SACRED HEART PRIMARY SCHOOL
116 Cotham Road,
KEW
VIC 3101

Correspondence:
PO Box 3221
Cotham LPO
KEW VIC 3101

Phone: 9853 5859  Fax 9853 8981
Email: sacred@shkew.catholic.edu.au

Confidential

Application for Enrolment

For

Name: ...............................................................................................................................................  

Year Level: ....................................................................................................................................  

Sacred Heart School is an integral part of the Parish. The school finds its meaning in the context of this Catholic community, who have worked and supported the school for 125 years.

<table>
<thead>
<tr>
<th>Office use only</th>
<th>Date received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment date:</td>
<td>English second language: Yes □ No □</td>
</tr>
<tr>
<td>Start date:</td>
<td>House colour:</td>
</tr>
<tr>
<td>Copy of:</td>
<td>VSN:</td>
</tr>
<tr>
<td>Birth Certificate □</td>
<td></td>
</tr>
<tr>
<td>Baptism Certificate □</td>
<td></td>
</tr>
<tr>
<td>Immunisation Certificate □</td>
<td></td>
</tr>
</tbody>
</table>
## STUDENT DETAILS

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Entry year</th>
<th>Entry level/grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name/s:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred first name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Religion:</td>
<td></td>
</tr>
<tr>
<td>Male:</td>
<td>Female:</td>
<td></td>
</tr>
</tbody>
</table>

## HOME ADDRESS OF STUDENT

<table>
<thead>
<tr>
<th>Street number &amp; name:</th>
<th>Suburb:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## EMERGENCY CONTACTS – OTHER THAN PARENT

<table>
<thead>
<tr>
<th>1. Name:</th>
<th>2. Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to child:</td>
<td>Relationship to child:</td>
</tr>
<tr>
<td>Home phone:</td>
<td>Home phone:</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Mobile:</td>
</tr>
</tbody>
</table>

## SACRAMENTAL INFORMATION

<table>
<thead>
<tr>
<th>Baptism:</th>
<th>Date:</th>
<th>Parish:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation:</td>
<td>Date:</td>
<td>Parish:</td>
</tr>
<tr>
<td>Reconciliation:</td>
<td>Date:</td>
<td>Parish:</td>
</tr>
<tr>
<td>Communion:</td>
<td>Date:</td>
<td>Parish:</td>
</tr>
<tr>
<td>Current Parish:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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 [ ]

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Signature:</th>
</tr>
</thead>
</table>

## NATIONALITY

### GOVERNMENT REQUIREMENT

<table>
<thead>
<tr>
<th>Nationality:</th>
<th>Other – please specify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>In which country was the student born:</td>
<td>Australia [ ] Other – please specify:</td>
</tr>
<tr>
<td>Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)</td>
<td>No [ ] Yes, Aboriginal [ ] Yes, Torres Strait Islander [ ]</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Student</th>
<th>Mother/guardian</th>
<th>Father/guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>English Only [ ]</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Other – please specify</td>
<td></td>
</tr>
</tbody>
</table>
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: 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.

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 required, signed by the child’s Doctor.

Allergies: Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.

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 (please indicate if the student has been immunized against the following)

<table>
<thead>
<tr>
<th>Vaccine/Malignancy</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diptheria/Tetanus/Whooping Cough</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Haemophilus Influenza type B (Hib)</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Measles-Mumps-Rubella</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Meningococcal C disease</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Human Papillomavirus (HPV) (12-18yrs)</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Polio</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Pneumococcal disease</td>
<td>Date</td>
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</tbody>
</table>

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 ☐
intelectual disability ☐
ADD/ADHD ☐
giftedness ☐

behaviour disorders ☐
language disorder ☐
vision impairment ☐
other (please specify) ☐

hearing impairment ☐
mental health issues ☐
acquired brain injury ☐

Enrolment Form
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:

- [ ] Details of additional learning needs/additional needs provided (please provide all relevant information)
- [ ] Medical/allied health professional reports attached (please provide all relevant information)

**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:

**MOTHER/GUARDIAN**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title: (eg. Mrs/Ms)</th>
<th>First Name:</th>
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</thead>
<tbody>
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Address:

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Email:

**Government Requirement**

<table>
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<tr>
<th>Occupation:</th>
<th>What is the occupation group? (select from list of parental occupation groups in the School Family)</th>
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Religion:

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</table>

Country of Birth:

- [ ] Australia
- [ ] Other (please specify):

**What is the highest year of primary or secondary school the mother/guardian has completed:**

(Please provide an answer for the highest level only where you have attended secondary school)

- [ ] 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

**FATHER/GUARDIAN**

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Title:</th>
<th>First Name:</th>
</tr>
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</table>

Country of Birth:

- [ ] Australia
- [ ] Other (please specify):

**What is the highest year of primary or secondary school the father/guardian has completed:**

(Please provide an answer for the highest level only where you have attended secondary school)

- [ ] 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
**SIBLINGS ATTENDING A SCHOOL-PRE-SCHOOL**
List all children in your family attending school or preschool (oldest to youngest) – include applicant

<table>
<thead>
<tr>
<th>Name</th>
<th>School/Pre-school</th>
<th>Year/Grade</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**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
- [ ] Guardian
- [ ] FTE with Mother:  
- [ ] FTE with Father:  
- [ ] 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?

