

# Application for Enrolment Notes Booklet (for the print version of the form)

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## The Notes Booklet

This Notes Booklet is part of your Application for Enrolment Kit and has been designed to be specifically read and used in conjunction with the Application for Enrolment form (referred to in this document as ‘the form’). It is written for use when completing the **print version** of the form by hand, rather than the electronic version. This booklet contains:

- An outline of the steps to follow in order to complete the form
- Brisbane Catholic Education (BCE) Information Collection Notice
- Notes to be read in conjunction with each section of the form. These notes provide background information and further explanation of some of the terms and requirements in the form
- Information about what to expect after submission of the completed form to the school
- An Appendix which lists the Parental Occupation Groups

The form can be used to apply for enrolment at any of the BCE schools in the Brisbane Archdiocese. A BCE schools directory and schools map can be found on the BCE website at [www.bne.catholic.edu.au](http://www.bne.catholic.edu.au)

## Steps to completing the Application for Enrolment form

1. Read the Information Collection Notice below
2. Answer the questions on the form referring to this Notes Booklet as you go
  - Use blue or black pen
  - PRINT CLEARLY in the designated boxes and in the spaces on the form
  - TICK any checkboxes as applicable
  - Fill in the form in its entirety
  - Complete the Checklist
  - Sign and date the last page
3. Obtain copies of all required documents. Documents that will need to be provided upon submission of the form are indicated in the form by this symbol 

You will also be required to present the original documents if your application proceeds to interview stage

4. Submit the completed form, including required copies of documents to the school either by post or in person to the school office.

## Brisbane Catholic Education (BCE) Information Collection Notice

### INFORMATION COLLECTION NOTICE

**Information we collect:** Brisbane Catholic Education collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

**Purpose of collection:** The primary purpose of collecting and recording this information is to enable the provision of a quality Catholic/Christian education. In addition, some of the information we collect and record is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care to students and parents/legal guardians. This information may also be used to perform necessary associated administrative activities, which will enable students to take part in activities at the school and for appropriate parish purposes.

**Disclosure of information:** Personal and sensitive information may be disclosed by the school for educational, administrative and support purposes to others including, but not limited to, personnel within the Brisbane Catholic Education Office, other Brisbane Catholic Education schools, other related church entities/agencies, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants, volunteers and counsellors, providers of learning and assessment tools, assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN), 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 child protection laws. In addition, we may be required by law to disclose this information to government departments, both State and Federal (including for policy and funding purposes).

Personal information collected from students is regularly disclosed to their parents/guardians.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia.

On occasions, information such as academic and sporting achievements, student activities and other news may be published in newsletters, magazines, and on the school website and school social media accounts. 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/guardian if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet. Parents may seek access to personal information collected about them and their son/daughter by contacting the school.

The Brisbane Catholic Education Privacy 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, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the student or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate. The Brisbane Catholic Education Privacy Policy also sets out how parents/guardians and students may complain about a breach of privacy and how the complaint will be handled.

The school may from time to time 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. We may include your contact details in a class list and school directory.

If you provide the school with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request that you inform them that you are disclosing that information to all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

**Our privacy position:** Brisbane Catholic Education is bound by the *Privacy Act (1988)* and has adopted the thirteen (13) Australian Privacy Principles. The Brisbane Catholic Education Privacy Policy detailing Brisbane Catholic Education's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the school's website or the Brisbane Catholic Education website <http://www.bne.catholic.edu.au>. Alternatively, a hard copy of the statement may be provided on request.

**Information required:** If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your student.

By completing and submitting this Application for Enrolment form you have confirmed your understanding of, and agreement with, the above.

## Application for Enrolment form notes

- Throughout the form, some questions are marked with an asterisk (\*). This symbol denotes information that is required by the Ministerial Council for Education, Early Childhood Development and Youth Affairs (MCEECDYA) for assessment and reporting purposes

## STUDENT INFORMATION

### Section 1: Student Personal Details

This section collects basic information about the student.

