

STUDENT SURNAME \_\_\_\_\_

STUDENT FIRST NAME \_\_\_\_\_

APPLYING FOR LEVEL \_\_\_\_\_ IN YEAR \_\_\_\_\_



Learn. Care. Flourish.

# SACRED HEART COLLEGE

## ENROLMENT APPLICATION

Enquiries: College Registrar & Development Officer  
94 High Street Kyneton 3444 Ph: 5421 1200

Email: [dlawrence@shckyneton.catholic.edu.au](mailto:dlawrence@shckyneton.catholic.edu.au)

Web: [www.shckyneton.catholic.edu.au](http://www.shckyneton.catholic.edu.au)

A Ministry of Mercy Education Ltd

ABN 69 154 531 870



### DOCUMENTS REQUIRED *to accompany this application*

Copy of Birth Certificate

Copy of Citizenship/Passport/Visa (if student not born in Australia)

Copy of Baptism Certificate

Copy of Health Immunisation Certificate

Copies of most recent School Reports (Semester and Term )

Copy of Grade 5 Naplan report (please provide a copy when received)

Court Orders / Parenting Plans Documents (If applicable)

Medical Condition / Disability Reports (if applicable)

Enrolment Application Fee \$100 (non-refundable)

Once the Enrolment Application and all supporting documents have been submitted, the Enrolment Application Fee can be paid in person at the College or via Credit Card payment over the phone , by ringing the College General Reception.

#### OFFICE USE

APPLICATION RECEIVED	
DOCUMENTS RECEIVED	
APPLICATION FEE PAID	
ENTERED DATA INTO SAS BY:	

STUDENT CODE	
FAMILY CODE	
RECEIPT NUMBER	
DATE: ENTERED	

## SECTIONS:

**A** PRIVACY INFORMATION  
**B** FAMILY DETAILS / CARE ARRANGEMENTS  
**C** STUDENT DETAILS  
**D** SACRAMENTAL DETAILS  
**E** RESIDENTIAL PARENT / GUARDIANS  
**F** CATHOLIC SCHOOL PREFERENCE  
**G** NON-RESIDENTIAL PARENT/GUARDIAN

**H** EMERGENCY CONTACTS  
**I** COLLEGE ARCHIVES  
**J** ENROLMENT SURVEY  
**K** FEE PAYMENT DETAILS  
**L** CONDITIONS OF ENROLMENT AGREEMENT  
**M** PHOTOGRAPH / VIDEO PERMISSION FORM  
**N** PARENT OCCUPATION GROUPS

## ENTERING INFORMATION

Please enter all requested information. If the field is not applicable please mark with an NA. Forms with incomplete information will not be processed.

## A: PRIVACY INFORMATION - STANDARD COLLECTION NOTICE

1. Sacred Heart College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and Catholic Education Commissions (CEC) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.

2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. Health information about students (which includes information about any disability defined by the *Disability Discrimination Act 1992*) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The College may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

5. If any personal information requested by the College is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.

6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- College service providers such as the CEC, Catholic Education Offices, parish, school governing bodies and other dioceses;
- Third party service providers that provide online educational and assessment support services or applications (eg Care Monkey), which may include email and instant messaging;
- College systems, including Integrated Catholic Online Network (ICON), LEADing Lights and Google's 'G Suite' including Gmail. Limited personal information, including student/individual learning plans, may be collected and processed or stored by these providers in connection with these services;
- CECs and Catholic Education Offices to discharge their responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
- CECs to support the training of selected staff in the use of schools' systems, such as ICON and LEADing Lights
- another school to facilitate the transfer of a student;
- schools offering co-instruction
- Federal and State government departments and agencies acting on behalf of the government eg for audit purposes;
- Health service providers and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- people providing administrative and financial services to the College
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including under child protection laws.

7. The College is required by the *Federal Australian Education Regulation (2013)* and *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information under the *Nationally Consistent Collection of Data* (NCCD) on students with a disability. The College provides the required information at an individual student level to the Catholic Education Offices and the CEC, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student

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

9. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

10. The College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.

11. When the College uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.

12. The School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.

13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CEC for educational and administrative purposes, it may be stored on servers located within or outside Australia.

14. College personnel and the school's service providers, and the CECs and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON and LEADing Lights systems and ensuring their proper use.

15. The College may disclose limited personal information to the school parish to facilitate religious and sacramental programs.

