Skills SVQ Team Leading at SCQF level 5
<ul style="list-style-type: none"> ECDL Essentials (SCQF Level 4) 	

CAPITAL PLANNING

Capital Planning provide a high quality capital planning service in support of the delivery of all major refurbishment works, new construction builds and technical or specialist project management. This includes architects, surveyors, engineers and managers with experience in construction and project management.

SCQF Level	Examples of Job Roles	Specialist Qualifications	Professional Membership
11	<ul style="list-style-type: none"> Director Assistant Director Head of Service 	<ul style="list-style-type: none"> MSc Construction Management MSc Strategic Service Planning and Delivery in Health and Social Care SVQ in Senior Construction Management at SCQF level 11 SVQ in Built Environment Design and Consultancy Practice at SCQF level 11 MSc Project Management PG Module in Project Management - Open University 	<ul style="list-style-type: none"> Chartered Engineer Chartered member of: RICS Chartered Member CIOB Certified Member of IWFM
10	<ul style="list-style-type: none"> Senior Project Manager 	<ul style="list-style-type: none"> BA (Hons) Architecture BSc (Hons) Quantity Surveying BSc (Hons) Construction Management BSc (Hons) Building Surveying BEng (Hons) Building Services BSc (Hons) Construction & Project Management 	<ul style="list-style-type: none"> Chartered member of: RICS Member of APM Chartered member of RIBA Chartered member of CIOB Chartered member of RIAS
9	<ul style="list-style-type: none"> Project Manager 	<ul style="list-style-type: none"> BA Architecture BSc Quantity Surveying BSc Construction Management BSc Building Surveying BEng Building Services BSc Construction and Project Management Graduate Apprenticeship Construction and Built Environment (SCQF level 10) APM Project Professional Qualification (no SCQF level) SVQ - Construction Contracting Operations Management: General at SCQF level 9 	<ul style="list-style-type: none"> Member of IWFM Member of CIBSE Member of ICE Chartered Member of CIAT <p>Associate Member RICS/CIAT/IWFM/CIBSE/APM/RIBA</p>
8	<ul style="list-style-type: none"> Assistant Project Manager 	<ul style="list-style-type: none"> HND Construction Management HND Building Surveying HND Quantity Surveying PDA in Project Management APM Project Management at SCQF level 7 Project Management Technical Apprenticeship at SCQF level 8 	
7	<ul style="list-style-type: none"> Project Support 	<ul style="list-style-type: none"> Business Administration Technical Apprenticeship at SCQF level 8 Construction Technical at SCQF level 6 and 7 HNC Building Services Engineering HNC Construction Management HNC Built Environment SVQ - Construction Contracting Operations Management: General at SCQF level 6 	
6	<ul style="list-style-type: none"> Project Support 	<ul style="list-style-type: none"> APM Project Fundamentals at SCQF level 6 	

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Transferable Qualifications	General Leadership and Management Qualifications
<ul style="list-style-type: none"> Executive MBA Facilities Management MSc Facilities Management Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Strategic Leadership SVQ in Management at SCQF level 11 MSc Business and Management
BA Hons Facilities Management	
BA Facilities Management <ul style="list-style-type: none"> BA (Hons) Business Management (SCQF level 10) 	<ul style="list-style-type: none"> SVQ4 Management PDA in Project and Business Processes PDA In Leading Change PDA in Decision Making and Innovation PDA in Planning and Implementing Change PDA in Organisational Leadership ILM Leadership and Management
Foundation Degree Facilities Management <ul style="list-style-type: none"> HND Facilities Management 	<ul style="list-style-type: none"> PDA in Leadership Diploma in Management and Leadership PDA in Leadership and Change PDA Managing Self and Others
<ul style="list-style-type: none"> HNC Facilities Management 	<ul style="list-style-type: none"> SVQ Management Level 3 PDA Managing Self and Others HNC Management and Leadership PDA in Managing Self and Work of Others PDA in Managing Resources and Quality

MANAGEMENT

General management qualifications that are relevant to all roles and develop skills in team leadership and management.

For a more detailed explanation of the work-related qualifications listed within the pathway e.g. NPA, SVQ, HNC/HND, NC and PDA please refer to The NHS Education for Scotland publication **The Well Qualified Workforce**.

