

ENGLISH PROFICIENCY BENCHMARKS

Recommended English skill proficiency levels for a sample of 968 occupations.



Administration Department

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Mail Clerks/Execs	L	B1	S	A2	R	A2	W	A2
General Admin Clerks/Execs	L	B1	S	B1	R	B1	W	A2
File Clerks/Execs	L	B2	S	B1	R	B1	W	B1
Supervisors in Admin Dept.	L	B2	S	B2	R	B2	W	B2
Managers in Admin Dept.	L	B2	S	B2	R	B2	W	B2

Finance Department

Statement Clerks/Execs	L	B1	S	B2	R	B1	W	A2
Bookkeeping/Accounting Clerks/Execs	L	B2	S	B1	R	B2	W	B1
Billing/Cost/Rate Clerks/Execs	L	B1	S	B1	R	B1	W	A2
Supervisors in Finance Dept.	L	B2	S	B2	R	B2	W	B2
Managers in Finance Dept.	L	B2	S	B2	R	B2	W	B2
Financial Controllers	L	B2	S	C1	R	B2	W	B2



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Procurement Department

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Order Clerks/Execs	L	B1	S	B1	R	B1	W	A2
Procurement Clerks/Execs	L	B2	S	B2	R	B2	W	B1
Supervisors in Procurement Dept.	L	B2	S	B2	R	B2	W	B2
Purchasing Managers	L	B2	S	B2	R	B2	W	B2

Customer Service Department

Receptionists	L	B2	S	B2	R	B1	W	B1
Information Clerks/Execs	L	B2	S	B2	R	B1	W	B1
Correspondence Clerks/Execs	L	B2	S	B2	R	B2	W	B2
Supervisors in Customer Service Dept.	L	B2	S	B2	R	B2	W	B2
Managers in Customer Service Dept.	L	B2	S	B2	R	B2	W	B2



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Operations Department

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Production Clerks/Execs	L	B2	S	B2	R	B2	W	B1
Planning Clerks/Execs	L	B2	S	B2	R	B2	W	B1
Supervisors in Operations Dept.	L	B2	S	B2	R	B2	W	B2
Managers in Operations Dept.	L	B2	S	B2	R	B2	W	B2

Logistics & Warehousing Department

Shipping Clerks/Execs	L	A2	S	A2	R	A2	W	A2
Stock Clerks/Execs	L	B1	S	B1	R	A2	W	A2
Warehouse Clerks/Execs	L	B1	S	B1	R	A2	W	A2
Managers in Storage Dept.	L	B1	S	B1	R	B1	W	A2
Logistics Manager	L	B2	S	B2	R	B2	W	B2
Supply Chain Manager	L	B2	S	B2	R	B2	W	B2



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Sales Related Occupations

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

General Salesperson	L	B1	S	B1	R	A2	W	A2
Retail Salesperson	L	B2	S	B2	R	A2	W	A2
Salesperson (Parts & Services)	L	B2	S	B2	R	B1	W	B1
Salesperson (Non-Technical Industry)	L	B2	S	B2	R	B2	W	B1
Salesperson (Technical Industry)	L	B2	S	C1	R	B2	W	B2
Real Estate Sales Agents	L	B2	S	B2	R	B2	W	B1
Insurance Sales Agents	L	B2	S	B2	R	B2	W	B2
Advertising Sales Agents	L	B2	S	B2	R	B2	W	B2
Sales Supervisors and Sales Managers	L	B2	S	B2	R	B2	W	B2
Financial Sales Agents (Securities)	L	B2	S	C1	R	B2	W	B2
Financial Sales Agents (Banking)	L	B2	S	B2	R	B2	W	B2
Sales Engineers	L	C1	S	C1	R	B2	W	B2



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Marketing Related Occupations

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Marketing Executives	L	B2	S	B1	R	B1	W	B1
Supervisors in Marketing Dept.	L	B2	S	B2	R	B2	W	B2
Managers in Marketing Dept.	L	B2	S	B2	R	B2	W	B2
Market Research Analysts	L	B2	S	B2	R	B2	W	B2
Marketing Specialists (SEO, Digital, etc.)	L	B2	S	B2	R	B2	W	B2
Advertising and Promotions Manager	L	B2	S	C1	R	B2	W	B2

Secretarial Related Occupations

Secretaries and Admin Assistants	L	B2	S	B2	R	B2	W	B1
Executive Secretaries/Admin Assistants	L	B2	S	B2	R	B2	W	B2
Legal Secretaries	L	B2	S	B2	R	B2	W	B2
Sales Engineers	L	C1	S	C1	R	B2	W	B2



