

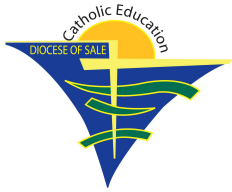


DIOCESE OF SALE
CATHOLIC EDUCATION LTD.

Enrolment Handbook

May 2020





DIOCESE OF SALE CATHOLIC EDUCATION LTD.

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1. Introduction

Thank you for your interest in enrolling your child at a Catholic primary or secondary school managed and operated by the Diocese of Sale Catholic Education Limited (DOSCEL).

Our [Enrolment Policy](#) outlines processes and procedures for enrolment of children in Catholic schools managed and operated by DOSCEL. This Policy can be found on the CEOSale website www.ceosale.catholic.edu.au/Policies. When considering the enrolment of students, DOSCEL schools will apply the principles and procedures contained within the [Enrolment Policy](#).

A listing of Catholic schools managed and operated by DOSCEL is available on the CEOSale website [www.ceosale.catholic.edu.au / Our Schools](http://www.ceosale.catholic.edu.au/OurSchools).

Please take the time to read this Handbook and complete the Application for Enrolment carefully.

2. Enrolment Process

DOSCEL schools are required to follow the enrolment process detailed in the Enrolment Process Flowchart which can be located in the [Enrolment Policy](#).

Following your application, the school will contact you regarding the next steps, which will involve an enrolment interview.

After the required steps have been completed, the school will notify you of the outcome of the enrolment application. If your application is accepted, the information you provide on the application form will be used to enrol your child.

Please **do not** purchase items such as uniforms until you receive an offer of enrolment from the school principal.

3. Frequently Asked Questions about Enrolment



3.1 How do I enrol my child?

If you are interested in enrolling your child in a DOSCEL school, you will need to contact your local Catholic primary or secondary school that you wish to apply to attend, to discuss the enrolment process and formal enrolment periods. However, if there are vacancies available, enrolments can occur year-round.

In exceptional situations where Catholic children who reside in other parishes cannot obtain places in their local parish school, or if families request enrolment outside their local parish, consultation is required to occur with the principal of the school in which you are seeking enrolment. The principal of the school is then required to adhere to the processes and procedures outlined in section 5.0 of the [Enrolment Policy](#).

A copy of the Application for Enrolment can be obtained upon request from your local Catholic primary or secondary school or by visiting your local Catholic school website and completing the application online. If you require assistance completing the form, please contact the school directly.

Before an enrolment is finalised, parents/guardians and the child are usually required to be interviewed by the principal or a delegated staff member. It is best practice that, where a child is being enrolled in a school, both parents/guardians attend the enrolment interview and sign the Application for Enrolment.

3.2 What is the compulsory enrolment age of a child?

It is compulsory for children and young people aged between six and 17 years of age to be enrolled in a Victorian school by their parents/guardians, unless an exemption has been granted.

The minimum starting age for a child to be enrolled in a Victorian primary school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school.

In exceptional circumstances, a child who is under the minimum starting age may be enrolled with the approval of the Director of Catholic Education, Diocese of Sale. Please see our [Enrolment Policy](#) for further information.

3.3 Who can enrol a child?

Any person with parental responsibility or guardianship may enrol a child.

3.4 Can I list biological parents, step parents and other caregivers on the Application for Enrolment?

Yes. Part D of the Application for Enrolment contains fields for parents/guardians residing at the same address as the student and for non-residential parents/guardians.

Part E of the Application for Enrolment also contains a section for emergency contacts, i.e. persons other than a parent/guardian who may be contacted in the event of an emergency, if the parents/guardians cannot be contacted.



3.5 Under which name should I enrol my child?

Your child should be enrolled under the name contained on their birth certificate or other legal name registered with the Registry for Births, Deaths and Marriages. Part A of the Application for Enrolment contains an option to insert a preferred name, by which the child may be known.

3.6 Who needs to be listed as a parent/guardian on the Application for Enrolment?

All parents/guardians with legal parental responsibility must be listed on the Application for Enrolment and their contact details must be provided.

If there are any Family Court Orders or Parenting Plans, which have been issued in relation to the enrolling child, these must be noted in Part D of the Application for Enrolment and a copy must be provided to the school.

