

# ENROLMENT APPLICATION FORM



Gladstone Street, Quarry Hill  
 P: 5443 2108  
 W: [www.sjquarryhill.catholic.edu.au](http://www.sjquarryhill.catholic.edu.au)  
 E: [principal@sjquarryhill.catholic.edu.au](mailto:principal@sjquarryhill.catholic.edu.au)

OFFICE USE ONLY SECTION			
FAMILY NAME:		DATE RECEIVED:	
STUDENT NUMBER:		CLASS:	HOUSE:
ENTRY YEAR LEVEL:		VISA STUDENT <input type="checkbox"/> NO <input type="checkbox"/> YES	
CERTIFICATES SUPPLIED:	<input type="checkbox"/> BIRTH CERTIFICATE	<input type="checkbox"/> IMMUNISATION	<input type="checkbox"/> BAPTISM
ENTERED BY:		DATE ENTERED:	

STUDENT DETAILS	
FIRST NAME:	MIDDLE NAME:
LAST NAME:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
PREFERRED NAME:	DATE OF BIRTH:        /        /
ADDRESS:	
SUBURB:	POST CODE:
ENTRY DATE / YEAR:	ENTRY YEAR LEVEL:

PREVIOUS SCHOOL / PRESCHOOL:		PREVIOUS YR LEVEL:
DO YOU GIVE PERMISSION FOR THE SCHOOL TO CONTACT PREVIOUS SCHOOL/PRESCHOOL?		NO <input type="checkbox"/> YES <input type="checkbox"/> <i>(Please sign)</i>
NAME	SIGNATURE	DATE:        /        /
NAME	SIGNATURE	DATE:        /        /

RESIDENTIAL STRUCTURE: <i>Who does the child live with?</i>	<input type="checkbox"/> BOTH PARENTS <input type="checkbox"/> MOTHER ONLY <input type="checkbox"/> MOTHER & PARTNER <input type="checkbox"/> GUARDIAN <input type="checkbox"/> FATHER ONLY <input type="checkbox"/> FATHER & PARTNER <input type="checkbox"/> SHARED CARE
ARE THERE FAMILY COURT ORDERS / PARENTING PLANS IN PLACE FOR THIS CHILD?	NO <input type="checkbox"/> YES <input type="checkbox"/> <i>(if yes, copies of legal documents must be supplied)</i>
NUMBER OF CHILDREN IN FAMILY:    BOYS        GIRLS	CHILD'S POSITION IN FAMILY: <i>(eg 1/3, 2/2 etc)</i>

PLEASE LIST NAMES AND BIRTH DATES OF YOUNGER SIBLINGS YET TO COMMENCE SCHOOL:	
NAME:	DATE OF BIRTH:        /        /
NAME:	DATE OF BIRTH:        /        /
NAME:	DATE OF BIRTH:        /        /

CHILD'S RELIGION:		HAS THE CHILD BEEN BAPTISED: NO <input type="checkbox"/> YES <input type="checkbox"/>	
CURRENT PARISH:			
BAPTISM :	DATE: / /	PARISH:	
RECONCILIATION:	DATE: / /	PARISH:	
FIRST EUCHARIST:	DATE: / /	PARISH:	
CONFIRMATION:	DATE: / /	PARISH:	

**PARISH SACRAMENTAL PROGRAM**

All students are expected to participate in classroom teaching of the Sacraments. However, according to Diocesan Guidelines, the Sacraments of Reconciliation, Confirmation and Eucharist are for children who are baptised and have at least one parent a baptised Catholic. The Sacramental Program takes place when students are in Year 2 & 3. If children/parents wish to be baptised into the Catholic Church, contact should be made with the Parish Priest.