16. The College's (Mercy Education Ltd) Privacy Policy is accessible via the College's website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

17. The College's Privacy Policy also sets out how parents, guardians, students and their families can make a complaint if they believe the College has interfered with their privacy and how the complaint will be handled.


18. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

19. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on the College website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The College may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include student's and parents' contact details in a class list and College directory.





20. If a College has implemented surveillance systems, including CCTV or monitoring of computer systems, networks and facilities, people interacting with the School or using those systems may be monitored. If a person is being monitored, even through their computer use, personal information may be collected.

21. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.


**B: FAMILY DETAILS / CARE ARRANGEMENT**

FAMILY NAME		FAMILY MEDICARE NO	
MAILING TITLE		PRIVATE MEDICAL INS	YES / NO
RESIDENTIAL ADDRESS		PRIVATE HOSPITAL INS	YES / NO
HOME PHONE		AMBULANCE COVER	YES / NO
POSTAL ADDRESS		HEALTH CARE CARD NO:	
PARISH		<b>CARE ARRANGEMENTS</b>	
LANGUAGE SPOKEN AT HOME		ONE / BOTH PARENTS	<b>PLEASE CIRCLE</b>
		SHARED PARENTING	YES / NO
		REQUEST SECONDARY PAM	YES / NO
ARE THERE ANY CURRENT COURT ORDERS/PARENTING PLANS RELATING TO THE STUDENT:		YES / NO	
<b>IF YES, COPY OF ORDERS / PLAN MUST BE PROVIDED</b>		<b>PROVIDE SUPPORTING DOCUMENTATION</b> 	

**C: STUDENT DETAILS**

SURNAME		<b>EDUCATIONAL NEEDS</b>	
GIVEN NAMES		SPECIAL LEARNING NEEDS	YES / NO
PREFERRED NAME		HIGH ABILITY NEEDS	YES / NO
DATE OF BIRTH		PHYSICAL NEEDS	YES / NO
GENDER		BEHAVIOURAL NEEDS	YES / NO
PLACE OF BIRTH		RECEIVES NDIS SUPPORT	YES / NO
COUNTRY		OTHER DETAILS:	
CURRENT SCHOOL			
YEAR LEVEL		<b>PROVIDE SUPPORTING DOCUMENTATION</b> 	
1ST YR OF SCHOOL		DOCTOR'S NAME	
RELIGION		PHONE NO	
NATIONALITY		CLINIC NAME	
LANGUAGE SPOKEN		TETANUS INJEC DATE	
ABORIGINAL/TORRES STRAIT ISLANDER: <b>PLEASE CIRCLE</b>		<b>PROVIDE COPY OF IMMUNISATION CERT</b> 	
<b>PROVIDE A COPY OF BIRTH CERTIFICATE</b> 			
STUDENT MEDICAL INFORMATION: MAJOR ALERTS (Please tick box if applicable)			
<input type="checkbox"/>	ASTHMA	<input type="checkbox"/>	EPILEPSY
<input type="checkbox"/>		<input type="checkbox"/>	DIABETES
<input type="checkbox"/>		<input type="checkbox"/>	ANAPHYLAXIS
<input type="checkbox"/>		<input type="checkbox"/>	HEART CONDITION
<b>IF ANY MAJOR ALERTS HAVE BEEN SELECTED, A MANAGEMENT PLAN COMPLETED BY YOUR DOCTOR MUST BE PROVIDED TO THE COLLEGE, UPDATED ANUALLY, &amp; UPLOADED TO OPEROO (Medical Profile)</b>			
<b>PLEASE ATTACH RELEVANT PLANS / REPORTS / DOCUMENTATION</b> 			
SPECIFIC MEDICAL CONDITIONS - hearing, eyesight (Glasses/Contacts), mobility details			
SPECIFIC ALLERGIES - (details)			

**D: SACRAMENTAL DETAILS**

SACRAMENT	DATE RECEIVED	PARISH - TOWN / SUBURB
BAPTISM		
RECONCILIATION		
EUCCHARIST		
CONFIRMATION		
		<b>PROVIDE COPY OF BAPTISM CERTIFICATE</b> 

