

June 2024

Census Data Collection – Student Family Occupation

Dear Parents/Guardians,

Every year the Department of Education conduct a census which helps determine the level of our schools' student-based funding.

To ensure that the College is able continue to provide quality programs and an efficient learning environment for our students it relies on being supported by Department funding. Student Family Occupation details are an important component used by the DE to formulate our correct level of funding. These details are originally collected on your child's enrolment form but are often not up to date.

For this census to be accurate we ask that all family details are up to date, including parent occupation and occupation code, employer and all contact details. Please complete the data collection form, even if you believe your details have not changed, and return to the College General Office as soon as possible. For assistance with identifying what occupation code to use please refer to the attached document.

It is also vital that families maintain up to date contact information. If your details change we ask that you please complete the Updated Details Form and return to Reception or via email to [east.doncaster.sc@education.vic.gov.au](mailto:east.doncaster.sc@education.vic.gov.au) . This form is published in each edition of the College Newsletter.

Thank you for your assistance. Please do not hesitate to contact me if you have any queries regarding this matter.

Yours sincerely,

Karen Boyle  
Principal

# EDSC Data Collection Form

*Information required for any change of details*

Thank you for taking the time to update your child's details. We understand that the information you have provided is confidential and will be treated as such. These details are required to ensure the College has correct and up to date details at all times.

<https://www.vic.gov.au/schools-privacy-policy>

SECTION 1 – STUDENT DETAILS			
Student ID:	<input type="text"/>	Year Level:	<input type="text"/>
Surname:	<input type="text"/>		
First Name:	<input type="text"/>	Second Name:	<input type="text"/>
Birth Date:	____ / ____ / ____ (dd-mm-yyyy)		Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/>
List any other family members attending this school?			
STUDENT NAME:	_____		YR LEVEL: _____
STUDENT NAME:	_____		YR LEVEL: _____
STUDENT NAME:	_____		YR LEVEL: _____

SECTION 2 – STUDENT DETAILS	
<p><b>Is the student of Aboriginal or Torres Strait Islander origin?</b> <i>Mark one box only</i></p> <p><input type="checkbox"/> No  <input type="checkbox"/> Yes, Aboriginal  <input type="checkbox"/> Yes, Torres Strait Islander  <input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander</p> <p><b>In which country was the student born?</b> <i>Mark one box only</i></p> <p><input type="checkbox"/> Australia  <input type="checkbox"/> New Zealand  <input type="checkbox"/> England  <input type="checkbox"/> India  <input type="checkbox"/> China  <input type="checkbox"/> Philippines  <input type="checkbox"/> South Africa  <input type="checkbox"/> Sri Lanka  <input type="checkbox"/> Sudan  <input type="checkbox"/> United States of America  <input type="checkbox"/> Other – please specify .....</p>	<p><b>Does the student speak a language other than English at home?</b> <i>If more than one language, indicate one that is spoken most often</i></p> <p><input type="checkbox"/> No, English only  <input type="checkbox"/> Yes, Arabic  <input type="checkbox"/> Yes, Cantonese  <input type="checkbox"/> Yes, Greek  <input type="checkbox"/> Yes, Hindi  <input type="checkbox"/> Yes, Italian  <input type="checkbox"/> Yes, Macedonian  <input type="checkbox"/> Yes, Mandarin  <input type="checkbox"/> Yes, Sinhalese  <input type="checkbox"/> Yes, Spanish  <input type="checkbox"/> Yes, Turkish  <input type="checkbox"/> Yes, Vietnamese  <input type="checkbox"/> Other – please specify            .....</p>

**SECTION 3 – PRIMARY FAMILY DETAILS**

**ADULT A**

MOTHER / PARENT 1 / GUARDIAN 1

Title:  Ms  Mrs  Mr  Dr Other: .....

Surname:

First Name:

Sex:  Female  Male

**ADULT B**

FATHER / PARENT 2 / GUARDIAN 2

Title:  Ms  Mrs  Mr  Dr Other: .....

