



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

Year Level and Date: \_\_\_\_\_

Office use only

## Cedar Creek State School

### INSTRUCTIONS

Please refer to the *Application to enrol in a Queensland State School* information sheet at the end of this form when completing this application.

Failure or refusal to complete those sections of the form marked with an (\*) or to provide required documentation may result in a refusal to process your application.

Sections of the form not marked (\*) are optional. However, failure to complete these sections may result in the school not being eligible for important Commonwealth and State funding reliant on such information. Parents of all students in Australia have been asked to provide information on their family background as part of a national initiative towards providing an education system that is fair to all students, regardless of their background. The required information includes the Indigenous status and language background of the student, and the education, occupation and language background of the parents.

If you have any questions about the enrolment form or process, or require assistance completing this form, including translation services, please contact the school in the first instance.

### PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the *Education (General Provisions) Act 2006* (EGPA 2006), and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the *Education (Queensland Studies Authority) Act 2002 (Qld)*. Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 195 of the *Social Security (Administration) Act 1999 (Cth)*. De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school in the first instance.

### ENTITLEMENT TO ENROLMENT

Under the EGPA 2006, an applicant for enrolment at a state school must be enrolled if they are entitled to enrolment. While not exhaustive, the following matters may affect an applicant's entitlement to enrolment at a state school:

- failure to adequately complete this enrolment form
- if the school has an Enrolment Management Plan or an Enrolment Eligibility Plan (enrolment is subject to eligibility under the plan)
- the applicant is a mature aged student (the applicant may not be enrolled without a positive notice)
- the applicant is not of correct age for enrolment (relates to Preparatory Year and Years 1 to 7)
- the applicant has been excluded or cancelled from enrolment or is subject to suspension from a state school at the time of the application
- the school is a state special school and the applicant does not meet the criteria for enrolment in a special school
- the school principal reasonably believes that the applicant presents an unacceptable risk to the safety or wellbeing of members of the school community (application is referred to Director-General)
- the proposed enrolment requires approval as part of a flexible arrangement under s.183 of the EGPA 2006, and the arrangement has not yet been approved
- the student is not an Australian resident or citizen or the child of an Australian permanent resident or citizen (visa restrictions may apply, fees may be charged, in some cases legislation requires that the applicant must obtain approval from the Chief Executive via Education Queensland International (EQI) to enrol).

Office use only					
Date enrolled	_ / _ / _	Year level		Roll Class	EQ ID
Independent student	<input type="checkbox"/> Yes <input type="checkbox"/> No		Birth certificate/passport sighted, number recorded and DOB confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No Number:	
Is the student over 16 years of age at the time of enrolment			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, has mature age check been completed and a positive notice received?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the student exempt?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
School house/ team			ESL support	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> To be determined	
FTE		Associated unit		Visa and associated documents sighted	<input type="checkbox"/> Yes <input type="checkbox"/> No
EQI category			SV – student visa TV – temporary visa DS – dependent – parent on student visa EX – exchange student DE – distance education		

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document

24/4/2014



Queensland  
Government

**STUDENT DEMOGRAPHIC DETAILS**

Legal family name* (as per birth certificate)			
Legal given names* (as per birth certificate)			
Preferred family name		Preferred given names	
Sex*	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth*	____ / ____ / ____
Copy of birth certificate available to show school staff*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Enrolment may not be approved without enrolling staff sighting the child's birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate (e.g. child born in country without birth registration system. Passport or visa documents will suffice). This does not include failure to register a birth or reluctance to order a birth certificate. For international students approved for enrolment by EQI, a passport or visa will be acceptable.	