COUNTRY OF BIRTH:	PLACE OF BIRTH:		
IS THE CHILD OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? <i>(If child is both Aboriginal &amp; Torres Strait Islander mark 'Yes' to both)</i>	NO <input type="checkbox"/>	YES <input type="checkbox"/> ABORIGINAL	YES <input type="checkbox"/> TORRES STRAIT ISLANDER

**IF THE CHILD WAS NOT BORN IN AUSTRALIA, CITIZENSHIP / RESIDENT / VISITOR STATUS IS REQUIRED:**

*Please complete relevant details below. Copies of original documents are to be retained by the school.*

AUSTRALIAN CITIZEN	NO <input type="checkbox"/>	YES <input type="checkbox"/>
NATURALISATION CERTIFICATE NUMBER:		
PASSPORT NUMBER: (if applicable)		
VISA SUBCLASS RECORDED ON ENTRY TO AUSTRALIA:		
DATE OF ARRIVAL INTO AUSTRALIA:	/ /	

**IF CHILD IS NOT AN AUSTRALIAN CITIZEN, PLEASE PROVIDE FURTHER DETAILS AS APPROPRIATE BELOW:**

<input type="checkbox"/>	PERMANENT RESIDENT	VISA SUBCLASS:	
<input type="checkbox"/>	TEMPORARY RESIDENT	VISA SUBCLASS:	
<input type="checkbox"/>	OTHER / VISITOR/ OVERSEAS STUDENT	VISA SUBCLASS	

**\*\*\*PLEASE SUPPLY VISA DOCUMENTATION / TRAVEL DOCUMENTS / LETTER OF NOTIFICATION / PASSPORT PHOTO PAGE\*\*\***

**DOES THE CHILD OR THEIR PARENTS/GUARDIANS SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?**

<i>(If more than one language, please specify the language spoken most often)</i>	CHILD	MOTHER/GUARDIAN	FATHER/GUARDIAN
ENGLISH ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER LANGUAGE – PLEASE SPECIFY			

## MEDICAL DETAILS

NAME OF CHILD'S DOCTOR:		PHONE:	
MEDICARE CARD NUMBER:		REF NO:	EXPIRY DATE:    /    /
AMBULANCE MEMBERSHIP:	NO <input type="checkbox"/> YES <input type="checkbox"/>	HEALTH CARE CARD:	NO <input type="checkbox"/> YES <input type="checkbox"/>
<i>It is recommended that all students are covered by Ambulance Membership or listed on a Health Care Card in case an ambulance is required in an emergency.</i>			
DOES THE CHILD HAVE AN IMMUNISATION STATUS CERTIFICATE? <small>By law, a child must have an Immunisation History Statement from the Australian Immunisation Register to enrol in primary school. Please supply a copy.</small>		NO <input type="checkbox"/> YES <input type="checkbox"/>	
HAS THE CHILD BEEN DIAGNOSED WITH ASTHMA? <small>(If yes, you must supply a copy of their Asthma Action Plan)</small>		NO <input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE CHILD HAVE ANY MEDICAL CONDITIONS OR ILLNESS? <small>(If yes, you will need to give more information below and/or provide documentation)</small>		NO <input type="checkbox"/> YES <input type="checkbox"/>	
DOES THE CHILD HAVE ANY SERIOUS ALLERGIES? <small>(If yes, please specify below and/or provide documentation)</small>		NO <input type="checkbox"/> YES <input type="checkbox"/>	
IF THE CHILD HAS ALLERIGES, DO THEY HAVE AN EPI-PEN? <small>(If yes, you must supply a copy of their Action Plan for Anaphylaxis)</small>		NO <input type="checkbox"/> YES <input type="checkbox"/>	

Please provide relevant medical details and information -

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DOES THE CHILD HAVE ANY ADDITIONAL NEEDS OR CONSIDERATIONS?			NO <input type="checkbox"/> YES <input type="checkbox"/>
<input type="checkbox"/> PHYSICAL NEEDS	<input type="checkbox"/> EDUCATIONAL NEEDS	<input type="checkbox"/> BEHAVIOURAL NEEDS	<input type="checkbox"/> OTHER NEEDS

