

# St. Mary's Mansfield

*To Live, To Love, To Grow in Christ*



39 Malcolm Street, Mansfield

Phone: (03) 5775 2670

Fax: (03) 5775 2671

Website: [www.smmansfield.catholic.edu.au](http://www.smmansfield.catholic.edu.au)

Email: [principal@smmansfield.catholic.edu.au](mailto:principal@smmansfield.catholic.edu.au)

## Enrolment Form

<b>Student Name:</b>		
<b>Office use only</b>	Date received:	Conveyance Allowance: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Student Code                      Family Code:	Integration: Yes <input type="checkbox"/> No <input type="checkbox"/>
	CSEF Eligible:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Health Care Card:      Yes <input type="checkbox"/> No <input type="checkbox"/>
Original Documents Sighted – Copy Received	Birth <input type="checkbox"/> Baptism <input type="checkbox"/> Imm <input type="checkbox"/> HCC <input type="checkbox"/> Court Orders <input type="checkbox"/>	VSN: _____ New <input type="checkbox"/>

# ENROLMENT FORM

## St Mary's Catholic Primary School

**Address:** 39 Malcolm Street, Mansfield, Victoria, 3722

**Email:** [principal@smmansfield.catholic.edu.au](mailto:principal@smmansfield.catholic.edu.au)

**Website:** [www.smmansfield.catholic.edu.au](http://www.smmansfield.catholic.edu.au)

**Telephone:** (03) 5775 2670 **Fax:** (03) 5775 2671



### STUDENT DETAILS

Surname:	Entry year (YYYY)	Entry level/grade:
First name/s:		
Preferred first name:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Date of birth:	Place of birth:	Religion:

### HOME ADDRESS OF STUDENT

Street number & name:	
Suburb:	Post Code:
Home phone:	

### PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION

Name of previous school/pre-school:	Year Level:	Group:
I/We give permission for school to contact previous school or pre-school:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### SACRAMENTAL INFORMATION

Baptism:	Date:	Parish & Suburb:
Reconciliation:	Date:	Parish & Suburb:
Eucharist:	Date:	Parish & Suburb:
Confirmation:	Date:	Parish & Suburb:
Current Parish:		

### MEDICAL INFORMATION

Doctor's name:		
Street No. & Name:		
Suburb:	Post Code:	Phone:
Medicare No.:	Ref No:	Expiry:
Private Health:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ambulance:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. Where appropriate, please attach a copy of your child's medical action plan.</i>
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Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details. Where appropriate, please attach a copy of your child's medical action plan.</i>
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Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### IMMUNISATION

Has your child received all vaccinations required by 5 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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**Important: Please provide a copy of your child's Immunisation History Statement along with this enrolment form.**

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	<input type="checkbox"/>	Behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
Intellectual disability	<input type="checkbox"/>	Language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	Vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	Heart condition	<input type="checkbox"/>	other (please specify)	

*Please attached further information on a separate sheet if required*

Is or has your child been treated by any of the following?						
behavioural optometrist	<input type="checkbox"/>	educational audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>	
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>	
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>			
<b>If your child does have a special need, please can you assist us by providing the following information:</b>					Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)					<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)					<input type="checkbox"/>	<input type="checkbox"/>
<b>MEDICAL AUTHORITY</b>						
In the event of illness or accident, I/We accept responsibility and authorise medical assistance for my/our child, as may be required, should the school not be able to contact either parent/guardian. After notification by the school, I will promptly attend any location to which my child may be taken for treatment.						
I/We give consent for health information to be kept on file for my/our child and for the school to use the information for its normal practices and purposes, such as those that arise out of its duty of care towards students.						
Name:			Signed:		Mother/Guardian	
Name:			Signed:		Father/Guardian	

<b>PERMISSION FOR HEAD LICE INSPECTION</b>	
<input type="checkbox"/>	I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
<input type="checkbox"/>	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.
<b>MOTHER'S SIGNATURE:</b>	
<b>FATHER'S SIGNATURE:</b>	

