|  |  |
| --- | --- |
| **C:\Documents and Settings\Bernie\Local Settings\Temporary Internet Files\Content.Outlook\EJ3I9GAQ\Masthead copy.jpgENROLMENT FORM** | |
| **Sacred Heart Primary School I Clifton Grove Preston 3072**  **Email: principal@shpreston.catholic.edu.au Telephone: 94871001** |  |

|  |  |  |
| --- | --- | --- |
| Office use only | Date received: |  |
|  | Enrolment date: | English second language: Yes  No |
|  | Start date: | House colour: |
|  | Student/family code: | VSN: |

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT DETAILS** | | | |
| Surname: | | Entry year (YYYY) | Entry level/grade: |
| First name/s: | |  |  |
| Preferred first name: | | | |
| Date of birth: | Religion: | | |
| Male: | Female: | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGENCY CONTACTS – OTHER THAN PARENT** | | | |
| 1. Name: |  | 1. Name: |  |
| Relationship to child: |  | Relationship to child: |  |
| Home phone: |  | Home phone: |  |
| Mobile: |  | Mobile: |  |

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| **SACRAMENTAL INFORMATION** | | |
| Baptism | Date: | Parish:      Reconciliation Date: Parish: |
| Confirmation | Date: | Parish:      Communion Date: Parish: |
| Current Parish: | Please provide Certificates | |
| **IF NON CATHOLIC PLEASE NOMINATE RELIGION OR NO RELIGIOUS DENOMINATION** | | |
| Religion | No Religious Denomination | |

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| **PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION** | |
| Name of previous school/pre-school: | |
| I/We give permission for school to contact previous school or pre-school: Yes  No | |
| Signature: | Signature: |

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| **NATIONALITY** | | |
| **GOVERNMENT REQUIREMENT** | Nationality: |  |
| In which country was the student born: | Australia | Other – please specify: |
| 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  Yes, Aboriginal  Yes, Torres Strait Islander | | |

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| --- | --- | --- | --- | --- |
| 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 |  |  |  |
| **Yes** | Other – please specify |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**  **Please tick the relevant category below and record the Visa Subclass number:**  (original documents to be sighted and copies to be retained by the school) | | | | | |
| **Australian Citizen not born in Australia** | | | | | |
|  | Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia) | | |  | |
|  | Australian Passport Number: (If applicable) | Passport No: | |  | |
|  | Visa Grant Notice | * + - 1. Visa Subclass No. | |  | |
|  | Naturalisation Certificate Number : | * + - 1. Certificate No: | |  | |
|  | Visa Subclass recorded on entry to Australia | Visa Subclass No: | |  | |
|  | Date of Arrival into Australia | Date: | |  | |
| **Not currently an Australian Citizen please provide further details as appropriate below:** | | | | | |
|  | Permanent resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
|  | Temporary resident, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
|  | Other/Visitor/Overseas Student, *(if ticked, record the Visa Subclass Number)* | | Visa Subclass No: | |  |
| **\*Please attach Visa/document of travel/letter of notification and passport photo page.** | | | | | |

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| **MEDICAL INFORMATION** | | | | | | | |
| Doctor's name: | Street No. and Name | | | | | | |
| Suburb: |  | | Post Code: | | | | Phone: |
| Medicare No.: |  | | | Ref No: | | | Expiry: |
| Private Health: | Yes  No | Fund: | | | | | Number: |
| Ambulance: | Yes  No | Number: | | | |  | |
| Medical Condition: | *Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be 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.* | | | | | | |
| **Has the student been diagnosed as being at risk of anaphylaxis?** | | | | | Yes  No | | |
| **If yes, does the student have an EpiPen or Anapen?** | | | | | Yes  No | | |

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| **IMMUNISATION** *(please indicate if the student has been immunized against the following) Copy of Certificate please.* | | | | | |
|  | | **Date** |  | | **Date** |
| Diptheria/Tetanus/Whooping Cough | Yes  No |  | Hepatitis B | Yes  No |  |
| Haemophilus Influenza type B (Hib) | Yes  No |  | Polio | Yes  No |  |
| Measles-Mumps-Rubella | Yes  No |  | Rotavirus | Yes  No |  |
| Meningococcal C disease | Yes  No |  | Chicken Pox | Yes  No |  |
| Human Papillomavirus (HPV) (12- 18yrs) | Yes  No |  | Pneumococcal disease | Yes  No |  |

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| 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 their particular needs. If the information provided is incomplete or misleading, any decision made regarding this enrolment may be revised. | | | | | | | |
| **ADDITIONAL NEEDS** | | | | | | | |
| **Does your child have:** | | | | | | | |
| autism |  | behaviour disorders |  | hearing impairment | |  | |
| intellectual disability |  | language disorder |  | mental health issues | |  | |
| ADD/ADHD |  | vision impairment |  | acquired brain injury | |  | |
| giftedness |  | other (please specify) |  |  | |  | |
|  | | | | | | | |
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| **Has your child ever seen a:** | | | | | | | |
| behavioural optometrist |  | audiologist |  | speech pathologist | |  | |
| educational psychologist |  | paediatrician |  | occupational therapist | |  | |
| psychologist |  | other specialist |  |  | |  | |
| **If your child does have a special need, please can you assist us by providing the following information:** | | | | | | | |
|  | | | | | Yes | | No |
| Details of additional learning needs/additional needs provided (please provide all relevant information) | | | | |  | |  |
| Medical/allied health professional reports attached (please provide all relevant information) | | | | |  | |  |