HAS THE CHILD SEEN A SPECIALIST HEALTH PROFESSIONAL?			NO <input type="checkbox"/> YES <input type="checkbox"/>
<input type="checkbox"/> SPEECH PATHOLOGIST	<input type="checkbox"/> AUDIOLOGIST	<input type="checkbox"/> PAEDIATRICIAN	<input type="checkbox"/> OCCUPATIONAL THERAPIST
<input type="checkbox"/> OPTOMETRIST	<input type="checkbox"/> PSYCHOLOGIST	<input type="checkbox"/> OTHER SPECIALIST	

Please provide information that may assist the school facilitate transition to school and to develop appropriate strategies to meet the needs of the child. Please supply copies of any relevant Medical / Allied Health / Specialist reports.

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## PARENT/GUARDIAN DETAILS

RELATIONSHIP TO CHILD: MOTHER  FATHER  OTHER  (please specify)

TITLE:

FIRST NAME:

LAST NAME:

ADDRESS:  tick if same as child

SUBURB:

POST CODE:

MOBILE NUMBER:

HOME NUMBER:

EMAIL ADDRESS:

OCCUPATION:

WORK NUMBER:

EMPLOYER:

RELIGION:

COUNTRY OF BIRTH

AUSTRALIA

OTHER (please specify)

**\*\*\*Nationally defined background characteristic information regarding parents/guardians occupation groups and level of education is collected for all Australian students participating in national testing. This information is provided to the Government to be combined with student outcome data for the various national tests, aggregated and used for national reporting purposes.**

WHAT IS THE HIGHEST LEVEL OF SCHOOL THIS PERSON HAS COMPLETED?

YR 12 OR EQUIVALENT

YR 11 OR EQUIVALENT

YR 10 OR EQUIVALENT

YR 9 OR EQUIVALENT OR BELOW

WHAT IS THE HIGHEST QUALIFICATION THIS PERSON HAS COMPLETED?

BACHELOR DEGREE/ABOVE

DIPLOMA/ADVANCED

CERTIFICATE I TO IV

NO NON SCHOOL QUALIFICATION

WHAT IS THE OCCUPATION GROUP OF THIS PERSON:

(please select from list of parental occupations at the back of this form)

A

B

C

D

N

RELATIONSHIP TO CHILD: MOTHER  FATHER  OTHER  (please specify)

TITLE:

FIRST NAME:

LAST NAME:

ADDRESS:  tick if same as child

SUBURB:

POST CODE:

MOBILE NUMBER:

HOME NUMBER:

EMAIL ADDRESS:

OCCUPATION:

WORK NUMBER:

EMPLOYER:

RELIGION:

COUNTRY OF BIRTH

AUSTRALIA

OTHER (please specify)

**\*\*\*Nationally defined background characteristic information regarding parents/guardians occupation groups and level of education is collected for all Australian students participating in national testing. This information is provided to the Government to be combined with student outcome data for the various national tests, aggregated and used for national reporting purposes.**

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DIPLOMA/ADVANCED

CERTIFICATE I TO IV

NO NON SCHOOL QUALIFICATION

WHAT IS THE OCCUPATION GROUP OF THIS PERSON?

(please select from list of parental occupations at the back of this form)

A

B

C

D

N

## EMERGENCY CONTACTS

In the case of illness or an emergency, every effort will be made to contact parents/guardians first. In the event that parents/guardians are unavailable, please nominate two people who can be contacted if needed. Emergency contacts listed will be authorised to collect the child from school in school hours if necessary. (It is very important that these contacts live locally and are available during school hours)

FIRST NAME:		LAST NAME:	
MOBILE NUMBER:		HOME NUMBER:	
RELATIONSHIP TO CHILD		WORK NUMBER:	

FIRST NAME:		LAST NAME:	
MOBILE NUMBER:		HOME NUMBER:	
RELATIONSHIP TO CHILD		WORK NUMBER:	

## MEDICAL AUTHORITY

In the event of illness or injury to this child whilst at school, I authorise the Principal or teacher-in-charge, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to:

- Administer such first aid as the Principal or staff member may judge to be reasonably necessary.
- Consent to this child being conveyed in an ambulance should it be deemed necessary.
- Consent to this child receiving such medical attention as may be deemed necessary by a medical practitioner.

