

GRADE/BAND	FOUNDATIONAL	INTERMEDIATE	ADEPT	ADVANCED	HIGHLY ADVANCED	FOCUS CAPABILITIES (including any occupation specific capabilities)
Secretary	0	0	0	4	16	10
Band 3	0	0	0 - 3	9 - 14	6 - 10	10
Band 2	0	0	1 - 5	8 - 15	2 - 6	9 - 10
Band 1	0	0 - 2	3 - 11	6 - 11	1 - 3	8 - 10
Clerk Grade 11/ 12	0	2 - 6	8 - 14	1 - 6	0	6 - 9
Clerk Grade 9 / 10	0	5 - 11	5 - 10	0 - 2	0	5 - 9
Clerk Grade 7 / 8	2 - 6	8 - 14	1 - 7	0	0	5 - 8
Clerk Grade 5 / 6	5 - 11	6 - 14	0 - 2	0	0	4 - 7
Clerk Grade 3 / 4	7 - 11	5 - 11	0	0	0	4 - 6
Clerk Grade 1 / 2	14 - 16	0 - 2	0	0	0	4
General Scale	16	0	0	0	0	4

**Note**

- 1: Clerk Grade 3/4 and 5/6 – a minimum of 4 Focus Capabilities will only apply to those roles that do not manage people. Where the role manages people, a minimum of 5 Focus Capabilities apply
- 2: As per the *Role Description Development Guideline*, the spread of capability levels selected for a role should not generally exceed 3 consecutive levels
- 3: Given the diversity of roles at Band 1, it is possible that some roles will have capabilities at Intermediate to Advanced level while the spread of capabilities for other roles will be Adept to Highly Advanced