

ENROLMENT FORM

Our Lady Help of Christians School

Address: P O Box 62

28 Selby Road, Warrnambool, 3280

Tel: 03 5562 5559

Email: admin@olhcwarrnambool.catholic.edu.au



Office use only	Date received:	
	Enrolment date:	English second language: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start date:	House colour:
	Student/family code:	VSN:

STUDENT DETAILS		
Surname:	Entry year (YYYY)	Entry level/grade:
First name/s:		
Preferred first name:		
Date of birth:	Religion:	
Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	

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

EMERGENCY CONTACTS – OTHER THAN PARENT (living in the area)			
1. Name:		2. Name:	
Relationship to child:		Relationship to child:	
Home phone:		Home phone:	
Mobile:		Mobile:	

SACRAMENTAL INFORMATION		
Baptism:	Date:	Parish:
Confirmation:	Date:	Parish:
Reconciliation:	Date:	Parish:
Communion:	Date:	Parish:
Current Parish:		

PREVIOUS SCHOOL/PRE-SCHOOL PERMISSION	
Name of previous school/pre-school:	
I/We give permission for school to contact previous school or pre-school: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Mother's Signature:	Father's Signature:

NATIONALITY	
GOVERNMENT REQUIREMENT	Nationality:
In which country was the student born:	Australia <input type="checkbox"/> Other – please specify:
Is the student of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin mark 'Yes' to both)	
No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>	

Does the student or their mother/guardian or their father/guardian speak a language other than English at home? (if more than one language, indicate the one that is spoken most often)			
	Student	Mother/guardian	Father/guardian
No	English Only <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – please specify		

IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED – Government requirement**Please tick the relevant category below and record the Visa Subclass number:**

(original documents to be sighted and copies to be retained by the school)

Australian Citizen not born in Australia

<input type="checkbox"/>	Australian citizen (Naturalisation Certificate or Australian Passport number/ Document of Travel if Country of Birth is not Australia)	
<input type="checkbox"/>	Australian Passport Number: (If applicable)	Passport No:
<input type="checkbox"/>	Naturalisation Certificate Number :	Certificate No:
	Visa Subclass recorded on entry to Australia	Visa Subclass No:
	Date of Arrival into Australia	Date:

Not currently an Australian Citizen please provide further details as appropriate below:

<input type="checkbox"/>	Permanent resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:
<input type="checkbox"/>	Temporary resident, (if ticked, record the Visa Subclass Number)	Visa Subclass No:
<input type="checkbox"/>	Other/Visitor/Overseas Student, (if ticked, record the Visa Subclass Number)	Visa Subclass No:

Please attach Visa/document of travel/letter of notification and passport photo page.*MEDICAL INFORMATION**

Doctor's name:			
Street name:			
Suburb:	Post Code:	Phone:	
Medicare No.:	Ref No:	Expiry:	
Private Health:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund:	Number:
Ambulance:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	
Medical Condition:	<i>Please specify any medical conditions the student suffers from eg. asthma, diabetes and/or any prescribed medications taken by the student. A Medication Action Plan will be sent home for you to complete.</i>		
Allergies:	<i>Please list any known allergies the student has eg. allergy to nuts, penicillin, bee stings including specific details.</i>		
Has the student been diagnosed as being at risk of anaphylaxis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, does the student have an EpiPen or Anapen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

IMMUNISATION (please indicate if the student has been immunised against the following)*An Australian Immunisation Status Certificate MUST accompany this enrolment.*

	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date
Diphtheria/Tetanus/Whooping Cough	<input type="checkbox"/>	<input type="checkbox"/>		Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	
Haemophilus Influenza type B (Hib)	<input type="checkbox"/>	<input type="checkbox"/>		Polio	<input type="checkbox"/>	<input type="checkbox"/>	
Measles-Mumps-Rubella	<input type="checkbox"/>	<input type="checkbox"/>		Rotavirus	<input type="checkbox"/>	<input type="checkbox"/>	
Meningococcal C disease	<input type="checkbox"/>	<input type="checkbox"/>		Chicken Pox	<input type="checkbox"/>	<input type="checkbox"/>	
Human Papillomavirus (HPV) (12- 18yrs)	<input type="checkbox"/>	<input type="checkbox"/>		Pneumococcal disease	<input type="checkbox"/>	<input type="checkbox"/>	

This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school to develop appropriate strategies to meet the particular needs of your child. If the information provided is incomplete or misleading, any decision made as to this enrolment may be revised.

