

# **Employer Guideline to OFO Codes in Fasset's Sector**

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This guideline document includes portions of the OFO guideline document issued by the DHET and GTZ.

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## 1. What is the OFO?

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

The Organising Framework for Occupations (OFO) is a coded occupational classification system. It is the Department of Higher Education and Training's (DHET) 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.

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

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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	5	1. Managers			
	9				2. Professionals	
	8					
	7	4	5. Clerical & Admin Workers	4. Community & Personal Service Workers	3. Technicians & Trades Workers	
	6					
I N T E R - M E D I A T E	5	3	6. Sales Workers	7. Machinery Operators & Drivers		
	4					
E N T R Y	3	2	8. Elementary Workers			
	2					
	1	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. Major Group 2. Professionals) – 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. 24. Business and Administration Professionals – 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. 241. Finance Professionals – 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. 2411. Accountants – 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

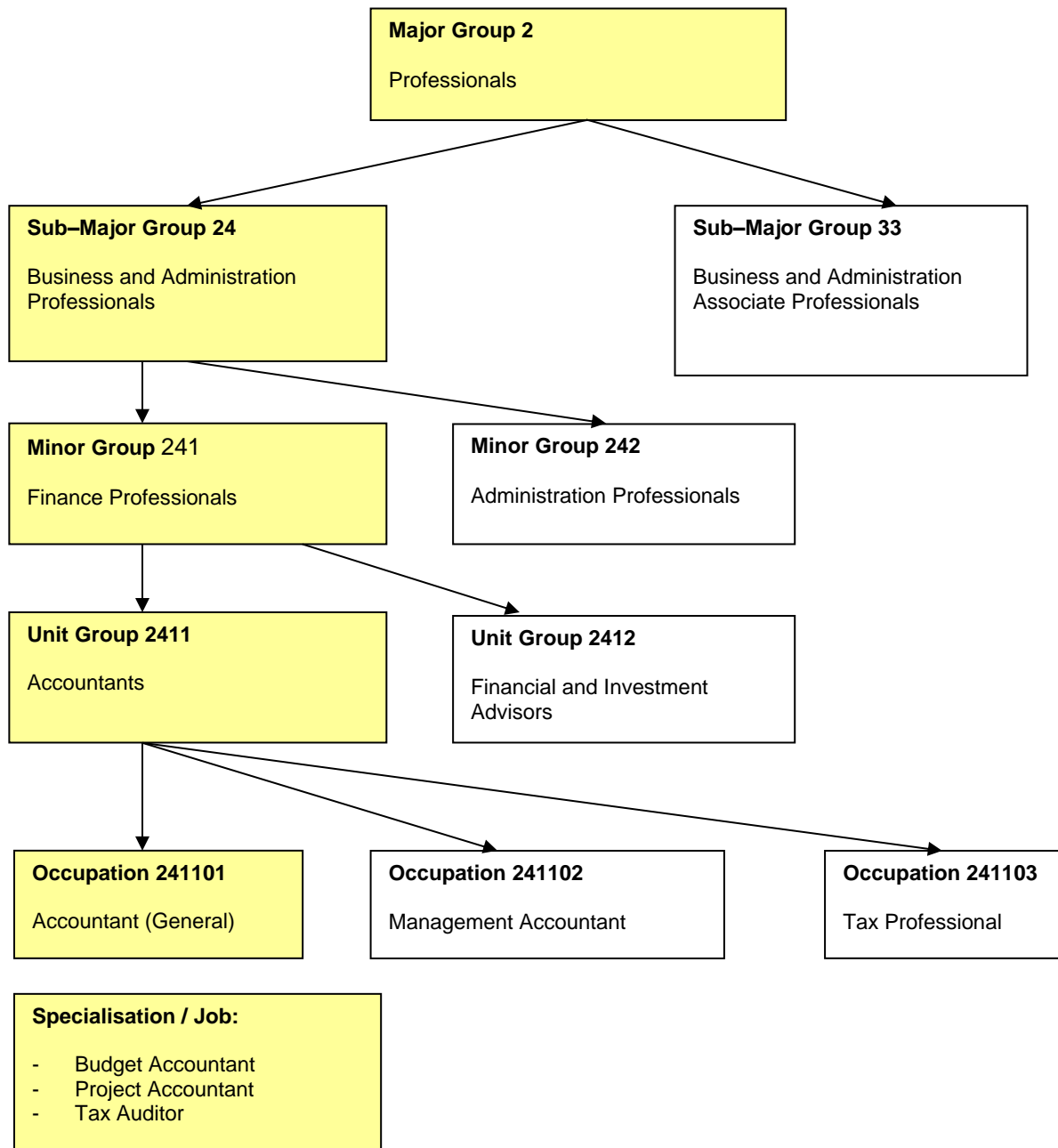
Occupations (6 digits) – e.g. 241102. Management Accountant – are:

- 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**



### 3. Occupational Descriptors

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

OFO 2013 has 5,678 occupation titles, including specialisations and alternative titles grouped as illustrated in the table below.

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

In some instances a job title may correspond to an occupation title on the OFO, for example, a Tax Auditor has the OFO occupation title Tax Professional with code 241103. There are 3 alternative titles or specialisations for Tax Professional, including Tax Analyst, Tax Auditor and Tax Consultant.

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	Occupation (6 digits) Specialisation/Alternative	
Managers	4	11	135	135	424
Professionals	6	27	369	369	1492
Technicians and Trades Workers	5	20	274	274	997
Community and Personal Service Workers	4	8	68	68	370
Clerical and Administrative Workers	4	14	111	111	442
Sales Workers	7	20	249	249	943
Machinery Operators and Drivers	3	14	144	144	576
Elementary Workers	6	11	98	98	434

### 4. Why the OFO?

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Sector Education and Training Authorities (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 Higher Education and Training (DHET) 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 DHET 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, Institute of Sectoral Excellence (ISOE) and Further Education and Training (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 (OQF)

## 5. Benefits of using the OFO

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### 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 DHET'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 DHET 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 as follows:

- 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.

## 6. Mapping job titles to occupations

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### 1. 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, and
- Alternate titles and specialisations linked to it.

Experience has shown that some of the reasons people experience difficulty in locating OFO codes and using the OFO 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.

## **2. 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 specialisation related to an occupation. This process of adding or changing occupations on the OFO is dealt with later.

## **3. 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.

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.

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.

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 employers e.g. Financial Manager, Payroll Administrator.

#### 4. Refining your organisation's job titles list to map to the OFO

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 Workplace Skills Plan (WSP) and Annual Training Report (ATR) reporting formats.

## 5. Matching titles using application contexts

In order to appropriately map context or output specific jobs in your organisation 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 two Business Analysts reflected as OFO specialisations. 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 Specialisation	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	241301
Business Analyst	To analyse organisational and business systems and processes to enhance business performance and efficiency	Assists organisations to achieve greater efficiency and solve organisational problems.	Business Analyst	242101

## 6. 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 Executive Officer (CEO) is mapped to 112101 – Director (Enterprise / Organisation), descriptor: Determines, formulates and reviews the general policy program and the overall direction of an organisation, within the framework established by a board of directors or a similar governing body..

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.

## 7. 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 a specialisation spelled with two words (Plate Layer) under 651202 – Welder.

## 8. 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.

## 9. 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 Tax Technician (331303): Reviews completed tax records, prepares and submits taxation returns and documents and verifies accuracy..

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

Group 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS:- Technicians and associate professionals perform mostly technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.

3. *Next you need to ask which Sub-Major group (there are 5, code 31 to 35) best represent the descriptor*

Sub-Major Group 33 - Business and Administration Associate Professionals Business and administration associate professionals perform mostly technical tasks connected with the practical application of knowledge relating to financial accounting and transaction matters, mathematical calculations, human resource development, selling and buying financial instruments, specialised secretarial tasks, and enforcing or applying relevant government rules. Also included are workers who provide business services such as customs clearance, conference planning, job placements, buying and selling real estate or bulk commodities, and serving as agents for performers such as athletes and artists.

4. Now you need to find the Minor Group (there are 20, code 311 to 352) that best represents the descriptor

Minor Group 331 - Financial and Mathematical Associate Professionals: Financial and mathematical associate professionals place a value on various items and property, maintain records of financial transactions, analyze loan application information and render a decision, buy and sell financial instruments, and perform mathematical and related calculations.

5. The next question is which Unit Group (there are 274) code 3313 is the most suitable

Unit Group 3313 – Chemists Accounting associate professionals maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

6. Now for the occupation: There are 3 codes 331301 to 331303. And the winner is:

Occupation 3 Tax Technician (331303): Reviews completed tax records, prepares and submits taxation returns and documents and verifies accuracy.