NAME:	SIGNATURE:	DATE:     /     /
NAME:	SIGNATURE:	DATE:     /     /

## PAYMENT OF SCHOOL FEES & LEVIES

WHO WILL BE RESPONSIBLE FOR THE PAYMENT OF SCHOOL FEES & LEVIES:

STATEMENTS / INVOICES TO BE ISSUED TO: *(please nominate one person)*

I/We agree to undertake to pay the school fees and levies due for my/our child/ren enrolled at St Joseph's Primary School.

NAME:	SIGNATURE:	DATE:     /     /
NAME:	SIGNATURE:	DATE:     /     /

### AGREEMENT FOR DIVIDING PAYMENT OF SCHOOL FEES & LEVIES:

Where it is agreed that the payment of school fees and levies is to be divided, please indicate who is responsible and how payment is to be divided. Please note: both parties must sign this agreement for school fees and levies to be divided and invoiced accordingly.

We request that the school fees and levies due are divided as set out below. We agree to jointly pay the school fees and levies due for our child/ren enrolled at St Joseph's Primary School.

%	NAME:	SIGNATURE:	DATE:     /     /
%	NAME:	SIGNATURE:	DATE:     /     /

## PARENT/GUARDIAN AGREEMENT

In making this application for this child to be enrolled at St Joseph's Primary School, I/we

- certify that the information herein is correct.
- agree to co-operate to the best of my/our ability in matters relating to the school, such as parent/student/teacher meetings, school functions and events etc.
- ensure that the school is notified of any changes to the details in this enrolment form.
- have read the attached Standard Collection Notice and understand how information provided to the school might be used by the school in the daily education and pastoral care of this child, and I accept the use of this information for such purposes.
- understand that this is an application for enrolment only and that if successful a letter of acceptance will be forwarded by the Principal.

NAME:	SIGNATURE:	DATE:     /     /
NAME:	SIGNATURE:	DATE:     /     /

**To complete this enrolment application, please ensure that you have attached copies of the following:**

- Birth Certificate (***must be provided***)
- School Entry Immunisation Status Certificate (***must be provided***)
- Certificate of Baptism (and other Sacramental Certificates) (*where applicable*)
- Most recent previous school reports (*if transferring from another school*)
- Relevant Family Court Orders, custody, access or guardianship documents (*must be provided where applicable*)
- Relevant medical/special needs information including clinical/educational assessments (*where applicable*)
- Visa, documentation of travel, letter of notification and passport details (*must be provided where applicable*)

