



ENROLMENT FORM

PENOLA CATHOLIC COLLEGE

P.O. Box 637, Glenroy VIC 3046

marketing@penola.vic.edu.au

Tel: (03) 9301 2777

Office use only	Date received:	Visa documents (If applicable): <input type="checkbox"/>
Student ID:	Birth Certificate: <input type="checkbox"/>	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
Family ID:	School Report (If Yrs. 8-12): <input type="checkbox"/>	

STUDENT DETAILS (A copy of the students Birth Certificate must be attached.)

(If enrolling in Yrs. 8-12 a recent School Report is to be provided.)

Surname:	Entry year level:	(E.g. Year 7)
First name/s:	Entry year:	(E.g. 2021)
Preferred first name:		
Date of birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

HOME ADDRESS OF STUDENT

Street number & name:	
Suburb:	Post Code:
Home phone:	

SACRAMENTAL INFORMATION (Please attach a copy of the students Baptism Certificate if applicable)

Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current Parish:		

PREVIOUS SCHOOL

Name of previous school:
As part of the transition process a representative from Penola Catholic College will make contact with your child's previous school.

FATHER/GUARDIAN

Surname:	Title:	First Name:
Address:		
Home Phone:	Work Phone:	Mobile:
Email:		
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family) Pg 10-11
Religion:	Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):
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 <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification the Father/Guardian has completed:		
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/>

MOTHER/GUARDIAN

Surname:	Title:	First Name:
Address:		
Home Phone:	Work Phone:	Mobile:
Email:		
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family) Pg 10-11

Religion:		Nationality:	
Country of Birth:	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (please specify):	
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 <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
What is the level of the highest qualification the Mother/Guardian has completed:			
No post school qualification <input type="checkbox"/>	Certificate I to IV (including trade certificate) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

Who will be responsible for the payment of the school fees, laptop fees and levies? Please tick a box				
Both Parents <input type="checkbox"/>	Mother Only <input type="checkbox"/>	Father Only <input type="checkbox"/>	Guardian <input type="checkbox"/>	Other: (E.G Split payment) <input type="checkbox"/>

EMERGENCY CONTACTS (OTHER THAN PARENT)			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

NATIONALITY - GOVERNMENT REQUIREMENT			
Nationality:	In which country was the student born:	Australia <input type="checkbox"/>	Other:
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 <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>	
Does the student or their mother/father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)			
	Student	Mother/guardian	Father/guardian
No	English Only <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify		

Does the students mother/guardian or father/guardian require an interpreter? (Please specify language)		
	Mother/guardian	Father/guardian
No – English only	<input type="checkbox"/>	<input type="checkbox"/>
Yes – For Written Documents		
Yes – For Verbal		

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED (Original documents to be sighted and copies to be retained by the school) Please tick the relevant category below and record the Visa Subclass number:			
Australian Citizen not born in Australia			
<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)		
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:	
<input type="checkbox"/>	Naturalisation Certificate Number :	Certificate No:	
Visa Subclass recorded on entry to Australia		Visa Subclass No:	
Date of Arrival into Australia		Date:	
If born overseas, date of first starting school in Australia		Date:	
Not currently an Australian Citizen please provide further details as appropriate below:			
<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:	
*Please attach Visa/document of travel/letter of notification and passport photo page.			

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:	Post Code:	Phone:	
Medicare No.:	Ref No:	Expiry:	
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<p>Please specify any medical conditions the student suffers from e.g. Asthma, diabetes and/or any prescribed medications taken by the student. The college uses a computer package called Care Monkey which allows for permissions of all incursions and excursion at the college. <i>All parents will receive an email asking them to sign up and place all medical information onto the program. Any changes to student details can then be updated by parents at all times.</i></p>		
Allergies:	<p><i>Please list any known allergies the student has e.g. Allergy to nuts, penicillin, and bee stings including specific details.</i></p>		
Has the student been diagnosed as being at risk of anaphylaxis?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

IMMUNISATION (please indicate if the student has been immunized against the following)			
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Diphtheria/Tetanus/Whooping Cough	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Haemophilus Influenza type B (Hib)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Measles-Mumps-Rubella	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Meningococcal C disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Human Papillomavirus (HPV) (12- 18yrs)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Hepatitis B	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Polio	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Rotavirus	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Chicken Pox	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Pneumococcal disease	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

This application gives you 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.**

ADDITIONAL NEEDS			
Does your child have:			
autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>
Has your child ever seen a:			
behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>

If your child does have a special need, please can you assist us by providing the following information: Yes / No			
Does your child receive Integration funding because of a disability?	<input type="checkbox"/>	<input type="checkbox"/>	
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>	
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>	

SIBLINGS ATTENDING A SCHOOL:			
List all children in your family attending school (oldest to youngest) – include applicant			
Name	School	Year/Grade	Date of Birth

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother, next with father FTE with Mother: _____ FTE with Father: _____
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

COURT ORDERS (IF APPLICABLE)

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

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

Is there any other information you wish the school to be aware of?

SPECIAL ZONING REQUIREMENT (Craigieburn & Roxburgh Park residents)

Families from **Our Lady's Parish, Craigieburn** which includes Roxburgh Park, who currently have/or have previously had children at Penola Catholic College, are eligible to apply for enrolment. Other Catholic families residing in Craigieburn or Roxburgh Park are only eligible to apply with the endorsement of the Parish Priest at Our Lady's Parish, Craigieburn.