## 7. Most common Fasset OFO codes per subsector

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The sections below reflect the six digit OFO codes per cluster of Standard Industrial Classification (SIC) codes in the Fasset sector. This will provide employers with examples of which OFO codes are used in specific sectors which should simplify the process of using OFO codes.

### 88121 Activities of Accountants and Auditors Registered in Terms of the Auditing Profession Act

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121102	Payroll Manager
121104	Internal Audit Manager
121201	Personnel / Human Resource Manager
121202	Business Training Manager
121204	Recruitment Manager
121205	Employee Wellness Manager
121206	Health and Safety Manager
121902	Corporate Services Manager
121904	Contract Manager
121905	Programme or Project Manager
122101	Sales and Marketing Manager
122201	Advertising and Public Relations Manager
132401	Supply and Distribution Manager
133101	Chief Information Officer
133102	ICT Project Manager
133103	Data Management Manager
133104	Application Development Manager
133105	Information Technology Manager
134904	Office Manager
143901	Facilities Manager

<b>Code</b>	<b>Title</b>
<b>Professionals</b>	
214101	Industrial Engineer
216601	Graphic Designer
241101	Accountant (General)
241103	Tax Practitioner
241104	External Auditor
241106	Accountant in Practice
241107	Financial Accountant
242101	Management Consultant
242102	Organisation and Methods Analyst
242203	Company Secretary
242207	Compliance Officer
242208	Organisational Risk Manager
242209	Accounting Officer
242210	Business Administrator
242303	Human Resource Advisor
242304	Workplace / Industrial Relations Advisor
242401	Training and Development Professional
242403	Assessment Practitioner
243103	Marketing Practitioner
243203	Corporate Communication Manager
244106	ICT Sales Representative
251901	Quality Assurance Analyst (Computers)
252201	Systems Administrator
261102	Administrative Lawyer
262101	Archivist
262201	Librarian
262202	Information Services Manager
263101	Economist
264303	Linguist
<b>Technicians and Associate Professionals</b>	
331301	Bookkeeper
331303	Accounting Technician
332302	Purchasing Officer
333201	Events Manager
333406	Property Lease Administrator
334102	Office Administrator
334302	Personal Assistant
341108	Trust Officer
341110	Associate Legal Professional
351101	Computer Operator
351201	ICT Communications Assistant
<b>Clerical Support Workers</b>	
411101	General Clerk
412101	Secretary (General)
421101	Bank Teller
421401	Debt Collector
422301	Switchboard Operator
422501	Enquiry Clerk
422601	Receptionist (General)

Code	Title
431101	Accounts Clerk
431103	Taxation Clerk
431301	Payroll Clerk
441101	Library Assistant
441202	Postal Delivery Officer
441302	Proof Reader
441501	Filing or Registry Clerk
441502	Office Machine Operator
441601	Human Resources Clerk
441602	Skills Development Administrator
441603	Compensation and Benefits Clerk
441903	Program or Project Administrators
<b>Service and Sales Workers</b>	
513101	Waiter
541401	Security Officer
<b>Plant and Machine Operators and Assemblers</b>	
732101	Delivery Driver
<b>Elementary Occupations</b>	
811201	Commercial Cleaner
841201	Kitchenhand

### 88120 Accounting, Bookkeeping and Auditing Activities, Tax Consultancy

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121104	Internal Audit Manager
121201	Personnel / Human Resource Manager
121202	Business Training Manager
121901	Corporate General Manager
122101	Sales and Marketing Manager
132301	Construction Project Manager
133105	Information Technology Manager
134904	Office Manager
143901	Facilities Manager
<b>Professionals</b>	
215102	Electrical Engineering Technologist
241104	External Auditor
242211	Internal Auditor
243103	Marketing Practitioner
252902	Technical (ICT) Support Services Manager
<b>Technicians and Associate Professionals</b>	
311705	Mine Ventilation Observer
312101	Production / Operations Supervisor (Mining)
334102	Office Administrator
334302	Personal Assistant
<b>Clerical Support Workers</b>	
422601	Receptionist (General)
431101	Accounts Clerk
<b>Plant and Machine Operators and Assemblers</b>	



Code	Title
732101	Delivery Driver
<b>Elementary Occupations</b>	
811201	Commercial Cleaner