<b>NATIONALITY</b>			
<b>GOVERNMENT REQUIREMENT</b>		Nationality:	
In which country was the student born:		Australia <input type="checkbox"/>	Other – please specify:
Place of birth:		Ethnic Origin:	
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)			
No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>			
Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)			
		Student	Mother/guardian
<b>No</b>	English Only	<input type="checkbox"/>	<input type="checkbox"/>
<b>Yes</b>	Other – please specify	<input type="checkbox"/>	<input type="checkbox"/>

<b>IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement</b>			
<b>Please tick the relevant category below and record the Visa Subclass number:</b>			
(original documents to be sighted and copies to be retained by the school)			
<b>Australian Citizen not born in Australia</b>			
<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)		
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:	
<input type="checkbox"/>	Naturalisation Certificate Number :	Certificate No:	
	Visa Subclass recorded on entry to Australia	Visa Subclass No:	
	Date of Arrival into Australia	Date:	
<b>Not currently an Australian Citizen please provide further details as appropriate below:</b>			
<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)		Visa Subclass No:
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)		Visa Subclass No:
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)		Visa Subclass No:
<b>*Please attach Visa/document of travel/letter of notification and passport photo page.</b>			
<b>Is the student a refugee now or were they one anytime in the last seven years?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			

FAMILY DETAILS					
MOTHER/GUARDIAN					
Surname:		Title: (eg. Ms/Mrs)		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Is this the correct mobile number the school should use to send SMS Messages for emergency & reminder purposes when required?				Yes <input type="checkbox"/> No <input type="checkbox"/> If no, provide mobile no.	
Email:					
<b>Government Requirement</b>	Usual Occupation (not title): (e.g. if self-employed plumber please select 'plumber' not 'director')		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index attached) <b>If person has not been in paid work in the last 12 months, enter N</b>		
	Employer:		Employer Address:		
Religion:		Nationality:			
Ethnic Origin:		Are you a refugee or were you one anytime in the last 7 years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Country of Birth:		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		Nationality:	
Do you have a:					
Centrelink/Health Care Card: No <input type="checkbox"/> Yes <input type="checkbox"/> Number: _____ Expiry: _____					
Working With Children Check Card (WWCC): No <input type="checkbox"/> Yes <input type="checkbox"/> Number: _____ Expiry: _____					
What is the highest year of primary or secondary school the mother/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')					
Year 9 or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>		Year 11 or equivalent <input type="checkbox"/>	
Year 12 or equivalent <input type="checkbox"/>					
What is the level of the highest qualification the mother/guardian has completed:					
No post school qualification <input type="checkbox"/>		Certificate I to IV (including trade certificate) <input type="checkbox"/>		Advanced diploma/Diploma <input type="checkbox"/>	
Bachelor degree or above <input type="checkbox"/>					
FATHER/GUARDIAN					
Surname:		Title:		First Name:	
Address:					
Home Phone:		Work Phone:		Mobile:	
Is this the correct mobile number the school should use to send SMS Messages for emergency & reminder purposes when required?				Yes <input type="checkbox"/> No <input type="checkbox"/> If no, provide mobile no.	
Email:					
<b>Government Requirement</b>	Usual Occupation (not title): (i.e. if self-employed plumber please select 'plumber' not 'director')		What is the occupation group? (select from list of parental occupation groups in the School Family Occupation Index attached) <b>If person has not been in paid work in the last 12 months, enter N</b>		
	Employer:		Employer Address:		
Religion:		Nationality:			
Ethnic Origin:		Are you a refugee or were you one anytime in the last 7 years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Country of Birth:		<input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify):		Nationality:	
Do you have a:					
Centrelink/Health Care Card: No <input type="checkbox"/> Yes <input type="checkbox"/> Number: _____ Expiry: _____					
Working With Children Check Card (WWCC): No <input type="checkbox"/> Yes <input type="checkbox"/> Number: _____ Expiry: _____					
What is the highest year of primary or secondary school the father/guardian has completed: (Persons who have never attended secondary school, mark 'Year 9 or below')					
Year 9 or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>		Year 11 or equivalent <input type="checkbox"/>	
Year 12 or equivalent <input type="checkbox"/>					
What is the level of the highest qualification the father/guardian has completed:					
No post school qualification <input type="checkbox"/>		Certificate I to IV (including trade certificate) <input type="checkbox"/>		Advanced diploma/Diploma <input type="checkbox"/>	
Bachelor degree or above <input type="checkbox"/>					