ADDITIONAL NEEDS**Does your child have:**

autism	<input type="checkbox"/>	behaviour disorders	<input type="checkbox"/>	hearing impairment	<input type="checkbox"/>
intellectual disability	<input type="checkbox"/>	language disorder	<input type="checkbox"/>	mental health issues	<input type="checkbox"/>
ADD/ADHD	<input type="checkbox"/>	vision impairment	<input type="checkbox"/>	acquired brain injury	<input type="checkbox"/>
giftedness	<input type="checkbox"/>	other (please specify)	<input type="checkbox"/>		

Has your child ever seen a:

behavioural optometrist	<input type="checkbox"/>	audiologist	<input type="checkbox"/>	speech pathologist	<input type="checkbox"/>
educational psychologist	<input type="checkbox"/>	paediatrician	<input type="checkbox"/>	occupational therapist	<input type="checkbox"/>
psychologist	<input type="checkbox"/>	other specialist	<input type="checkbox"/>		

If your child does have a special need, please can you assist us by providing the following information:		
	Yes	No
Details of additional learning needs/additional needs provided (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>
Medical/allied health professional reports attached (please provide all relevant information)	<input type="checkbox"/>	<input type="checkbox"/>

FAMILY DETAILS Please tick a box				
Who will be responsible for the payment of the school fees and levies? If both parents responsible, 2 signatures are required				
<input type="checkbox"/> Both Parents	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Father Only	<input type="checkbox"/> Guardian	<input type="checkbox"/> Other:
Mother's Signature:			Father's Signature:	

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

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

ALL SIBLINGSList **ALL** children in your family (oldest to youngest) – include applicant

Name	School/Pre-school if attending	Year/Grade	Date of Birth

PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT:

<input type="checkbox"/> Living with Mother & Father	<input type="checkbox"/> Single parent: Mother / Father (please circle)
<input type="checkbox"/> Living in a step family	<input type="checkbox"/> Shared parenting eg. One week with mother , next with father FTE with Mother: _____ FTE with Father: _____
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-Of-Home Care

COURT ORDERS (IF APPLICABLE)Are there any current court orders relating to the student? Yes No *If yes, copies of these court orders e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders must be provided.*

Travel to school:	Car	Bus	Bike	Ride	Walk
<small>Please circle</small>					

Is there any other information you wish the school to be aware of?

PERMISSION FOR SUNSCREEN APPLICATION & HEAD LICE INSPECTION

- I give permission for my child's hair to be checked for head lice in the event of an outbreak or when required.
- I give permission for school staff to apply sunscreen on my child during P.E lessons, at sporting events and on excursions in Terms 1 & 4.
- I understand that this permission is valid for the period of my child's primary school years at the school and will only need to be renewed if the school's policy changes.

MOTHER'S SIGNATURE:**FATHER'S SIGNATURE:**

STATEMENT OF ENROLMENT UNDERSTANDING

Our Lady Help of Christians Primary School is a Catholic School committed to the education of children in our Parish and the Warrnambool District. The School strives to empower students to recognise their self-worth and to work to reach their full potential while always promoting the dignity of the human person. "Our Lady Help of Christians School is committed to celebrating our Catholic Faith and Christian values, embracing family, parish and community.

In accepting an offer of enrolment at Our Lady Help of Christians' parents and their children undertake to participate actively in the life of the school and to work together with the teachers, support staff and Parish to build a community in which a quality Catholic education is offered.

To this end I/we agree with the following conditions of enrolment, and support their maintenance while-so-ever my/our child is enrolled at the School.

