



# SIMONDS CATHOLIC COLLEGE

St Mary's 7-9 Campus  
273 Victoria Street  
West Melbourne 3003  
9321 9200

St Brigid's 10 -12 Campus  
20 York Street  
Fitzroy North 3068  
9403 6800

www.sccmelb.catholic.edu.au  
info@sccmelb.catholic.edu.au

## ENROLMENT APPLICATION

Enrolment Application Fee: \$110

Payable when application is lodged  
and non-refundable  
(see page 4 for payment details)

ID

Form

Information provided in this application is strictly confidential

Applying to commence in **20** (year) Commencing In Year Level: **7 8 9 10 11 12** (please circle)

If a sibling is a current or past student of Simonds Catholic College, please advise name/s

School Preferences:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
Sibling First Name Sibling Surname

List schools applying for enrolment to – in order of preference (including Simonds Catholic College)

### STUDENT INFORMATION

Legal First Name	Preferred First Name	Middle Name	Surname
Date of Birth / /	<input type="checkbox"/> Local Student (provide VSN) <input type="checkbox"/> International Student <input type="checkbox"/> Transferring from Interstate	If Local Student, please provide Victorian Student Number (VSN) - usually found on school reports <b>VSN:</b> _____	
Current School (include suburb)			Current Year Level
Religion (or "none" if no religion)	Sacraments – if applicable, please advise year(s) received: Baptism 20   Reconciliation 20   Communion 20   Confirmation 20		
Country of Birth:	Citizenship (attach documentary evidence) If the student is an Australian citizen, please provide a copy of either his birth certificate, his passport or his citizenship certificate. <b>OR</b> If the student is NOT an Australian citizen, please provide copies of relevant documents that allow him to study in Australia (e.g. entry visa). If date of birth is not included on this document, please also provide copy of birth certificate or passport.		
Nationality:	<input type="checkbox"/> Australian Citizen OR <input type="checkbox"/> Dependent Child of Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Dependent Child of Permanent Resident <input type="checkbox"/> Temporary Resident / International Student		
First Year attended school in Australia: 20__			
Special Categories Please tick those that apply <input type="checkbox"/> English is Second Language Please advise First Language: _____	<input type="checkbox"/> Is Aboriginal and/or <input type="checkbox"/> Torres Strait Islander	<input type="checkbox"/> Arrived as Refugee Date of Arrival in Australia: / /	Special Conditions <input type="checkbox"/> Receives Special Needs Funding <input type="checkbox"/> Has been diagnosed with a medical or psychological condition that impacts on learning ability We will ask for reports and more information prior to enrolment interview with our Principal

### YOUR ENROLMENT CHECKLIST :

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> BIRTH CERTIFICATE | <input type="checkbox"/> VISA/PASSPORT/NATURALISATION CERTIFICATE | <input type="checkbox"/> LAST SCHOOL REPORTS                                    |
| <input type="checkbox"/> LAST NAPLAN       | <input type="checkbox"/> HEALTH CARE CARD (IF APPLICABLE)         | <input type="checkbox"/> ENROLMENT APPLICATION FEE (PAGE 4 FOR PAYMENT DETAILS) |

Office Use Only

ENROLMENT APPLICATION FEE \$110: DATE RECEIVED: / /20

RECEIVED BY (INITIALS):

RECEIPT NO:

## PARENT/GUARDIAN INFORMATION

	Child Lives with Parent/Guardian (1)	Child Lives with Parent/Guardian (2)	Child <u>DOES NOT</u> Live With Parent/Guardian
<b>Title (please circle)</b>	Mr / Mrs / Ms / Miss / Other	Mr / Mrs / Ms / Miss / Other	Mr / Mrs / Ms / Miss / Other
<b>Surname</b>			
<b>Legal First Name</b> <i>As per birth certificate</i>			
<b>Preferred First Name</b>			
<b>Relationship to student</b> <i>e.g. mother, stepfather, aunt foster parent, grand parent</i>			
<b>Communication</b> Who should we communicate with and email information and/or accounts to?	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts	<input type="checkbox"/> Day to Day matters – by phone <input type="checkbox"/> Newsletters / Other Info – by mail <input type="checkbox"/> Reports <input type="checkbox"/> Send School Fee Accounts
<b>Primary Contact</b> Who should we contact first?	<input type="checkbox"/> First Contact	<input type="checkbox"/> First Contact	<input type="checkbox"/> First Contact
<b>Residential Address</b> Street  Suburb  Post Code			
<b>Home Phone Number</b>			
<b>Mobile Phone Number</b>			
<b>Email Address</b> <i>NB Must be supplied, all school notes/statements are now emailed</i>	-----	-----	-----
<b>Postal Address</b> <i>(or "as above" if same as Residential address)</i>			
<b>Country of Birth</b>			
<b>First Language</b> <i>What language do you usually speak at home?</i>			
<b>Religion</b>			
<b>Current Occupation</b>			
<b>Occupation Group</b> <i>Please circle - see last page for criteria</i>	<b>A / B / C / D / N</b>	<b>A / B / C / D / N</b>	<b>A / B / C / D / N</b>
<b>Employer</b>			
<b>Work Phone</b>			
<b>Work Email</b>			
<b>Education</b> Please advise highest year of School Education completed	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 9 or less
<b>Qualifications</b> Please advise the highest qualification completed	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification	<input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Certificate 1-IV (including trade certificate) <input type="checkbox"/> Diploma/Advanced Diploma <input type="checkbox"/> No non-school qualification

## GENERAL EDUCATIONAL ABILITY

Note: For all of the following questions, please tick Yes or No. If the answer is Yes, please provide full and complete details in the space provided, if there is insufficient space, please use page 5 for additional information. If a Yes response is selected, the school may seek parental consent to discuss the matter with the child, with a provider of medical or counselling information to obtain third party verification or opinion. All supporting information must be attached. Please note this information will in no way affect the selection process but will allow our teaching staff to fully support your son's learning.

What are your son's main strengths? .....

.....

Is extra support required in – (please tick)

Mathematics .....

Written Work .....

Reading & Organisation Skills .....

Spelling .....

What are your son's work management skills? .....

What are your son's mathematical abilities? .....

What are your son's reading abilities? .....

Has another school or teacher ever suggested that your son may suffer from a learning disability or has your son ever been assessed for a learning disability? Yes ..... No .....

If yes, please attach details.

Are you aware of any emotional, physical or mental disability suffered by your son? Yes ..... No .....

If yes, please attach details.

Has your son ever been referred to a speech therapist, occupational therapist or had any other kind of developmental assessment? Yes ..... No .....

If yes, please attach details.

Has your son been expelled, suspended or asked to leave a school for any reason? Yes ..... No .....

Has your son ever repeated a year, or been advanced a year at school? Yes ..... No .....

I/WE understand that my/our son's enrolment may involve Simonds Catholic College obtaining information about my son such as formal education assessments or psychology and speech pathology reports for the purpose of my son's learning profile, educational and wellbeing needs.

I/We given permission for Simonds Catholic College to contact my son's current school and request them to provide any additional information required. Please note in line with Catholic Education Melbourne guidelines, details of all applications can be shared with other Catholic Colleges in our region.

Parent/Guardian Name (please print)	Signature <span style="float: right;">Date / /</span>
Parent/Guardian Name (please print)	Signature <span style="float: right;">Date / /</span>

Student and Parent/Carer Code of Conduct available upon request.

## FEE AGREEMENT

2021 Fee Schedule		Fees*	Laptop
	Year 7	\$3,450	\$550
	Year 8	\$3,450	\$550
	Year 9	\$3,560	\$440
	Year 10	\$3,560	\$550
	Year 11	\$4,450	\$550
	Year 12	\$4,450	BYOD

\*Please note fees are subject to change and students who study VET will be required to pay an additional fee, dependent on the VET subject and provider chosen.

Do you require split billing of your Fee Account? Yes ..... No ..... If yes, further details will need to be provided.

Are there any Court Orders in place regarding the payment of School Fees? Yes ..... No ..... If yes, please attach a copy of the Order

Health Care Card / Concession Card Number .....

Youth Allowance: Yes ..... No ..... (16 years and over)

Pro-rata fees apply where a student enrolls during the year. A pro-rata reduction is also made for students leaving Simonds Catholic College provided a minimum of 6 weeks' notice is given and an **Exit Form** is completed. 6 weeks' tuition fees are imposed in lieu of notice unless granted an exemption by the Business Manager.

Please note a \$350 Enrolment Acceptance Deposit is payable (non-refundable) which will be deducted from your first school fee statement.

