



**39 JAMES STREET, NORTHCOTE, 3070**

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

Phone: 9481 7166

# ST JOSEPH'S PRIMARY SCHOOL ENROLMENT APPLICATION FORM

*"Where every child matters and every moment counts"*

NAME OF STUDENT: \_\_\_\_\_

YEAR COMMENCING: \_\_\_\_\_

YEAR LEVEL: \_\_\_\_\_

| FAMILY INFORMATION                                |           |
|---|-----------|
| Family Surname                                    |           |
| Mail to<br><small>(e.g. Mr and Mrs Smith)</small> |           |
| Residential Address                               |           |
| Suburb  | Post Code |

| STUDENT INFORMATION  |   |
|--|---|
| First Name   | Year of commencement  |
| Middle Name  | 1 <sup>st</sup> Australian school year (e.g. 20??)  |
| Surname  | Previous School (If applicable)   |
| Preferred Name   |   |
| Sex      Male <input type="checkbox"/> Female <input type="checkbox"/><br><small>(Please tick one)</small> | Year Level  |
| Religion   | Date of Birth:  |
|  | Do special custody arrangements exist for this student?    Yes <input type="checkbox"/> No <input type="checkbox"/><br><small>If yes please provide details</small> |
| Does the student have siblings currently attending St Joseph's   |   |
| Name   | Year Level  |
| 1. _____   | _____   |
| 2. _____   | _____   |
| 3. _____   | _____   |
| 4. _____   | _____   |

Office Use Only

|                      |       |                              |                           |               |
|----------------------|-------|------------------------------|---------------------------|---------------|
| Application received | / /   | Start Date:                  | Currently enrolled family | Y / N         |
| Birth Cert:          | Y / N | VSN:                         | Student / Family Code:    |               |
| Immunisation Cert:   | Y / N | English as a Second Language | Y / N                     | House Colour: |
| Baptism Cert:        | Y / N |                              |                           |               |

## STUDENT INFORMATION (cont)

|   |  |
|---|--|
| <p><b>Nationality:</b></p> <p><b>Country of Birth:</b></p> <p><b>If born overseas – date of arrival:</b></p> <p><b>Refugee / Migrant</b> (please circle)</p> <p><b>Aboriginal</b> <input type="checkbox"/> / <b>Torres Strait Islander</b> <input type="checkbox"/></p> | <p><b>Does the student speak a language(s) other than English at home?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><b>If 'yes' please list below</b></p> <p>1.</p> <p>2.</p> |
|---|--|

|   |       |
|---|-------|
| <b>CITIZENSHIP STATUS</b>   |       |
| <input type="checkbox"/> <b>Australian Citizen</b>  |       |
| <input type="checkbox"/> <b>Australian citizen not born in Australia:</b>                   |       |
| <i>Australian Passport Number (if applicable)</i>   | _____ |
| <i>Naturalisation Certificate Number</i>  | _____ |
| <i>Visa subclass recorded on entry to Australia</i>   | _____ |
| <i>Date of arrival into Australia</i>   | _____ |
| <b>Not Currently an Australian Citizen</b>  |       |
| <input type="checkbox"/> <b>Permanent Residence</b>   |       |
| <i>Visa subclass</i>  | _____ |
| <input type="checkbox"/> <b>Temporary Resident</b>  |       |
| <i>Visa subclass</i>  | _____ |
| <input type="checkbox"/> <b>Other/Visitor/Overseas student</b>                              |       |
| <i>Visa subclass</i>  | _____ |
| <b>Please attach VISA/document of travel/letter of notification and passport photo page</b> |       |

## Previous Pre-school/Kindergarten/School

|   |             |
|---|-------------|
| <b>Name</b>   |             |
|   |             |
| <b>I give permission for St Joseph's to contact previous Pre-school/Kindergarten/School</b> |             |
| <b>Signature</b>  | <b>Name</b> |
|   |             |

## MEDICAL INFORMATION

|                                     |  |   |  |
|-------------------------------------|--|---|--|
| <b>Doctor's Name</b>                |  | <b>Phone Number</b>                           |  |
| <b>Street address / Clinic Name</b> |  | <b>Date of last tetanus injection/booster</b> |  |
| <b>Medicare Number</b>              | <b>Ref no</b>  | <b>Expiry Date</b>                            |  |
| <b>Private Health</b>               | Fund:  |   |  |
| <b>Ambulance Cover</b>              | Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes – number:</i>   |   |  |
| <b>Immunisation</b>                 | All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement for your child (visit <a href="http://myGov">myGov</a> ) and provide it to the school with this enrolment form.<br><br>Has the immunisation history statement been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |  |
| <b>Allergies / Medical Alerts</b>   | Please specify any known allergies/medical alerts the student has (e.g. allergy to nuts, penicillin, bee stings, diabetes, epilepsy, hearing/sight issues).<br><br>Anaphylaxis <input type="checkbox"/><br>Asthma <input type="checkbox"/>   |   |  |