**APPLICATION DETAILS**

Has the student ever attended a Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of school and approximate date of enrolment.		
What year level is the student seeking to enrol in?		Please provide the appropriate year level.		
Proposed start date	____ / ____ / ____	Please provide the proposed starting date for the student at this school.		
Does the student have a sibling attending this school or any other Queensland state school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide name of sibling, year level, date of birth, and school	Name:	
			Year Level	
			Date of birth	____ / ____ / ____
			School	

**STUDENT ADDRESS DETAILS\***

Principal place of residence address			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')			
Address line 1			
Address line 2			
Suburb/town	State	Postcode	
Email			

**STUDENT FAMILY DETAILS**

Parents/carers	Parent/carer 1	Parent/carer 2
Family name*		
Given names*		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to student*		
Is the parent/carer an emergency contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

STUDENT FAMILY DETAILS (continued)		
Parents/carers	Parent/carer 1	Parent/carer 2
1 <sup>st</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> Phone contact number*	Work/home/mobile	Work/home/mobile
Email		
Employer name		
Occupation		
What is the occupation group of the parent/carer?	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form)	<input type="checkbox"/> (Please select the parental occupation group from the list provided at the end of this form)
Country of birth		
Country of residence		
Does parent/carer 1 or parent/carer 2 speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify _____ Needs interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the parent/carer a permanent resident of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Mailing address (if it is the same as principal place of residence, write 'AS ABOVE')		
Address line 1		
Address line 2		
Suburb/town		
State	Postcode	Postcode
Email		
Parent/carer school education	What is the <i>highest</i> year of primary or secondary school parent/carer 1 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')	What is the <i>highest</i> year of primary or secondary school parent/carer 2 has completed? (For people who have never attended school, mark 'Year 9 or equivalent or below')
Year 9 or equivalent or below	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Parent/carer non-school education	What is the level of the <i>highest</i> qualification parent/carer 1 has completed?	What is the level of the <i>highest</i> qualification parent/carer 2 has completed?
Certificate I to IV (including trade certificate)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor degree or above	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification	<input type="checkbox"/>	<input type="checkbox"/>

**STUDENT ORIGIN DETAILS**

Origin	Queensland/interstate/overseas		
Origin type	Childcare centre or kindergarten/Prep/primary/secondary/VET/other		
Previous school/other location			
Previously employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time

**INDIGENOUS STATUS**

Is the student of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Both Aboriginal and Torres Strait Islander
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**RELIGION – RELIGIOUS INSTRUCTION\***

<p>From Year 1, your child will be placed in this nominated religious instruction class if it is available.</p> <p>If this section is marked 'no religion' or a response is provided that is not represented within the school's religious instruction program, your child will receive other instruction in a separate location during the period arranged for religious instruction.</p> <p>Parents may change these arrangements at any time by notifying the principal in writing.</p>	
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**COUNTRY OF BIRTH\***

In which country was the student born?	<input type="checkbox"/> Australia
	<input type="checkbox"/> Other (please specify country) _____
	Date of arrival in Australia ____/____/____
Is the student an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, evidence of student's immigration status to be completed)

**STUDENT LANGUAGE DETAILS**

Does the student speak a language other than English at home?	<input type="checkbox"/> No, English only
	<input type="checkbox"/> Yes, other – please specify _____

**EVIDENCE OF STUDENT'S IMMIGRATION STATUS (to be completed if student is NOT an Australian citizen)\***

<input type="checkbox"/> Permanent resident	Complete passport and visa details section below	
<input type="checkbox"/> Student visa holder	Date of arrival in Australia ____/____/____	Date enrolment approved to: ____/____/____
	EQI receipt number: _____	
<input type="checkbox"/> Temporary visa holder	Complete passport and visa details section below	
<input type="checkbox"/> Other, please specify _____	Temporary visa holders must obtain an 'Approval to enrol in a state school' from EQI	

Passport and visa details (to be completed for a student who is NOT an Australian citizen).

NOTE: A permanent resident will have a passport with a permanent residency visa inside worded 'Holder(s) permitted to remain in Australia indefinitely'. For students arriving in Australia as refugee or humanitarian entrants, either PLO 56 Immigration Issued card or 'Document to travel to Australia' with 'stay indefinite' recorded must be sighted by the school.

