



St Catherine of Siena Catholic Parish

28 College Street, Caroline Springs VIC 3023

PO Box 3014

Email: csparish@bigpond.com

Phone: 03 8361 9822

St George Preca Catholic PS

22-48 Lancefield Drive

Caroline Springs VIC 3023

PO Box 3534

Email: office@stgeorgepreca.catholic.edu.au

Phone: 03 7378 5500



St George Preca
Primary School

Christ the Priest Catholic PS

54 Caroline Springs Boulevard

Caroline Springs VIC 3023

PO Box 3482

Email: enquiries@ctpcs.catholic.edu.au

Phone: 03 9361 8600



APPLICATION FOR ENROLMENT

Please Print Child's Name

Please attach photo
of child here

A \$50.00 NON-REFUNDABLE APPLICATION FEE APPLIES WHEN LODGING FORM

ENROLMENT CHECKLIST

- ☐ Birth Certificate
- ☐ Immunisation Certificate
- ☐ Baptism Certificate
- ☐ Proof of Residency (e.g. Council Rates or Rental Agreement)
- ☐ Passport and Immi Card (if necessary)
- ☐ Travel Documents (if necessary)
- ☐ Medical Action Plans and Reports (if necessary)
- ☐ Court Related Documents (if necessary)
- ☐ Completed **all** sections of enrolment form
- ☐ Referred to school family occupation index to find appropriate occupation group (see included attachment)
- ☐ Both Mother - Parent/Guardian A **AND** Father – Parent/Guardian B have completed and signed **Account Details** on page 4
- ☐ Both Mother - Parent/Guardian A **AND** Father – Parent/Guardian B have signed **Permission's and Agreements** on page 4
- ☐ Both Mother - Parent/Guardian A **AND** Father – Parent/Guardian B have read and signed the **Standard Collection Notice** and the **Privacy Policy** on pages 5 and 6

Office use only

Live in Zone: ☐ Yes ☐ No

Catholic: ☐ Yes ☐ No

Date Received: ____ / ____ / ____

Paid \$50.00 Application Fee: ☐ Yes ☐ No

RCV

Commencement Date: ____ / ____ / ____

Commencement Level: ____

Class: _____

FAMILY CODE:

STUDENT CODE:

VSN:

STUDENT DETAILS

➤ [DOCUMENTS REQUIRED]

☐ *Birth Certificate*

Student Surname: _____ Given Names: _____
 Preferred Name: _____ Date of Birth: ____ / ____ / ____ Sex: ☐ Male ☐ Female
 Aboriginal/Torres Strait Islander: ☐ Yes ☐ No
 Nationality: _____ Cultural Origin: _____
 English as a first language: ☐ Yes ☐ No *(If answered "no" please specify)* _____
 Language spoken other than English: _____ Language spoken at home: _____
 Born in Australia: ☐ Yes ☐ No *(If answered no please complete next section)* Country of Birth: _____

➤ [DOCUMENTS REQUIRED]

☐ *Passport*

☐ *Immi Card*

☐ *Travel Documents*

Residency Status: ☐ Australian Citizen ☐ Permanent Resident ☐ Temporary Resident ☐ Business Visa ☐ Student Visa
 Date of Arrival: ____ / ____ / ____ Visa Subclass: _____ Immi Card Number: _____
 Passport Number: _____ Passport Expiry: ____ / ____ / ____ Passport Nationality: _____
 Kindergarten/Preschool: _____ Group: _____
 Previous School attended: ☐ Yes ☐ No *(If answered "yes" please specify)* _____
 Suburb: _____ State: _____ Catholic: ☐ Yes ☐ No

➤ [DOCUMENTS REQUIRED]

☐ *Immunisation Certificate*

☐ *Action Plans*

☐ *Medical Reports*

Has your child been Immunised: ☐ Yes ☐ No Date of last Tetanus: ____ / ____ / ____
 Child's Doctor: _____ Surgery Name: _____ Phone: _____
 Medicare Card: _____ Reference: _____ Expiry: ____ / ____
 Does your child have: Asthma ☐ Yes ☐ No Allergies ☐ Yes ☐ No Anaphylaxis ☐ Yes ☐ No
 Please list any Allergies: _____
 Does your child have a Diagnosed Medical Condition: ☐ Yes ☐ No *(If answered "yes" please specify)*
☐ Acquired Brain Injury ☐ Language Disorder ☐ Mental Health Condition ☐ Developmental Delay ☐ Behaviour Disorder
☐ Cerebral Palsy ☐ Cystic Fibrosis ☐ Intellectual Disability ☐ Learning Difficulties ☐ Continence
☐ Hearing Impairment ☐ ADD/ADHD ☐ Diabetes ☐ Auditory Memory Processing Disorder
☐ Autism ☐ Other _____
 Has your child ever seen: ☐ Behavioural Optometrist ☐ Educational Psychologist ☐ Audiologist ☐ Occupational Therapist
☐ Paediatrician ☐ Speech Pathologist ☐ Psychologist ☐ Other _____