ENDORSEMENT BY PARISH PRIEST OF CRAIGIEBURN PARISH

I endorse this Enrolment Application for entry into Penola Catholic College of the above named child.

Reason for Endorsement:

Parish Priest's signature..... **Date**.....

Parish Stamp:

PARENTS' CHOICE OF SCHOOL

Principals of Catholic Secondary schools in this area work together to ensure that, where possible parents are given their choice of Catholic School. Please show your order of choice 1, 2, 3, 4 for schools **to which you have made (or will make) application:**

Boys		Girls		Other School	
Penola	<input type="checkbox"/>	Penola	<input type="checkbox"/>	_____	<input type="checkbox"/>
Kolbe	<input type="checkbox"/>	Ave Maria	<input type="checkbox"/>	_____	<input type="checkbox"/>
St Bernard's	<input type="checkbox"/>	St Columba's	<input type="checkbox"/>	_____	<input type="checkbox"/>
Assumption	<input type="checkbox"/>	Assumption	<input type="checkbox"/>	_____	<input type="checkbox"/>
Parade	<input type="checkbox"/>	Kolbe	<input type="checkbox"/>		
Simonds	<input type="checkbox"/>	Mercy	<input type="checkbox"/>		

Where did you hear about Penola Catholic College?

Primary School Friends/Relatives Parish Advertising Past Students Other _____

CONDITIONS OF ENROLMENT: (please read before signing)

1. Penola Catholic College is a Christian Community in which students are given the opportunity to deepen their understanding of Catholic beliefs, clarify their values and develop a real and practical concern for others. The College philosophy is one that encourages the development of personal responsibility in students, recognising individual differences and encouraging each one's potential. It is one that provides an environment that allows students to experience the hope and optimism of the Gospel. Parents and students agree to support in every way possible the religious dimension of the College's philosophy.
2. Students shall comply with any requirements the College may make in respect of dress, general appearance, behaviour and participation in the College's programme of activities.
3. Parent/Guardians making application for their child to be admitted as a pupil of Penola Catholic College will support the College and all its policies.

PARENT (GUARDIAN) DECLARATION:

1. In the event of illness or injury to my child whilst at the College or on an excursion, I authorise the Principal or staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf including Ambulance Service, medical, surgical or hospital treatment. I understand that I will be responsible for any expenses so incurred on behalf of my child. (Parents are advised to take out an Ambulance Subscription, as it cannot be assumed that the College will bear the responsibility for paying ambulance costs in the event of an emergency.)
2. Tuition Fee accounts are sent out at the commencement of the College year and will reflect the full year's Tuition Fees. A Fee Paying Arrangement form is required to be completed and returned to the Accounts Office prior to your child commencing at the College. On this form you select the option that you agree to pay for Tuition Fees during your child's schooling at the College. In the instance of no Fee Paying Arrangement form being received your Tuition Fees will be due in four equal instalments due the first week of each term.
3. I agree that the College will not be held liable for any loss of property by my child for any reason whatsoever.
4. I give consent for the information I have provided to be used for administrative and educational purposes to support my child(ren), as stated in the Penola College Privacy Policy.

Signed: (Father)..... Date: ___/___/___

AND (Mother)..... Date: ___/___/___

or

Signed: (Guardian 1)..... Date: ___/___/___

and (Guardian 2)..... Date: ___/___/___

Please attach your enrolment application fee of \$100. \$50 of this fee will be credited to your first account. Should the College not accept your child, the \$50 will be refunded to you. The other \$50 is a NON- REFUNDABLE administration fee. If, on the other hand, you cancel your application or do not accept an offer of a place at Penola Catholic College, the full enrolment application fee will NOT be refunded.

OFFICE USE ONLY:

Application received:..... Enrolment Fee:.....

Receipt No:..... Debtor Code:.....

Please debit my Mastercard Visa Card Expiry Date

Amount \$

Cardholders Name Signature

PRIVACY OF COLLECTED INFORMATION NOTICE

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 and may be direct from the individual or from another source. 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 (which includes information about any disability as defined by the *Disability Discrimination Act 1992*) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. 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 (Synergetic, Accelerus, Schoolbox, Care Monkey, Microsoft Office 365, Flexischools), or services in relation to School Improvement Surveys 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^ may be collected and processed or stored by these providers in connection with these services
 - CECV and Catholic Education Offices to discharge its responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
 - CECV to support the training of selected staff in the use of schools' systems, such as ICON
 - another school to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
 - health service providers, 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.
7. The school is required by the Federal *Australian Education Regulation (2013) and Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information under the *Nationally Consistent Collection of Data* (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. 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.
10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.

11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about 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 Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and 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.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. 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.
17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
18. 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.
19. 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.
20. 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.

PENOLA CATHOLIC COLLEGE
ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM



Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT'S FULL NAME: _____ **YEAR LEVEL:** _____

I **GIVE** permission for my child's photograph/video and name to be published in:

- the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV's promotional, marketing, media and educational purposes.
 - I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
 - I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

OR

I **DO NOT** give permission for my child's photograph/video and name to be published.

LICENSED UNDER NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent / Guardian
(please circle) _____

Signed: Parent/Guardian _____ **Date:** _____

If Student is aged 15+, student may also sign:

Signed: Student _____ **Date:** _____

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

OFFICE USE Date of Photograph/Video: (month & year)	
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SCHOOL FAMILY OCCUPATION 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 other 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. school teacher, 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]

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, proof reader]

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, child care 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]