

8.21 Typing Allowances

This policy sets out sets out guidance on the payment of Proficiency and Skills allowances to certain typing grades.

- The criteria for payment of typing proficiency allowances are described in Section 2 Eligibility for Payment of Typing Proficiency Allowances to Certain Typing Grades
- The treatment of various types of skill supplements are given in Sections 3, 4 and 5 Skills Supplements, Phototypesetting and Composing Supplement, Skills Supplements – General
- Typing proficiency standards are set out in Annex 1
- The amounts of payment you may be eligible to receive are shown in Annex 2

The following terms within this policy are defined in the glossary:

Mark time.

You may also be interested in the following policies:

8.30 Starting Pay on Transfer to a New Substantive Grade, 8.08 Overtime, 8.11 Interface Arrangements (NIO and NI Departments), 8.12 Mark-Time

This policy is version 4.0.

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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8.21 Typing Allowances

1 Introduction

1.1 This policy provides guidance on the rules for payment of proficiency and skills allowances to certain typing grades in recognition of particular skills which are:

- a. an inherent feature of the duty performed; or
- b. practised in such a way that you can carry out your normal range of duties more effectively, or are enabled to carry out a wider and/or more complex range of duties.

1.2 There are two types of allowances which are explained further below – proficiency allowances and skills allowances.

2 Eligibility for Payment of Typing Proficiency Allowances to Certain Typing Grades

2.1 Typing proficiency allowances are payable to you as a Typist or Personal Secretary if you achieve the requisite standards. If you are a Typing Manager, a Chief Typing Manager or a Senior Personal Secretary you are not eligible for the award of proficiency payments.

2.2 There are three areas for which proficiency allowances are payable:

- a. Shorthand;
- b. Audio; and
- c. Typewriting.

2.3 Within each of these three areas there are three classes (or standards) of proficiency - for example Typewriting Proficiency Classes A, B and C.

2.4 Typing proficiency is assessed on the basis of the criteria set out in Annex 1. Details of the definitions of the three classes in each of the areas are also set out in Annex 1.

2.5 Payment of a higher level class of proficiency allowance will subsume the payment of a lower class of allowance in the same area.

2.6 In addition to a Typewriting Proficiency, you may hold only one other proficiency allowance in either Shorthand or Audio.

2.7 Proficiency allowances are paid in addition to basic pay, at the rates shown in Annex 2. Proficiency allowances may be held above the scale maximum.

2.8 If you are part-time and qualify for payment of one or more proficiency allowance you will receive the allowance on a pro-rata basis.

2.9 Payment of a proficiency allowance will commence from the date of a successful test. If the employing Department has reason to believe that while in receipt of a proficiency payment you are not maintaining the standard for which the payment is granted, you will be warned in writing that you will be required to take the proficiency test again. If no improvement is seen the test should be taken again, and if failed, the proficiency payment will be withdrawn.

2.10 If during a period of previous service you were in receipt of a proficiency payment, the appropriate proficiency payment may be paid from the date of re-entry to the grade (for example after a career break) provided that you have been using the skills continuously or the break in employment on typing duties is not more than 12 months. Retention of proficiency payments will be subject to maintenance of the proficiency standard on the job.

3 Skills Supplements

3.1 A skills supplement may be paid to you as a Typist, Personal Secretary or Senior Personal Secretary at the appropriate rate as shown in Annex 2 subject to the provisions in paragraphs 3.3 to 4.1 below.

3.2 Skills supplements may be paid in addition to any proficiency allowances to which you are entitled.

3.3 The Higher Rate Skills Supplement should be paid to you as a Typist wholly or mainly engaged in the preparation of highly complex work involving one or more of the following:

- a. the manipulation of text by repositioning, reorganising, extracting or inserting blocks of text stored on external media;
- b. complex layouts requiring copy fitting or frequent changes in format, typeface or tabulation;
- c. technical source material involving scientific or mathematical formulae or foreign languages;
- d. the use of separate spreadsheet packages for mathematical and graphical applications or separate database packages for the creation, amendment and selective interrogation of multi-field computer stored files.

Where you are trained in, and required to use, separate applications packages of the kind described in d. above, the “wholly or mainly” requirement may be waived.