### 83190 Activities Auxiliary to Financial Intermediation Activities Auxiliary to Financial Intermediation

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121201	Personnel / Human Resource Manager
121202	Business Training Manager
121901	Corporate General Manager
121902	Corporate Services Manager
122101	Sales and Marketing Manager
122102	Sales Manager
122103	Director of Marketing
122105	Customer Service Manager
122201	Advertising and Public Relations Manager
132401	Supply and Distribution Manager
132402	Logistics Manager
133102	ICT Project Manager
133104	Application Development Manager
134602	Credit Bureau Manager
134904	Office Manager
134915	Operations Manager (Non-Manufacturing)
143905	Call or Contact Centre Manager
<b>Professionals</b>	
212102	Mathematician
215303	Telecommunications Network Engineer
235601	ICT Trainer
241301	Financial Investment Advisor
242303	Human Resource Advisor
242401	Training and Development Professional
243102	Market Research Analyst
243103	Marketing Practitioner
243301	Sales Representative / Salesman (Industrial Products)
243403	ICT Sales Representative
251202	Programmer Analyst
252101	Database Designer and Administrator
252301	Computer Network and Systems Engineer
252902	Technical (ICT) Support Services Manager
262202	Information Services Manager
264203	Print Journalist
264205	Television Journalist
265412	Media Producer
<b>Technicians and Associate Professionals</b>	
331201	Credit or Loans Officer
332302	Purchasing Officer
333908	Marketing Coordinator
334101	Office Supervisor
334302	Personal Assistant

Code	Title
343101	Photographer
<b>Clerical Support Workers</b>	
431101	Accounts Clerk
411101	General Clerk
413201	Data Entry Operator
421401	Debt Collector
422501	Enquiry Clerk
422601	Receptionist (General)
<b>Plant and Machine Operators and Assemblers</b>	
732101	Delivery Driver
<b>Elementary Occupations</b>	
811201	Commercial Cleaner

### 83110 Administration of Financial Markets Stockbroking and Financial Markets

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121901	Corporate General Manager
121903	Physical Asset Manager
121905	Programme or Project Manager
122105	Customer Service Manager
133105	Information Technology Manager
134904	Office Manager
<b>Professionals</b>	
241101	Accountant (General)
242211	Internal Auditor
242303	Human Resource Advisor
242401	Training and Development Professional
242402	Occupational Instructor / Trainer
251101	ICT Systems Analyst
251203	Developer Programmer
252101	Database Designer and Administrator
252301	Computer Network and Systems Engineer
264103	Technical Writer
<b>Technicians and Associate Professionals</b>	
311301	Electrical Engineering Technician
312201	Production / Operations Supervisor (Manufacturing)
331301	Bookkeeper
334101	Office Supervisor
334302	Personal Assistant
334303	Personal Assistant
351201	ICT Communications Assistant
<b>Clerical Support Workers</b>	
411101	General Clerk
412101	Secretary (General)
413201	Data Entry Operator
422601	Receptionist (General)
431101	Accounts Clerk
431301	Payroll Clerk

Code	Title
432102	Dispatching and Receiving Clerk / Officer
441601	Human Resources Clerk
441903	Program or Project Administrators
<b>Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers</b>	
643101	Painter
651202	Welder
651301	Sheet Metal Worker
651302	Boilermaker
651501	Rigger
652302	Fitter and Turner
652404	Grinder
684202	Blaster
<b>Plant and Machine Operators and Assemblers</b>	
718303	Filling Line Operator
718914	Sand Blaster
721901	Product Assembler
732101	Delivery Driver
733201	Truck Driver (General)
734301	Crane or Hoist Operator
<b>Elementary Occupations</b>	
811101	Domestic Cleaner
811201	Commercial Cleaner
811203	Tea Attendant
821401	Garden Workers
832901	Metal Engineering Process Worker
862202	Handyperson

### 88102 Asset Portfolio Management

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121201	Personnel / Human Resource Manager
121203	Compensation and Benefits Manager
121901	Corporate General Manager
121902	Corporate Services Manager
121903	Physical Asset Manager
122101	Sales and Marketing Manager
122105	Customer Service Manager
122201	Advertising and Public Relations Manager
132401	Supply and Distribution Manager
133101	Chief Information Officer
133102	ICT Project Manager
133106	Information Systems Director
143901	Facilities Manager
<b>Professionals</b>	
241101	Accountant (General)
241102	Management Accountant
241107	Financial Accountant
241201	Investment Analyst