Passport number		Passport expiry date	____/____/____
Visa number		Visa expiry date (if applicable)	____/____/____
Visa sub class			

**EMERGENCY CONTACT DETAILS** (Other emergency contact details if parents/carers listed previously are not emergency contacts or cannot be contacted)\*

	Emergency contact	Emergency contact
Name		
Relationship (e.g. aunt)		
1 <sup>st</sup> phone contact number*	Work/home/mobile	Work/home/mobile
2 <sup>nd</sup> phone contact number*	Work/home/mobile	Work/home/mobile
3 <sup>rd</sup> phone contact number*	Work/home/mobile	Work/home/mobile

**STUDENT MEDICAL INFORMATION** (including allergies)\***Privacy Statement**

The Department of Education, Training and Employment (DETE) is collecting this medical information in order to address the medical needs of students during school hours as well as during school excursions, school camps, sports and other school activities. DETE will not use this information to make a decision about a student's eligibility for enrolment. The information will only be used by authorised employees of the department and DETE will only record, use and disclose the medical information in accordance with the confidentiality provisions at Section 426 of the Education (General Provisions) Act 2006.

It is essential that you advise the school before your child's first day of attendance if he or she has any medical conditions. You must also inform the school administration staff as soon as you are aware of any new medical conditions or a change to medical conditions.

Should your child need to take medication during school hours, an Individual Health Plan, including Emergency Health Plan if relevant, or Authority to Administer Medication Form will need to be completed each year and retained at the office.

My child does not have any known medical conditions	<input type="checkbox"/>		
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)			
Medical condition (including allergies/sensitivities), symptoms and management (please refer to the list of Medical Condition categories provided)			
Does the student require any medical aids or devices (such as glasses, contact lenses, prosthetics or orthotics)? This is for the purpose of informing planning for school activities such as sport and school excursions)	<input type="checkbox"/> No <input type="checkbox"/> Yes, please specify <hr/> <hr/>		
Name of student's medical practitioner (optional)		Contact number of medical practitioner	
Do you authorise school staff to contact the student's medical practitioner for the purposes of seeking advice in cases where an immediate but non-life threatening response is required (for instance, when the student may be on an excursion or sporting event)? (answer only if medical practitioner details have been provided above)			<input type="checkbox"/> Yes <input type="checkbox"/> No
Medicare card number (optional)		Position Number	
Cardholder name (if not in name of student)			
Private health insurance company name (if covered) (optional)		Private health insurance membership number (leave blank if company name is not provided)	

**COURT ORDERS**

Are there any current Family Court or other court orders concerning the welfare, safety or parenting arrangements of your child/children? Please provide a copy of any relevant current court order.

Yes  No

**TRAVEL DETAILS**

Mode of transport to school

Walk  Car  Bus  Bicycle  Train  
 Other \_\_\_\_\_

**APPLICATION TO ENROL\***

I hereby apply to enrol my child or myself at \_\_\_\_\_

I understand that supplying false or incorrect information on this form may lead to the reversal of a decision to approve enrolment. I believe that the information I have supplied on this form is true and correct in every particular, to the best of my knowledge.

	Parent/carer 1	Parent/carer 2	Student
Signature			
Date	____/____/____	____/____/____	____/____/____

## Conveyance Allowance Payment Details

Financial assistance is available to parents of both state and non-state school students travelling to and from school daily by private arrangement. This assistance is known as Conveyance Allowance Class A, B and C.

Additional assistance is also available to parents of non-state school students living outside the greater Brisbane area. This type of assistance is Conveyance Allowance Class D.

Class I Conveyance Allowance is payable to students who reside in isolated parts of the state. More information on Class I Conveyance Allowance is available from your nearest Department of Transport and Main Roads office listed over.

### The following key points should be noted about Conveyance Allowance.

#### Conveyance Allowance is:

- calculated weekly and paid twice a year in June and December;
- only paid while students are actually travelling to school; and
- must be applied for prior to 31 December in the year assistance is sought. Retrospective claims for travel in previous years cannot be approved.

