

# ENROLMENT FORM

St Gabriel's Catholic Primary School  
 Address: 237 Spring Street, Reservoir 3073  
 Email: principal@sgreservoir.catholic.edu.au  
 Tel: (03) 9469 3513



Office use only  If yes has been ticked in this section please scan/copy the front page and give to Student Services Leader	Date received: Please tick if out of zone <input type="checkbox"/>	Student Number:	Family Code:
	SWD <input type="checkbox"/> Yes <input type="checkbox"/> No  FFPOS <input type="checkbox"/> Yes <input type="checkbox"/> No	NEW ARRIVAL <input type="checkbox"/> Yes Date of Arrival __ / __ / __ / <input type="checkbox"/> No  ABORIGINAL OR TORRES STRAIT ISLANDER <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

EMERGENCY CONTACTS – OTHER THAN PARENT (Every effort will be made to contact parents first, but in the event parents are not available, secondary emergency contacts are required)			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

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

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION	
Name of previous school/pre-school:	VSN Number:
I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signature:	Signature:

NATIONALITY		
GOVERNMENT REQUIREMENT	Nationality:	
In which country was the student born:	Australia <input type="checkbox"/>	Other – please specify: _____ Please ensure page 2 “Recent Arrival Section” is completed and original documents are provided to the school for copying
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	Father/guardian
No	English Only <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify		

**RECENT ARRIVAL TO AUSTRALIA****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 of Visa Grant Notice &amp; Passport to be retained by the school)

**Australian Citizen not born in Australia**

<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:	

**Not currently an Australian Citizen please provide further details as appropriate below:**

<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:	

**\*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:	
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
	Do you give authority for an ambulance to be contacted if deemed necessary? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medical Condition:	Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.		
Allergies:	Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.		
<b>Has the student been diagnosed as being at risk of anaphylaxis?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>If yes, does the student have an EpiPen or Anapen?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**IMMUNISATION**Immunisation Certificate Yes  No 

All vaccines are recorded on the Australian Immunisation Register. You can obtain a copy of your child's immunisation history by visiting the myGov website. Please attach a copy with this enrolment.

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"/>	other (please specify)	<input type="checkbox"/>		

**Has your child ever seen a:**

behavioural optometrist	<input type="checkbox"/>	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"/>		

**If your child does have a special need, please can you assist us by providing the following information:**

	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

**FAMILY DETAILS**

Do you have a Concession or Pension Cards: Yes  No  Card Number: \_\_\_\_\_  
 Please submit a copy of your Concession/Pension Card with this application.

Who will be responsible for the payment of the school fees and levies? Please tick a box

Both Parents     Parent 1/Guardian 1 Only     Parent 2/Guardian 2 Only     Other:

Responsible person to sign: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible person to sign: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT 1/GUARDIAN 1**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: (eg. Mr/Mrs/Ms) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Government Requirement**    Occupation currently engaged in: \_\_\_\_\_    What is the occupation group? (select from list of parental occupation groups on back pages)

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

Country of Birth:     Australia     Other (please specify): \_\_\_\_\_

**What is the highest year of primary or secondary school the parent 1/guardian 1 has completed?**  
 (Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below     Year 10 or equivalent     Year 11 or equivalent     Year 12 or equivalent

**What is the level of the highest qualification the parent 1/guardian 1 has completed?**

No post school qualification     Certificate I to IV (including trade certificate)     Advanced diploma/Diploma     Bachelor degree or above

**PARENT 2/GUARDIAN 2**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Title: (eg. Mr/Mrs/Ms) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

**Government Requirement**    Occupation currently engaged in: \_\_\_\_\_    What is the occupation group? (select from list of parental occupation groups on back pages)

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

Country of Birth:     Australia     Other (please specify): \_\_\_\_\_

**What is the highest year of primary or secondary school the father/guardian has completed?**  
 (Persons who have never attended secondary school, mark 'Year 9 or below')

Year 9 or below     Year 10 or equivalent     Year 11 or equivalent     Year 12 or equivalent

**What is the level of the highest qualification the father/guardian has completed:**

No post school qualification     Certificate I to IV (including trade certificate)     Advanced diploma/Diploma     Bachelor degree or above