3.4 The Lower Rate Skills Supplement may be paid to you as a Typist, Personal Secretary or Senior Personal Secretary wholly or mainly engaged in the preparation of work which, although not highly complex as defined in paragraph 3.3 above, does nonetheless call for a high level of expertise and involves one or more of the following:

- a. the substantial amendment (but not correction) of text stored on external media;
- b. layouts requiring considerative judgement as to the best format or the transcription of poor quality copy or much amended manuscript transcript;
- c. source material involving unusual or specialist terminology.

3.5 In addition the Lower Rate Supplement should be paid to you as a Typist, Personal Secretary or Senior Personal Secretary who, although not wholly or mainly engaged in the preparation of highly complex work as defined in paragraph 3.3 above, spends a significant amount of your time on such work.

3.6 The Lower Rate Skills Supplement may also be paid on a continuous basis to you if you are a Typist employed on a rota or back-up basis in the preparation of highly complex work as defined in paragraph 3.3 above. In these circumstances the Higher Rate Skills Supplement would not be payable when you are called upon to do such work, although back-up staff may be eligible to receive the Higher Rate Skills Supplement after four weeks continuous employment on work which meets the criteria in paragraph 3.3.

4 Phototypesetting and Composing Supplement

4.1 The Phototypesetting and Composing Supplement should be paid to you if you are a typist wholly or mainly employed on phototypesetting, copy marking and comparable composing processes.

5 Skills Supplements – General

5.1 The Higher and Lower Rate Skills Supplements and the Phototypesetting and Composing Supplement are payable to you only whilst you are employed in a post which meets the relevant criteria for payment of these supplements.

5.2 The supplements must be withdrawn, without mark-time, when you move to a post which does not meet the qualifying criteria for payment of these allowances or when the existing post no longer meets the criteria.

5.3 Eligibility for Proficiency and Skills allowances is summarised in the tables below.
“X” denotes eligibility for allowance

Proficiency Allowances

Grade	Typing	Audio	Shorthand
Chief Typing Manager			
Typing Manager			
Senior Personal Secretary			
Personal Secretary	X	X	X
Typist	X	X	X

Skills Allowances

Grade	Phototype setting	Lower Rate	Higher Rate
Chief Typing Manager			
Typing Manager			
Senior Personal Secretary		X	
Personal Secretary		X	
Typist	X	X	X

6 Status of Proficiency and Skills Supplements

6.1 Proficiency and skills allowances are pensionable, reckonable for overtime purposes and are treated as pay during any absence on leave for which ordinary pay is issued to you. These allowances are considered for adjustment in the light of pay settlements for the non-industrial Civil Service.

6.2 Proficiency allowances are reckonable for starting pay on promotion however the skills supplements (Lower, Higher and Phototypesetting and Composing) are not reckonable for starting pay on promotion.

7 Treatment of Proficiency and Skills Allowances on Promotion

7.1 In calculating your starting pay on promotion if you are in receipt of an allowance, allowances which continue in the higher grade do not affect the determination of starting pay on promotion; in other words the allowance is disregarded and the pay on promotion rate applied to existing basic pay to determine your new substantive pay in the higher grade. The allowance continues to be paid at the higher grade.

7.2 In calculating your starting pay on promotion into a grade where an existing allowance is no longer payable but the allowance is reckonable for starting pay on promotion, the allowance should be disregarded when calculating starting pay on promotion and the pay on promotion rate should be applied to existing basic pay. The allowance continues to be paid after promotion but on a mark-time basis only.

7.3 Skills Supplements paid to you as a Typist, Personal Secretary or Senior Personal Secretary are not reckonable for starting pay on promotion. However, if you are a Typist

in receipt of a Higher Skills Supplement and you move on promotion to a Personal Secretary post attracting a Lower Skills Supplement, the difference between the two rates of supplement may be retained on a mark-time basis.

8 Special Arrangements in the Northern Ireland Office (NIO).

8.1 In 1998 typing proficiency and skills allowances were abolished in the NIO and instead NIO consolidated 50% of typing allowances into pay with the remainder paid as a personal allowance. If you are in an NIO typing grade and move out of the typing discipline, the personal allowance is consolidated into pay at the time of transfer.