Where there is a Family Court Order stating that one parent has sole parental responsibility, it is only necessary for that parent to be listed on the Application for Enrolment. However, the other parent or any other guardians may be listed as an emergency contact person, if the Family Court Order permits. In all other circumstances, both parents must be listed on the Application for Enrolment, unless extenuating circumstances apply.

3.7 How do I fill out my child's Application for Enrolment?

All questions in the Application for Enrolment must be answered to ensure the health and safety of students, staff and visitors on the school's premises.

The information provided will assist the school to communicate with you and care for your child while at school.

In the event that statements made in the Application for Enrolment later prove to be false or misleading, any decision made as a result of the application may be reversed. False or misleading information can also impact upon the school's ability to meet its duty of care to your child and other students, and to meet your child's educational needs.

3.8 Which documents need to be provided with the enrolment agreement?

Copies of the following documents must be provided with the completed Application for Enrolment (where applicable):

- Student Birth Certificate
- Student Baptismal, Reconciliation, Eucharist and Confirmation Certificates
- Immunisation History Statement
- Asthma Management Plan
- Anaphylaxis Management Plan
- Other relevant medical and/or additional needs information including assessments and documentation from allied health professionals/medical practitioners
- Relevant Family Court Orders (such as Intervention Orders, Family Court/Federal Circuit Court Orders)
- Visa Documentation



Schools may request further information relevant to your child at the time of enrolment.

In circumstances where there are current court orders relating to your child, these must be noted in Part D of the Application for Enrolment and provided to the school. Any subsequent court orders must be provided to the school when they are received by the parent/guardian. This is a positive ongoing obligation on the parent/guardian to supply to the school.

You may be required to provide additional information if your child is not an Australian citizen.

If your child is a permanent resident of Australia but not an Australian citizen, you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable).

If your child is not an Australian citizen, you will also need to provide:

- passport or ImmiCard and
- current visa grant notice for the student.

If your child is a temporary visa holder, you will also need to provide:

- authority to enrol issued by the Temporary Visa Holders Program Unit
- authority to enrol or evidence of permission to transfer issued by the International Student Centre and
- evidence of the visa for which the student has applied (if the student holds a bridging visa).

3.9 What if my child has additional needs or requires accommodations and/or learning adjustments?

Schools are expected to welcome parents/guardians who wish to enrol a child with additional needs or who requires accommodations and/or learning adjustments. Schools are expected to do everything reasonably possible to accommodate your child's needs.

The process for enrolling students with additional needs or who require accommodations and/or learning adjustments should be the same as that for enrolling any student, and should conform to the enrolment process (refer to the [Enrolment Policy](#)).

Primary and secondary schools are expected to collaborate to ensure coordination and consistency of the [Enrolment Policy](#). Schools are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs in a Catholic school.

Part C of the Application for Enrolment requires any additional needs, disabilities, impairments, disorders and/or injuries to be listed. Similarly, Part C of the Application for Enrolment requires that any known accommodations and/or learning adjustments which are required for your child be outlined.

If this is applicable to your child, you will need to provide written details of those needs and any assessment/intervention/support that your child may currently be receiving, together with relevant supporting documentation from appropriate medical or allied health professionals.

The school will regularly assess its ability to provide services based upon those needs. By completing and signing the Application for Enrolment, if your child's enrolment is successful, you agree to advise the school promptly of any changes to the needs of your child with appropriate supporting documentation.



The information which is provided in Part C of the Application for Enrolment will not, in itself, be a reason for accepting or rejecting an enrolment application for your child. Rather, this information will assist the school to determine whether there are any reasonable adjustments which your child requires in order to accommodate their individual needs.

It is important that you inform the school, from the outset, about any additional needs, disabilities, impairments, disorders, injuries or learning difficulties your child has, so that the school can work with you and your child to make reasonable adjustments to enable your child to access the curriculum.

It is also important that you update the school if your child's circumstances change and make available the appropriate advice from medical and allied health professionals about your child's changed circumstances. The school may be unable to implement reasonable adjustments for your child if the school is not informed and updated about your child's needs.

3.10 Why do I need to include information about parents'/guardians' occupation and education?

Part D of the Application for Enrolment requires parent/guardian details, including occupation, highest year of school education and level of highest qualification.

