

St Paul's

Catholic Primary School
Monbulk



59 Moores Road, Monbulk

Phone (03) 9756 7201

Website: www.spmonbulk.catholic.edu.au

Email: principal@spmonbulk.catholic.edu.au
office@spmonbulk.catholic.edu.au

Enrolment Form

Office Use Only		
Student Code:	Date Received:	Birth Certificate: Yes ☐ No ☐
Family Code:	Start Date:	Immunisation Cert: Yes ☐ No ☐
HCC: Yes ☐ No ☐	Year Level:	Baptism Certificate: Yes ☐ No ☐
CSEF: Yes ☐ No ☐	Conveyance: Yes ☐ No ☐	Anaphylaxis: Yes ☐ No ☐
VSN:	Integration: Yes ☐ No ☐	House Colour:

STUDENT DETAILS					
Surname:		Entry year (YYYY)		Entry level/grade:	
First name/s:					
Preferred first name:		Male: ☐		Female: ☐	
Date of birth:		Place of birth:		Religion:	
HOME ADDRESS OF STUDENT					
Street number & name:					
Suburb:			Post Code:		
Home phone:					
PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION					
Name of previous school/pre-school:		Year Level:		Group:	
I/We give permission for the school to contact previous school or pre-school and to gather relevant reports and information to support educational planning: Yes ☐ No ☐					
SACRAMENTAL INFORMATION					
Baptism:	Date:	Parish & Suburb:			
Reconciliation:	Date:	Parish & Suburb:			
Eucharist:	Date:	Parish & Suburb:			
Confirmation:	Date:	Parish & Suburb:			
Current Parish:					
MEDICAL INFORMATION					
Doctor's name:					
Street No. & Name:					
Suburb:		Post Code:		Phone:	
Medicare No.:		Ref No:		Expiry:	
Private Health:		Yes ☐ No ☐			
Ambulance:		Yes ☐ No ☐			
Medical Condition:		Please specify any medical conditions the student suffers from e.g. anaphylaxis, asthma, diabetes and/or any medications prescribed for the student. Where appropriate, please attach a copy of your child's medical action plan.			
Allergies:		Please list specific details for any known allergies the student has that do not lead to anaphylaxis e.g. hay fever, animal fur, food allergies etc. Where appropriate, please attach a copy of your child's medical action plan.			
Has the student been diagnosed as being at risk of anaphylaxis?		Yes ☐		No ☐	
If yes, does the student have an EpiPen or Anapen?		Yes ☐		No ☐	
IMMUNISATION (please attach a copy of your child's Immunisation History Statement to this enrolment form)					
All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an Immunisation History Statement for your child (visit the myGov website: my.gov.au) and provide it to the school with this enrolment form.					
Has your child received all vaccinations required by 5 years of age?		Yes ☐		No ☐	
Have you attached your child's Immunisation History Statement to this enrolment form?		Yes ☐		No ☐	
ADDITIONAL NEEDS (please attach all relevant information/reports to this enrolment form)					
Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?				Yes ☐ No ☐	
Does your child present with: (please tick all that apply)					
Please provide all required information to allow us to meet our duty of care obligations and facilitate the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child.					
If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.					
Autism (ASD)	☐	Behavioural Concerns	☐	Hearing impairment	☐
Intellectual disability / Developmental Delay	☐	Oral language / Communication difficulties	☐	Mental health issues	☐
ADD/ADHD	☐	Vision impairment	☐	Physical impairment	☐
Giftedness	☐	Heart condition	☐	Sensory concerns	☐
Acquired Brain Injury	☐	Anxiety	☐	Other (please specify)	☐
Please attached further information on a separate sheet if required					

Has your child ever seen or been treated by any of the following? (please tick all that apply)						
Paediatrician	☐	Audiologist	☐	Speech pathologist	☐	
Psychologist/Counsellor	☐	Optometrist	☐	Occupational therapist	☐	
Psychiatrist	☐	Physiotherapist	☐	Other specialist (please specify)	☐	
If your child does have a special need, please can you assist us by providing the following information:					Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)					☐	☐
Medical/allied health professional reports attached (please provide all relevant information)					☐	☐
MEDICAL AUTHORITY						
In the event of illness or accident, I/We accept responsibility and authorise medical assistance for my/our child, as may be required, should the school not be able to contact either parent/guardian. After notification by the school, I will promptly attend any location to which my child may be taken for treatment.						
I/We give consent for health information to be kept on file for my/our child and for the school to use the information for its normal practices and purposes, such as those that arise out of its duty of care towards students.						
Name:			Signed:		Mother/Guardian	
Name:			Signed:		Father/Guardian	