➤ [DOCUMENTS REQUIRED]

☐ *Baptism Certificate*

☐ *Other Sacrament Certificates*

Child's Religion: _____
 Sacraments received:
☐ Baptism Date: ____ / ____ / ____ Parish: _____ Location: _____
☐ Reconciliation Date: ____ / ____ / ____ Parish: _____ Location: _____
☐ Communion Date: ____ / ____ / ____ Parish: _____ Location: _____
☐ Confirmation Date: ____ / ____ / ____ Parish: _____ Location: _____

FAMILY DETAILS

➤ [DOCUMENTS REQUIRED]

☐ Proof of Residency

Student Residential Address: _____

Suburb: _____ Post code: _____ Home phone: _____

Postal Address: *(If different from above)* _____

Private Health Insurance: ☐ Yes ☐ No *(If answered "yes" please specify)*

Fund: _____ Fund Number: _____ Fund Expiry: ____ / ____ / ____

Ambulance Cover: ☐ Yes ☐ No *(If answered "yes" please specify)* Ambulance Number: _____

Main Language spoken at home: _____ Second Language spoken at home: _____

Number of boys in family: _____ Number of girls in family: _____ Student rank in family: _____

Please list Sibling details: *(Oldest to Youngest)*

1. _____ / ____ / ____
Name DOB

4. _____ / ____ / ____
Name DOB

2. _____ / ____ / ____
Name DOB

5. _____ / ____ / ____
Name DOB

3. _____ / ____ / ____
Name DOB

6. _____ / ____ / ____
Name DOB

Residential Structure: ☐ Married ☐ Divorced ☐ Single ☐ De Facto ☐ Separated ☐ Widow ☐ Step Family

Are there any current Court-Sanctioned Residency, Parental Responsibility or Contact Orders relating to this student: ☐ Yes ☐ No

If answered "yes" to the above please provide details & copies of any Court related documents.

St George Preca Primary School will send all important correspondence including reports and newsletters to the student/s residential carer/address. If it is required that a second copy also is sent to a non-residential parent/carer then this may only be done at the individual parties' request.

Copy of correspondences required for non- residential parent: ☐ Yes ☐ No *(If answered "yes" please specify)*

Name: _____ Relationship to child: _____

Mobile: _____ Email: _____

Address: _____

Suburb: _____ Post code: _____

CONTACT DETAILS

Office use only: Contact No: _____

Mother – Parent/Guardian A

Title: _____

Given Name: _____

Surname: _____

Address: _____

Suburb: _____ Post code: _____

Mobile: _____

Home phone: _____

Business: _____

Email: _____

Occupation: _____

Occupational Group: *(Please see pg.7)* **A B C D N**

Country of Birth: _____

Nationality: _____

Cultural Origin: _____

English as a first language: ☐ Yes ☐ No *(If answered "no" please specify)*

Language spoken other than English: _____

Language spoken at home: _____

Religion: _____

Highest level of school completed: *(Please tick)*

☐ Below Year 9 ☐ Year 9 or equivalent

☐ Year 10 or equivalent ☐ Year 11 equivalent

☐ Year 12 or equivalent

Qualification: *(Please tick)*

☐ No non-school qualification ☐ Certificate I to V (Trades)

☐ Diploma/Advanced Diploma ☐ Bachelor Degree or above

Do you have a Health Care Card: ☐ Yes ☐ No

Card Holders Name: _____

C.R.N: _____ - _____ - _____

Card Expiry: ____ / ____ / ____

Please list 2 Emergency contacts for your child:

Office use only: Contact No: _____

Emergency Contact 1.

Given Name: _____

Surname: _____

Relationship to child: _____

Mobile: _____ Home: _____

Authorised to collect child: ☐ Yes ☐ No

Office use only: Contact No: _____

Father – Parent/Guardian B

Title: _____

Given Name: _____

Surname: _____

Address: _____

Suburb: _____ Post code: _____

Mobile: _____

Home phone: _____

Business: _____

Email: _____

Occupation: _____

Occupational Group: *(Please see pg.7)* **A B C D N**

Country of Birth: _____

Nationality: _____

Cultural Origin: _____

English as a first language: ☐ Yes ☐ No *(If answered "no" please specify)*

Language spoken other than English: _____

Language spoken at home: _____

Religion: _____

Highest level of school completed: *(Please tick)*

☐ Below Year 9 ☐ Year 9 or equivalent

☐ Year 10 or equivalent ☐ Year 11 equivalent

☐ Year 12 or equivalent

Qualification: *(Please tick)*

☐ No non-school qualification ☐ Certificate I to V (Trades)

☐ Diploma/Advanced Diploma ☐ Bachelor Degree or above

Do you have a Health Care Card: ☐ Yes ☐ No

Card Holders Name: _____

C.R.N: _____ - _____ - _____

Card Expiry: ____ / ____ / ____

Office use only: Contact No: _____

Emergency Contact 2.