**E: RESIDENTIAL PARENTS / GUARDIANS****PARENT / GUARDIAN 1****PARENT / GUARDIAN 2**


GIVEN NAMES		
SURNAME		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
HOME PHONE		
WORK PHONE		
MOBILE PHONE		
EMAIL ADDRESS		
EMPLOYER		
OCCUPATION		
OCCUPATIONAL GROUP (Refer to Section N)	<input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N	<input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N
COUNTRY OF BIRTH		
NATIONALITY		
RELIGION		
SCHOOL EDUCATION LEVEL OR EQUIVALENT	<input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9	<input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9
LANGUAGE AT HOME		
QUALIFICATION	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc Trade Cert) <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc Trade Cert) <input type="checkbox"/> No non-school qualification

**F: CATHOLIC SCHOOL PREFERENCE**

Please number your enrolment preference

<input type="checkbox"/> Sacred Heart College	<input type="checkbox"/> Salesian College	<input type="checkbox"/> Assumption College	<input type="checkbox"/> Other
---	---	---	--------------------------------

**G: NON-RESIDENTIAL PARENTS / GUARDIANS**

SURNAME		OCCUPATION	
GIVEN NAME		EMPLOYER	
RESIDENTIAL ADDRESS		SCHOOL LEVEL OR EQUIVALENT	<input type="checkbox"/> Yr 12 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 9
POSTAL ADDRESS		OCCUPATIONAL GROUP (Refer sect N)	
EMAIL ADDRESS		QUALIFICATION	
HOME PHONE NO		QUALIFICATION	Bachelor Degree or Above <input type="checkbox"/>
MOBILE NO			Adv Diploma/ Diploma <input type="checkbox"/>
COUNTRY OF BIRTH			Certificate I - IV <input type="checkbox"/>
RELIGION			No Non-school qualifications <input type="checkbox"/>
LANGUAGE SPOKEN AT HOME		CONTACT ALLOWED	YES / NO
NATIONALITY			
ARE THERE ANY COURT ORDERS RELATING TO THE STUDENT			YES / NO
IF YES, COPY OF ORDERS MUST BE PROVIDED		<b>PROVIDE SUPPORTING DOCUMENTATION</b> 	

**H: EMERGENCY CONTACTS (Other than Parents / Guardians)**

SURNAME		SURNAME	
GIVEN NAME		GIVEN NAME	
WORK PHONE NO		WORK PHONE NO	
MOBILE PHONE		MOBILE PHONE	
RELATIONSHIP TO STUDENT		RELATIONSHIP TO STUDENT	

**I: ALUMNI & SIBLINGS**

Parents / siblings / relatives who attended and/or currently attend and/or will attend Sacred Heart College Kyneton

NAME	RELATIONSHIP	CURRENT YR / ALUMNI YR	CONTACT PHONE

**J: ENROLMENT SURVEY**

WHAT INFLUENCED YOUR DECISION TO CHOOSE SACRED HEART COLLEGE FOR YOUR CHILD?

<input type="checkbox"/>	Parent/Relative/Friend	<input type="checkbox"/>	Comments from current students/families	<input type="checkbox"/>	Info Session	<input type="checkbox"/>	Reputation
IF YOU ATTENDED A COLLEGE TOUR / INFORMATION SESSION, HOW WOULD YOU RATE THE PRESENTATION?							
<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Needs Improvement
HOW DID YOU HEAR ABOUT THE TOURS / INFORMATION SESSIONS?							
<input type="checkbox"/>	Website	<input type="checkbox"/>	Parish / Primary School Bulletin	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Word Of Mouth
DID YOU FIND THE ENROLMENT PACK INFORMATIVE AND COMPREHENSIVE?							YES / NO

**K: FEE PAYMENT DETAILS FOR SPLIT ACCOUNTS**

Where school fees and charges are to be allocated to more than one individual, please complete below.

**Any changes to the designated fee payers must be submitted to the College in writing by BOTH parties**

<b>FEE PAYER 1:</b> Percentage to be paid of Fee Allocation	Enter Percentage for Fee Payer 1	%
SURNAME:		GIVEN NAME:
POSTAL ADDRESS:		
SIGNATURE:		DATED:
<b>FEE PAYER 2:</b> Percentage to be paid of Fee Allocation	Enter Percentage for Fee Payer 2	%
SURNAME:		GIVEN NAME:
POSTAL ADDRESS:		
SIGNATURE:		DATED:

**L: CONDITIONS OF ENROLMENT AGREEMENT**

Upon acceptance at the school both parents/legal guardians/carers are jointly and severally liable for the payment of all fees and charges in relation to the Student named in this Application Form whilst the Student is enrolled at the School subject to an Enrolment Agreement.