- The **Legal Surname** and **Legal First Name** must be provided and be identical to the names on the student's **Birth Certificate**

- Where a student has legally taken a different surname and/or first name to that which is shown on the Birth Certificate, the student's Birth Certificate is to be accompanied by a **Change of Name Certificate**. In these circumstances, the **Legal Surname** and **Legal First Name** provided is to be identical to the names on the student's Change of Name Certificate
- If the Parent/Legal Guardian requests that the student be known by a different surname or first name whilst at school other than the names which appear on the Birth Certificate or Change of Name Certificate, this information can be entered as **Preferred Surname** and/or **Preferred First Name**
  - In these circumstances, the Principal must be satisfied that such an action is not intended to defraud, to contravene a Court Order or to infringe the rights of the other parent
  - Once approved, the Principal will endeavour to ensure that informal school records reflect the preferred names
  - All formal school records however, such as enrolment documents and report cards/progress reports, will reflect the student's legal name as shown on the student's Birth Certificate or, if applicable, the student's Change of Name Certificate
- The **Date of Birth** of the student required to be completed on the form is to match the date as it appears on the student's Birth Certificate
- A legible copy of the student's Birth Certificate (and a Change of Name Certificate, if applicable) is to be provided with the form for the school to retain on file
- A student who has applied for enrolment at, or has attended a school administered by BCE in recent years may already have a **BCE Student Identification number**. This number is preceded by the letter S and is usually 6 digits in length (e.g. S123456). If known, this number is to be provided on the form in the space provided, regardless of the school at which the student previously applied for enrolment or attended

## Section 2: Student Cultural Background

This section collects information about the cultural heritage of the student.

- The information collected in this section is helpful in determining any additional support requirements

## Section 3: Student Citizenship

This section is to be completed for ALL students

- Note that Australian Citizenship legislation has changed throughout history
  - People who were born in Australia between 26 January 1949 and 19 August 1986 were automatically granted Australian Citizenship at birth (except in a few exceptional circumstances)
  - People who were born in Australia on or after 20 August 1986 were not automatically granted Australian Citizenship at birth. However, Australian Citizenship was generally acquired if at least one of the parents was an Australian citizen or permanent resident of Australia at the time of the birth
 

As this legislation applies to current school age children/students, it is necessary for documentation to be provided as evidence of the parent's place of birth and/or Citizenship
  - Refer to the *Australian Citizenship Act 2007* for more detail regarding the legislation and eligibility for Australian Citizenship
- Australian Citizenship documentation needs to be provided to support the application for enrolment where the student is claiming Australian Citizenship and:
  - The student was not born in Australia, or
  - The student was born in Australia and neither of the parents were born in Australia or held Australian Citizenship at the time of the student's birth, or
  - The student holds Australian Citizenship documentation because of other circumstances (ie by Descent, Adoption, Conferral or Resumption)
- Dual or Multiple Citizenship
  - In the case where a student holds current citizenship of two or more countries and one of those countries is Australia, then Australia is to be nominated on the form

## Section 4: Student International Details

This section is to be completed for all students who are NOT Australian citizens.

- Responses provided on the form are required to be identical to the data recorded on the documentation (e.g. the visa, passport, etc.)
- All documentation provided is to be current and is required to be kept up-to-date (e.g. if a new visa is issued)

## Section 5: Student Current/Previous Schooling

This section collects information about any educational environment that the student currently attends or has previously attended.

- Where enrolment is sought for Preparatory Year, then kindergartens, pre-schools and pre-preps etc. can be listed
- Where a student has attended multiple years at the one previous school (e.g. Years 3, 4 and 5), only use one line on the form
- Where a student has attended multiple schools in the past, indicate as many of these as possible. If the student has attended more than three schools, please attach this information on an additional page
- Student Transfer documentation may have been provided by the school that the student is leaving

## Section 6: Student Religious Background

- BCE schools enrol students from Catholic and other faith traditions whose families demonstrate that they share the expressed values of the school. Each school community is guided by Church teachings in showing deep respect for and supporting the faith journey of each individual within the religious dimension of school life.
- Where the student has been baptised in the Catholic faith, a legible copy of the student's Baptismal Certificate is required
- Where the student does not identify as Catholic, select a religion from the list below that best describes the student's religion and write the religion in the space on form

- Anglican
- Assyrian Apostolic
- Australian Aboriginal Traditional Religions
- Baha'i
- Baptist
- Brethren
- Buddhism
- Chinese Religions
- Churches of Christ
- Druse
- Eastern Orthodox
- Hinduism
- Islam
- Japanese Religions
- Jehovah's Witnesses
- Judaism
- Latter Day Saints
- Lutheran
- Miscellaneous Religions
- Nature Religions
- No Religion
- Oriental Orthodox
- Other Christian
- Other Protestant
- Pentecostal
- Presbyterian and Reformed
- Salvation Army
- Seventh-day Adventist
- Sikhism
- Spiritualism
- Uniting Church

# RELATED PERSONS' INFORMATION

The term Related Person in the context of this Application for Enrolment, refers to any person associated with the student. This includes a mother, father, step mother, step father or any person nominated on the basis of having responsibility for, or providing some degree of care for the student.