This requirement relates to the National Goals for Schooling in the 21st century which was agreed upon by all Australian Education Ministers. The goals specifically state that schooling should be socially just, so that students' outcomes from schooling are free from the effects of negative forms of discrimination based on sex, language, culture and ethnicity, religion or disability and differences arising from students' socio-economic background or geographic location.

To ensure that this goal is being achieved, all parents across Australia, no matter where their child attends school, are asked to provide information about their family background. The information which you provide is voluntary, however it will assist in assessing whether this goal is achieved.

This information is also used to break the patterns of inequality in student outcomes by targeting funds at schools with a higher density of students from low socio-economic backgrounds, who are most at risk of not achieving satisfactory outcomes in literacy and numeracy. Inaccurate or out of date data can potentially disadvantage the school when it comes to this equity funding. When no parental occupation or education information is provided, the occupation and education group defaults to the highest group. This group does not contribute in the formula for determining equity funding.

To assist with completing Part D of the Application for Enrolment, a detailed list of occupation groups can be found in [Appendix 1](#). These groups are used by the Australian Bureau of Statistics to classify occupations.

3.11 Why do I need to include my child's residential address?

Residential addresses of students and parents are required to be supplied annually to the Australian Government Department of Education and Training (DET). The information is used by DET to inform the Commonwealth school education policy and in the calculation of the Commonwealth's needs-based funding arrangements for non-government schools.



3.12 How will the information provided in the Application for Enrolment be used?

DOSCEL and its Schools will use and disclose personal information it collects through the Application for Enrolment form to carry out relevant functions and activities, in particular educational, administrative and support purposes and for other related purposes.

In relation to personal information of students and parents/guardians, DOSCEL's primary purpose of collection is to provide the student's school with the necessary information to support the education of the student. This includes satisfying the needs of parents/guardians, the student, the school and DOSCEL throughout the whole period the student is enrolled at a DOSCEL school.

DOSCEL may disclose personal information, including sensitive information, held about an individual to:

- school service providers (entities and individuals) that provide administrative and financial services, educational, support and health services to DOSCEL and its Schools
- third party service providers that provide DOSCEL and its Schools educational support services, online tools, applications (apps)
- third party providers that provide document and data management services
- other parties engaged by DOSCEL and its Schools that support or enhance the educational or pastoral care services for students
- Federal and State government departments and agencies
- people providing services to DOSCEL, including specialist visiting teachers
- recipients of publications, such as newsletters, magazines or publications on the Diocese of Sale, DOSCEL or School websites
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
- another school to facilitate the enrolment of a student
- medical practitioners and other health service providers
- student's parents or guardians and their emergency contacts (about students in their care)
- anyone to whom you authorise DOSCEL and its Schools to disclose information
- anyone to whom DOSCEL and its Schools are otherwise required or authorised to disclose the information to by law, including under child protection laws.

Please refer to the Privacy Policy for further information.



3.13 Can I transfer my child's enrolment to another DOSCEL School?

All DOSCEL schools are separate entities that require an Application for Enrolment to be completed at the time of an enrolment.

Where a parent/guardian seeks to change the DOSCEL school that their child is enrolled in or when a student is graduating from primary school and enrolling in secondary school, the student's enrolment cannot automatically be transferred to another DOSCEL school.

In these cases, a new Application for Enrolment is required to be completed and submitted to the Catholic school that you wish to apply.

If a parent/guardian does choose to enrol their child in another DOSCEL school and that enrolment is accepted, the previous DOSCEL school may share information collected in the Application for Enrolment with other Catholic schools within the Diocese of Sale. This includes Catholic College Sale and Lavalla Catholic College.

Further information relevant to your child's enrolment may be provided to the next DOSCEL school. This information may relate to a student's personal, achievement and health information. Providing this student information will assist with ensuring that the new DOSCEL school can meet its duty of care to your child and other students, and to meet your child's educational needs.

3.14 In what circumstances can the enrolment be terminated?

A student's enrolment may be terminated at the initiative of the school or the parents/guardians. Prior to a school determining that a student's enrolment is to be terminated, approval must be sought from the Chief Executive Officer, DOSCEL.

Should it be determined by the School to terminate the enrolment of any student, written notice will be provided outlining the reasons for termination, which may include, but is not limited to, failure to comply with the Code of Conduct and other policies of the school and/or DOSCEL, including the [DOSCEL School Fees Policy](#), as varied or replaced from time to time.