## ADDITIONAL NEEDS

|  |  |
|--|--|
| <b>Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support?</b>  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Does your child need to take any regular medication at school?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Has your child had any additional assessments (e.g. Medical, Physical, Speech, Psychological)? If so, will you please supply a copy of the assessment report? This may include:<br>Autism (ASD)      ADD/ADHD      Hearing Impairment<br>Vision Impairment      Language Delay |  |
| Yes <input type="checkbox"/> No <input type="checkbox"/>   |  |
| <b>It is essential that the school be advised promptly of any changes to the needs of the student (e.g. diagnosis of medical conditions).</b>  |  |

## EMERGENCY CONTACT DETAILS

*Please nominate two people other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted*

| Details                        | Contact 1 | Contact 2 |
|--------------------------------|-----------|-----------|
| <b>Title</b>                   |           |           |
| <b>Surname</b>                 |           |           |
| <b>First Name</b>              |           |           |
| <b>Relationship to Student</b> |           |           |
| <b>Home Phone Number</b>       |           |           |
| <b>Work Phone Number</b>       |           |           |
| <b>Mobile Phone Number</b>     |           |           |

## CONTACT DETAILS

| Details  | Father / Guardian  | Mother / Guardian  |
|--|--|--|
| <b>Title</b>   |  |  |
| <b>Surname</b>   |  |  |
| <b>First Name</b>  |  |  |
| <b>Relationship to Student</b>   |  |  |
| <b>Address:</b><br><i>Street</i><br><i>Suburb</i><br><i>Postcode</i>   |  |  |
| <b>Home Phone Number</b>   |  |  |
| <b>Work Phone Number</b>   |  |  |
| <b>Mobile Phone Number</b>   |  |  |
| <b>Email</b>   |  |  |
| <b>Fee Payer</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Emergency Contact</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Occupation</b>  |  |  |
| <b>Place of Employment</b>   |  |  |
| <b>Occupation Group</b><br><i>Refer to Insert -List of Occupations</i> | Group ____   | Group ____   |
| <b>Do you hold a pension or a Health Care Card</b>                     | Yes <input type="checkbox"/> No <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Highest Year of School Education</b>                                | Year 12 or equivalent <input type="checkbox"/><br>Year 11 or equivalent <input type="checkbox"/><br>Year 10 or equivalent <input type="checkbox"/><br>Year 9 or equivalent or below <input type="checkbox"/>                     | Year 12 or equivalent <input type="checkbox"/><br>Year 11 or equivalent <input type="checkbox"/><br>Year 10 or equivalent <input type="checkbox"/><br>Year 9 or equivalent or below <input type="checkbox"/>                     |
| <b>Level of Highest Qualification</b>                                  | Bachelor degree or above <input type="checkbox"/><br>Advanced Diploma/Diploma <input type="checkbox"/><br>Certificate I to IV (incl trade cert) <input type="checkbox"/><br>No non-school qualification <input type="checkbox"/> | Bachelor degree or above <input type="checkbox"/><br>Advanced Diploma/Diploma <input type="checkbox"/><br>Certificate I to IV (incl trade cert) <input type="checkbox"/><br>No non-school qualification <input type="checkbox"/> |
| <b>Country of Birth</b>  |  |  |
| <b>Nationality</b>   |  |  |
| <b>Do you speak a Language other than English?</b>                     | Yes <input type="checkbox"/> No <input type="checkbox"/>   | Yes <input type="checkbox"/> No <input type="checkbox"/>   |
| <b>Language spoken most often at home?</b>                             |  |  |
| <b>Religion</b>  |  |  |
| <b>Marital Status</b>  | Married <input type="checkbox"/> Separated <input type="checkbox"/><br>Divorced <input type="checkbox"/> Single <input type="checkbox"/><br>Other <input type="checkbox"/>   | Married <input type="checkbox"/> Separated <input type="checkbox"/><br>Divorced <input type="checkbox"/> Single <input type="checkbox"/><br>Other <input type="checkbox"/>   |
| <b>Are there any court orders relating to the student?</b>             | Yes <input type="checkbox"/> No <input type="checkbox"/><br><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>                 |  |

## AGREEMENT

Please read the following and sign below.

I/We have included copies of the following 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 additional needs information including clinical/educational assessments (where applicable)
- Immunisation Certificate
- Visa / Passport details (where applicable)

- I will inform the school of any changes to my contact details, including emergency contact details.
- I understand that St Joseph's endeavours to maintain a 'nut-free' school environment and I will comply with this in respect to the food sent to school.
- I give permission, in case of an emergency during school hours or under school control, for the Principal and/or staff to seek medical assistance, to call an ambulance or doctor and/or take my child to Northcote Medical Group where a parent, guardian or emergency contact cannot be contacted

Father/Guardian **and/or** Mother/Guardian

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**Note:** The Victorian Government provides the following guidance regarding admission requirements. The signature of:

- parent as defined in the Family Law Act 1975  
*Note: In the absence of a current court order, each parent of a child has equal parental responsibility.*
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school.