8.2 Guidance on your treatment as typing staff if you transfer between NICS Departments and NIO is set out in Annex 3.

Typing Allowances

ANNEX 1

Typing Proficiency Standards

Shorthand, Audio and Typewriting Tests

Details are given below of the standards required for each class of proficiency in the shorthand, audio and typing field (see paragraph 2.4 above)

Standards

a. Shorthand

Test	Time	
Proficiency Class C	3 minutes dictation at 100 wpm to be transcribed in 30 minutes	With a loss of not more than 6 marks
Proficiency Class B	4 minutes dictation at 120 words per minute to be transcribed in 25 minutes	With a loss of not more than 6 marks
Proficiency Class A	5 minutes dictation at 120 words per minute to be transcribed in 25 minutes	With a loss of not more than 6 marks

- Five minutes are allowed for reading through shorthand notes before the candidate starts transcribing.
- A dictionary may be consulted during transcription.
- Typing errors in the transcription will be penalised.

b. Audio

Test	Time	
Proficiency Class C	3 minutes dictation at 120 wpm to be transcribed in 20 minutes	With a loss of not more than 6 marks
Proficiency Class B	5 minutes dictation at 120 wpm to be transcribed in 20 minutes	With a loss of not more than 6 marks
Proficiency Class A	7 minutes dictation at 120 wpm to be transcribed in 20 minutes	With a loss of not more than 6 marks

- A dictionary may be consulted during transcription.
- Typing errors in the transcription will be penalised.

Typing Allowances

ANNEX 1 (Cont'd)

c. Typewriting

	Manuscript Test (15 mins)	Tabulation Test
Proficiency Class C	35 wpm net speed with loss of not more than 6 marks	Time allowed – 25 minutes with a loss of not more than 4 marks. The tabulation test need only be taken once
Proficiency Class B	45 wpm net speed with loss of not more than 6 marks	
Proficiency Class A	55 wpm net speed with loss of not more than 6 marks	

- A dictionary may be consulted during transcription.
- A typing proficiency payment may not be awarded until the tabulation has been passed. This test need not be passed at the same time as the manuscript test.

Typing Allowances

ANNEX 2

Proficiency Allowances

Typists and Personal Secretaries

	£
Proficiency Class C	404
Proficiency Class B	602
Proficiency Class A	902

In each case the higher level proficiency payment subsumes a lower level payment for the same skill. In addition to a typing proficiency you can only hold one other proficiency in either shorthand or audio.

Skills Supplements

	£
Lower rate Skills Supplement	540
Higher rate Skills Supplement	1,083
Phototypesetting & Composing Supplement	1,701

Typing Allowances

ANNEX 3

Typing Grades Transferring between the NICS and the Northern Ireland Office

In 1998 Typing Proficiency and Skills allowances were abolished in the NIO and instead NIO consolidated 50% of typing allowances into pay with the remainder paid as a personal allowance.

If you are a member of staff in the typing discipline and you transfer from the NIO to an NICS Department the following principles should be applied to take account of the consolidation of 50% of typing allowance in NIO.

- a. If you choose to retain eligibility to the exporting Department's (NIO) maximum under the interface arrangements (see policy 8.11, Interface Arrangements), you may move to your personal frozen maximum in line with the new Department's progression arrangements. If you choose to accept the maximum of the NICS scale then you also progress towards this maximum in line with progression arrangements in your new NICS Department.
- b. The total allowances which would be payable to you if you were a typing grade in the NICS will be determined and divided by two to take account of the 50% consolidation of typing allowances in the NIO.
- c. Once you reach your personal maximum/NICS maximum then any future pay awards should be added to your allowance rate (as determined in b. above) until the rate of allowance paid to you reaches the rate payable to the post in the NICS.

Example

If you are a Personal Secretary in NIO with salary of £17,000 (which includes 50% consolidated typing allowance) and personal allowance of £1,444 and you transfer on interface arrangements to an NICS Department.

Your salary is below the NIO maximum at the date of transfer and you choose to retain eligibility to your NIO maximum frozen at date of transfer – this becomes your personal maximum.

Typing allowances due for the NICS typing post are determined as £2,887

You are able to move towards your frozen personal maximum by way of your annual pay award based on the progression arrangements in place in your new NICS Department.

Once your substantive salary reaches your frozen personal maximum any further pay increases should be added to your allowance rate of £1,444, until it reaches the total allowance rate for the post in NICS (in other words. £2,887).

Typing Allowances

ANNEX 3 (Cont'd)

If you are a member of staff in the typing discipline and you transfer from an NICS Department to the NIO, 50% of your total typing allowances should be consolidated into your pay at the time of your transfer. You should retain the remaining 50% as a personal allowance.