Should you decide to withdraw your child from a school, four weeks' written notice is required to be provided for primary schools and a Term's notice is required for secondary schools. If notice is not provided, full fees and levies will need to be paid for the number of weeks where notice was not provided. This notice period may be reduced or waived in special circumstances. Please contact the school if you would like to discuss this possibility.



4. Frequently Asked Questions about School Fees

DOSCEL schools utilise a differentiated school fee model. This means that there will be a slight variation in school fees from school to school across the Diocese of Sale.

As well as school fees, there are separate school-based levies which can vary from school to school depending on a school's individual circumstances. These levies can be for excursions, specialist sports or non-standard subjects such as a music lessons, languages, coding etc. In secondary schools, levies may be subject specific in order to cover the cost of providing resources, for example construction or hospitality courses.

All school fees and levies collected will be retained by the school and utilised for the benefit of students for educational, administrative or support purposes.

4.1 Will I have to pay an administration or enrolment fee?

At the time of submitting an Application for Enrolment form you may be required to pay an administration or enrolment fee. This fee is non-refundable. Please contact the school directly for more information regarding any administration or enrolment fee which may be payable.

4.2 What will the school fees and levies be each year?

Please request the total school fees and levies from your local Catholic School.

4.3 When are school fees and levies payable and what are the payment methods available?

Parents/guardians are offered a variety of payment options including direct debit, BPay and EFTPOS. Weekly, fortnightly (including both alternate fortnights) or monthly direct debit school fee payment options are offered to assist families with their budgeting.

Families who are clients of Centrelink are able to pay their school fees as regular deductions from their fortnightly Centrelink payments via CentrePay.

4.4 What if my child does not attend an excursion/camp/swimming/sports activity?

Schools budget curriculum based excursion/camp/swimming/sports activity income on the premise that all students are to participate. If a student does not attend an activity the associated levy is still applicable. This levy may be reduced or waived in special circumstances. Please contact the principal if you would like to discuss this possibility.

Where a student is enrolled or leaves the school part way through the school year and subsequently will not, or did not, participate in an applicable excursion/camp/swimming/sports activity, a rebate credit may be provided, unless the school had already incurred a cost associated with that student.



4.5 Who is responsible for the payment of school fees and levies?

Each person who signs Part H of the Application for Enrolment accepts legal responsibility for payment of school fees and levies incurred for the entire period of the enrolment of the student.

Payment of fees is subject to the terms and conditions contained in this Enrolment Handbook, the [Enrolment Policy](#) and the DOSCEL [School Fees Policy](#).

Where there is more than one person signing Part H of the Application for Enrolment:

- only one account will be issued in the name of all individuals listed on the Application for Enrolment unless otherwise indicated
- each person is independently and jointly responsible for payment of the whole of the fees, meaning the school can (at its discretion) seek to recover the whole of the fees from any one parent/guardian or any combination of them unless otherwise indicated
- notice to any one parent/guardian is taken to be notice to all parents/guardians
- each individual consents to their personal information in relation to this account (including payments made or overdue) being disclosed to each other individual on the account or to other third parties in the case that recovery proceedings are required
- amendments to fee payment arrangements can only be made with the written agreement of all affected parties (including all parents/guardians listed on the Application for Enrolment and those who will be responsible for paying fees).

Please note, the above will apply unless, and to the extent, circumstances demand otherwise (for example as a result of any applicable court orders). Please contact the principal to discuss if you have any concerns in this regard.

4.6 What assistance is available if I am finding it difficult to pay school fees and levies?

If you are experiencing financial hardship or are having difficulty paying fees and levies by the required date, please speak to the principal (or the business manager in a secondary school). Variations to the timing of payments may be arranged with the principal or the business manager if required.

There are also two categories under which an application for a fee concession can be made.

Category One Concession – Eligible Centrelink Concession Card Holders

Fee concession is available to parents/guardians responsible for payment of fees who hold a Centrelink Concession Card, listing the student/s for which the concession is to be applied and who is eligible for the Victorian Government Camps, Sports, Excursion Funding (CSEF).

For primary schools, the concession is set annually by DOSCEL and the amount payable is consistent across all primary schools. For secondary schools, the concession granted is dependent on the associated grants received by the school.



Category Two Concession – Special Consideration

Any family experiencing genuine financial hardship, and is not eligible under Category One Concession, is encouraged to apply for special consideration. The financial hardship may be the result of a range of issues that have impacted significantly on the family's ability to pay the standard school fees and levies.