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



# ST JOSEPH'S PRIMARY SCHOOL

## CONSENT FOR PUBLICATION OF STUDENT PHOTOGRAPHS

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

Melbourne Archdiocese Catholic Schools (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/recordings in print and online promotional, marketing, media and educational materials.

We would like permission to use your child's photograph/recording for the above purposes. Please complete the permission form below.

Thank you for your continued support.

|                             |  |
|-----------------------------|--|
| <b>STUDENT'S FULL NAME:</b> |  |
|-----------------------------|--|

I give permission for my child's:

- first name only
- photograph
- recording

to be published by **the school** on/in:

- the school website
- social media
- promotional materials
- newspapers and other media.

MACS/CECV authorities

- I authorise MACS/the CECV to use the photograph/recording in material available free of charge to schools and education departments around Australia for MACS/the CECV's promotional, marketing, media and educational purposes.
- I give permission for a photograph/recording of my child to be used by the school/MACS/the CECV in the agreed publications without acknowledgment, remuneration or compensation.
- I understand and agree that if I do not wish to consent to my child's photograph/recording appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Parent's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Parent's Name \_\_\_\_\_

***If you have any questions about this please contact the Office for clarification***



# LOCAL EXCURSION CONSENT

Throughout the year, we have a number of occasions where the children walk to various destinations in the local area such as the Northcote Library, Neighbourhood Walks, local Kindergartens, Nursing Homes, Northcote Plaza and other local venues as part of either community outreach or curriculum units.

To avoid additional paperwork for parents, we are asking if you could please sign a family permission slip to allow your child / children to participate in activities in the local area for the duration of your child's enrolment at St Joseph's.

Please complete the permission slip below and return it to school as soon as possible.

If you have any concerns or queries please do not hesitate to contact me on 9481 7166 or email [principal@sjnorthcote.catholic.edu.au](mailto:principal@sjnorthcote.catholic.edu.au)

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I give permission for my child to walk to and from various venues in the local area for the duration of my child's enrolment at St Joseph's.

I authorise the teacher in charge where it is impracticable to contact me to my child receiving medical or surgical treatment as may be deemed necessary. I agree to cover all costs.

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Child \_\_\_\_\_ Teacher \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_

# Explanatory Statement

## Enrolment

After lodgement of this form, school staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the enrolment form. In addition, it is often useful for parents/guardians to attend a meeting with school staff prior to enrolment to discuss any additional needs your child may have. An interpreter may be organised, if required.

### Enrolment under minimum school entry age

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. Enrolment of children under the minimum school entry age and requires approval from Melbourne Archdiocese Catholic Schools via the 'Application for Early Age Entry to School'.

### Terms of enrolment regarding acceptable behaviour

Our school is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The school community recognises that everyone has the right to be respected, to feel safe and be safe; and, in this regard, understands their rights and acknowledges their obligation to behave responsibly.

Every person at the school has a right to feel safe, to be happy and to learn; therefore, we aim to:

- promote the values of honesty, fairness and respect for others
- acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- maintain good order and harmony
- affirm cooperation as well as responsible independence in learning
- foster self-discipline and develop responsibility for one's own behaviour.

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- maintain good order and harmony
- affirm cooperation as well as responsible independence in learning
- foster self-discipline and develop responsibility for one's own behaviour.

As a term of your child's enrolment, parents and guardians are expected to comply with the school's behaviour aims and code of conduct, and to support the school in upholding prescribed standards of dress, appearance and behaviour – including the adherence to the school uniform policy.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in suspension or termination of the child's enrolment.

## Fees

The setting of fee levels and other compulsory charges in Catholic schools is the responsibility of the school, taking into account the allocation of government funds. The school offers a number of methods for paying fees to reduce any financial burden and to assist financial planning. If you have difficulty in meeting the required fee payment, you are welcome to discuss this with the principal of the school.

Unless special circumstances are in place, the school has discretion whether to allow a child to participate in optional or extracurricular school events, such as paid school excursions or extracurricular activities, while fees remain due and payable.

## Child safe environment

- Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.
- Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.
-



- Our school's child safe policies, codes of conduct and practices set out our school's commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse.
- Our school has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.
- Our school has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.
- Our school, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

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## AGREEMENT

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

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

|                                     |  |              |
|-------------------------------------|--|--------------|
| <b>Parent / Guardian signature:</b> |  | <b>Date:</b> |
| <b>Parent / Guardian signature:</b> |  | <b>Date:</b> |

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# 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

## 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]