SCHOOL FEES – PAYMENT INFORMATION				
School fees are billed annually per family. Statements containing the total fees are sent out at the beginning of the school year along with due dates. Further statements will be sent out periodically during the year to inform you of the status of your account. Although the total of the fees are on the first account, you can elect to pay fees weekly, fortnightly, monthly, by the term or lump sum; paying by cash, cheque, EFTPOS, BPAY, credit card or direct debit payment plan. If at any time you have concerns regarding the payment of fees, please contact the school office to make an appointment to see the Principal.				
Who will be responsible for the payment of the school fees and levies?				
<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Father Only	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other:
Payment Method:	<input type="checkbox"/> Direct Debit Plan	<input type="checkbox"/> Lump Sum	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Other:
Payment Frequency	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:
Account to: (e.g. Mr and Mrs S Smith):				
Preferred Email/s for fee statements/receipts:		1.		
		2.		
Do you require split billing?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
If you answered YES to split billing: (e.g. for separated families)		Name of Person 1: _____ % of fees: _____		
		Email of Person 1: _____		
		-----		
		Name of Person 2: _____ % of fees: _____		
		Email of Person 2: _____		

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:	
<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother , next with father
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

EMERGENCY CONTACTS – OTHER THAN PARENT (within reasonable proximity to the school)			
Every effort will be made to contact you in the case of an emergency or illness. However should you be unavailable, please nominate two relatives, neighbours or friends who can drive and are available during school hours.			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SIBLINGS			
Please list the name and year of entry to St Mary's of any possible future sibling enrolments			
Name	Date of Birth	Anticipated Year of Entry	Pre-School/School Currently Attending (if any)

COURT ORDERS (IF APPLICABLE)
Are there any current court orders relating to the student? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.</i>
Is there any other information you wish the school to be aware of? (Please attach further information on another sheet if required)

## Agreement

In making application for enrolment of my child at St Mary's Catholic Primary School 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:

1. I will support school policies in relation to program of studies, sports, pastoral care, school uniform, acceptable behaviour, discipline and general operations of the school.
2. I will ensure that the information that I have provided in this Enrolment Form 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, etc.).
3. I acknowledge that the school uses 'Care Monkey' to collect and maintain medical and contact details for students and to communicate with parents via eForms. I agree to set up, maintain and share with the school a Care Monkey profile for my child.
4. I acknowledge that St Mary's has a school app, 'Skoolbag', which is used to convey messages or reminders to parents. I agree (where possible), to download the school app and allow the school to contact me via this form of communication. I will inform the school if I cannot access this form of communication.
5. I will support my child's participation in the religious life of the school.
6. I will attend parent/teacher and information evenings which relate to my child.
7. In the event I have any concerns, I will raise them initially with the relevant teacher or the school Principal.
8. I will treat all members of the school community with respect as befits a Catholic primary school.
9. I will honour the financial commitments required by the school as per the Schedule of Fees and Charges.
10. If payment of school fees becomes difficult and I am not able to meet scheduled payments, I will contact the school to inform them of such difficulty and to discuss payment options or alternate arrangements.
11. In the event of failure on my behalf to provide notification of financial hardship to the school or repeated failure to respond to requests for payment of fees, the school may refer amounts outstanding to a debt collection agency and/or law firm. I agree to be liable for any recovery costs incurred by the school as a result of such action.
12. I recognise the school is dependent upon fundraising efforts by parents and I will endeavour to support those efforts.
13. I consent to St Mary's Catholic Primary School using any health care information, which I supply about my child for its normal practices and purposes, such as those which arise out of its duty of care, in accordance with the *Health Records Act 2001 (Vic.)*.
14. Should the school determine that referral for further assessment to an outside agency is necessary, I will give my written consent for such assessment and will attend any meetings, where requested, prior to or following the assessment.
15. I acknowledge that I have read all the information in the enrolment package and understand the policies that the signatories below will need to abide by should the enrolment application be successful.
16. 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.

