



St Mary MacKillop College

53 McCrae Street (PO Box 971) Swan Hill 3585

Phone (03) 50329771 Fax (03) 50321885

Application for Enrolment

SIGNATURE CHECKLIST:

Tuition Fee & Charges Arrangements (page 7)	
Assessment for Learning (page 8)	
Enrolment Consent (page 9)	
Photograph/Recording Permission Form (page 10)	
Agreement Form (page 11)	

STUDENT DETAILS

Surname:	Entry year:	Entry level/grade:	
First name/s:			
Preferred first name:			
Date of birth:	Religion:		
Current Primary School:			
Gender:	Male	Female	Other

PARENT/GUARDIAN DETAILS

Parent/Guardian Name:	
Primary Contact Number:	
Parent/Guardian Name:	
Parent/Guardian Name:	
Parent/Guardian Name:	

HOME ADDRESS OF STUDENT

Street number and name:		
Suburb:	State:	Postcode:

HOME CARE ARRANGEMENTS

Both parents at home	Joint custody / Shared parenting Days with Parent A/Guardian 1: _____ Days with Parent B/Guardian 2: _____
Mother only at home	Father only at home
Mother and partner at home	Father and partner at home
Lives with Grandparents	Lives with Carer/Guardian
Out-of-home care	Kinship care
Independent Student	Lives with host family
Other (please specify):	

LANGUAGES

Has your child studied a language?	Yes	No
If so, which language(s)?		
Which grades did they study this/ these language(s) in?		

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current parish:		

NATIONALITY			
Government Requirement	Nationality:		
	Ethnicity:		
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, circle both options)			
No	Yes, Aboriginal	Yes, Torres Strait Islander	
Does the student or their parent(s)/guardian(s) speak a language other than English at home? Note: Record all languages spoken.			
	Student	Parent A/Guardian 1	Parent B/Guardian 2
No	English only		
Yes	Other – please specify all languages		

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS*	
Please tick the relevant category below and record the visa subclass number as per government requirements: (original documents to be sighted and copies to be retained by the school)	
Australian citizen not born in Australia:	
<input type="checkbox"/>	Australian citizen (Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia)
Australian passport number:	
Naturalisation certificate number:	
Visa subclass recorded on entry to Australia:	
Date of arrival in Australia:	
Not currently an Australian citizen, please provide further details as appropriate below:	
<input type="checkbox"/>	Permanent resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Temporary resident: <i>(if ticked, record the visa subclass number)</i>
<input type="checkbox"/>	Other/visitor/overseas student: <i>(if ticked, record the visa subclass number)</i>
* Please attach visa/ImmiCard/letter of notification and passport photo page.	

ENGLISH AS AN ADDITIONAL LANGUAGE	
First Australian school year:	
Has the child studied an EAL program or received additional support for language?	Yes No

MEDICAL INFORMATION			
Doctor's name:			
Street number and name:			
Suburb:		Postcode:	Phone:
Medicare number:		Ref number:	Expiry:
Private health insurance:	Yes	No	Fund:
Health care card	Yes	No	Number:
Ambulance cover:	Yes	No	Number:
Medical condition:	<p>Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student. A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.</p>		
Allergies:	<p>Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur, etc.</p>		
Allergies (Anaphylaxis):	<p>Please list specific details for any known allergies that lead to anaphylaxis, e.g. nuts, bee stings, shellfish, etc.</p>		
Has the student been diagnosed with asthma?		Yes	No
Does the student have any known allergies?		Yes	No
Has the student been diagnosed as being at risk of anaphylaxis?		Yes	No
If yes, does the student have an EpiPen or Anapen?		Yes	No
IMMUNISATION			
Immunisation All vaccines are recorded on the Australian Immunisation Register (visit myGov).	Yes	No	Partial
	If no or partial, please provide explanation:		
If the student entered Australia on a humanitarian visa, did they receive a refugee health check?	Yes	No	NA

PARENT A or GUARDIAN 1					
Are you a past student of St Mary MacKillop College Swan Hill?				Yes	No
Surname:		First name:		Title: (e.g. Mr/Mrs/Ms)	
Residential Address:					
Postal Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes	No
Email:					
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index)			
	Employer:				
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth:	Australia	Other (please specify):			
What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, tick '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 completed?					
No post-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/diploma		Bachelor degree or above	

PARENT B or GUARDIAN 2					
Are you a past student of St Mary MacKillop College Swan Hill?				Yes	No
Surname:		First name:		Title: (e.g. Mr/Mrs/Ms)	
Residential Address:					
Postal Address:					
Home phone:		Work phone:		Mobile:	
SMS messaging: (for emergency and reminder purposes)				Yes	No
Email:					
Government Requirement	Occupation:	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index)			
	Employer:				
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:			
Country of birth:	Australia	Other (please specify):			
What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, tick '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 completed?					
No post-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/diploma		Bachelor degree or above	