Provision has been made for two persons to be nominated on the form (Parent/Legal Guardian/Caregiver 1 and Parent/Legal Guardian/Caregiver 2). If your application is successful, you will have an opportunity to nominate additional Related Persons at a later date.

## Section 7: Related Persons' Personal Details

This section collects basic information about each of the Related Persons.

- The **Legal Surname** and **Legal First Name** are required. These names are required in full and are not to be shortened or abbreviated (i.e. the names are to be as they appear on a person's Birth, Marriage or Change of Name Certificate)
- If the Related Person prefers to be known by a different surname or first name other than their Legal Surname or Legal First Name, this information can be entered as the **Preferred Surname** and **Preferred First Name**
- The **Date of Birth** of the Related Person is collected for purposes of identification and record management only

## Section 8: Related Persons' Cultural Background

This section collects information about the cultural heritage and religion of the Related Person and also includes information sought by MCEECDYA.

- The religion of the person is to be selected from the list below and written in the space on the form
  - Anglican
  - Assyrian Apostolic
  - Australian Aboriginal Traditional Religions
  - Baha'i
  - Baptist
  - Brethren
  - Buddhism
  - Catholic
  - Chinese Religions
  - Churches of Christ
  - Druse
  - Eastern Orthodox
  - Hinduism
  - Islam
  - Japanese Religions
  - Jehovah's Witnesses
  - Judaism
  - Latter Day Saints
  - Lutheran
  - Miscellaneous Religions
  - Nature Religions
  - No Religion
  - Oriental Orthodox
  - Other Christian
  - Other Protestant
  - Pentecostal
  - Presbyterian and Reformed
  - Salvation Army
  - Seventh-day Adventist
  - Sikhism
  - Spiritualism
  - Uniting Church

## Section 9: Related Persons' General Information

This section collects information required by MCEECDYA. Other requested Related Person background information will benefit the building of a school community.

- The first question relates to parental occupation groups. These occupation groups have been developed by MCEECDYA. Refer to the Appendix when responding to this question. Determine which parental occupation group best fits your particular occupation and write the occupation group number in the box on the form

## Section 10: Related Persons' Address Information

This section collects information concerning the Related Persons' Address details.

- Ensure the full correct address (including the postcode) is provided, as address data will be verified by address verification software and this process relies on accurate information
- Provision is made for three address types:
  - **Residential** - where the Related Person lives
  - **Postal/Correspondence** - where the Related Person's mail is to be directed
  - **Residential (Alternative)** - for use where a Related Person is currently moving from one address to another, or where a Related Person lives at one address for a period of time and alternates for work purposes to another address (e.g. interstate or overseas)
- In the instance where a Postal/Correspondence address is a PO Box number at a Business, Distribution or Mailing Centre, please ensure the BC, DC or MC is included in the Suburb/Town field

## Section 11: Related Persons' Contact Information

This section collects information concerning the Related Persons' Contact details.

- Provision is made for multiple contacts to be recorded for each Related Person including Home, Work and Mobile contact numbers as well as email addresses
- In the Comments area, notes can be made in regard to specific numbers (e.g. "Work telephone number applicable Mon, Tue, Wed only" or "Work telephone extension number 123")
- **Order** - Indicate the best contact order for numbers/email addresses for each person (i.e. to enable the school to know which number to use first for each person)
- **Silent** – A silent number is a number that is not listed in the telephone directory. Indicate a silent number by ticking the corresponding checkbox
- Where a contact telephone number of any type is an international number the following information is to be included:
  - International Dialling Code / Access Code (this is **0011** when dialling overseas from Australia)
  - Country Code
  - Area Code
  - Telephone Number

## Section 12: Related Persons' Relationship to the Student

This section collects information concerning the actual relationship between the nominated Related Person and the student. When indicating the relationship between a Related Person and a student, differentiation is made between **relationship type** and **relationship role**. Details pertaining to each of these are below.