Given Name: _____

Surname: _____

Relationship to child: _____

Mobile: _____ Home: _____

ACCOUNT DETAILS

Who will be responsible for the payment of school fees and levies: ☐ Both Parents ☐ Split Accounts ☐ Mother Only ☐ Father Only

Who would you like as Primary Account holder: ☐ Mother ☐ Father Name: _____

MOTHER'S/GUARDIAN A SIGNATURE

____ / ____ / ____
DATE

FATHER'S/GUARDIAN B SIGNATURE

____ / ____ / ____
DATE

PLEASE NOTE: In the event that your arrangements/details for account payments change, all parties listed above will need to contact the school immediately to verify that any new arrangements/details are understood and agreed to by all with account responsibilities. St George Preca Catholic Primary School is unable to change details without the knowledge & agreement of all parties responsible for account payments. St George Preca PS will not mediate or pass on communication between account holders. Your co-operation will assist St George Preca PS to maintain clear and helpful communication with family members.

PERMISSIONS AND AGREEMENTS

All permissions and agreements remain valid until St George Preca Primary School receives written notification of change signed by the parent/s or guardian/s.

- ☐ I/We give permission for my child to have his/her hair inspected for head lice if required. I/We understand that if live head lice are found in my child's hair then my child will be sent home and may return to school once he/she has been treated.
- ☐ I/We give permission for school staff to apply sunscreen on my child during PE lessons, at sporting events and on excursions in line with our sunscreen policy.
- ☐ I/We make a commitment that my child will participate in the school's educational programs.
- ☐ I/We agree to observe and support the school's religious education policy.
- ☐ I/We agree to observe and support the school's behaviour policy and expectations.
- ☐ I/We agree to observe and support the school's uniform policy.
- ☐ I/We understand that the school yard is supervised from 8:40am to 3:30pm and that the school does not accept responsibility for children in the yard outside these times. Students at school before 8:40am and after 3:30pm are to be enrolled at Camp Australia Springside (out of school hours care) by parents.
- ☐ I/We agree to observe and support the school's fees and levies, and pay all fees and levies as set by the school.
- ☐ I/We give permission for the school to contact the previous kindergarten/preschool or primary school of my child and if necessary have access to any information, records and assessments that are relevant to my child's enrolment at St George Preca Catholic Primary School.

At certain times throughout the year, 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.

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

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.

- ☐ I/We give permission for my child's photograph/video and name to be published in:
 - the school website
 - social media
 - promotional materials
 - newspapers and other media
- ☐ I/We authorise CEM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for CEM/CECV's promotional, marketing, media and educational purposes.
- ☐ I/We give permission for a photograph/video of my child to be used by CEM/CECV in the agreed publications without acknowledgment, remuneration or compensation.
- ☐ I/We understand and agree that if I/We do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I/We wish to withdraw this authorisation and consent, it is my responsibility to notify the school.
- ☐ I/We understand that this permission and agreement is valid for the period of my child's primary school years at St George Preca Catholic Primary School and will only need to be renewed if the school's policies change.

MOTHER'S/GUARDIAN A FULL NAME

MOTHER'S/GUARDIAN A SIGNATURE

____ / ____ / ____
DATE

FATHER'S/GUARDIAN B FULL NAME

FATHER'S/GUARDIAN B SIGNATURE

____ / ____ / ____
DATE

STANDARD COLLECTION NOTICE

1. 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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. 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.
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 pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners and people providing services to the School, including specialist visiting teachers, sports' coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know 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 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.
11. On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters, School App, magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, School App and magazines and on our intranet. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.
13. 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 this information to third parties.

Reviewed: March 2015 (as per Australian Privacy Principles)

PRIVACY POLICY

This Privacy Policy sets out how the School manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the *Privacy Amendment (Enhancing Privacy Legislation) Act 2012* (Cth) which are contained in the *Health Records Act 2001* (Vic).

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does the School collect and how does the School collect it?

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:-

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act and *Privacy Amendment (Enhancing Privacy Legislation) Act 2012* (Cth), the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

How will the School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters, the School's App and magazines;
- day-to-day administration of the School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the School disclose personal information to and store your information with?

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

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending and storing information overseas: The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

How does the School treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act [and the Health Records Act], an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the School Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil, grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the School Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Reviewed: March 2015 (as per Australian Privacy Principles)

- ☐ I/We hereby acknowledge that I/We have read and understood the terms and conditions as provided in the Standard Collection Notice.
- ☐ I/We hereby acknowledge that I/We have read and understood the terms and conditions as provided in the Privacy Policy.

MOTHER'S/GUARDIAN A FULL NAME

MOTHER'S/GUARDIAN A SIGNATURE

____ / ____ / ____
DATE

FATHER'S/GUARDIAN B FULL NAME

FATHER'S/GUARDIAN B SIGNATURE

____ / ____ / ____
DATE

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]



St George Preca Primary School