

SKOL-ATL-SAFA-MARK PERSONNEL GROUPS

2023

E Leading advisers/advisers

Duties: Project management or design in a very large and highly challenging project and performance management or the performance of duties requiring special expertise

Qualifications: Required minimum level of education is a university degree, a university of applied sciences degree or previous applicable degree as well as experience in successfully performing highly demanding duties in personnel group 01 for at least 4 years or for a total of 15–18 years

01 Leading consultants/leading designers in special fields/leading specialists/leading architects

Duties: Managing or designing a large or very challenging project and demanding specialist's duties or managerial duties or consultancy work

Qualifications: Required minimum level of education is a university of applied sciences degree or a previous applicable degree and experience in successfully performing demanding duties in personnel group 02 for at least 4 years

02 Senior consultants/senior designers in special fields/senior specialists/senior project architects

Duties: Management of a challenging project or a comprehensive part thereof and design duties requiring special experience, demanding specialist's duties or demanding consultancy work

Qualifications: Required minimum level of education is a university of applied sciences degree or a previous applicable degree and experience in successfully performing duties in personnel group 03 for at least 4 years

03 Consultants/designers in special fields/specialists/senior architects

Duties: Management of a project or a part thereof or design work requiring experience, specialist's duties or consultancy work in a special field

Qualifications: Required minimum level of education is a university of applied sciences degree or a previous applicable degree and experience in successfully performing duties in personnel group 04 for at least 3 years, or 5 years for individuals other than those who have at least a university of applied sciences degree

04 Designers/junior specialists/architects

Duties: Independent demanding design and specialist work requiring experience and expertise

Qualifications: The level of education required from individuals starting in this group is a university degree or a master's degree. For individuals who already have work experience, the minimum requirement is a bachelor's degree and experience in successfully performing duties in personnel group 05 for at least 3 years or a previous corresponding degree or other applicable degree and experience in successfully performing duties in personnel group 05 for at least 5 years

05 Junior designers/junior consultants

Duties: Design and specialist work under the management and supervision of a senior person

Qualifications: The minimum education level for individuals starting in this group is a university of applied sciences degree. For individuals who already have work experience, the minimum requirement is a bachelor's degree and experience in successfully performing duties in personnel group 06 for at least 3 years or a further vocational qualification supplemented with sufficient additional training and experience in successfully performing duties in personnel group 06 for at least 5 years

06 Design assistants/assistants/assisting designers

Duties: Duties of an assistant or junior designer, design assistant, assistant or trainee

Qualifications: The minimum education level for individuals starting in this group is the basic degree of a design assistant, other further vocational qualification, applicable studies or applicable work experience

APPLICATION INSTRUCTIONS REGARDING THE PERSONNEL CLASSIFICATION

1. The classification of personnel is used and applied in conjunction with valid legislation, guidelines issued by authorities, qualification certificates issued by bodies authorised by ministries and in conjunction with the organisations' and companies' own remuneration and classification systems. When concluding a consultancy agreement, the complexity of the assignment must be the primary assessment criteria, and only individuals meeting the requirements of the duties in question must be assigned for the work. The personnel groups are determined on the basis of the complexity of duties (e.g. main design and construction duties), and any personnel group updates taking place during a project should be agreed in the consultancy agreement.

2. The criteria for the classification of individuals are advisory and can be applied in accordance with the sectors' special characteristics and the nature of duties (e.g., the IT sector). In addition to the years of experience and completed degrees, an individual's career development, special competence, professional qualifications, additional education, the difficulty of the duties, independence and work contribution are taken into account. The years of experience may include work experience from student days. The Act on the Recognition of Professional Qualifications is applied to the recognition of degrees completed abroad. The previous work experience of specialists and designers transferring from one sector to another is taken into account and included in the years of experience, as applicable.

3. Master's degrees completed in universities of applied sciences are equated with a university degree and post-secondary level degrees are equated with a university of applied sciences degree. An individual having such a degree and sufficient work experience may be placed in group E. Prior technician's degrees and construction supervisor's degrees are equated with a bachelor's degree, and an individual having such a degree and sufficient work experience may be placed in group 02. Recent graduates with a university or master's degrees are placed in group 04 and individuals having a university of applied sciences degree in group 05. University students are placed in groups 05–04 and university of applied sciences students in groups 06–05, with work experience and degree of studies completed taken into account.

4. This personnel classification will take effect and replace the former SKOL-ATL-SAFA personnel classification on 1 May 2023, and the classification of individuals should be reviewed at that point. It is recommended that the new personnel classification is included in any valid agreements through separate agreement or at the start of a new agreement period.