STEP-PARENT OR OTHER LEGAL GUARDIAN				
Are you a past student of St Mary MacKillop College Swan Hill?			Yes	No
Surname:		First name:		Title: (e.g. Mr/Mrs/Ms)
Residential Address:				
Postal Address:				
Home phone:		Work phone:		Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes	No
Email:				
Government Requirement	Occupation: Employer	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index)		
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:		
Country of birth:	Australia	Other (please specify):		
What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, tick '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 completed?				
No post-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/diploma	Bachelor degree or above	

STEP-PARENT OR OTHER LEGAL GUARDIAN				
Are you a past student of St Mary MacKillop College Swan Hill?			Yes	No
Surname:		First name:		Title: (e.g. Mr/Mrs/Ms)
Residential Address:				
Postal Address:				
Home phone:		Work phone:		Mobile:
SMS messaging: (for emergency and reminder purposes)			Yes	No
Email:				
Government Requirement	Occupation: Employer	What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index)		
Religion: (include rite)		Nationality: Ethnicity if not born in Australia:		
Country of birth:	Australia	Other (please specify):		
What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, tick '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 completed?				
No post-school qualification	Certificate I to IV (including trade certificate)	Advanced diploma/diploma	Bachelor degree or above	

EMERGENCY CONTACTS – OTHER THAN PARENT/GUARDIAN

Name:		Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

FAMILY DETAILS

Student's Position in Family	1st, 2nd, 3rd etc.	Number of Boys in family		Number of Girls in family	
Is this child the first from his/her family to enrol at this College?			Yes	No	
Please list other children previously enrolled at St Mary MacKillop College.					
Name				Year / Year student left	

SIBLINGS ATTENDING A SCHOOL/PRESCHOOL

List all children in your family attending school or preschool (oldest to youngest) – include applicant:

Name	School/preschool	Year/grade	Date of birth

COURT ORDERS OR PARENTING ORDERS (if applicable)

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

If yes, copies of these court orders/parenting 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?

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TUITION FEE & CHARGES ARRANGEMENTS

I/We, the undersigned, agree to pay the approved school fees each year in accordance with the following:

- the approved fees are to be paid in full within 30 days of request (unless otherwise agreed).
- the obligation of 2 or more fee payers to pay the approved fees is joint and several for 100% of the fees, unless agreed otherwise with the College.

Approved fees means the annual fees as set by the College each year covering all compulsory charges (as reduced by any discount applying, if any). Approved fees also include fees for optional items that are chosen.

- Any change to the designated fee payer/s listed here on this Enrolment Application must be submitted to the College in writing, signed by all interested parties. Failure to make such an arrangement could result in contact with a Debt Collection Agency.
- If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Assistant Business Manager.

In accordance with the yearly fees and charges schedule, I/We understand that fee payments are due each term, over the first three terms, or as an annual payment due in accordance with the current fee schedule. I/We understand that arrangements can be made to pay fees by instalments on a weekly, fortnightly or monthly basis by contacting the Assistant Business Manager.

I/We agree to pay (please circle) By instalments Per term Annually

If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Assistant Business Manager.

I/We have read, clearly understand and agreed to all conditions in this Enrolment Agreement.

Print Name		Signature	
Print Name		Signature	

SPLIT/SEPARATED FAMILIES

(For separated or mixed families where the fee is shared and each fee payer charged separately). Percentages must total 100%

Print Name		Signature		Fee Percentage	
Print Name		Signature		Fee Percentage	
				Total	100%

In accordance with the yearly fees and charges schedule, I/We understand that fee payments are due each term, over the first three terms, or as an annual payment due in accordance with the current fee schedule. I/We understand that arrangements can be made to pay fees by instalments on a weekly, fortnightly or monthly basis by contacting the Assistant Business Manager.

I agree to pay (please circle) By instalments Per term Annually

If any circumstances should arise to alter my ability to adhere to the above, I agree to contact the Principal or Assistant Business Manager.

Print Name		Signature	
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I agree to pay (please circle) By instalments Per term Annually

If any circumstances should arise to alter my ability to adhere to the above, I agree to contact the Principal or Assistant Business Manager.

Print Name		Signature	
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Print Name		I would like to receive school newsletters	Yes	No
		I would like to receive school reports	Yes	No
Print Name		I would like to receive school newsletters	Yes	No
		I would like to receive school reports	Yes	No

ASSESSMENT FOR LEARNING			
I/We give permission for my child to participate in internal screening by SMMC staff for academic learning needs:			
Yes		No	
Print Name:		Signature:	
Print Name:		Signature:	

Please provide all required information to allow us to meet our duty of care obligations and facilitate the smooth transition of your child into our school. It will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes No

Does your child present with:

Autism (ASD)		ADD/ADHD		Anxiety	
Gross/Fine Motor Skills Developmental Delay		Intellectual Disability/ Developmental Delay		Oral Language / Communication Difficulties	
Behavioural Concerns		Emotional Concerns		Mental Health Issues	
Physical Impairment		Hearing Impairment		Vision Impairment	
Other Condition (Please Specify)					

Has your child ever seen a:

Pediatrician		Physiotherapist		Audiologist	
Psychologist/Counsellor		Occupational Therapist		Speech Pathologist	
Psychiatrist		Continence Nurse		Other Specialist (Please Specify)	

If you have answered yes to any of the above, please provide full details of those needs and any assessment/intervention/support that your child may be currently receiving (Supporting documentation must be provided).