All special consideration concession applications require the provision of supporting documentation to substantiate financial hardship and are subject to an assessment process. Assessment of primary school special consideration applications are undertaken by Catholic Education Office, Diocese of Sale (CEOSale) staff. Assessment of secondary school special consideration applications are undertaken by the school.

For details on the full terms and conditions and the application process for concession, please contact the school.

4.7 What happens when payment of outstanding school fees and levies are not made by the agreed time?

Payment of outstanding fees must be made in full within seven days of the due date, unless a payment arrangement is agreed to by the school or DOSCEL. If outstanding fees are not paid, or terms of a payment agreement cannot be agreed, the school or DOSCEL reserves the right to send the fees account to an external collection agency for recovery.

Where payment is not made by the agreed time, debt recovery action may be commenced against any one or all of the parents/guardians responsible for payment or any combination of them, unless otherwise indicated.

The school may charge the parents/guardians for—and the parents/guardians indemnify the school and DOSCEL from—all costs and expenses (including without limitation all legal costs and expenses on an indemnity basis) incurred by the school or DOSCEL resulting from the default (failure to pay) or in taking action to enforce compliance with these terms and conditions.

4.8 Further information regarding fees

Please read the DOSCEL [School Fees Policy](#) for further information regarding school fees. A copy of this Policy can be obtained online at www.ceosale.catholic.edu.au / Policies or by contacting your local Catholic school directly.

Further information regarding the specific school fees and payment options are available on each school's individual website.



5. Learning

Catholic schools in the Diocese of Sale meet obligations set by both the Australian and Victorian Governments in relation to curriculum, assessment and reporting. All schools base their curriculum on the Victorian Curriculum F – 10 and the Diocese of Sale Religious Education Curriculum, to live in Christ Jesus.

Our Religious Education curriculum website www.toliveinchristjesus.ceosale.catholic.edu.au has been developed to provide principals, leaders of Religious Education, teachers and parents/guardians with an overview of this curriculum.

Catholic secondary schools in the Diocese of Sale meet the obligations set by both the Australian and Victorian Governments in regard to the delivery of VCE, VET and VCAL to senior secondary students.

6. Policies

The following policies, as varied or replaced from time to time, apply to your child's enrolment and are available from your local Catholic primary or secondary school that you wish to apply to attend or by visiting your local Catholic school website.

- Child Safe Policy
- Privacy Policy
- Attendance Policy
- Parents/Guardians Code of Conduct
- Student Code of Conduct
- Anti-bullying Policy
- [Complaints and Grievances Management Policy](#)
- [Enrolment Policy](#)
- [School Fees Policy](#)

Additional school-specific policies, as varied or replaced for time, that may apply to your child's enrolment will be made available by the school at the time of enrolment.

By enrolling your child in the school, you agree that you will abide by the policies outlined above, as varied or replaced from time to time, and that you will encourage your child to do the same.

Failure to comply with the above policies, as varied or replaced from time to time, may result in termination of your child's enrolment. For further information about the grounds on which your child's enrolment may be terminated, see section [3.14](#).



7. Communication

7.1 General guidelines regarding communication

If you wish to discuss your child's learning or experiences at school, you should make an appointment to meet with your child's classroom teacher (or relevant Leadership Team member in the case of secondary schools).

Please contact your local Catholic school for detailed communication guidelines and expectations.

7.2 Complex family situations

Schools must be provided with any Family Court Orders and/or parenting plans. The school is not a party to any court orders relating to parenting and is therefore not bound by them and cannot enforce them. However, it is important that the school is aware of the arrangements which are in place.

When considering communication with separated parents, schools will refer to these orders/plans. Particular attention will be paid where there are protection orders or family violence intervention orders in place, prohibiting a parent's contact with a student.

In cases where there is joint parental responsibility for a child by court order (and no relevant protection order or family violence intervention order), the school will copy in both parents to any communications. In cases such as where the student is sick or there is non-attendance, the school will contact the parents/guardians listed under Part D of the Application for Enrolment and will also assess whether there is any court order stating which parent must be notified of absences.