Surname:

First Name:

Sex:  Female  Male

**What is the highest year of primary or secondary school that parents/guardians have completed?**

*For persons who have never attended school, mark "not applicable"*

ADULT A	ADULT B	
<input type="checkbox"/>	<input type="checkbox"/>	Year 12 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 11 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 10 or equivalent
<input type="checkbox"/>	<input type="checkbox"/>	Year 9 or equivalent or below
<input type="checkbox"/>	<input type="checkbox"/>	Not applicable

**What is the level of the highest qualification parents/guardians have completed?**

*Mark one box only in each column*

ADULT A	ADULT B	
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor Degree or above
<input type="checkbox"/>	<input type="checkbox"/>	Advanced Diploma or Associate Degree
<input type="checkbox"/>	<input type="checkbox"/>	Certificate I to IV
<input type="checkbox"/>	<input type="checkbox"/>	Trade Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Unknown
<input type="checkbox"/>	<input type="checkbox"/>	Not applicable

**What is the current employment status?**

*Mark one box only in each column*

ADULT A	ADULT B	
<input type="checkbox"/>	<input type="checkbox"/>	Full time Employed
<input type="checkbox"/>	<input type="checkbox"/>	Part Time Employed
<input type="checkbox"/>	<input type="checkbox"/>	Employer
<input type="checkbox"/>	<input type="checkbox"/>	Self Employed (not employing others)
<input type="checkbox"/>	<input type="checkbox"/>	Unemployed (seeking full time work)
<input type="checkbox"/>	<input type="checkbox"/>	Unemployed (seeking part time work)
<input type="checkbox"/>	<input type="checkbox"/>	Not Employed (not seeking employment)

*If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months. Please use the person's last occupation*

Name Parent /Guardian ...../.../20...  
(Please print)

Signature Parent /Guardian .....

**What is the occupation of parents/guardian?**

**ADULT A**  
MOTHER / PARENT 1 / GUARDIAN

**Occupation Description:**

**Employer:**

**What is the occupation group of Adult A?**  
*If the person has not been in paid work in the last 12 months, enter N*

**ADULT B**  
FATHER / PARENT 2 / GUARDIAN 2

**Occupation Description:**

**Employer:**

**What is the occupation code of Adult B?**  
*If the person has not been in paid work in the last 12 months, enter N*

**PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL TO RECEPTION  
THANK YOU FOR COMPLETING THIS FORM**

# STUDENT 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]

**DEPARTMENT OF EDUCATION AND TRAINING**  
**ENROLMENT FORM - INFORMATION for PARENTS, GUARDIANS and CARERS**  
(including privacy collection notice)

The Enrolment Form asks you for personal and health information about your child and your family. This information is collected to enable our school to educate your child and support your child's social and emotional wellbeing and health. Our school is also required by legislation, such as the *Education and Training Reform Act 2006*, to collect some of this information.

Our school relies on you to provide **health information** about any medical condition or disability that your child has, medication your child may take while at school, any known allergies and contact details of your child's doctor. If you do not provide all relevant health information, this may put your child's health at risk.

Our school requires current, relevant information about all **parents, guardians and carers** so that we can take account of family arrangements. Please provide our school with copies of all current parenting plans AND court orders regarding parenting arrangements. Please provide copies of court orders or plans when they change. If you wish to discuss any matters regarding family arrangements in confidence, please contact the principal.

**Protecting your privacy and sharing information**

The information about your child and family collected through this Enrolment Form will only be shared with school staff who need to know to enable our school to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see our school's privacy policy: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

**Our school's use of online tools (including apps and other software) to collect and manage information**

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we do our best to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

**Emergency contacts**

Emergency contacts are those people you nominate for the school to contact during an emergency. Please ensure your nominated emergency contact agrees to you providing their contact details to our school and that they have read the paragraph above. It is important that you inform them that their contact details may be disclosed beyond the Department if lawful.

**Student background information**

The enrolment form requests information about country of birth, aboriginality, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to our school. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.

**Immunisation status**

Your child's immunisation status assists our school to manage health risks for children. The Department may also provide this information to the Department of Health and Human Services to assess immunisation rates in Victoria, but not in a way which identifies you.

**Visa status**

Our school also requires this information to process your child's enrolment.

**Updating your child's personal and health information**

Please inform our school if, and when, there are any updates to any of the personal or health information you provide on the Enrolment Form.

**Accessing your child's records**

Our school provides ordinary school communications and school reports to students and parents, guardians and carers who have legal decision-making responsibility for the student. Requests for any other type of student records may be made through a Freedom of Information (FOI) application. Please contact our school and we can advise you how to do this.

**Student transfers between Victorian government schools**

When our students transfer to another Victorian government school, our school will transfer the student's personal and health information to that next school. This may include copies of student's school records, including any health information. Transferring this information assist the next school to provide the best possible education and support to students.