1. All students take part in all aspects of the Schools Religious Education programme. This programme includes Religious Education lessons, the celebration of Mass and liturgies, involvement in community service and witness, prayer, camps in the entire School environment. Ideally the work of the School in this regard is based upon home life and supported by it.
2. All students assume responsibility, with the help of their teachers, for their own work in class, bookwork, homework and study and for the prompt submission of projects, assignments and tasks. (Please contact your child's teacher if there is a concern in meeting these).
3. Politeness and respect for others are an essential part of our School life.
4. While travelling to and from the School and during School endorsed activities, students are to be courteous, co-operative and well behaved and respectful to each other.
5. Whilst under School authority, all students are expected to maintain a high standard of self-discipline and to conduct themselves in a well behaved manner The School reserves the right to ensure that these high standards are maintained and expects parents to support these justifiable expectations.
6. Punctuality and regular attendance at the School at all lessons throughout each School term are mandatory.
7. The co-curricular and extra-curricular activities are a necessary part of the School's programme. Students are enrolled on the understanding that they join in sports, camps, excursions and similar activities.
8. Full School uniform as prescribed is to be worn at all times. Sport and other specialist uniforms are to be worn as asked.
9. The School is a non-profit organization where expenses are shared by all parents, and so all are to pay fees promptly by no later than the due date. In particularly difficult circumstances, parents may consult confidentially with the Parish Priest, Bursar or Principal on the payment of School fees prior to their due date. Particular payments of the Student Fee, at least at the suggested level, are anticipated.
10. All parents actively support the School through involvement in educational committees and programs, fund raising, Parents' and Friends' meetings, special community celebrations, parent/teacher interviews, sport, working bees, etc.

STATEMENT OF ENROLMENT UNDERSTANDING

This checklist is provided to support your application for enrolment at Our Lady Help of Christians Parish Primary School.

Please indicate by ticking the box for documents you have included and pinned to this checklist.

- Birth Certificate
- Baptism Certificate
- Australian Immunisation Status Certificate **(This enrolment is NOT valid without this certificate).**
If you do not have this certificate please call 1800 653 809 or visit your local Medicare Office for assistance
This also applies to Immunisation Exempt students

PRIVACY ACT

1. The Act

1.1 **Commonwealth Privacy Act 1998**

The Privacy Act 1998 is a Commonwealth Act that regulates the collection, storage, use and disclosure of different types of personal information by:

- a) Commonwealth and Australian Capital Territory government agencies;
- b) Credit providers
- c) Credit reporting agencies, and
- d) Organizations that use tax file numbers.

1.2 **Privacy Amendment (Private Sector) Act 2000**

This amendment to the Act in 2000 will also regulate the way private sector organizations, including non-government schools and systems, handle personal information of individuals. This amendment came into effect on 21 December 2001, with organizations having till end of 2002 to become compliant.

1.3 **The Privacy Collection Statement**

Your privacy is important to OLHC, the following statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school.

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

Parent/Guardian to sign:

Date: _____

Student's Name: _____

Parent/Guardian's name: _____

Parent/Guardian Signature: _____

Our Lady Help of Christians School PHOTOGRAPH/VIDEO PERMISSION FORM



Dear Parent/Guardian

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

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

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

Thank you for your continued support.

STUDENT'S FULL NAME: _____

YEAR LEVEL: _____

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

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

Name of Parent / Guardian
(please circle) _____

Signed: Parent/Guardian _____

Date: _____

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

OFFICE USE

Date of Photograph/Video: (month & year)

SCHOOL FAMILY OCCUPATION INDEX

PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

GROUP N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

OCCUPATION GROUP A

SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS

Senior management in large business organisations

Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation

- **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager]
- **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

Government administration

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

Qualified Professionals – generally have a degree or higher qualifications and experience in applying this knowledge to: -design, develop or operate complex systems, identify, treat and advise on problems, teach others

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport

- **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]

- **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems/applications programmer]
- **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- **Air/sea transport** [e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot]

OCCUPATION GROUP B

OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE PROFESSIONALS

Business Owner / Manager

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

Arts / media / sportspersons

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

Associate professionals – generally have diploma /technical qualifications and provide support to managers and professionals

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration

- **Medical, science, building, engineering, computer technician/associate professional**

- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/ advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof reader]

OCCUPATION GROUP C

TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Tradesmen/women

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

Clerks, Skilled office, sales and service staff

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

OCCUPATION GROUP D

MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS

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

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air- conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

Hospitality, office staff

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

Labourers and related workers

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]