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IT Related Occupations

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Computer Technicians	L	B1	S	B1	R	B1	W	A2
Computer Operators	L	B2	S	B2	R	B1	W	A2
Web Developer	L	B1	S	B1	R	B1	W	B1
Network Support Specialists	L	B2	S	B1	R	B1	W	B1
User Support Specialists	L	B2	S	B2	R	B2	W	B1
Network/Systems Administrator	L	B2	S	B2	R	B2	W	B1
Web Administrator	L	B2	S	B1	R	B2	W	B1
CNC Programmers (Manufacturing)	L	B1	S	B1	R	B1	W	B1
Computer Programmers	L	B2	S	B1	R	B2	W	B2
Managers in IT	L	B2	S	B2	R	B2	W	B2
System Analysts/Architects/Engineers	L	B2	S	B2	R	B2	W	B2
Database Administrators	L	B2	S	B2	R	B2	W	B2



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Analysts Related Occupations

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Survey Researchers and Assistants	L	B2	S	B2	R	B2	W	B2
Business Analysts	L	B2	S	B2	R	B2	W	B2
Financial Analysts	L	B2	S	B2	R	B2	W	B2
Fraud Examiners/Assessors	L	B2	S	B2	R	B2	W	B2
IT/Cyber Security Analysts	L	B2	S	B2	R	B2	W	B2
Credit Analysts	L	C1	S	C1	R	B2	W	B2
Clinical Research Coordinators	L	C1	S	C1	R	B2	W	B2
Research Analysts	L	C1	S	C1	R	C1	W	B2

Health and Safety (HS) Related Occupations

Occupational HS Technicians/Specialists	L	B2	S	B2	R	B2	W	B2
Industrial HS Engineers	L	C1	S	C1	R	C1	W	B2
Mining/Geological HS Engineers	L	C1	S	C1	R	C1	W	C1



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Manufacturing Related Occupations

CEFR Levels for – L=listening – S=speaking – R=reading – W=writing

Line/Machine Operators (Not Technical)	L	B1	S	B1	R	A2	W	A2
Line/Machine Operators (Technical)	L	B2	S	B2	R	B1	W	B1
Supervisors in Manufacturing Dept.	L	B2	S	B2	R	B1	W	B1
Production/Planning Executives	L	B2	S	B2	R	B2	W	B1
Production Managers	L	B2	S	B2	R	B2	W	B1
Plant Managers	L	B2	S	B2	R	B2	W	B2

Technician Related Occupations (Manufacturing)

Machine and Tool Setters/Fitters	L	B1	S	B1	R	A2	W	A2
Industrial Machinery Mechanics	L	B1	S	B1	R	B1	W	B1
Industrial Production Technicians	L	B2	S	B1	R	B1	W	B1
Electro-Mechanical Technicians	L	B2	S	B2	R	B1	W	B1
E&E Engineering Technicians	L	B2	S	B2	R	B2	W	B1
Mechanical Engineering Technicians	L	B2	S	B2	R	B2	W	B1



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Engineering Related Occupations

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Petroleum Engineers	L	B2	S	B2	R	B2	W	B2
Mechanical Engineers	L	C1	S	B2	R	B2	W	B2
Electrical/Electronics Engineers	L	B2	S	B2	R	C1	W	B2
Water/Wastewater Engineers	L	C1	S	C1	R	B2	W	B2
Robotics Engineers	L	C1	S	B2	R	C1	W	B2
Civil Engineers	L	C1	S	C1	R	C1	W	B2
Automotive Engineers	L	C1	S	C1	R	C1	W	B2
Biomedical Engineers	L	C1	S	C1	R	C1	W	B2
Environmental Engineers	L	C1	S	B2	R	C1	W	C1
Aerospace Engineers	L	C1	S	C1	R	C1	W	C1

Human Resource Occupations

Human Resource Assistants	L	B2	S	B2	R	B2	W	B2
Human Resource Executives/Specialists	L	B2	S	B2	R	B2	W	B2
Human Resource Managers	L	C1	S	B2	R	B2	W	B2



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Reference Table of CEFR Levels

CEFR	LISTENING	SPEAKING	READING	WRITING
C1 & Above	Can understand complex spoken language even on unfamiliar topics.	Can produce clear, detailed descriptions on a variety of complex topics.	Can understand long and complex texts from a wide range of settings, on both familiar and unfamiliar topics.	Can write clear, well-structured texts on complex subjects with few errors.
B2	Can understand complex spoken language on reasonably familiar topics and in a standard dialect.	Can produce clear, detailed descriptions on a variety of familiar topics.	Can understand texts that contain frequently used vocabulary about familiar subjects.	Can write clear, detailed texts on a variety of familiar subjects.
B1	Can understand the main ideas of clear, standard speech on familiar subjects encountered in daily life	Can produce straightforward descriptions on a variety of familiar topics.	Can understand short, uncomplicated texts using mainly everyday or work-related language.	Can write straightforward connected texts on a range of familiar subjects.
A2	Can understand the main points of short, clear, slow speech.	Can produce a short series of simple phrases and sentences on familiar topics.	Can understand very short, simple texts.	Can link basic written phrases and sentences with simple connectors like 'and', 'but', and 'because'.
A1	Can recognise familiar words and very basic phrases from slow, clear speech.	Can produce simple, mainly isolated phrases, on very familiar topics.	Can understand familiar names, words and very simple sentences in very short, simple texts	Can write short, simple, isolated phrases and sentences.



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