**Please tick the relevant boxes and sign below**

We have included copies of the following documents (if applicable) with this application for enrolment :

- |                                                |                                                                   |                                                           |
|------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Birth Certificate     | <input type="checkbox"/> Medical/Allied Professional Reports      | <input type="checkbox"/> Immunisation Certificate         |
| <input type="checkbox"/> Baptismal Certificate | <input type="checkbox"/> Details of any Additional Learning Needs | <input type="checkbox"/> Citizenship Documentation        |
| <input type="checkbox"/> Court Orders          | <input type="checkbox"/> Health Care Card / Centrelink Card       | <input type="checkbox"/> Working With Children Check Card |

SIGNED: \_\_\_\_\_ (Mother/Carer)      DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Father/Carer)      DATE: \_\_\_\_\_

Please note:

- Acceptance of this application for enrolment is subject to the approval of the Parish Priest.
- Acceptance to this school does not constitute acceptance into any other Catholic school (primary or secondary).

1. The School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The School may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. The School may disclose personal and sensitive information for **administrative, educational and support purposes** (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses;
  - Third party service providers that provide online educational and assessment support services or applications (including See Saw, Care Monkey, Skoolbag), which may include email and instant messaging;
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail.
  - Limited personal information, such as Personalised Learning Plans, meeting minutes, meeting notes, student observations and documented conversations may be collected and processed or stored by these providers in connection with these services;
  - Another school to facilitate the transfer of a student;
  - Government departments;
  - Medical practitioners, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
  - Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
  - People providing administrative and financial services to the School;
  - Anyone you authorise the School to disclose information to; and
  - Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
8. The School has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia in connection with third party services, as not all countries are bound by laws which provide the same level of protection for personal information as the APPs.
9. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with the contract CECV has entered into with Google on behalf of the School, which requires Google to take appropriate steps to protect the personal information.
10. The countries in which the servers of cloud service providers and other third party service providers may be located are:
  - Australia
  - United States of America
  - Chile
  - Taiwan
  - Singapore
  - Ireland
  - Netherlands
  - Finland
  - Belgium
11. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it will be stored on servers located within Australia. This includes the ICON system.

12. School personnel, the CECV and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
13. The School may disclose personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
14. The School's Privacy Policy is accessible via the school website, handbook, or from the School office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
15. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.
16. The School may engage 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.
17. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. **The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided.** We may include student's and parents' or guardians' contact details in a class list and School directory.
18. If you provide the School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the School and why, that they can request access to and correction of that information if they wish and to also refer them to the School's Privacy Policy for further details about such requests and how the School otherwise handles personal information it collects and complaints it receives.

I/WE \_\_\_\_\_ (please print names)

give my/our **consent to the St Mary's School Standard Collection Notice** (as above) for my child

\_\_\_\_\_ (please print child's name).

SIGNED: \_\_\_\_\_ (Mother/Guardian) DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_ (Father/Guardian) DATE: \_\_\_\_\_



# SCHOOL FAMILY OCCUPATION INDEX

## PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### GROUP N: Unemployed for more than 12 months

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

## OCCUPATION GROUP A

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

#### Senior management in large business organisations

**Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation

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

#### Government administration

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

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

*Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport*

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

## OCCUPATION GROUP B

### OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

#### Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

#### Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

**Associate professionals** – generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- **Medical, science, building, engineering, computer technician/associate professional**
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner]

or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]

- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

## OCCUPATION GROUP C

### TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

**Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

#### Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

#### Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

## OCCUPATION GROUP D

### MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

#### Drivers, mobile plant, production/processing machinery and other machinery operators

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

#### Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]