**SIBLINGS**

List all children in your family (oldest to youngest)

Name	Date of Birth	School/Pre-school/Other	Year/Grade

**PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:**

<input type="checkbox"/> Living with both Parents	<input type="checkbox"/> Living with single parent: Parent 1 / Parent 2 (please indicate)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting (eg. One week with parent 1, next with parent 2) Days with Parent 1: _____ Days with Parent 2: _____
<input type="checkbox"/> Living with Guardian/s	<input type="checkbox"/> Out-Of-Home Care

**FAMILY EMAIL ADDRESS**

For any email correspondence please provide one family email address:

**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?

**PARENT/GUARDIAN SIGNATURE:**

**PARENT/GUARDIAN SIGNATURE:**

**OFFICE USE ONLY**

Interview Date:	Application Accepted? Yes <input type="checkbox"/> No <input type="checkbox"/> Waiting List <input type="checkbox"/>
Interview Time:	Start Date: _____ Grade: _____ House Colour: _____
Enrolment Fee Paid?	Yes <input type="checkbox"/> No <input type="checkbox"/> Date Received: _____ Receipt No: _____
Payment Method	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFTPOS <input type="checkbox"/> EFT <input type="checkbox"/>

**NOTES**


---



---



---



---



---



---

## ***PERMISSION AND CONSENT AUTHORITY***

Where I am unable to be contacted or it is otherwise impracticable for me to be contacted, I authorise the teacher in charge of my child, and consent to my child:

- Receiving such medical or surgical assistance as is recommended by a medical practitioner in the event of any illness or accident.
- Administer or consent to such first aid as the teacher in charge may consider to be reasonably necessary in the event of any illness or accident.
- I accept all risks involved in the administration of medical, surgical or first aid treatment considered necessary and the responsibility for payment of all expenses incurred in relation to such treatment and any emergency transportation required.
- Following notification by the school, I will promptly attend any location to which my child may be taken for treatment.
- I give St Gabriel's permission to obtain information from my child's previous school or kindergarten.
- I give permission for my child to take part in any excursion/sporting event approved by the Principal that takes place outside the school grounds
- I agree that fees and levies will be paid in accordance with the School Fee Policy
- I have read and am aware of the St Gabriel's Parish School 's Privacy Policy

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **CHECKLIST**

### **COPIES REQUIRED TO BE ATTACHED**

- Birth Certificate
- Baptism Certificate
- Immunisation Certificate

### **NEW ARRIVAL TO AUSTRALIA – COPIES REQUIRED**

- Child's Passport (Please ensure all stamped pages of Passport are copied)
- Visa Grant Notice

### **NOT CURRENTLY AN AUSTRALIAN CITIZEN**

- Visa Grant Notice

### **IF APPLICABLE**

- Any other Sacrament Certificates
- Child's most recent School Report (Kinder transition report usually sent to school by Kinder)
- NAPLAN results
- Language School Enrolment form
- Asthma Management Plan form
- Anaphylactic form
- Custody Order information
- Concession / Pension card

**ST GABRIEL'S  
PERMISSION TO USE STUDENT IMAGES/WRITING/ART WORK**

*Please note – this form covers the entire duration of schooling for which your child is enrolled at St. Gabriel's Parish Primary School, Reservoir.  
Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes.  
Please inform the school if you no longer wish to provide consent for the use of your child's images and words in the manner described.*

At St Gabriel's Primary School children will be involved in a range of activities that may be used for a variety of display and promotional purposes. These activities might include regular classroom tasks and projects or special school events such as sporting events, camps and excursions.

The work that children and staff produce whilst engaged in school life includes printed material, art works, photographs, videos, on display boards, in classrooms, the library, in PowerPoint presentations for use by the school, kept in photo albums, saved on our server for use in student writing and presentations - both within our school and parish community, in DVDs and audio recordings. This practice has been used in Catholic schools to enhance curriculum and communication for a very long time. Most often this material is used for internal, that is school based, use and viewing.

From time to time there are opportunities for more general and wider viewing audiences to be sought, providing an authentic audience for student learning. These may include the school newsletter, student newspaper, television or print media and the internet. Should any usage fall outside this list, you will be contacted personally and permission sought.