## STANDARD COLLECTION NOTICE

1. St Joseph's Primary School collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at St Joseph's Primary School. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable St Joseph's Primary School, Catholic Education Offices and the Catholic Education Commission of Victoria Ltd (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the School.
2. Some of the information the St Joseph's Primary School collects is to satisfy St Joseph's Primary School's legal obligations, particularly to enable St Joseph's Primary School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. St Joseph's Primary School may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.
5. If any personal information requested by St Joseph's Primary School is not provided, this may affect St Joseph's Primary School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit St Joseph's Primary School.
6. St Joseph's Primary School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
  - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
  - third party service providers that provide online educational and assessment support services or applications such as CareMonkey which may include email and instant messaging
  - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information may be collected and processed or stored by these providers in connection with these services
  - CECV and Catholic Education Offices to discharge its responsibilities under the Australian Education Regulation 2013 (Regulation) and the Australian Education Act 2013 (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
  - CECV to support the training of selected staff in the use of schools' systems, such as ICON
  - another school to facilitate the transfer of a student
  - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
  - health service providers, and people providing educational support and health services to St Joseph's Primary School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
  - people providing administrative and financial services to St Joseph's Primary School
  - anyone you authorise St Joseph's Primary School to disclose information to; and
  - anyone to whom St Joseph's Primary School is required or authorised to disclose the information to by law, including under child protection laws.
7. St Joseph's Primary School is required by the Federal Australian Education Regulation (2013) and Australian Education Act 2013 (Cth) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. St Joseph's Primary School provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. St Joseph's Primary School may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.
10. St Joseph's Primary School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services and will endeavour to ensure it will be located in countries with substantially similar protections as the APPs.
11. St Joseph's Primary School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
12. St Joseph's Primary School's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations. The countries in which the servers of cloud service providers and other third party service providers are located may include: the United States.
13. Where personal, including sensitive information is held by a cloud computing service provider on behalf of CECV for educational and administrative purposes, it may be stored on servers located within or outside Australia.
14. St Joseph's Primary School personnel and the school's service providers, and the CECV and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON system and ensuring its proper use.
15. St Joseph's Primary School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
16. St Joseph's Primary School's Privacy Policy is accessible via the school website, newsletter, handbook, or from the school office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
17. St Joseph's Primary School's Privacy Policy also sets out how parents, guardians, students and their family can make a complaint if they believe the school has interfered with their privacy [and how the complaint will be handled].
18. St Joseph's Primary School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the 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.
19. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. St Joseph's Primary School will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication to enable the school to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The school may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include the contact details for students and their parents/guardians in a class list for use by school staff only.
20. If you provide St Joseph's Primary School with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the school and why, that they can request access to and correction of that information if they wish and to also refer them to the St Joseph's Primary School's Privacy Policy for further details about such requests and how the school otherwise handles personal information it collects and complaints it receives.



## **LIST OF PARENTAL OCCUPATIONS**

Please select your occupation from the groups listed below then circle the appropriate occupation group letter in the enrolment form. 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.

### **OCCUPATION GROUP N**

If you have not been in paid work in the last 12 months, circle the 'N' into the 'occupation group' field on the enrolment form.

### **OCCUPATION GROUP A**

#### **Senior management in large business organisation, government administration and defence and qualified professionals**

- **Senior Executive / Manager / Department Head** in industry, commerce, media or other large organisation
- **Public Service Manager** [Section head or above], regional director, health / education / police / fire services administrator
- **Other administrator** [school principal, faculty head, dean, library / museum / gallery director, research facility director]
- **Defence Forces** commissioned Officer
- **Professionals** – generally have 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* [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 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 manager]
- **Retail sales / Service Manager** [shop / petrol station, restaurant, club, hotel / motel, cinema, theatre, agency]
- **Arts / Media / Sports** [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman / woman, coach, trainer, sports official]
- **Associate Professionals** – generally have diploma / technical qualifications and support managers and professionals:
  - *Health, Education, Law, Social Welfare, Engineering, Science, Computing* technician / associate professional
  - *Business/administration* [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office / project manager]
  - *Defence Forces* senior Non-Commissioned Officer

### **OCCUPATION GROUP C**

#### **Tradesmen / women, clerks and skilled office, sales and service staff**

- **Tradesmen / women** generally have completed a 4 year Trade Certificate, usually be apprenticeship. All tradesmen/women are included in this group
- **Clerks** [bookkeeper, bank / PO clerk, statistical / actuarial clerk, accounting / claims / audit clerk, payroll clerk, recording / registry / filing clerk, betting clerk, store / 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 adjustor, market researcher]
  - *Service* [aged / disabled / refuge / child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer / supervisor]

### **OCCUPATION GROUP D**

#### **Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, production / processing machinery and other machinery operators**
- **Hospitality staff** [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]
- **Office assistants, sales assistants and other assistants:**
  - *Office* [typist, word processing / data entry / business machine operator, receptionist, office assistant]
  - *Sales* [sales assistant, motor vehicle / caravan / parts salesperson, checkout operator, cashier, bus / train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
  - *Assistant/aide* [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 workers:**
  - *Defence Forces* – ranks below senior NCO not included above
  - *Agriculture, horticulture, forestry, fishing, mining worker* [farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry / logging worker, miner, seafarer / fishing hand]
  - *Other worker* [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]