- Definitions of particular **relationship types** for clarification include:
  - **Legal Guardian** – whilst it is acknowledged that parents through birth or adoption are automatically allocated Legal Guardianship, the provision of Legal Guardian as a relationship type is provided in the instance where the Department of Communities is the Legal Guardian of the student.
  - **Care Provider** - a person who provides care of the student but does not fulfil a parental type role in the giving of care (e.g. day care provider, nanny, babysitter)
  - **Agent** - an agency/organisation that is paying the fees on behalf of a student (e.g. in a trust fund administrator capacity or through some other arrangement with the mother, father, or another Related Person)
  - **Reg. Exchange Org.** - A Registered Exchange Organisation (REO) is an organisation through which international students liaise regarding their enrolment
  - **Half Brother/Half Sister** - a sibling who has only one parent in common with the student who is seeking enrolment
  - **Step Brother/Step Sister** - a sibling (by marriage) who has no parents in common with the student who is seeking enrolment
- Definitions of **relationship roles** for clarification are:
  - **Emergency Contact** - a student is to have at least one Emergency Contact. The emergency contact person needs to be easily contactable. Provision is made to nominate an emergency contact order (i.e. who to contact first - Parent/Legal Guardian/Caregiver 1 or Parent/Legal Guardian/Caregiver 2)
  - **Legal Guardian** - a person who has been granted guardianship of a child under the law of the Commonwealth or of a State or Territory. This status is automatically allocated to parents on the basis of birth or adoption - but never by marriage to a birth parent or an adoptive parent. Otherwise it can be awarded by court order or the rights of a Legal Guardian can be delegated, in writing by an existing Legal Guardian of the child. Documented evidence in these cases is required to be provided to the school  
  
Related Persons who have a relationship type of Mother or Father should tick the Legal Guardian checkbox unless legal guardianship has been revoked by court order
  - **Caregiver** - a person who has responsibility for the general wellbeing of a student on a day-to-day basis. Such a person may, or may not, have an actual biological relationship with the student but fulfils a parental type role in the giving of care
  - **Main Contact** – BCE schools require every student to have one Main Contact. Where a student is an independent student the Main Contact can be themselves
- In terms of **Communication**, Report Cards, Progress Reports and School Portal Access will only be provided to a Related Person who is a Parent/Legal Guardian.

# ADDITIONAL STUDENT INFORMATION

## Section 13: Student Address Information

This section collects information concerning the student's residential address(es) while he/she is attending school.

- Ensure the full correct address (including the postcode) is provided, as address data will be verified by address verification software and this process relies on accurate information
- Provision is made for two address types:
  - **Residential** - where the student lives
  - **Residential (Alternative)** – for use where a student is currently moving from one address to another, or where a student regularly alternates between living at two different addresses

## Section 14: Student Contact Information

This section collects information concerning the student's Contact details.

- Provision is made for multiple contacts to be recorded for the student including Home and Mobile contact numbers as well as an email address. Provision is also made for a Home (Alternative) contact number in the instance that a student alternates between residential addresses. Ensure the Home and Home (Alternative) contact numbers correlate with the address information provided in Section 13
- In the Comments area, notes can be made in regard to specific numbers (e.g. "Home telephone number applicable Mon, Tue, Wed and Home (Alternative) number applicable Thurs, Fri")
- **Order** - Indicate the best contact order for numbers/email addresses for the student (i.e. to enable the school to know which number to use first to contact the student if required)
- **Silent** – A silent number is a number that is not listed in the telephone directory. Indicate a silent number by ticking the corresponding checkbox

## Section 15: Student Medical Information

This section collects information concerning medical information about the student, the condition and its treatment, and identifies the requirement for medication to be administered and for a Medical Action Plan to be in place

- Note that if any medication is required to be administered to the student during school time or if the student has a Medical Action Plan, additional information will need to be provided upon enrolment and retained on the student's file.

## Section 16: Student Specialist Assessments

This section collects information concerning assessments that may have been performed to assess a child's developmental progress/issues. Examples of such reports are those from a speech pathologist assessment, behavioural psychologist assessment, orthopaedic assessment, paediatrician, etc.

## Section 17: Educational Support Information

This section provides the opportunity for parents to identify and describe the particular educational support required to enable the student to access the curriculum.

- Some students may have been verified due to a particular disability. Verification is a state-wide process which determines a student's eligibility for resourcing under the Education Adjustment Program (EAP).
- In Queensland students with a disability may be verified in the following categories:
  - Autism Spectrum Disorder
  - Hearing Impairment
  - Intellectual Impairment
  - Physical Impairment
  - Social Emotional Disorder (Catholic and Independent schools only)
  - Speech Language Impairment
  - Vision Impairment
- For more information please refer to the BCE Public Website – Students & Parents Frequently Asked Questions - *Supporting Children with a Disability at School - A Guide for Parents*.

## Section 18: Legal Information

This section caters for situations where there are Court Orders or Agreements in place in relation to a student.

- Schools, as part of their duty of care responsibility, require copies of such legal documentation before they can implement any request.

## Section 19: Sibling Information

Section (a) provides details of a student's siblings, where those siblings attend a BCE school.