<b>Code</b>	<b>Title</b>
242101	Management Consultant
242102	Organisation and Methods Analyst
242202	Policy Analyst
242203	Company Secretary
242204	Corporate Treasurer
242207	Compliance Officer
242208	Organisational Risk Manager
242303	Human Resource Advisor
242402	Occupational Instructor / Trainer
243201	Communication Coordinator
243304	Printing and Publishing Sales Representative
243402	ICT Business Development Manager
251101	ICT Systems Analyst
251202	Programmer Analyst
251203	Developer Programmer
251301	Multimedia Specialist
252101	Database Designer and Administrator
252301	Computer Network and Systems Engineer
262201	Librarian
<b>Technicians and Associate Professionals</b>	
331101	Securities Dealer
331501	Valuer
332401	Commodities Trader
334302	Personal Assistant
341102	Legal Executive
341110	Associate Legal Professional
<b>Clerical Support Workers</b>	
411101	General Clerk
422301	Switchboard Operator
431101	Accounts Clerk
441601	Human Resources Clerk
441602	Skills Development Administrator
441903	Program or Project Administrators
<b>Plant and Machine Operators and Assemblers</b>	
732201	Chauffeur
<b>Elementary Occupations</b>	
811203	Tea Attendant

#### **88140 Business and Management Consulting Services Business and Management Consulting Services**

<b>Code</b>	<b>Title</b>
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121102	Payroll Manager
121104	Internal Audit Manager
121201	Personnel / Human Resource Manager
121202	Business Training Manager
121901	Corporate General Manager
121902	Corporate Services Manager

<b>Code</b>	<b>Title</b>
121905	Programme or Project Manager
121908	Quality Systems Manager
121909	Quality Systems Manager
122101	Sales and Marketing Manager
122103	Director of Marketing
122105	Customer Service Manager
122201	Advertising and Public Relations Manager
122301	Research and Development Manager
132102	Production / Operations Manager (Manufacturing)
132402	Logistics Manager
133101	Chief Information Officer
133103	Data Management Manager
133105	Information Technology Manager
134507	Head of Department (Teacher)
134904	Office Manager
143901	Facilities Manager
143905	Call or Contact Centre Manager
<b>Professionals</b>	
216604	Web Designer
226302	Safety, Health, Environment and Quality (SHE&Q) Practitioner
241101	Accountant (General)
241102	Management Accountant
241103	Tax Practitioner
241104	External Auditor
241107	Financial Accountant
241108	Forensic Accountant
241203	Investment Advisor
241205	Professional Principal Executive Officer
241301	Financial Investment Advisor
242101	Management Consultant
242102	Organisation and Methods Analyst
242202	Policy Analyst
242203	Company Secretary
242204	Corporate Treasurer
242207	Compliance Officer
242208	Organisational Risk Manager
242211	Internal Auditor
242303	Human Resource Advisor
242401	Training and Development Professional
242402	Occupational Instructor / Trainer
243102	Market Research Analyst
243103	Marketing Practitioner
243202	Marketing / Communication Strategist
243203	Corporate Communication Manager
251101	ICT Systems Analyst
251201	Software Developer
251901	Quality Assurance Analyst (Computers)
252101	Database Designer and Administrator
252201	Systems Administrator
252902	Technical (ICT) Support Services Manager

<b>Code</b>	<b>Title</b>
261101	Attorney
261102	Administrative Lawyer
262202	Information Services Manager
263405	Research Psychologist
<b>Technicians and Associate Professionals</b>	
331101	Securities Dealer
331201	Credit or Loans Officer
331301	Bookkeeper
333301	Recruitment Consultant / Officer
334102	Office Administrator
334201	Legal Secretary
334302	Personal Assistant
335101	Customs Officer
341103	Paralegal
341107	Law Clerk
341110	Associate Legal Professional
351301	Computer Network Technician
<b>Clerical Support Workers</b>	
411101	General Clerk
411102	Back Office Process Consultant
413201	Data Entry Operator
421401	Debt Collector
422202	Outbound Contact Centre Consultant
422206	Call or Contact Centre Agent
422501	Enquiry Clerk
422601	Receptionist (General)
431101	Accounts Clerk
431301	Payroll Clerk
432201	Production Coordinator
441202	Postal Delivery Officer
441601	Human Resources Clerk
441602	Skills Development Administrator
441603	Compensation and Benefits Clerk
441604	Labour Relations Case Administrator
441903	Program or Project Administrators
<b>Service and Sales Workers</b>	
513101	Waiter
<b>Plant and Machine Operators and Assemblers</b>	
716107	Coffee and Tea Processing Machine Operator
732101	Delivery Driver
732201	Chauffeur
<b>Elementary Occupations</b>	
811201	Commercial Cleaner
811203	Tea Attendant
833402	Store Person
862202	Handyperson