#### Payment will be calculated and paid in accordance with the following periods:

Period Ending	June 2014	20 weeks
Period Ending	December 2014	20 weeks

#### Please Note:

- The full school year (28 January to 12 December 2014) contains 40 weeks. The number of weeks the allowance is paid will be reduced if students finish the year early or leave school.
- Parents who travel less than 10 trips per week (for example, Monday am and Friday pm - two trips), will have their weekly payment adjusted accordingly. The allowance paid in this example will be 20% of the weekly allowance.

### Allowance details

The maximum amounts to be paid per vehicle for Conveyance Allowance in 2014 are below:

#### Class A and C

Approved scale			Weekly rate (\$)
1.	3.2km/ 4.8km	to 9.60km	10.40
2.	9.61km	to 14.40km	17.35
3.	14.41km	to 19.20km	24.25
4.	19.21km	to 24.00km	31.20
5.	24.01km	to 28.80km	38.15
6.	28.81km	to 33.60km	45.05
7.	33.61km	to 38.40km	52.00
8.	38.41km	to 49.99km	63.85
9.	50.00km	to 59.99km	79.45
10.	60.00km	to 69.99km	93.90
11.	70.00km	to 79.99km	108.30
12.	80.00km	to 89.99km	122.75
13.	90.00km	to 99.99km	137.20
14.	100.00km+		151.65

Scale 14 is maximum rate for Class A and C.

#### Class D (flat rate only)

Approved scale	Weekly rate (\$)
1. From 3.2km (primary) or 4.8km (secondary)	10.40

#### Class I (available to students residing in isolated areas only)

Approved Scale			Weekly Rate (\$)
1.	16.01km	to 20km	36.05
2.	20.01km	to 30km	77.15
3.	30.01km	to 40km	135.90
4.	40.01km	to 50km	194.65
5.	50.01km	to 60km	253.35
6.	60.01km	to 70km	312.10
7.	70.01km	to 80km	370.85
8.	80.01km	to 90km	429.60
9.	90.01km	to 100km	488.35
10.	100.01km+		547.05

Scale 10 is the maximum rate for Class I.

**Please note (Classes A, C & D)**

- These allowances are paid on a per vehicle basis.
- Class D allowance is paid as a flat rate only.
- Payment will be made for the number of weeks students are in attendance at school.
- If more than one student is being carried in one vehicle, payment will be made at the highest amount approved. If one of these students leaves school, payment will revert to the student with the next highest approved weekly amount.

**Class B**

When payment is made for those students for whom Class B Conveyance Allowance has been approved, the amount paid will be calculated by multiplying the 'weekly approved rate' by the number of weeks the child attends school during the period.

**Change of circumstances**

If your circumstances have changed since the original application was lodged (for example, changes in address or the mode of transport used), you are requested to advise your local Department of Transport and Main Roads office within seven (7) days of the change, together with the effective date. This information is crucial as it has direct relevance to the determination of eligibility and payment rate details.

**Next year's application**

A Conveyance Allowance Renewal Form will be sent to you with your December payment advice. If you wish to continue receiving assistance, this form must be completed and returned before the end of February in the following year.

Failure to return the conveyance renewal form will indicate that assistance is no longer required.

**Other Conveyance Allowance assistance:**

Drought assistance is available to families who:

- are eligible for Conveyance Allowance Class A or C and
  - (A) reside on a primary producing property in a shire council/regional council that is currently drought declared by the Department of Agriculture, Fisheries and Forestry (Land Management).

**or**

  - (B) reside on a primary producing property which is officially declared an 'Individually Droughted Property' (IDP) by the Department of Agriculture, Fisheries and Forestry (Land Management).

Class I Conveyance Allowance is payable to students who live outside the south-east Queensland zone or other nominated areas who must travel over 16 kilometres to the nearest state school, or over 16 kilometres to the nearest approved bus service which will transport the student to the nearest state school.

Further information including details on eligibility for Class I Conveyance Allowance is available in *School Transport Information Statement No.11/2014 School Transport Assistance Isolation Package* available from your nearest Department of Transport and Main Roads office.