I/we recognise and accept my/our financial commitment to pay all fees and charges for the duration of the Students enrolment at the School in accordance with the School Fee Policy.

I/we acknowledge that regardless of fee account status, students are permitted access to all core school programs and activities. However, if significant fees and charges are outstanding, the school may limit or refuse access to optional school programs (such as instrumental music lessons, school formals, and overseas or interstate travel programs).

I/we acknowledge that I/we understand and accept the term and conditions of enrolment as set out in the Enrolment Policy and, if enrolment is accepted, agree that:

- I/we will support the Catholic Ethos of the College and in the Catholic education of our children.
- I/we will support the College Policies in relation to Enrolment, Fees, Discipline, Respectful Relationships, Uniform, Computer & Internet Use, Drug Use, Child Safe and general operations of the College
- I/we will ensure the information that I have provided is kept up to date throughout the period of enrolment and I will notify the College promptly of any changes to that information (e.g. change of address, changes to parenting orders)
- I/we agree to the use and sharing of Operoo for our students' medical profile (including the use of e-forms) and will ensure that all information provided is true, correct and up to date
- I/we will support our child's participation in the religious life of the College (e.g. Retreats, Masses, Prayer, Liturgies) and in the College Sporting Days and Camp Programs
- I/we will attend Student Progress Interviews and Information Evenings which relate to my child
- In the event that I/we have any concerns, I/we will raise them initially with the relevant teacher or the Year Level Leader
- I/we will treat all members of the College Community with respect as befits a Catholic Secondary School
- If, in time of emergencies, accidents or serious illness, I cannot be contacted, I/we give my permission for the Principal (or his/her 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/we also understand the signatories below are required to meet any costs incurred
- I/we acknowledge that any proposed withdrawal from the College must be discussed with the Deputy Principals and/or the College Registrar prior to exiting the College and I understand that a minimum of one term's notice **MUST** be provided. Failure to provide this notice will result in a full term's fees being charged to the family account
- I/we acknowledge that I have read the information in the enrolment package and, understand the policies the signatories below will need to abide by, should the enrolment application be successful
- I/we understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance, the enrolment may be withdrawn

PARENT/GUARDIAN 1 NAME	
PARENT GUARDIAN 1 SIGNATURE	DATED
PARENT/GUARDIAN 1 NAME	
PARENT/GUARDIAN 2 SIGNATURE	DATED

## M: PHOTOGRAPH / VIDEO PERMISSION

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our College publications, such as the Newsletter or website or to promote the College in local newspapers and other media. Catholic Education Melbourne (CEM) 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.

Permission is required for a student's photograph to be used for the varied purposes described below. Please complete and sign the permission form below.

### 1. College Purposes

I give permission for my child's photograph/video and name to be published in in publications such as:

- the newsletter
- the website
- promotional materials
- newspapers
- other media

#### NOTE

All student photos are published in the Yearbook for the College's official archival records

All student photos are published on the School Intranet are required for educational and administration purposes.

### 2. Catholic Education Purposes

Catholic Education Melbourne (CEM) and the CECV may also require student photographs/videos to be used in print and online promotional, marketing media and educational materials.

The photograph/video provided to the CEM and CECV may also 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.

I give permission for a photograph/video of my child to be used by CEOM/CECV for their online and printed / promotional and educational materials.

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

**NOTE: Withdrawal of Consent.** This permission form will be reissued by the College every 3 years and/or when your child commences Year 10. If you wish to withdraw this authorisation in the intervening years, it is your responsibility to notify the College.

PARENT/GUARDIAN NAME		
PARENT GUARDIAN SIGNATURE		DATED

### CHILD SAFE STATEMENT

Catholic School Communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children and students are respected, their voices heard, and where they are safe and feel safe. Mercy Education has a zero tolerance to the abuse of children or students.

## **N: PARENT OCCUPATION GROUPS**

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job during the last 12 months, or have retired during the last 12 months, please use your last occupation to select from the list. However, if you have not been in paid work for the last 12 months, enter 'N' (Occupation Group N) into the 'occupation code' field on the enrolment form.

### **GROUP A** (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 B** (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 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
- 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 D** (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, kitchen hand, 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, carpark attendant, crossing supervisor]

### **Group N**

Not in paid work in last 12 months