



10th May 2024

Dear Parents/guardians/carers

Schools are required to collect and enter details of each student and their family onto Department of Education & Training Cases21 software. The information gathered is imperative for the school to have recorded correctly to qualify for equity funding from Department of Education & Training Student Resource Package (SRP). All schools in the Department of Education & Training in Victoria are primarily funded according to the information provided by parent/guardian/carer in relation to a) current parent occupation and b) parent/guardian/carer completed level of education. This information is strictly confidential and used only to collect aggregate data. By no means is this information considered or used for anything other than its required intent.

Since 2005, nationally defined background characteristic information has been collected for all Australian students, including those at Victorian government schools. Please check all the sections and make alterations onto the form. The student information detail form is then to be handed back to the Administration Assistant in the relevant year level ASAP.

The student information detail form requires all the information to be up to date and correct:

Please fill in for each of your child/children attending Cranbourne East Secondary College:

- Indigenous status
- Student birthdate
- Sex
- Country of birth
- Other siblings at the school
- Language other than English spoken at home; by the student and parents/guardians
- Parents'/guardian/carer employment details
- Parents'/guardian/carer occupational group
- Parents'/guardian/carer level of education
- Parent's/guardian/carer contact information - mobile number, email address, employment business name, employment phone number
- Emergency contacts (reside in Victoria)
- Doctor – medical contact details

From 2016, the measurement used to assess student needs are based on parental occupation and education to create a SFOE (Student Family Occupation and Education) index. The change ensures that the allocation of Equity Funding is more accurately targeting socially disadvantaged students.

Yours truly

Mr Christian Woodcock
Principal

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Please select the appropriate parental occupation group from the attached list.

- If you are not currently in paid work but did have a job in the last 12 months or have retired in the last 12 months, please use the occupation code that best suits the occupation you were in employed at that time.

STUDENT FAMILY OCCUPATION EDUCATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

- Senior Executive / Manager /Department Head in industry, commerce, media, or another large organisation
- Business [e.g., chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research, and development manager]
- Media [e.g., newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- Public Service Manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- Defence Forces Commissioned officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems, teach others: *Health, Education, Law, Social Welfare, Engineering, Science, Computing* professional, Business, Air/sea transport

- **Health** [e.g., GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g., schoolteacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g., judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g., social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- **Engineering** [e.g., architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g., scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g., IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g., management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g., aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]



CRANBOURNE EAST SECONDARY COLLEGE

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g., crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g., works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g., bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g., shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts /media / sportspersons

- **Artist/Writer** [e.g., editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g., sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals: *Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- Medical, science, building, engineering, computer technician/associate professional
- Health/social welfare [e.g., enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- Law [e.g., police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- Business/administration [e.g., recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- Defence Forces [e.g., senior non-commissioned officer]
- Other [e.g., library technician, museum/gallery technician, research assistant, proofreader]



CRANBOURNE EAST SECONDARY COLLEGE

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.

Tradesmen/women

- **Trades** [e.g., Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g., bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g., secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g., company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g., aged/disabled/refuge care worker, childcare assistant, nanny]
- **Service** [e.g., meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g., car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g., engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g., photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g., 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, sales demonstrator, shelf stacker]
- **Office staff** [e.g., typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g., hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g., trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g., farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g., labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]