**88103 Company Secretary Services**

<b>Code</b>	<b>Title</b>
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121104	Internal Audit Manager
121201	Personnel / Human Resource Manager
133101	Chief Information Officer
134909	Museum Manager
141102	Guest House Manager
141201	Café (Licensed) or Restaurant Manager
143909	Travel Agency Manager
<b>Professionals</b>	
241101	Accountant (General)
241103	Tax Practitioner
241201	Investment Analyst
241202	Investment Manager
242203	Company Secretary
242204	Corporate Treasurer
242208	Organisational Risk Manager
242211	Internal Auditor
242303	Human Resource Advisor
243102	Market Research Analyst
261101	Attorney
262102	Gallery or Museum Curator
<b>Technicians and Associate Professionals</b>	
315302	Flight Engineer
315303	Aeroplane Pilot
331201	Credit or Loans Officer
333201	Events Manager
333401	Property Manager
334302	Personal Assistant
341103	Paralegal
343401	Chef
<b>Clerical Support Workers</b>	
411101	General Clerk
422102	Travel Consultant
422601	Receptionist (General)
431101	Accounts Clerk
431301	Payroll Clerk
432201	Production Coordinator
432301	Transport Clerk
441203	Mail Clerk
441501	Filing or Registry Clerk
441903	Program or Project Administrators
<b>Service and Sales Workers</b>	
511301	Gallery or Museum Guide
513101	Waiter
515103	Commercial Housekeeper
515301	Caretaker
541401	Security Officer

Code	Title
541402	Alarm, Security or Surveillance Monitor
<b>Skilled Agricultural, Forestry, Fishery, Craft and Related Trades Workers</b>	
611302	Landscape Gardener
653201	Aircraft Maintenance Mechanic
<b>Plant and Machine Operators and Assemblers</b>	
732101	Delivery Driver
732201	Chauffeur
733103	Passenger Coach Driver
<b>Elementary Occupations</b>	
811201	Commercial Cleaner
811203	Tea Attendant
812101	Laundry Worker (General)
821401	Garden Workers
831301	Builder's Worker
833304	Airline Ground Crew
833402	Store Person
841201	Kitchenhand
841202	Food Trade Assistant

#### 81904 Investment entities and trusts

Code	Title
<b>Managers</b>	
112101	Director (Enterprise / Organisation)
121101	Finance Manager
121201	Personnel / Human Resource Manager
122103	Director of Marketing
133105	Information Technology Manager
<b>Professionals</b>	
235601	ICT Trainer
241102	Management Accountant
241105	External Auditor
241201	Investment Analyst
241202	Investment Manager
241301	Financial Investment Advisor
242101	Management Consultant
242207	Compliance Officer
242208	Organisational Risk Manager
243103	Marketing Practitioner
251203	Developer Programmer
251401	Applications Programmer
252101	Database Designer and Administrator
252201	Systems Administrator
<b>Technicians and Associate Professionals</b>	
334102	Office Administrator
334201	Legal Secretary
334302	Personal Assistant
341102	Legal Executive
341103	Paralegal
341108	Trust Officer
341110	Associate Legal Professional



Code	Title
<b>Clerical Support Workers</b>	
412101	Secretary (General)
413201	Data Entry Operator
422102	Travel Consultant
422601	Receptionist (General)
441903	Program or Project Administrators
<b>Elementary Occupations</b>	
811203	Tea Attendant

## 8. Amending the OFO

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

## 9. Format and processes for changes to OFO

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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.

## 10. Assistance in use of the OFO

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Further information can be obtained on Fasset's website: [www.fasset.org.za](http://www.fasset.org.za)

- On the website you can gain access to the following:
- Latest Fasset information
- List of all the relevant Fasset contacts

Alternatively, contact the Fasset call centre on 086 101 0001 for assistance.