Have you attached all relevant information/reports? Yes No

Has the child been involved in any specific education program or had extra support in any of the following areas? Yes No

Academic	Reading	Writing	Mathematics	Language (EAL)

If you have answered yes to any of the above, please provide full details of those needs and any assessment/ intervention/ support that your child may be currently receiving (Supporting documentation may be required).

GIFTEDNESS

Does your child present with giftedness? Yes No

Has the child been involved in an extension program or any specific education program in any of the following areas? Please provide more information below. Yes No

Academic	English	Mathematics	Other: _____

TRAVEL DETAILS			
To School Options		Walks to School	Accompanied:
		Rides a bicycle or scooter to school	By an Adult
		Car/motor vehicle to school gates	Independent
		Combination of car and public transport	Unknown
		Bus to school gates	Bus Number:
		Taxi or other modes	Distance:
From School Options		Walks home or to a carers' residence	Accompanied:
		Rides a bicycle or scooter to home/carers	By an Adult
		Car/motor vehicle picked up from school	Independent
		Combination of car and public transport	Unknown
		Bus from school gates	Bus Number:
		Taxi or other modes	Distance:

ENROLMENT CONSENT		
PARENT/CARER/GUARDIAN SIGNATURE:		Date:
PARENT/CARER/GUARDIAN SIGNATURE:		Date:
<p>Note: The Victorian Government provides the following guidance regarding admission requirements:</p> <p><i>Consent</i></p> <p>The signature of:</p> <ul style="list-style-type: none"> • student, if they are over 15 and living independently • parent as defined in the Family Law Act 1975 <ul style="list-style-type: none"> Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility. • both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school • an informal carer, with a statutory declaration. Carers: <ul style="list-style-type: none"> ○ may be a relative or other carer ○ have day-to-day care of the student with the student regularly living with them ○ may provide any other consent required e.g. excursions. <p>Notes for informal carer:</p> <ul style="list-style-type: none"> • statutory declarations apply for 12 months • the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer. <p>Note: Secondary students may complete parts of the form and co-sign.</p>		



ST MARY MACKILLOP COLLEGE

PHOTOGRAPH/RECORDING PERMISSION FORM

Dear Parent/Guardian

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

Catholic Education Ballarat (CEB), relevant Parish, Diocese of Ballarat and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

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

Thank you for your continued support.

STUDENT'S FULL NAME:		YEAR LEVEL:	
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- I give permission for my child's:
 - name
 - photograph
 - recording
 to be published by the school on/in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media.
- I authorise CEB/Parish/Diocese of Ballarat/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for CEB/ Parish/ Diocese of Ballarat/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/CEB/the 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/recording 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/recording 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			
Signed: Parent/Guardian		Date:	
If the student is aged 15+, they may also sign: Signed: Student		Date:	

Any permission and consent given may be withdrawn by the parent/guardian or student (if they are aged 15 or over) by notifying the school in advance of any photograph or recording being made.

ST MARY MACKILLOP COLLEGE



Agreement Form

I acknowledge that I understand and accept the terms and conditions of enrolment as set out in the Explanatory Statement and, if enrolment is accepted, I agree that there are certain expectations, obligations and guarantees required of parents/guardians of the school's students, so that a harmonious relationship may be established:

- I will support and abide by school policies and rules, as amended from time to time, in relation to programs of studies, sports, pastoral care, school uniform, acceptable behaviour, child safety, discipline and general operations of the school
- I will ensure that the information I have provided is kept up to date throughout the period of enrolment and I will notify the school promptly of any changes to that information (e.g. change of residential address, changes to parenting orders)
- I will pay the current school fees and levies for my child and also pay any variation or increase of fees and levies as required upfront at the beginning of the school year or in three instalments (and will pay in full by the end of Term 3 each year), or I will otherwise notify the school immediately if I am experiencing financial difficulties
- I will support my child's participation in the religious life of the school (e.g. school liturgies, retreat programs)
- I will attend parent/teacher and information evenings which relate to my child
- I will participate in a working bee once a year or make a financial contribution
- In the event I have any concerns, I will raise them initially with the relevant teacher or the school principal
- I will treat all members of the school community with respect as befits a Catholic school
- If in time of emergencies, accidents or serious illness I cannot be contacted, I give permission for the principal (or their representative) to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand that the signatories below are required to meet any costs incurred
- As a parent/guardian, I understand that if this application is successful, I will support the vision of the school and parish. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols (Policies). These Policies are reviewed regularly and may be subject to change at the school's discretion. I will work with the school to support any academic/social/behavioural needs of my child. I agree to support my child's participation in the religious life of the school (e.g. school liturgies, Masses etc.). The consequence of not complying with the school's Policies may result in the termination of the enrolment.

I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or, if discovered after acceptance, enrolment may be withdrawn.

Parent A/Guardian 1 signature:		Date:
Parent B/Guardian 2 signature:		Date:

Disclaimer: Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on its website <https://smmc.vic.edu.au/>

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 organisations

- **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, Business, Air/sea transport professionals

- **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, 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 investigator, 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 four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

- **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].