



McAuley Catholic College Grafton

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 E-mail: grafs@lism.catholic.edu.au
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ENROLMENT APPLICATION

 Name of Student

enrolling in Scholastic Year _____ for 20____

Acceptance of this Application Form does not imply acceptance of enrolment. Acceptance of this enrolment is determined after an interview with the Principal

Please note: \$50.00 Application processing is payable on application.

A photocopy of the following documents must be attached for this application to be processed:

- Student's Birth Certificate
- Baptismal Certificate
- Most recent school report
- NAPLAN
- Current Family Court Orders
- Immunisation Certificates
- Bus Application
- Passport/Visa/Citizenship Documents (if applicable)
- Diagnosis letter & relevant medical and/or additional needs assessments (if applicable)

OFFICE USE ONLY

Interview Date & Time	Date Received
Enrolment Confirmed	Register No.
Expected First Day of Attendance	Family Code
Enrolment Application Fee Receipt No.	Roll Lists Adjusted
Homeroom	Details entered
Subject Fees entered	Parish Office notified
Electives	Confirmation Letter Sent
Mathematics level	Subjects entered

OFFICE USE ONLY

PLEASE NOTE:

- Acceptance of this application for enrolment is subject to the approval of the College Principal
- Acceptance of this application does not constitute acceptance into any other Catholic School (primary or secondary)

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

Please Note: The shaded areas of this form are part of a National Data Collection required by Australian Department Ministers and must be completed.

STUDENT DETAILS

Given Names: _____ Surname : _____

Sex Male Female Date of Birth / / Religion: _____

Travel Method _____ Bus Company _____ Student Mobile: _____

Name of Previous School _____ Year Level _____

I/We give permission for the College to contact current school No Yes

Previous School Phone Number: _____ Board of Studies Number (if known) _____

STUDENT MEDICAL DETAILS

Doctor's Name:			Doctors Phone:					
Medicare No:			Health Fund Name:			Health Fund Number:		
Do you subscribe to the Ambulance Service?			Yes <input type="checkbox"/>		No <input type="checkbox"/>			
<i>Please Specify Below</i>	Yes	No	<i>Please Specify Below</i>			Yes	No	
Anaphylaxis			Does your child carry an EpiPen					
Allergies			Allergic to:					
Asthma								
Diabetic			Last Tetanus Date:					
Immunisations	Yes	No		Yes	No		Yes	No
Measles/Mumps			Polio			Rubella		
Tetanus/Diphtheria			Whooping Cough			Hepatitis B		
Meningococcal C disease			HPV			Chicken Pox		
Haemophilus Influenza Type B			Pneumococcal Disease			Rotavirus		

Other Medical Conditions and/or prescribed medication taken by the studentNo Yes _____
If YES, please specify**SACRAMENTS** (For Catholic Students) **Current Parish**

Sacrament	Date Received	Parish Received
Baptism (Copy of Certificate required)		
Reconciliation		
Eucharist		
Confirmation		

STUDENT NATIONALITY**Aboriginal/Torres Strait Islander?** Yes No If YES, please tick one belowAboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander Country of birth? Australia Other Please specify: _____ Nationality: _____**Main Language spoken at home:****Other Language:**Is the student a Visa Student? No Yes Previous Name: _____**FOR STUDENTS WHO ARE NOT AUSTRALIAN CITIZENS**

	Y/N
Australian Citizen (Naturalisation Certificate or Australian passport if country of birth is not Australia)	
Permanent resident (passport, if country of birth is not Australia)	
Temporary resident (passport and visa)	
Foreign National with residential status (passport and visa)	
Other/Visitor/Student/Passport/Visa (passport and visa)	
Date Arrived in Australia:	Country of Issue
Passport Number:	Visa Number:
Passport Nationality:	Visa type:
Passport expiry date:	Visa expiry date:
OSHC number	OSHC expiry date
Enrolment start Date:	Enrolment End Date:

RELEVANT PREVIOUS HISTORY

I / We understand that if the information provided is incomplete or misleading, any decision made as to enrolment may be revised

- Yes No

The Lismore Diocese has a responsibility to assess and manage any risk of harm to its staff and students.

To your knowledge, is there anything in the student's history or circumstances (including medical history) which might pose a risk of any type to the student, other students, or staff at this school? Yes No

If so, please provide a brief description _____

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues

PAST BEHAVIOUR	YES	NO
• Has the student any past history of violent behavior?		
• Does the student have any history of behavioural problems (including verbal bullying)?		
• Has the student been suspended or expelled from any previous school? If yes, was this for (please tick):		
• Actual violence to any person?		
• Possession of a weapon or any item used to cause harm or injury?		
• Intimidation, bullying or harassment of students or staff at a school?		
• Threats of violence?		
• Illegal drugs?		
• Other (please specify)?		