This is not a definitive list of qualifications and professional bodies. The qualifications listed are the most popular qualifications for the role. However, the qualification should be at the appropriate SCQF level as identified on the pathways. The professional memberships are desirable for the role and the person has to be able to satisfy the requirements of the professional organisation to become a member. The pathways contain accredited and quality assured learning therefore relevant experience cannot be included.

PROPERTY SERVICES AND ASSET MANAGEMENT

Property and Asset Management provide advice and expertise on all property matters to ensure best value and compliance with statutory requirements and national guidelines. Responsible for strategic planning, property transactions, property and asset management. This includes the collection of data regarding building condition, performance and forecasting investment requirements.

SCQF Level	Examples of Job Roles	Specialist Qualifications	Professional Membership
11	<ul style="list-style-type: none"> Director Assistant Director Head of Service 	<ul style="list-style-type: none"> MSc Construction Management MSc Strategic Service Planning and Delivery in Health and Social Care MSc Real Estate Asset Management and Development SVQ in Senior Construction Management at SCQF level 11 SVQ in Built Environment Design and Consultancy Practice at SCQF level 11 	<ul style="list-style-type: none"> Chartered Engineer Chartered Member/ RICS/CIOB/RIAS Chartered Member of Town Planning Institute Certified Member of IWFM
10	<ul style="list-style-type: none"> Property Services Manager Asset Manager Contract Manager 	<ul style="list-style-type: none"> BSc (Hons) Construction Management BSc (Hons) Building Surveying BSc (Hons) Real Estate 	<ul style="list-style-type: none"> Chartered Member RICS Chartered Member CIOB Chartered Member RIAS Member IWFM
9	<ul style="list-style-type: none"> Assistant Property Asset Manager 	<ul style="list-style-type: none"> BSc Construction Management BSc Building Surveying BSc Real Estate Graduate Apprenticeship Construction and Built Environment (SCQF level 10) 	<ul style="list-style-type: none"> Chartered Member of CIAT Associate Member RICS/CIAT/IWFM/CIBSE/APM/RIBA
8	<ul style="list-style-type: none"> Technician Asset CAD Manager 	<ul style="list-style-type: none"> HND Computer Aided Architectural Design and Technology HND Architectural Design HND Construction Management PDA Computer Aided Draughting and Design Construction Technical Apprenticeship SCQF level 9 	
7	<ul style="list-style-type: none"> Contract Support Property Asset Systems Support 	<ul style="list-style-type: none"> HNC Contracting Management (SCQF level 7) Business Administration Technical Apprenticeship at SCQF level 8 Construction Technical at SCQF level 6 and 7 HNC Building Services Engineering HNC Construction Management HNC Built Environment 	
6		Pesticide Training Road Traffic Management Estates Workbook	

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<ul style="list-style-type: none"> Executive MBA Facilities Management MSc Facilities Management Masters in Business Administration 	<ul style="list-style-type: none"> PDA in Strategic Leadership SVQ in Management at SCQF level 11 MSc Business and Management
BA Hons Facilities Management	
BA Facilities Management <ul style="list-style-type: none"> BA (Hons) Business Management (SCQF level 10) 	<ul style="list-style-type: none"> SVQ4 Management PDA in Project and Business Processes PDA in Leading Change PDA in Decision Making and Innovation PDA in Planning and Implementing Change PDA in Organisational Leadership ILM Leadership and Management
Foundation Degree Facilities Management <ul style="list-style-type: none"> HND Facilities Management 	<ul style="list-style-type: none"> PDA in Leadership Diploma in Management and Leadership PDA in Leadership and Change PDA Managing Self and Others
<ul style="list-style-type: none"> HNC Facilities Management 	<ul style="list-style-type: none"> SVQ Management Level 3 PDA Managing Self and Others HNC Management and Leadership PDA in Managing Self and Work of Others PDA in Managing Resources and Quality

MANAGEMENT

General management qualifications that are relevant to all roles and develop skills in team leadership and management.

For a more detailed explanation of the work-related qualifications listed within the pathway e.g. NPA, SVQ, HNC/HND, NC and PDA please refer to The NHS Education for Scotland publication **The Well Qualified Workforce**.

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