**PERMISSION FOR HEAD LICE INSPECTION**

- [ ] I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
- [ ] 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:**
NAME OF SCHOOL
ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

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

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

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

Thank you for your continued support.

STUDENT’S FULL NAME: ___________________________ YEAR LEVEL: __________

• I give permission for my child’s photograph/video and name to be published in:
  • the school website
  • social media
  • promotional materials
  • newspapers and other media.

• I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

• I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

• I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

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: __________

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

OFFICE USE
Date of Photograph/Video: (month & year)
FINANCIAL INFORMATION

ACCOUNT DETAILS

Account to be addressed to:

(Title) Dr / Mr / Mrs / Miss / Ms Name: ________________________________
Address: ___________________________ Post Code: ______

(Title) Dr / Mr / Mrs / Miss / Ms Name: ________________________________
Address: ___________________________ Post Code: ______

If 2 accounts are required eg split bill – 50% Mum & 50% Dad (Separated families) please specify:

__________________________________________________________________

Signature from both parties, acknowledging their willingness to accept the responsibility for paying the account is required:

Signed: ___________________________ Mother / Guardian Date: ______________

Signed: ___________________________ Father / Guardian Date: ______________

PARISH

Do you contribute to Sacred Heart Parish through Thanksgiving Offering Envelopes?
☐ Yes ☐ No

SCHOOL

FAMILY FEES: Fees for the year are charged on the basis of the number of children each family has at the school. Three accounts will be billed each year. These three accounts cover fees and levies for the whole school year.

STUDENT FEES: There is an annual fee per child covering curriculum needs and excursions. This fee is charged at the beginning of the school year with the school fees. Camp and swimming fees will be charged separately prior to commencing activities.
Agreement

Please tick the following boxes and sign below

1. I/we have presented the following original documents with this application for enrolment (please tick appropriate boxes)

- [ ] Birth Certificate
- [ ] Baptismal Certificate
- [ ] Citizenship documentation (where applicable)
- [ ] Most recent previous school reports and external test results (where applicable)
- [ ] Relevant Family Court Orders (where applicable)
- [ ] Relevant medical and/or special needs information including clinical/educational assessments (where applicable)
- [ ] Immunisation Certificate

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 is accepted I/we agree to support our child's participation in the religious life of the school (e.g., school liturgies).

3. If this enrolment is accepted I/we agree to pledge our support to the school through working bees and other functions which will help strengthen the relationship between school and home.

4. If this enrolment application is successful I/we agree to honour the financial commitments required by the school as set down annually by the Parish Priest and Parish Education Board.

5. I/we are not aware of any outstanding fees or charges, in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.

6. I/we will ensure that our child observes all school regulations regarding school uniform and conduct and will participate fully in the total school program.

7. I/we understand that the submission of the application does not guarantee acceptance by the school.

8. I/we understand that children entering Prep will be accepted subject to their readiness. This decision will be made in conjunction with the Principal, Parish Priest, Infant Co-ordinator and Pre-School Teacher.

9. I/we understand that parents of all new children to the school will be required to attend an interview.

10. Within one week of receiving a letter of acceptance, I/we are required to accept the place in writing and pay a holding fee of $700 which will be deducted from the following year's tuition fees. This deposit is non-refundable.

Please Note:
Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary)

I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful, I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

Signed: ___________________________ Mother / Guardian Date: __________

Signed: ___________________________ Father / Guardian Date: __________

Enrolment Form
1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, Sacred Heart Parish, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

11. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

PARENT / GUARDIAN:  
(Name)  
(Signature)

DATE:  

Enrolment Form
Enrolment Form

SCHOOL FAMILY OCCUPATION INDEX
PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months
If you are not currently in paid work but have had a job in the last 12 months, or have retired in the last 12 months, please use your last occupation to select from the list. If you have not been in paid work for the last 12 months, enter ‘N’ into the ‘occupation code’ field on the enrolment form.

OCCUPATION GROUP A
SENIOR MANAGEMENT IN LARGE BUSINESS
ORGANISATIONS, GOVERNMENT ADMINISTRATION AND
DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations
Senior Executive / Manager /Department Head in industry, commerce, media or other large organisation

- Business [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- Media [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration
- Public Service Manager (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- Defence Forces Commissioned officer

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: design, develop or operate complex systems, identify, treat and advise on problems, teach others


- Health [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

- Medical, science, building, engineering, computer technician/associate professional
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]