**TransLink SEQ South****Southport**

PO Box 10420  
Southport BC Qld 4215  
Phone: 5630 8857  
Fax: 5630 8858

**Ipswich**

PO Box 631  
Ipswich Qld 4305  
Phone: 3813 8613  
Fax: 3813 8605

**TransLink SEQ North****Zillmere**

PO Box 156  
Zillmere Qld 4034  
Phone: 3863 9849  
Fax: 3263 6188

**Mooloolaba**

PO Box 111  
Mooloolaba Qld 4557  
Phone: 5452 1800  
Fax: 5452 1818

**TransLink Southern****Toowoomba (Darling Downs)**

PO Box 629  
Toowoomba Qld 4350  
Phone: 4639 0854  
Fax: 4639 0719

**Roma (South West)**

PO Box 126  
Roma Qld 4455  
Phone: 4622 9509  
Fax: 4622 9533

**Maryborough (Wide Bay Burnett)**

PO Box 371  
Maryborough Qld 4650  
Phone: 4121 8315  
Fax: 4121 8350

**TransLink Central****Mackay**

PO Box 62  
Mackay Qld 4740  
Phone: 4951 8673  
Fax: 4951 8678

**Rockhampton**

PO Box 5096  
Red Hill  
Rockhampton Qld 4701  
Phone: 4931 1539  
Fax: 4922 8253

**TransLink Northern****Cairns**

PO Box 6542  
Cairns Qld 4870  
Phone: 4045 7085  
Fax: 4045 7080

**Townsville**

PO Box 7466  
Garbutt BC 4814  
Phone: 4758 7544  
Fax: 4758 7511



## State Schools Standardised Medical Condition Category List

Acquired brain injury
Allergies/Sensitivities
Anaphylaxis
Airway/lung/breathing - Oxygen required (continuously/periodically)
Airway/lung/breathing - Suctioning
Airway/lung/breathing - Tracheostomy
Airway/lung/breathing - Other
Artificial feeding - Gastrostomy device (tube or button)
Artificial feeding - Nasogastric tube
Artificial feeding - Jejunostomy tube
Artificial feeding - Other
Asthma
Attention-deficit /Hyperactivity disorder (ADHD)
Autism Spectrum Disorder (ASD)
Bladder and bowel - Urinary wetting, incontinence
Bladder and bowel - Faecal soiling, constipation, incontinence
Bladder and bowel - Catheterisation (continuous, clean intermittent)
Bladder and bowel - Stoma site, urostomy, Mitrofanoff, MACE, Chair
Bladder and bowel - Other
Blood disorders - Haemophilia
Blood disorders - Thalassaemia
Blood disorders - Other
Cancer/oncology
Coeliac disease
Cystic Fibrosis
Diabetes - type one
Diabetes - type two
Ear/hearing disorders - Otitis Media (middle ear infection)
Ear/hearing disorders - Hearing loss
Ear/hearing disorders - Other
Epilepsy - Seizure
Eye/vision disorders
Endocrine disorder - Adrenal hypoplasia, pituitary, thyroid
Heart/cardiac conditions - Heart valve disorders
Heart/cardiac conditions - Heart genetic malformations
Heart/cardiac conditions - other
Mental Health - Depression
Mental Health - Anxiety
Mental Health - Oppositional defiant disorder
Mental Health - Other
Muscle/bone/musculoskeletal disorders - spasticity (Baclofen Pump)
Muscle/bone/musculoskeletal disorders - Other
Skin Disorders - eczema
Skin Disorders - psoriasis
Swallowing/dysphagia - requiring modified foods
Swallowing/dysphagia - requiring artificial feeding
Transfer & positioning difficulties
Travel/motion sickness
Other

## Parental occupation groups for use with parent/carer details

### 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 degrees 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/sportspeople 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, sportsperson, 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 four 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/refugee/childcare 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, 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 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, farmhand, 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].