The **Legal Surname** and **Legal First Name** of each sibling is required and is to be identical to the names appearing on each Birth Certificate (or Change of Name Certificate if applicable)

- The **Preferred Surname** space on the form can be completed where the surname used by each sibling is different to that on each Birth Certificate (or Change of Name Certificate if applicable)
- The **relationship** between the sibling and the student is to be selected from the list below and written in the space on the form:
  - Sister
  - Brother
  - Half Sister
  - Half Brother
  - Step Sister
  - Step Brother
  - Foster Sister
  - Foster Brother
  - Home Stay Sister
  - Home Stay Brother
- The **Date of Birth of each sibling** is required to match the date as it appears on each birth certificate
- Where the sibling attends school (it may be a different school to the one for which enrolment is now being sought), the name of the school and its suburb location, the house (i.e. name and/or colour) and class should be provided
- In the checkbox, indicate whether the sibling resides with the student. This can be on a full time or part time basis

Section (b) is to provide details of younger siblings not yet attending school.

## **Section 20: Additional Information**

This section enables the Parent/Legal Guardian to provide any personal or other information that may be pertinent to the application.

### **Check List**

The Check List is provided to assist the Parent/Legal Guardian when completing the form and collating copies of associated documentation for submission as part of the Application for Enrolment. The Check List also serves a purpose to school staff when initial processing of the application takes place.

- Failure to include copies of documentation at the time of submission will require school staff to contact the Parent/Legal Guardian to request this information. Further processing and assessment of the application will not proceed until a copy of the required documentation is provided to the school

### **Signature(s)**

- The form is to be signed and dated by a Parent/Legal Guardian of the student seeking enrolment

### **What to expect after submission of the completed Application for Enrolment form**

- The timeframe from receipt of the completed Application for Enrolment form and the next stages of the enrolment process varies from school to school. Generally, the form is processed and each application is individually assessed
- Following perusal of the Application for Enrolment form, the Principal may decide that further information is required to gain an understanding of the student's learning needs. In such instances, the Principal or his/her representative may contact the Parent/Legal Guardian of the student to organise an appointment to discuss these needs
- Where the application progresses, an enrolment interview with the Principal or his/her representative will be arranged. One or two other members of the school and/or parish community may also be in attendance
- After the enrolment interview, where the Application for Enrolment is successful, an Offer of Enrolment will be made. However, there may be some time between the interview and an Offer of Enrolment being made depending on a number of factors such as the timing of the interview, number of places available and number of applications received by the school
- Due to the normally high demand for places, the Confirmation of Enrolment form needs to be completed by the Parent/Legal Guardian, and returned to the school along with any other school specific forms by the requested date
- At that stage, some schools may also ask for an Enrolment Confirmation deposit. This amount varies from one school to another
- Where the opportunity arises, some schools may also have a second round of offers for any places that have not been accepted earlier. However, this practice cannot be assured
- Where the application does not progress at any stage during the enrolment process, notification is provided to the Parent/Legal Guardian
- Some schools keep a waiting list. The Parent/Legal Guardian of the student who is unsuccessful in receiving an Offer of Enrolment may be offered the option of registering on a waiting list. The availability of this option varies from school to school

**Thank you for your interest in enrolling at our school.**

## APPENDIX – List of Parental Occupation Groups

### **Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals**

**Senior executive/manager/department head** in industry, commerce, media or other large organisation.

**Public service manager** (Section head or above), regional director, health/education/police/fire services administrator

**Other administrator** [school principal, faculty head/dean, library/museum/gallery director, research facility director]

**Defence Forces** Commissioned Officer

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

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional

**Business** [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

**Air/sea transport** [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

### **Group 2: Other business managers, arts/media/sportspersons and associate professionals**

**Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

**Specialist manager** [finance/engineering/production/personnel/industrial relations/sales/marketing]

**Financial services manager** [bank branch manager, finance/investment/insurance broker, credit/loans officer]

**Retail sales/services manager** [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]

**Arts/media/sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

**Associate professionals** generally have diploma/technical qualifications and support managers and professionals.

**Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional

**Business/administration** [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

**Defence Forces** senior Non-Commissioned Officer

### **Group 3: Tradespeople, clerks and skilled office, sales and service staff**

**Tradespeople** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradespeople are included in this group.

**Clerks** [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

**Skilled office, sales and service staff**

**Office** [secretary, personal assistant, desktop publishing operator, switchboard operator]

**Sales** [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

**Service** [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

### **Group 4: Machine operators, hospitality staff, assistants, labourers and related workers**

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

**Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]

**Office assistants, sales assistants and other assistants**

**Office** [typist, word processing/data entry/business machine operator, receptionist, office assistant]

**Sales** [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, shelf stacker]

**Assistant/aide** [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]

**Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker** [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

**Other worker** [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]