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| **FAMILY DETAILS** | | | | |
| Who will be responsible for the payment of the school fees and levies? Please tick a box | | | | |
| Both Parents | Mother Only | Father Only | Guardian | Other: |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **MOTHER/GUARDIAN** | | | | | | | | | | | | | | | |
| Surname: |  | | | | Title: (eg. Mrs/Ms) | | |  | | First Name: | |  | | | |
| Address: |  | | | | | | | | | | | | | | |
| Home Phone: |  | | | | Work Phone: | |  | | | Mobile: |  | | | | |
| Would you like to receive SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | Yes  No | | | | |
| Email: |  | | | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | | |  |
| Religion: | | | | | | | | | Nationality: | | | | | | |
| Country of Birth: | | Australia | | | | Other (please specify): | | | | | | | | | |
| **What is the highest year of primary or secondary school the mother/guardian has completed:**  *(Persons who have never attended secondary school, mark 'Year 9 or below')* | | | | | | | | | | | | | | | |
| Year 9 or below | | | | Year 10 or equivalent | | | | | Year 11 or equivalent | | | | | Year 12 or equivalent | |
| **What is the level of the highest qualification the mother/guardian has completed:** | | | | | | | | | | | | | | | |
| No post school qualification | | | Certificate I to IV  (including trade certificate) | | | | | | Advanced diploma/Diploma | | | | Bachelor degree or above | | |

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| **FATHER/GUARDIAN** | | | | | | | | | | | | | |
| Surname: | |  | | | | Title: | | |  | First Name: | | |  |
| Address: | |  | | | | | | | | | | | |
| Home Phone: | |  | | | | Work Phone: | | |  | Mobile: | | |  |
| SMS Messaging: (for emergency & reminder purposes) | | | | | | | | | | | | | Yes  No |
| Email: |  | | | | | | | | | | | | |
| **Government Requirement** | Occupation: | | | | | | | What is the occupation group? (select from list of parental occupation groups in the School Family) | | | | |  |
| 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 | | |

|  |  |  |  |
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| **SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL** | | | |
| List all children in your family attending school or preschool (oldest to youngest) – include applicant | | | |
| **Name** | **School/Pre-school** | **Year/Grade** | **Date of Birth** |
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| **PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:** | |
| Living with Mother & Father | Single parent: Mother / Father (please circle) |
| Living in a step family | Shared parenting eg. One week with mother, next with father  FTE with Mother:       FTE with Father: |
| Guardian | Out-Of-Home Care |

|  |
| --- |
| **COURT ORDERS (if applicable)** |
| Are there any current court orders relating to the student? Yes  No |
| *If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.* |
| Is there any other information you wish the school to be aware of? |

|  |  |
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| **PERMISSION FOR SUNSCREEN APPLICATION & HEAD LICE INSPECTION** | |
| I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required. | |
| I give permission for school staff to apply sunscreen on my child during P.E lessons, at sporting events and on excursions in Terms 1 & 4. | |
| I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes. | |
| **MOTHER’S SIGNATURE:** |  |
| **FATHER’S SIGNATURE:** |  |



**SACRED HEART PRIMARY SCHOOL, PRESTON**

**ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM**

**Dear Parent/Guardian**

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

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

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

Thank you for your continued support.

|  |  |  |  |
| --- | --- | --- | --- |
| **STUDENT’S FULL NAME:** |  | **YEAR LEVEL:** |  |

* I give permission for my child’s photograph/video and name to be published in:

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

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

**LICENSED UNDER NEALS:** The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Parent / Guardian  (please circle ) |  | | |
| **Signed**: Parent/Guardian |  | Date: |  |

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

|  |  |
| --- | --- |
| *OFFICE USE*  **Date of Photograph/Video: (month & year)** |  |

PRIVACY POLICY: COLLECTION NOTICE

1. Sacred Heart Parish Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses and gathers personal and sensitive information from and to others for administrative and educational purposes. This includes to and from other schools, preschool settings, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, Schools within other Dioceses/other Dioceses] medical practitioners, and people providing services to the School, including, specialist visiting teachers, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. [On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.]
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

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 the excursion to 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/We give Sacred Heart School permission to obtain information from my child’s previous school or kindergarten.

\* I/We 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/We agree that fees and levies will be paid in accordance with the School Fee Policy

\*I/We agree to contact the school principal/parish priest to explain my/our inability to meet our financial commitment within the set timeline and to arrange an alternative payment plan.

\*I/We make a personal commitment to participate in school activities as members of our parish /school community and to enable our child to engage in school and parish life.

\* I/We agree to observe the school rules and regulations including the Parents Code of Conduct and School Uniform policy.

\* I/We have read and am aware of the Sacred Heart Parish School ‘s Privacy Policy

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

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

NAME OF PERSON/S PAYING THE ACCOUNTS

*ACCOUNT TO BE ADDRESSED TO:*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_

**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, GOVERNMENTADMINISTRATION 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]