PERMISSION FOR HEAD LICE INSPECTION	
☐	I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
☐	I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.
MOTHER'S SIGNATURE:	
FATHER'S SIGNATURE:	

NATIONALITY				
GOVERNMENT REQUIREMENT		Nationality:		
In which country was the student born:		Australia ☐	Other – please specify:	
Place of birth:		Ethnic Origin:		
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)				
No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐				
Does the student or their parent(s)/guardian(s) speak a language other than English at home? (Note: Please record all languages spoken)				
		Student	Parent A / Guardian 1	Parent B / Guardian 2
No	English Only	☐	☐	☐
Yes	Other – please specify	☐	☐	☐
IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement				
Please tick the relevant category below and record the Visa Subclass number:				
(original documents to be sighted and copies to be retained by the school)				
Australian Citizen not born in Australia				
☐	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)			
☐	Australian Passport Number: (If applicable)		Passport No:	
☐	Naturalisation Certificate Number :		Certificate No:	
	Visa Subclass recorded on entry to Australia		Visa Subclass No:	
	Date of Arrival into Australia		Date:	
Not currently an Australian Citizen please provide further details as appropriate below:				
☐	Permanent resident, (if ticked, record the Visa Subclass Number)			Visa Subclass No:
☐	Temporary resident, (if ticked, record the Visa Subclass Number)			Visa Subclass No:
☐	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)			Visa Subclass No:
*Please attach Visa/Immigration Card/document of travel/letter of notification and passport photo page.				
Is the student a refugee now or were they one anytime in the last seven years? Yes ☐ No ☐				

FAMILY DETAILS									
MOTHER/GUARDIAN									
Surname:		Title: (eg. Ms/Mrs)		First Name:		Preferred Name:			
Address:									
Home Phone:		Work Phone:		Mobile:					
Is this the correct mobile number the school should use to send SMS Messages for emergency & reminder purposes when required?				Yes ☐ No ☐ If no, provide mobile no.					
Email:									
Government Requirement	Usual Occupation (not title): (e.g. if self-employed plumber please select 'plumber' not 'director') – refer to pages 8 & 9 for more information			What is the main occupation group? (select from list of parental occupation group codes in the School Family Occupation Index attached) If not employed in paid work more than 3 days per week in the last 12 months, please enter N					
Employer:				Employer Address:					
Religion:				Nationality:					
Ethnic Origin:				Are you a refugee or were you one anytime in the last 7 years? Yes ☐ No ☐					
Country of Birth:		☐ Australia		☐ Other (please specify):		Nationality:			
Do you have a: Centrelink/Health Care Card: Yes ☐ No ☐ Number: _____ Expiry: _____ Working With Children Check Card (WWCC): Yes ☐ No ☐ Number: _____ Expiry: _____ V or E: _____									
What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')									
Year 9 or below ☐		Year 10 or equivalent ☐		Year 11 or equivalent ☐		Year 12 or equivalent ☐			
What is the level of the highest qualification the mother/guardian has completed:									
No post school qualification ☐		Certificate I to IV (including trade certificate) ☐		Advanced diploma/Diploma ☐		Bachelor degree or above ☐			
FATHER/GUARDIAN									
Surname:		Title:		First Name:		Preferred Name:			
Address:									
Home Phone:		Work Phone:		Mobile:					
Is this the correct mobile number the school should use to send SMS Messages for emergency & reminder purposes when required?				Yes ☐ No ☐ If no, provide mobile no.					
Email:									
Government Requirement	Usual Occupation (not title): (i.e. if self-employed plumber please select 'plumber' not 'director') – see pages 8 & 9 for more information			What is the main occupation group? (select from list of parental occupation group codes in the School Family Occupation Index attached) If not employed in paid work more than 3 days per week in the last 12 months, please enter N					
Employer:				Employer Address:					
Religion:				Nationality:					
Ethnic Origin:				Are you a refugee or were you one anytime in the last 7 years? Yes ☐ No ☐					
Country of Birth:		☐ Australia		☐ Other (please specify):					
Do you have a: Centrelink/Health Care Card: Yes ☐ No ☐ Number: _____ Expiry: _____ Working With Children Check Card (WWCC): Yes ☐ No ☐ Number: _____ Expiry: _____ V or E: _____									
What is the highest year of primary or secondary school the father/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')									
Year 9 or below ☐		Year 10 or equivalent ☐		Year 11 or equivalent ☐		Year 12 or equivalent ☐			
What is the level of the highest qualification the father/guardian has completed:									
No post school qualification ☐		Certificate I to IV (including trade certificate) ☐		Advanced diploma/Diploma ☐		Bachelor degree or above ☐			

