



# ENROLMENT FORM

Clonard College is a Kildare Education Ministries Catholic School in the Brigidine Tradition. Clonard College promotes the safety, wellbeing and inclusion of all students.



## STUDENT INFORMATION

YEAR \_\_\_ FOR 20\_\_\_

Surname:	First name:
Preferred Name:	Date of Birth:
Religion:	Current School:
Home Address:	Postcode:
Home Phone:	
Emergency Contact:	Relationship to student:
Mobile/Phone:	

## SACRAMENTAL INFORMATION

Sacraments received:  Baptism  Reconciliation  Eucharist  Confirmation

Current Parish: \_\_\_\_\_

## PREVIOUS SCHOOL

Previous School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I / We give permission for Clonard College to contact the previous school to gather relevant reports and information to support educational planning.  Yes  No

Victorian Student Number (VSN): \_\_\_\_\_

*If your daughter has previously been enrolled in a Victorian school she would have been issued a Victorian Student Number (VSN), it can be found on your daughters report.*

## NATIONALITY

Nationality: \_\_\_\_\_

In which country was the student born?  Australia  Other (please specify): \_\_\_\_\_

Is the student of Aboriginal or Torres Strait Islander origin:  No  Aboriginal  Torres Strait Islander  Both

Does the student or their parent(s)/guardian(s) speak any languages other than English at home?

Student:  No  Yes (please specify): \_\_\_\_\_

Parent A/Guardian 1:  No  Yes (please specify): \_\_\_\_\_

Parent B/Guardian 2:  No  Yes (please specify): \_\_\_\_\_

## CITIZENSHIP STATUS (IF NOT BORN IN AUSTRALIA)

Please tick the relevant category below and record the visa subclass number as per government requirements.\*

### AUSTRALIAN CITIZEN NOT BORN IN AUSTRALIA

**Australian citizen** Australian passport number: \_\_\_\_\_

Naturalisation certificate number: \_\_\_\_\_

Visa subclass recorded on entry to Australia: \_\_\_\_\_

Date of arrival in Australia: \_\_\_\_\_

### NOT CURRENTLY AN AUSTRALIAN CITIZEN

**Permanent resident** Visa subclass number: \_\_\_\_\_

**Temporary resident** Visa subclass number: \_\_\_\_\_

**Other/visitor/overseas student** Visa subclass number: \_\_\_\_\_

\*Please attach Visa/ImmiCard/Letter of Notification and passport photo page. Original documents will need to be sighted and copies will be retained by Clonard College.

## MEDICAL INFORMATION

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.

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

**Does your child present with any of the following (please tick):**

- |   |  |
|---|--|
| <input type="radio"/> Autism (ASD)                            | <input type="radio"/> Mental health issues                     |
| <input type="radio"/> Intellectual disability                 | <input type="radio"/> Acquired brain injury                    |
| <input type="radio"/> Developmental delay                     | <input type="radio"/> Physical impairment                      |
| <input type="radio"/> ADD/ADHD                                | <input type="radio"/> Hearing impairment                       |
| <input type="radio"/> Giftedness                              | <input type="radio"/> Oral language/communication difficulties |
| <input type="radio"/> Behavioural concerns                    | <input type="radio"/> Vision impairment                        |
| <input type="radio"/> Other condition (please specify): _____ |  |

**Has your child ever seen a (please tick):**

- |  |  |
|--|--|
| <input type="radio"/> Paediatrician                            | <input type="radio"/> Occupational therapist |
| <input type="radio"/> Psychologist/counsellor                  | <input type="radio"/> Continence nurse       |
| <input type="radio"/> Psychiatrist                             | <input type="radio"/> Audiologist            |
| <input type="radio"/> Physiotherapist                          | <input type="radio"/> Speech pathologist     |
| <input type="radio"/> Other specialist (please specify): _____ |  |

**Have you attached all relevant information/reports?**  Yes  No

## LANGUAGE SELECTION

**Please select your preference:**  French  Indonesian

*It is important to note that while we will endeavour to give all students their preference this cannot be guaranteed.*

## FAMILY INFORMATION

## PARENT A / GUARDIAN 1

 Mr  Mrs  Ms  Miss

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Would you like to receive SMS messages (for emergency and reminder purposes)?  Yes  No

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

What is the occupation group (refer to list on page 9)?  Group N  Group A  Group B  Group C  Group D

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 Parent A / Guardian 1 has 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 Parent A / Guardian 1 has completed?