The Parents/Carers signing this agreement hereby agree to be responsible (jointly and/or severally) for the payment of all future fees and charges by the due dates as raised by the school for all future years that your child remains enrolled at the school. If my/our financial situation should change, I/we will contact the College Business Manager immediately. **In the event that fees are in significant arrears (an amount as deemed by the College), a collection agency may be engaged to recover any debts, the cost of which is borne by the debtor/family.** (Fee Payment and Collection of Unpaid Fees Policy available upon request).

## STATEMENT OF COMMITMENT & CONFIRMATION OF INFORMATION

In applying for a place at Simonds Catholic College, I am / we are willing to abide by the conditions listed below with regard to the student covered by this application. I / We agree that this Enrolment Application Form is a legally binding document and signing the form is your acceptance of the terms and conditions of the College, including fee payment (please see the Fee Section). (This application requires the signature of both Parents/Carers and if both Parents/Carers have not signed the form the circumstances should be indicated). Please be aware that whoever signs the enrolment form is the person legally responsible.

- To support the aims and practices of Simonds Catholic College, Catholic teachings and values are central to the life of Simonds Catholic College.
- To support the school's education and faith development programs, and our son's participation in excursions, camps, retreats, reflection days and sports carnivals and we accept that exemptions can only be granted in exceptional circumstances.
- To attend Parent Information Nights and Parent / Teacher interviews.
- To ensure that correct uniform is purchased and worn in the appropriate way.
- To purchase every item on the booklist for every subject my son is enrolled in, including general stationery items.
- To purchase the laptop as directed by the College.
- To undertake to adhere to all the rules made for the safe and effective operation of the school and to follow the Parent and Student Codes of Conduct attached to this document.
- To check my son's diary, Newsletters and any correspondence in order to keep informed of College activities.

I/We confirm that the information provided in this form is accurate and up to date to the best of my/our knowledge and I/We agree to inform the College immediately of any errors of missing information as soon as it is known. As a party to this agreement you must continue to provide information as circumstances change and documents are created by us requesting up to date student information.

I/We the undersigned, understand and agree to the Conditions of Enrolment at Simonds Catholic College and understand that full and frank disclosure of all information relevant to our son's enrolment is required, otherwise initial and ongoing enrolment may be affected or terminated.

Parent/Guardian Name (please print)	Signature	Date / /
Parent/Guardian Name (please print)	Signature	Date / /

## \$110 ENROLMENT APPLICATION FEE

Payment by the following methods are accepted:

Cash     Cheque     MasterCard     Visa

Card Holders Name:

Signature:

Credit Card:

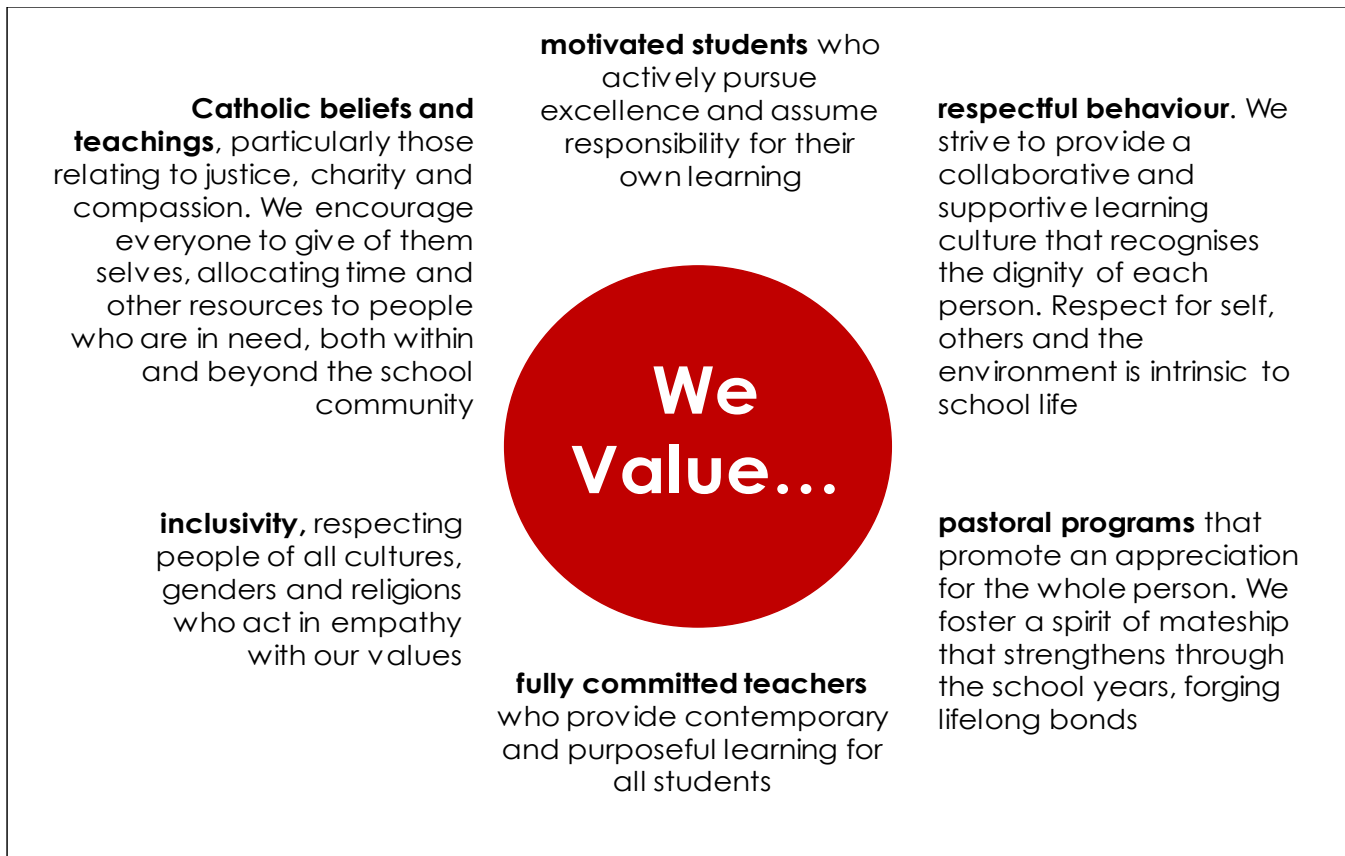
Expiry Date: \_\_ / \_\_ / \_\_

## EDUCATIONAL SERVICES

Our academic program and our Vision and Values are key to the education of every student at Simonds Catholic College. This thirst for learning is fostered by expert teachers in every subject, who share their passion with their students. The pastoral care of each student is a high priority and Careers education and counselling are integral to a holistic education, and the values which spring from religious education are at the core of the School's curriculum. Students participate in community service programs and social justice initiatives which aim to develop their awareness of social issues in the broader community.

A rich and life-giving curricular program includes visual arts, music, physical education, technology and a variety of clubs and activities which offer students a wealth of experiences to complement their academic pursuits.

Our Values are illustrated below –



## HOW DID YOU HEAR ABOUT US? Please tick all that apply:

Primary School Newsletter .....

Yellow Pages .....

Internet Search .....

Principal visit to student's Primary School .....

Past Student .....

Press Advertisements .....

Church Noticeboard .....

Catholic Schools Guide .....

Reputation/Word of Mouth .....

In making your decision to enrol your son at Simonds Catholic College, did you attend:

A School Tour .....

Discussion with Principal .....

# Collection Notice

1. The 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 the School. This may be in writing, through technology systems 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 the 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 School collects 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 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. The 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 the School is not provided, this may affect the School's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the School.

6. The 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 iSimonds, which may include email and instant messaging
- 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 Synergetic
- 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 the 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 the School
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.

7. The 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. The 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. If you make an enrolment application to another School, personal information including health information provided during the application stage may be collected from, or shared with, the other school.

10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of an online or 'cloud' service providers is contained in the School's Privacy Policy.

11. The School's Privacy Policy, accessible on the School's website, sets out how parents 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, where access may result in a breach of the School's duty of care to the student, where students have provided information in confidence or where the School is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).

12. The 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.

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. 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. The School may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.

16. The School's Privacy Policy is accessible via the school website 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. The School's Privacy Policy also sets out how parents and students can make a complaint if they believe there has been a breach of the APPs and how the complaint will be handled.

18. The 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. The 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.

20. If you provide the 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 the reasons why.

## NOTES:

The College uses Apps including Facebook and Instagram. The College also regularly uploads other information such as student/individual learning plans onto the College Intranet via iSimonds.

# OCCUPATION GROUPS

Please select the appropriate group from the following list.

## 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** [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

**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, fitter, 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/despacher, 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]

## 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.