Other details which the College should know _____

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

Yes No

If yes, please provide a brief outline of these matters _____

SPECIAL NEEDS OF STUDENT

Please indicate whether the student applying has any known or suspected special needs. (Please circle)

Autism/Aspergers	Behaviour disorders	Hearing impairment	Intellectual disability
Language disorder	Mental health issues	Physical disability	Vision impairment
ADD / ADHD	Learning difficulties	Acquired Brain Injury	Other (please specify)

Supporting documentation which must be provided. Included with this application are:

Reports of assessment your child has received for speech, hearing, cognitive (IQ) or occupational therapy.

Diagnosis letter from paediatrician or specialist, recent reports and relevant medical and/or additional needs information (if applicable)

What modification and/or learning adjustments, if any, were provided for the student in his/her previous school?

Alternative teaching and learning strategies	Signing	Braille	A reader or scribe
Access to technology	Modifications to equipment, furniture and learning spaces	Personal carer support	Other (please specify)

DETAILS OF FATHER/GUARDIAN Does the student reside at this address: No Yes

Given Names:		Surname:		Relationship:	
				Title: (eg Mr/Dr):	
Residential Address:			Postcode		
Email					
Home Phone No:		Mobile No:		Receive SMS	
Work Phone No:			Religion:		
<p>Group 1 Group 2 Group 3 Group 4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Please tick the Occupational group (refer to Parental Occupations List on Page 11)</p>				Occupation: _____	
<p>Level of School Education</p> <p>Year 12 <input type="checkbox"/></p> <p>Year 11 <input type="checkbox"/></p> <p>Year 10 <input type="checkbox"/></p> <p>Year 9 <input type="checkbox"/> (or equivalent or below)</p>				Employer: _____	
<p>Highest Qualification</p> <p>Bachelor Degree or above <input type="checkbox"/></p> <p>Advanced Diploma/Diploma <input type="checkbox"/></p> <p>Certificate I to IV <input type="checkbox"/></p> <p>No non-school qualification <input type="checkbox"/></p>				Country of Birth: _____	
				Nationality: _____	
				Other Language spoken at home _____	
				Main Language spoken at home _____	

DETAILS OF MOTHER/GUARDIAN Does the student reside at this address: No Yes

Given Names:		Surname:		Relationship:	
				Title: (eg Mrs/Ms/Dr):	
Residential Address:			Postcode		
Email					
Home Phone No:		Mobile No:		Receive SMS	
Work Phone No:			Religion:		
<p>Group 1 Group 2 Group 3 Group 4</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>Please tick the Occupational group (refer to Parental Occupations List on Page 11)</p>				Occupation: _____	
<p>Level of School Education</p> <p>Year 12 <input type="checkbox"/></p> <p>Year 11 <input type="checkbox"/></p> <p>Year 10 <input type="checkbox"/></p> <p>Year 9 <input type="checkbox"/> (or equivalent or below)</p>				Employer: _____	
<p>Highest Qualification</p> <p>Bachelor Degree or above <input type="checkbox"/></p> <p>Advanced Diploma/Diploma <input type="checkbox"/></p> <p>Certificate I to IV <input type="checkbox"/></p> <p>No non-school qualification <input type="checkbox"/></p>				Country of Birth: _____	
				Nationality: _____	
				Other Language spoken at home _____	
				Main Language spoken at home _____	

NON RESIDENTIAL PARENTS

Does the student reside at this address: No Yes Sometimes (give details) _____

Given Names: _____ Surname: _____ Relationship: _____

Residential Address: _____ Postcode _____

Email _____ Religion: _____

Home Phone No: _____ Mobile: _____

Occupation: _____ Employer: _____

Work Phone No: _____

Group 1	Group 2	Group 3	Group 4	Occupation: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employer: _____

Please tick the Occupational group (refer to Parental Occupations List on Page 11)

Level of School Education	Highest Qualification	Country of Birth: _____
Year 12 <input type="checkbox"/>	Bachelor Degree or above <input type="checkbox"/>	Nationality: _____
Year 11 <input type="checkbox"/>	Advanced Diploma/Diploma <input type="checkbox"/>	Other Language spoken at home _____
Year 10 <input type="checkbox"/>	Certificate I to IV <input type="checkbox"/>	Main Language spoken at home _____
Year 9 <input type="checkbox"/> (or equivalent or below)	No non-school qualification <input type="checkbox"/>	

COURT ORDERS

Are there any Family Court/Parenting Plans that have been issued in relation to the enrolling student?

No Yes

Signature: _____

If yes, copies of these court orders e.g. AVO's, Family Court/Federal Magistrate Court Orders or other relevant court orders must be provided.