In using student work and images in external media we will ensure that students will be identified by first name only. To support staff in their work we require all parents to complete the authorisation from below. If you have any further questions, please contact your child's teacher.

## **Permission for St Gabriel's Primary School, Reservoir to Use Student Images / Writing / Art Work**

Student photos / writing / artwork are printed or displayed regularly in the everyday life of our school.

This permission notice requests approval from parents for the use of their child's image / writing / artwork within our curriculum and for public advertising and school internet purposes, during their whole time at St Gabriel's Parish Primary School.

I give permission for images / writing / artwork, of my child, to be used without acknowledgment, remuneration or compensation within the School and Parish Community and school associated website and advertising.

I \_\_\_\_\_ (parent/guardian/carer's full name) being the parent  
or lawful Guardian of \_\_\_\_\_ (child's full name),

**do hereby (please indicate preference)**

- Authorise/give photographic permission of my child.
- Not authorise/give photographic permission of my child.

**Signed:** \_\_\_\_\_ Parent/guardian/carer **Date:** \_\_\_/\_\_\_/\_\_\_

# Safeguarding Children and Young People Code of Conduct

## **Purpose of Code of Conduct**

*This Code of Conduct has a specific focus on safeguarding children and young people at St Gabriel's School against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement child protection legislation, school policies/procedures and professional standards, codes or ethics as these apply to staff and personnel.*

*All staff, volunteers, contractors, clergy and board/school council members at St Gabriel's School are expected to actively contribute to a school culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.*

## **Acceptable behaviours**

**All staff, volunteers, parent helpers, contractors, clergy and board/school council members are responsible for supporting the safety of children by:**

- adhering to the school's child-safe policy and upholding the school's statement of commitment to child safety at all times.
- taking all reasonable steps to protect children from abuse.
- treating everyone in the school community with respect by modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child have been abused or that they are worried about their safety/the safety of another child.
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- promoting the safety, participation and empowerment of children with a disability.
- ensuring as far as practicable that adults are not alone with a child.
- reporting any allegations of child abuse to the school's leadership.
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- reporting any child safety concerns to the school's leadership.
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

## **Unacceptable behaviours**

**All staff, volunteers, parent helpers, contractors, clergy and board/school council members must not:**

- ignore or disregard any suspected or disclosed child abuse.
- develop any 'special' relationships with children that could be seen as favouritism.
- exhibit behaviours with children which may be construed as unnecessarily physical.
- put children at risk of abuse.
- initiate unnecessary physical contact with children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- engage in open discussions of a mature or adult nature in the presence of children.
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability.
- have contact with a child or their family outside of school without the school's leadership knowledge for example, unauthorised after-hours tutoring, private instrumental/other lessons or sport coaching; accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child including by social media, email, instant messaging etc. or their family unless necessary e.g. by providing families with newsletters or assisting students with their school related purposes using school provided platforms.
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses.
- photograph or video a child without the consent of the child's parent or guardians
- work with children while under the influence of alcohol or illegal drugs at school or at school events in the presence of children.
- State or imply that it is a victim's responsibility to inform or notify Police or other authorities.

I, \_\_\_\_\_ and \_\_\_\_\_  
Please print Please print

confirm that I have been provided with a copy of the above Code of Conduct.

Signed: \_\_\_\_\_ and \_\_\_\_\_

## **COLLECTION NOTICE**

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 and may be direct from the individual or from another source. 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 (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. The School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.
6. 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 school service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses. It may also include:
  - third party service providers that provide online educational and assessment support services or applications (apps), 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 may be collected and processed or stored by these providers in connection with these services
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON
  - another school to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, 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.
7. The school is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. 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.
10. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third-party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
11. When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about 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 Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. The School's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations]
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. School personnel and the school's service providers, and 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.
15. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. The School's Privacy Policy is accessible via the school website, newsletter, 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.
17. The School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the School has interfered with their privacy [and how the complaint will be handled].
18. 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.
19. 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.
20. 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.



# 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/despacher, 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]

## **NOTES**