SCHOOL FEES – PAYMENT INFORMATION

School fees are billed annually per family. Statements containing the total fees are sent out at the beginning of the school year along with due dates, with the account to be finalised before the end of Term 3 of the school year. Further statements are sent out periodically during the year to inform you of the status of your account. You can elect to pay fees weekly, fortnightly, monthly, by the term or lump sum. Please complete and return the attached Direct Debit Authorisation Form or contact the school to make alternate payment arrangements. If at any time you have concerns regarding the payment of fees, please contact the school office or make an appointment to see the Principal.

Who will be responsible for the payment of the school fees and levies?

☐ Both Parents	☐ Mother Only	☐ Father Only	☐ Guardian	☐ Other:
Payment Method:	☐ Direct Debit Plan	☐ Lump Sum	☐ EFTPOS	☐ Other:
Payment Frequency	☐ Weekly	☐ Fortnightly	☐ Monthly	☐ Other:

Account to: (e.g. Mr and Mrs S Smith):

Preferred Email/s for fee statements/receipts:	1. 2.
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Do you require split billing? Yes ☐ No ☐

If you answered YES to split billing: (e.g. for separated families)	Name of Person 1: _____ % of fees: _____
	Email of Person 1: _____
	Name of Person 2: _____ % of fees: _____
	Email of Person 2: _____

Do you require separate school reports for each parent/guardian? Yes ☐ No ☐

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

☐ Living with both Parents	☐ Single parent: Mother / Father (please circle)
☐ Living in a step family	☐ Shared parenting eg. One week with mother , next with father
☐ Living with Carer/Guardian	☐ Out-Of-Home Care
☐ Other (please specify)	

EMERGENCY CONTACTS – OTHER THAN PARENT (within reasonable proximity to the school)

Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours or friends who can drive and are available during school hours.

1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SIBLINGS

Please list the name and year of entry to St Paul's of any possible future sibling enrolments

Name	Date of Birth	Anticipated Year of Entry	Pre-School/School Currently Attending (if any)

COURT ORDERS (IF APPLICABLE)

Are there any current court orders relating to the student? Yes ☐ No ☐

If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.

Is there any other information you wish the school to be aware of? (Please attach further information on another sheet if required)

Agreement

In making application for enrolment of my child at St Paul's Catholic Primary School I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that:

1. I will support school policies in relation to program of studies, sports, pastoral care, school uniform, acceptable behaviour, discipline and general operations of the school.
2. I will ensure that the information that I have provided in this Enrolment Form is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders, etc.).
3. I acknowledge that the school uses 'Operoo' to collect and maintain medical and contact details for students and to communicate with parents via eForms. I agree to set up, maintain and share with the school an Operoo profile for my child.
4. I acknowledge that St Paul's has a school app which is used to convey messages or reminders to parents. I agree (where possible), to download the school app and allow the school to contact me via this form of communication. I will inform the school if I cannot access this form of communication.
5. I will support my child's participation in the religious life of the school.
6. I will attend parent/teacher and information evenings which relate to my child.
7. In the event I have any concerns, I will raise them initially with the relevant teacher or the school Principal.
8. I acknowledge and support the standards and expectations relating to student behaviour as outlined in the St Paul's Positive Action Agreement for a Safe School (PAASS) document, which is available on the school website.
9. I acknowledge and agree to the standards and expectations outlined in the Parent-School Relationship Code of Conduct, which includes the school Child Safety Code of Conduct, which is also available on the school website.
10. I will honour the financial commitments required by the school as per the Schedule of Fees and Charges.
11. If payment of school fees becomes difficult and I am not able to meet scheduled payments, I will contact the school to inform them of such difficulty and to discuss payment options or alternate arrangements.
12. In the event of failure on my behalf to provide notification of financial hardship to the school or repeated failure to respond to requests for payment of fees, the school may refer amounts outstanding to a debt collection agency and/or law firm. I agree to be liable for any recovery costs incurred by the school as a result of such action.
13. I recognise the school is dependent upon fundraising efforts by parents and I will endeavour to support those efforts.
14. I consent to St Paul's Catholic Primary School using any health care information, which I supply about my child for its normal practices and purposes, such as those which arise out of its duty of care, in accordance with the *Health Records Act 2001 (Vic.)*.
15. Should the school determine that referral for further assessment to an outside agency is necessary, I will give my written consent for such assessment and will attend any meetings, where requested, prior to or following the assessment.
16. I acknowledge that I have read all the information in the enrolment package and understand the policies that the signatories below will need to abide by should the enrolment application be successful.
17. I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance enrolment may be withdrawn.