Can student be released to this person? YES / NO

Do you want the College to send copies of reports to this person YES / NO

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

SPECIAL CIRCUMSTANCES (if applicable)

Are there any special circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (eg pregnancy, living apart from parental supervision, out of home care arranged by the state) Yes No

If yes, please provide a brief description of the circumstances _____

EMERGENCY CONTACTS (If Parents/Guardians are not contactable in emergency situations)

Emergency Contact Person 1: Gender: Male Female	Emergency Contact Person 2: Gender: Male Female
First Name:	First Name:
Surname:	Surname:
Relationship to student:	Relationship to student:
Residential Address:	Residential Address:
Suburb:	Suburb:
Phone: (home)	Phone: (home)
(work)	(work)
(mobile)	(mobile)

OTHER CHILDREN IN FAMILY DETAILS

McAuley Catholic College House Group of siblings (please tick, if known):

Champagnat Mercy McCarthy Tracey

List all the children in your family attending school or pre-school (from oldest to youngest) including applicant

	Name	Date of Birth	If at School, School Name	School Year Level
Child 1				
Child 2				
Child 3				
Child 4				

PERSON/S RESPONSIBLE FOR PAYING ACCOUNTS**Please provide the details of the person responsible for the paying of accounts.**

Mr / Mrs / Ms Given Names _____ Surname _____

Email Address: _____

Postal Address: _____ Postcode _____

Would you please indicate the basis on which your family will be attending to payment of fees (Please circle)

Weekly	Fortnightly	Monthly
Quarterly (4 x Installments)	Year in Advance	

Please indicate how payments will be made (Please circle)

Direct Debit (Preferred Option)	This is the preferred payment method of McAuley Catholic College. Please complete the attached form and return to the college
BPay	Details can be found on the account
Cash/Cheque	
Credit Card	
Centrepay	Please contact College office for details

Signature: _____ **Date** _____

STUDENT CODE OF CONDUCT

McAuley Catholic College is a special type of College built on cooperation, friendliness and integrity where all concerned – students, staff, parents/guardians and parish – take an active part in the life of the College and work together to provide the best possible educational environment. Students, on accepting enrolment at this College, understand that:

- Faith and values education are essential aspects of the ethos of McAuley Catholic College and have a privileged place alongside excellence in academic and co-curricular activities. By accepting enrolment and becoming a member of the McAuley Catholic College community, you are also accepting responsibility to participate fully in the following aspects of the College's faith life:
 - Religious Education curriculum
 - Retreats and Reflection Days
 - Liturgy including Masses
 - School religious celebrations
 - Christian Service Program
- Pride in our College is expressed in all areas of school conduct. As such, you are expected to:
 - Show pride in the way in which you wear your school uniform. The full College uniform as described in the Student Diary is to be worn to and from school and at all times during the school day.
 - Demonstrate politeness and respect for others at all times. Any form of fighting is not in keeping with the respect we should always show to others regardless of the circumstances. Students who are involved in fighting will be withdrawn from class, parents/carers will be informed and students will be required to attend a Restorative Justice session.
 - Totally avoid using abusive language and swearing in your dealings with others. If a student uses such language while at school, the student will be withdrawn immediately from class and parents/carers will be informed. Similarly, if such language is directed at a teacher, the student will be suspended from school.
 - Be well-mannered at school, while travelling to and from school and at any time when in public.
 - Be involved in all whole-school sporting activities such as Sporting Carnivals, and represent the College with pride in local, regional, diocesan or State-wide events if selected.
 - Attend all curriculum-based excursions and co-curricular pastoral care activities.
 - Respect the possessions of others. Stealing indicates you are not supporting the values of the College and that, therefore, you would be jeopardizing your enrolment at the College.
- College rules apply from the time you leave home in the morning until you arrive home after school and on all occasions in which you are in the care of the College. This includes all co-curricular activities such as retreats, camps, excursions, and other such events, even those out of normal school hours.
- At all times, while in the care of the College, you are not to smoke any form of tobacco or other illegal substances; likewise, you are not to be possession of, use or deal in alcohol or illicit drugs. A student involved any of these activities will seriously jeopardise their enrolment at the College.
- Regular attendance and punctuality at school and to all classes are essential in making sound academic progress. Should you be unable to attend school or are late for school, a signed and dated note from your parents/carers explaining the absence must be submitted to your Homeroom Teacher.
- Once at school, you are to remain within the College boundaries until dismissed at the end of the school day. Permission to leave the College will be given only on receipt of a written, dated and signed request from parents/carers.
- The care of the College environment both inside and outside buildings is one of your responsibilities as a student. All forms of littering or property damage are unacceptable. Damaged or broken property resulting from accidents as well as careless or deliberate abuse, must be reported to the College Office immediately. If a student is found to be responsible for a deliberate act of vandalism, the student or the student's family will be charged for repairs and replacement costs as appropriate.