(Persons who have never attended secondary school, tick Year 9 or below)

 No post-school qualification  Certificate I to IV (including trade certificate) Advanced diploma/diploma  Bachelor degree or aboveDo you have a Health Care Card/Pension Card:  Yes  No Centrelink Reference Number (CRN): \_\_\_\_\_

## PARENT B / GUARDIAN 2

 Mr  Mrs  Ms  Miss

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Would you like to receive SMS messages (for emergency and reminder purposes)?  Yes  No

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

What is the occupation group (refer to list on page 9)?  Group N  Group A  Group B  Group C  Group D

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 Parent B / Guardian 2 has 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 Parent B / Guardian 2 has completed?

(Persons who have never attended secondary school, tick Year 9 or below)

 No post-school qualification  Certificate I to IV (including trade certificate) Advanced diploma/diploma  Bachelor degree or aboveDo you have a Health Care Card/Pension Card:  Yes  No Centrelink Reference Number (CRN): \_\_\_\_\_

**SIBLINGS ATTENDING A SCHOOL**

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

Name	School/preschool	Grade	Date of Birth

**Sister who attended / is attending Clonard:** **House:**  Finian  Kildare  Lelia  Xavier

**Mother / aunt who attended Clonard:** **House:**  Finian  Kildare  Lelia  Xavier

**HOME CARE ARRANGEMENTS**

What are the applicant’s living arrangements?

- Living with immediate family       Carer/guardian       Kinship care       Out-of-home care
- Shared parenting (e.g. one week with each parent)      Days with Parent A/Guardian 1: \_\_\_\_\_      Days with Parent B/Guardian 2: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**COURT OR PARENTING ORDERS**

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 college to be aware of?  Yes  No

**PAYMENT INFORMATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship to student:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**OR, SPLITTING OF BILLS**

<b>Person 1</b>	<b>Person 2</b>
<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____
<b>% fees or amount:</b> _____	<b>% fees or amount:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____

*Please note all fees must be finalised by the end of Term 3 unless alternative arrangement have been approved. Payment Options – 40% end of Term 1, 30% -end of Term 2, balance end of Term 3. Fees can be paid earlier if preferred.*

**SCHOOL PREFERENCE**

**Number in order (1-4):**  Clonard College  Sacred Heart  Saint Ignatius  IONA

## EXPLANATORY STATEMENT

### 1. PREAMBLE

- 1.1 Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.
- 1.2 Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

### 2. ENROLMENT

- 2.1 You are required to provide particular information about your child during the enrolment process, both at the application stage and if the school offers your child a place. Please note that lodgement of the enrolment form does not guarantee enrolment at the school. If the information requested is not provided, we may not be able to enrol your child.
- 2.2 To meet school and government requirements, you will need to provide the school with a completed enrolment form including, among other things, the information listed below:
- evidence of your child's date of birth, e.g. birth certificate, passport
  - religious denomination
  - names and addresses of the child and parents/guardians; telephone numbers (home, work, mobile) of parents/guardians
  - names of emergency contacts and their details
  - specific residence arrangements
  - information about the language(s) your child speaks and/or hears at home
  - nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable
  - doctor's name and telephone number
  - information on additional learning needs (for example, whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)
  - parenting agreements or court orders, including any guardianship orders

- 2.3. After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.
- 2.4. Subject to any special exercise of discretion by KEM, the following list provides an agreed order of priority for enrolment in our school, which is consistent with the enrolment policy for KEM. The order of priority is:
- Catholic girls from Catholic primary schools
  - Catholic girls from non-Catholic primary schools
  - Girls with a sister attending Clonard
  - Girls from Eastern Rite churches
  - Girls whose mother attended Clonard
  - Girls from other Christian denominations
  - Girls from primary schools local to Clonard (Hamlyn Banks, Herne Hill, Manifold Heights)

The principal reserves the right to vary the application of the above priority list in special situations.