Please tick the relevant boxes and sign below

We have included copies of the following documents (if applicable) with this application for enrolment :

- | | | |
|--|---|---|
| ☐ Birth Certificate | ☐ Medical/Allied Professional Reports | ☐ Immunisation Certificate |
| ☐ Baptismal Certificate | ☐ Details of any Additional Learning Needs | ☐ Citizenship Documentation |
| ☐ Direct Debit Form | ☐ Health Care Card / Centrelink Card | ☐ Working With Children Check Card |
| ☐ Court Orders | | |

SIGNED: _____ (Mother/Carer) DATE: _____

SIGNED: _____ (Father/Carer) DATE: _____

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
 - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses;
 - Third party service providers that provide online educational and assessment support services or applications (including See Saw, Care Monkey, Up-Dated), which may include email and instant messaging;
 - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail.
 - Limited personal information, such as Personalised Learning Plans, meeting minutes, meeting notes, student observations and documented conversations may be collected and processed or stored by these providers in connection with these services;
 - Another school to facilitate the transfer of a student;
 - Government departments;
 - Medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - People providing administrative and financial services to the School;
 - Anyone you authorise the School to disclose information to; and
 - Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
8. The School has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia in connection with third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
9. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the School, which requires Google to take appropriate steps to protect the personal information.
10. The countries in which the servers of cloud service providers and other third party service providers may be located are:
 - Australia
 - United States of America
 - Chile
 - Taiwan
 - Singapore
 - Ireland
 - Netherlands
 - Finland
 - Belgium
11. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.

12. School personnel, the CECV and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
13. The School may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
14. The School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
15. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
16. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
17. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. **The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.** We may include student's and parents' or guardians' contact details in a class list and School directory.
18. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

I/WE _____ (please print names)

give my/our **consent to the St Paul's School Standard Collection Notice** (as above) for my child

_____ (please print child's name).

SIGNED: _____ (Mother/Guardian) DATE: _____

SIGNED: _____ (Father/Guardian) DATE: _____



St Paul's Catholic Primary School

59 Moores Road, Monbulk, Victoria, 3793
EMAIL: principal@spmonbulk.catholic.edu.au

TELEPHONE: (03) 9756 7201 FAX: (03) 9756 7544
WEBSITE: www.spmonbulk.catholic.edu.au

Dear Parents,

Twice a year the Department of Education and Training (DET) conducts a census of all schools to gather the most accurate information about demographic, educational and social markers of advantage and disadvantage. This information is used to ensure that the allocation of public funds is fairly distributed to schools with families and students most in need. 'Need' is based on the best available evidence of how those identified factors impact on outcomes for students.

The most critical of the demographic markers collected through the census are:

- Student Family Occupation
- Student Family Education
- Students' Indigenous status

Additional school funding is determined by Family Occupation and Family Education. The **higher** these are the **lower** the additional funding our school receives. If a parent doesn't specify occupation or education, the system defaults to the **highest levels** – i.e. **St Paul's Primary School receives LESS funding**.