8. Complaints

DOSCEL recognises that it is in the best interest of students for there to be a trusting and cooperative relationship between parents/guardians and the school. Complaints are an important way for the school community to provide information and feedback to a school. DOSCEL considers that every complaint provides a valuable opportunity for reflection and learning.

DOSCEL recognises a parent's/guardian's right to make a complaint and its responsibility to provide a framework within which efforts can be made to resolve complaints.

It is DOSCEL's belief that parent/guardian complaints are best handled at the school level in an environment where individuals feel able to speak up about issues concerning the education of their children.

An effective complaint-handling system has a clear process for resolving complaints, treats people fairly, is timely and provides those people involved in a complaint with a fair opportunity to respond to issues and to present their views.

While DOSCEL is the regulatory body, all schools are empowered, in the first instance, to manage grievances and complaints at the school level, where possible.

8.1 Raising a complaint

Parents/guardians of students attending a Catholic school in the Diocese of Sale who have a complaint should, in the first instance, should make the complaint to the school principal of the school that their child attends, except when the complaint is about the principal of the school.

Complaints about school principals should be referred to the Executive Manager: Industrial Relations/ Human Resources at the Catholic Education Office, Diocese of Sale (who will assist in finding an appropriate solution).

The school should always be your first point of contact. Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents/guardians and teachers talk to each other and work together to solve any problems.

All schools are required to develop, maintain and publicise a fair, effective and efficient complaint-handling process, so that complaints about events or decisions at the school can be addressed. You are always welcome to ask about, and request a copy of, your school's policies and procedures directly from the school.



8.2 Contacting the school

The principal is responsible for the efficient and effective organisation, management and administration of the school, including the school's complaint handling processes.

When addressing a complaint, it is expected that parents/guardians and school personnel will:

- show respect and understanding of each other's point of view
- operate within applicable legislation
- acknowledge that their goal is to achieve an outcome acceptable to all parties
- act in good faith and in a calm and courteous manner
- recognise that all parties have rights and responsibilities which must be balanced.

Any appointments to speak with school staff about a complaint should be made and conducted in accordance with the school's complaint handling procedure.

When contacting the school:

- plan what you will say so you can clearly explain what the problem is (you might want to make some notes to help you)
- have some ideas about how the problem could be resolved realistically
- talk about the problem with your child's teacher/s by telephone or organise a face-to-face meeting. Most problems can be solved this way
- if you still have a concern after talking to your child's teacher/s, you may want to speak to the principal or relevant leadership team staff member.

8.3 When to contact the Diocese of Sale Catholic Education Limited

When it is unlikely that a complaint will be resolved using the school's complaint handling procedures, the principal will seek advice from DOSCEL.

When a parent/guardian is not satisfied with the manner in which their complaint has been treated by the school, or their complaint is about the principal of the school, parents/guardians should contact the Executive Manager: Industrial Relations / Human Resources, DOSCEL.

Contact:

Executive Manager: Industrial Relations / Human Resources
Diocese of Sale Catholic Education Limited
6 Witton Street (PO Box 322)
Warragul 3820
Phone: (03) 5622 6600
Email: complaints@ceosale.catholic.edu.au

All concerns and complaints lodged with DOSCEL about a Catholic school in the Diocese of Sale will be addressed in accordance with our [Complaints and Grievances Management Policy](#).

For further details, please also refer to [Resolving Parent/Guardian Issues and Concerns](#).



Appendix 1. Parent/Guardian Occupation Groups

Occupation Group A

Senior management in large business organisation, government administration and defence, and qualified professionals are included in this group.

- **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 or gallery director, research facility director
- **Defence forces**
Commissioned Officer
- **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; 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

Occupation Group B

Other business managers, arts/media/sportspersons and associate professors are included in this group.

- **Owner/manager**
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, market research analyst, technical sales representative, retail buyer, officer/project manager
- **Defence forces**
Senior Non-Commissioned Officer (Senior NCO)



Occupation Group C

All tradesmen/women, clerks and skilled office, sales and service staff are included in this group.

- **Tradesmen/women**
generally, have completed a four-year Trade Certificate, usually by apprenticeship
- **Clerks**
bookkeeper, bank officer/post office clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order 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

Occupation Group D

Machine operators, hospitality staff, assistants, labourers and related workers are included in this group.

- **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**
trade's assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant
- **Labourers and related work**
- **Defence Forces**
ranks below senior NCO not included in other categories
- **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