### 3. FEES

- 3.1. The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school and the Stewardship Council, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.
- 3.2. The fees must be paid for a child to enrol and to continue enrolment at the school. The school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.
- 3.3 You will be required to pay one terms fees in respect of each student if the parent/guardian does not provide one terms notice.

#### 4. CHILD SAFE ENVIRONMENT

- 4.1. Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- 4.2. Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
- 4.3. Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- 4.4. Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- 4.5. Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- 4.6. Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.
- 4.7. Our school's child safety policies and procedures are readily available and accessible. Further details on the Catholic education community's commitment to child safety across Victoria can be accessed by visiting:
  - a. Catholic Education Commission of Victoria Ltd's child safety page [www.cecv.catholic.edu.au/Our-Schools/Child-Safety](http://www.cecv.catholic.edu.au/Our-Schools/Child-Safety)
  - b. Catholic Education Melbourne's child safety page [www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx](http://www.cem.edu.au/Our-Schools/Choosing-a-School/Child-Safety.aspx)

#### 5. TERMS OF ENROLMENT REGARDING ACCEPTABLE BEHAVIOUR

- 5.1. Our school is a community that exemplifies the values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.
- 5.2. Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:
  - a. promote the values of honesty, fairness and respect for others
  - b. acknowledge the worth of all members of the community and their right to work and learn in a positive environment
  - c. maintain good order and harmony
  - d. affirm cooperation as well as responsible independence in learning
  - e. foster self-discipline and develop responsibility for one's own behaviour.
- 5.3. The school leadership, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour.
- 5.4. Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

#### 6. TERMS OF ENROLMENT REGARDING CONFORMITY WITH PRINCIPLES OF THE CATHOLIC FAITH

- 6.1. As a provider of Catholic education, the principal will take into account the need for the school community to represent and comply with the doctrines, beliefs and principles of the Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our school.

## 7. TERMS OF ENROLMENT REGARDING PROVISION OF ACCURATE INFORMATION

- 7.1. It is vitally important that the school is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.
- 7.2. Parents and guardians must provide accurate and up-to-date information when completing an enrolment form and must supply the school, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.
- 7.3. Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the school promptly.
- 7.4. The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

## 8. ENROLMENT FOR CHILDREN WITH ADDITIONAL NEEDS

- 8.1. The school welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:
- a. the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)

- b. the nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
  - c. the individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
  - d. any limitations on the school's ability to provide the additional assistance requested.
- 8.2. The process for enrolling students with additional needs is otherwise the same as for enrolling any student.
- 8.3. As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:
- a. the additional assistance remains necessary and/or appropriate to the child's needs
  - b. the additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
  - c. it remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

## 9. ASSESSMENT AND UPDATES

- 9.1. Various opportunities are provided to keep you up to date with your child's progress. You will receive two comprehensive written reports each year and arrangements will be made for at least one interview where you can discuss your child's development with their teacher. In addition, you can always contact the school to arrange a meeting if you have any concerns or wish to receive an update on progress.

## AGREEMENT

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
- In the event I have any concerns, I will raise them initially with the relevant teacher, school leader 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 KEM. In accepting the enrolment, I agree to abide by all of the school's policies, procedures and protocols including but not limited to parent and student code of conduct. 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.

Signature Parent A/Guardian 1:

Date:

Signature Parent B/Guardian 2:

Date:

### SUPPORTING DOCUMENTS CHECKLIST

The following documents are required to accompany this application (*please tick to indicate you have included*):

- |  |  |
|--|--|
| <input type="checkbox"/> Birth certificate   | <input type="checkbox"/> Recent school report  |
| <input type="checkbox"/> Visa, citizen papers, passport or travel documents for non-Australian residents or non-Australian born ( <i>if applicable</i> ) | <input type="checkbox"/> NAPLAN  |
| <input type="checkbox"/> Sacrament certificates  | <input type="checkbox"/> Custody and/or Court Order documents ( <i>if applicable</i> ) |
|  | <input type="checkbox"/> External assessments/reports ( <i>if applicable</i> )         |

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy available on our website [www.clonard.vic.edu.au](http://www.clonard.vic.edu.au)



## SCHOOL FAMILY OCCUPATION INDEX

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, tick 'N' in the 'occupation code' field on the enrolment form.

### GROUP A

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

**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** [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]

## 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

- **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]

## 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]

## 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]