It is important to note that where the Indigenous status of a student has not been recorded, the student and/or school may not be receiving the targeted resources and supports that they would otherwise be entitled to – i.e. if your family identifies as Aboriginal or Torres Strait Islander then extra assistance is available.

The Australian Curriculum Assessment and Reporting Authority (ACARA) use demographic measures for comparing schools through the My School website. It is important that these comparisons are made based on current accurate data.

In the interests of providing appropriate funding, and to ensure our school is compared fairly, we ask that you make sure your child's Indigenous status, Parental Occupations and Parental Education Levels are all up to date. This information is very important to St Paul's as it directly and significantly affects the government funding we receive to provide and support your child's education.

Please refer to the attached list when selecting the appropriate group code for the **main usual occupation (not title)** of each parent/guardian. To ensure our school receives the maximum funding to which we are entitled, it is important, for example, if you are a **self-employed plumber**, that you select '**plumber**', as your usual occupation, not '**director**'. Your **main occupation** is that which you perform for the majority of your time, i.e. more than 3 days per week. If either parent has not been in paid work for more than 3 days per week for the last 12 months, please select '**N**' as the appropriate Occupation Group Code.

If you are unsure as to the relevant group code for an occupation or it is not listed, please contact the school office for assistance.

Regards,
Michael Watt

Your **Occupation** is your **usual** main occupation which you are undertaking 3 or more days per week, not your job title (e.g. if you are a self-employed plumber, please select **plumber** not **director**)

Please use the list below to help you select your **Occupation Group Code**.

Parental Occupation Group is the **main** work undertaken by the parent/guardian (i.e. 3 days or more per week). If a parent/guardian has more than one job, please report their main job.

***If you have not been in paid work for the last 12 months, or have not worked 3 days or more per week, please enter 'N' into the 'Occupation Group Code' field.**

**** It is important you contact the school office for assistance if you are unsure of either your occupation or group code as this directly and significantly impacts government funding received by our school.**

LIST OF PARENTAL OCCUPATIONS

Occupation Group N:

If you have not been in paid work for the last 12 months, or have not been in paid work 3 days or more per week, please enter 'N' into the 'Occupation Group Code' field.

Occupation Group D:

Machine operators, hospitality staff, assistants, labourers and related workers

- . **Drivers, mobile plant, production/processing machinery and other machinery operators**
- . **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- . **Office assistants, sales assistants and other assistants:**
 - . *Office* [typist, word processing/data entry/business machine operator, receptionist, office assistant]
 - . *Sales* [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street, vendor, telemarketer, shelf stacker]
 - . *Assistant/aide* [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
- . **Labourers and related workers**
 - . *Defence Forces* – ranks below senior NCO not included below
 - . *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging working, miner, seafarer/fishing hand]
 - . *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

Occupation Group C:

Tradesmen/women, clerks and skilled office, sales and service staff

- . **Tradesmen/women** – Generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- . **Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- . **Skilled office, sales and service staff:**
 - . *Office* [secretary, personal assistant, desktop publishing operator, switchboard operator]
 - . *Sales* [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
 - . *Service* [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Occupation Group B:

Other business managers, arts/media/sportspersons and associate professionals

- . **Owner/Manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business.
- . **Specialist Manager** [finance, engineering, production, personnel, industrial relations, sales, marketing]
- . **Financial Services Manager** [bank branch manager, finance/investment/insurance broker, credit loans officer]
- . **Retails Sales/Services Manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
- . **Arts/Media/Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
- . **Associate Professionals** – Generally have diploma/technical qualifications and support managers and professionals:
 - . *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician/associate professional
 - . *Business/administration* [recruitment, employment, industrial relations, training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
 - . *Defence Forces* senior Non-Commissioned Officer

Occupation Group A:

Senior management in large business organisation, government administration and defence, and qualified professionals

- . **Senior Executive/Manager/Department Head** in industry, commerce, media or other large organisation.
- . **Public Service Manager** (Section head or above), regional director, health, education, police, fire services administrator
- . **Other administrator** [school principal, faculty head/dean, library, museum, gallery director, research facility director]
- . **Defence Forces** Commissioned officer
- . **Professionals** - Generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others:
 - . *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional
 - . *Business* [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
 - . *Air/sea transport* [aircraft, ship's captain, officer, pilot, flight officer, flying instructor, air traffic controller]

