|  |  |
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| **ENROLMENT FORM**  Please note: A $50 non-refundable fee is required with enrolment applications. | |
| **ST KEVIN’S PRIMARY SCHOOL Address: 26-44 HERLIHYS ROAD, TEMPLESTOWE LOWER. VICTORIA. 3107**  **Email:** [**principal@sktemplestowelr.catholic.edu.au**](mailto:principal@sktemplestowelr.catholic.edu.au)  **Tel: 03 9273 9999 Website: www.sktemplestowelr.catholic.edu.au** |  |

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| --- | --- | --- |
| **Office use only** | Date received: |  |
|  | Enrolment date: | English second language: Yes  No |
|  | Start date: | House colour: |
|  | Student/family code: | VSN: |

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT DETAILS** | | | |
| Surname: | | Entry year (YYYY) | Entry level/grade: |
| First name/s: | |  |  |
| Preferred first name: | | | |
| Date of birth: | Religion: | | |
| Male: | Female: | | |

|  |  |
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| **HOME ADDRESS OF STUDENT** | |
| Street number & name: | |
| Suburb: | Post Code: |
| Home phone: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGENCY CONTACTS – OTHER THAN PARENT** | | | |
| 1. Name: |  | 1. Name: |  |
| Relationship to child: |  | Relationship to child: |  |
| Home phone: |  | Home phone: |  |
| Mobile: |  | Mobile: |  |

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| **PARISH/SACRAMENTAL DETAILS** | | | |
| **SACRAMENT** | **DATE RECEIVED** | **PARISH RECEIVED** | **COPY OF CERTIFICATE** |
| Baptism |  |  |  |
| Reconciliation |  |  |  |
| Eucharist |  |  |  |
| Communion |  |  |  |

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| **PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION** | |
| Name of previous school/pre-school: | |
| I/We give permission for school to contact previous school or pre-school: Yes  No | |
| Signature: | Signature: |

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| **NATIONALITY** | | |
| **GOVERNMENT REQUIREMENT** | Nationality: |  |
| In which country was the student born: | Australia | Other – please specify: |
| 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 | | |

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| Does the student or their mother/guardian or their 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 |  |  |  |
| **Yes** | Other – please specify |  |  |  |

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| **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 : | * + - 1. 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/document of travel/letter of notification and passport photo page.** | | | | | |

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| **MEDICAL INFORMATION** | | | | | | | |
| Doctor's name: |  | | | | | | |
| Street number and name: |  | | | | | | |
| Suburb: |  | | Post Code: | | | | Phone: |
| Medicare No.: |  | | | Ref No: | | | Expiry: |
| Private Health: | Yes  No | Fund: | | | | | Number: |
| Ambulance: | Yes  No | Number: | | | |  | |
| Medical Condition: | *Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.* | | | | | | |
| Allergies: | *Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details. A Medication Action Plan will be sent home for you to complete.* | | | | | | |
| **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 | | |

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

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| 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 |  | behaviour disorders |  | hearing impairment | |  | |
| intellectual disability |  | language disorder |  | mental health issues | |  | |
| ADD/ADHD |  | vision impairment |  | acquired brain injury | |  | |
| giftedness |  | other (please specify) |  |  | |  | |
| **Has your child ever seen a:** | | | | | | | |
| behavioural optometrist |  | audiologist |  | speech pathologist | |  | |
| educational psychologist |  | paediatrician |  | occupational therapist | |  | |
| psychologist |  | other specialist |  |  | |  | |
| **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) | | | | |  | |  |

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| **FAMILY DETAILS** | | | | |
| Who will be responsible for the payment of the school fees and levies? Please tick a box | | | | |
| Both Parents | Mother Only | Father Only | Guardian | Other: |

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| **MOTHER/GUARDIAN** | | | | | | | | | | | | | | | |
| Surname: |  | | | | Title: (eg. Mrs/Ms) | | |  | | First Name: | |  | | | |
| Address: |  | | | | | | | | | | | | | | |
| Home Phone: |  | | | | Work Phone: | |  | | | Mobile: |  | | | | |
| Would you like to receive SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | Yes  No | | | | |
| Email: |  | | | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | | |  |
| Religion: | | | | | | | | | Nationality: | | | | | | |
| Country of Birth: | | Australia | | | | 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 | | | | 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 | | |

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| **FATHER/GUARDIAN** | | | | | | | | | | | | | |
| Surname: | |  | | | | Title: | | |  | First Name: | | |  |
| Address: | |  | | | | | | | | | | | |
| Home Phone: | |  | | | | Work Phone: | | |  | Mobile: | | |  |
| SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | | | Yes  No |
| Email: |  | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | |  |
| Religion: | | | | | | | | Nationality: | | | | | |
| Country of Birth: | | | Australia | | | | 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 | | | | | 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 | | |

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|  | **SIBLINGS** | | | |
|  | List all children in your family (oldest to youngest) – include applicant | | | |
| **Name** | | **Date of Birth** | **Current school/pre-school/day-care (if applicable)** | **Year/Grade (if applicable)** |
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| **PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:** | |
| Living with Mother & Father | Single parent: Mother / Father (please circle) |
| Living in a step family | Shared parenting eg. One week with mother , next with father  FTE with Mother:       FTE with Father: |
| Guardian | Out-Of-Home Care |

|  |
| --- |
| **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? |
| How did you find out about our school? |
| What made you choose St Kevin’s? |

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| **PERMISSIONS** | |
| I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required. | |
| I give permission for my contact details to be shared with the parish office. | |
| I give permission for St Kevin’s to share transitional information with my child’s future school (eg secondary school) | |
| 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:** |  |



**ST KEVIN’S PRIMARY SCHOOL**

**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 and school publications |
| * 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.

**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)*.*

**NEWSLETTER VIA EMAIL**

|  |
| --- |
| Newsletters, as well as flyers and updates, are sent out to each family via email every week.  If you do not have access to an email account, please tick the box below. A copy of the weekly newsletters will be made available through your childs class office box.  I do not have access to email. |

**CLASS FRIENDSHIP LIST CONSENT**

|  |
| --- |
| A class Friendship List is an individual class list that contains the student’s contact details. It is a great way to keep in touch with other children’/families from your child’s class.  By providing consent your child will be included on a Class Friendship List each year. The authority applies for the duration of time your family is enrolled at St Kevin’s and can be withdrawn/updated at any time by advising the school in writing.  The student contact details displayed are: student and guardian names, home phone, mobile phone and email address.  Home phone numbers will not be displayed if the school has been advised that it is a silent number. If consent is not obtained, the student’s first name and first initial of their surname will be the only information displayed on their Class Friendship List.  Consent:  Yes    No |

|  |
| --- |
| **Agreement** |
| Please tick the following boxes and sign below:   1. I/We have included copies of the following documents with this application for enrolment (please tick appropriate boxes):  * Birth Certificate * Baptismal Certificate * Citizen documentation (where applicable) * Most recent previous school reports and external test results (where applicable) * Relevant Family Court Orders (where applicable) * Relevant medical information including clinical assessments and medical management plans (where applicable) * Relevant special needs information including educational assessments (where applicable) * Immunisation Certificate * Application fee of $50  1. I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment. 2. If this enrolment application is successful, l I/we agree to honour the financial commitments required by the school.   SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mother/Carer)  **AND**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Father/Carer)  DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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, GOVERNMENTADMINISTRATION 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]