STUDENT COMMITMENT

As a student of McAuley Catholic College, I am aware of and commit myself to upholding the values of justice, respect, compassion, excellence and integrity that are at the heart of our College ethos in all areas as stated in this Code of Conduct. I accept responsibility for managing my own behaviours in ways which reflect and support the College's Pastoral Care Policy and Practices, and I agree to work in partnership with my family, my teachers and the College to do my best at all times.

.....
(Signature of Student)

.....
(Date)

.....
(Signature of Parent/Carer)

.....
(Date)



McAuley Catholic College

Photograph/Video Permission Form

Dear Parent/Guardian

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, to promote the school in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and the Catholic School Office Lismore (CSO) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below. Thank you for your continued support.

Student's Name: _____ **Year Level:** _____

• I give permission for my child's photograph/video and name to be published in any/all of the following:

- The school newsletter
- The school intranet
- The school website
- Social media
- Promotional materials
- Newspapers and other media

• I authorise the CEC NSW/CSO to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEC NSW/CSO's promotional, marketing, media and educational purposes.

• I give permission for a photograph/video of my child to be used by the CEC NSW/CSO in the agreed publications without acknowledgement, remuneration or compensation.

• I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

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

Yes – I give permission to publish my child's photos **No – I do not give permission**

Name of Parent/Guardian: _____

Signed - Parent/Guardian: _____

Date: _____

If a student is aged 15+, student must also sign:

Signed – Student (15+): _____

Date: _____

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

PERMISSION TO ATTEND EXCURSIONS

Signing the enrolment form will indicate that, as a Parent/Guardian, permission has been given for your child to attend excursions and out-of-school sport.

- o Which is organized by McAuley Catholic College and supervised by staff members
- o Involves leaving the school premises and travelling within the local area.

PARENT / GUARDIAN DECLARATION

In dealing with this application, it may be necessary for the school, or any part of the Catholic Schools Office, to look at documents held by previous schools, health care professionals or other government agencies. This information will be collected, used and stored consistent with the *Privacy Act 1988, Health Records and Information Privacy Act 2002 & Privacy Amendment (Enhancing Privacy Protection) Act 2012*. The consent of the owner of the information, while not always necessary, is appreciated and will speed up the assessment of the application.

Consent to Access Documents

- o I/We consent to McAuley Catholic College and the Catholic Schools Office gaining access to relevant information about the student to be enrolled held by previous schools, health care professionals or other government and relevant agencies.
- o I/We have included copies of the following documents with this application for enrolment (*please tick the appropriate boxes*):

Copy of Birth Certificate*	Recent School Report	Immunisation Certificates	Bus Application
Copy of Baptism Certificate (Catholic Students)	NAPLAN Test Report	Signed Code of Conduct	\$50 Enrolment Application Fee (Non-refundable)
Passport/Visa/Citizenship Documents	Current Family Court Orders	Diagnosis letter from paediatrician or specialist, recent reports and relevant medical and/or additional needs information (if applicable)	Reports of assessment your child has received for speech, hearing, cognitive (IQ), occupational therapy (if applicable)

NOTE:* Originals will need to be provided during the enrolment process

- o I/We understand and support the Catholic ethos of the school and agree to abide by the rules and regulations of the school including those pertaining to program of studies, sport, pastoral care, welfare, school uniform, discipline and general operation of the College. I/we agree to support our child's participation in the religious life of the school (e.g. school liturgies, retreat programs).
- o I/We undertake not to engage in social media or allow our children to engage in social media that disparages or brings the school, employees or Trustees of the Catholic Church into disrepute. Furthermore I/we acknowledge the right of the school to suspend or terminate my/our child(ren)'s enrolment from the school in the event that social media statements are made that defames or disparages the school, employees or the Roman Catholic Church
- o I/We acknowledge that in accepting enrolment of my/our son/daughter at McAuley Catholic College I am/we are thereby making a commitment to pay **Clarence Valley Parish Tuition fees** and the **Building Levy** as debited. I/We understand that these fees and charges may be increased over time. Families who wish to discuss arrangements for paying fees should contact the Parish Office (66439017).
- o I/We acknowledge that in accepting enrolment of my/our son/daughter at McAuley Catholic College I am/we are thereby making a commitment to pay the **McAuley Catholic College Subject fees** (Subject fees cover the costs of textbook hire, photocopying, technology levy and supply of resources, plus elective fees for Year 9 and 10) and associated charges with the attendance of my/our student at McAuley Catholic College. I/We understand that these fees and charges may be increased over time. Families who wish to discuss arrangements for paying fees should contact the Bursar at McAuley Catholic College (66431434).
- o I/We understand that if this application is successful the information that I/we have provided must be kept up to date throughout the period of enrolment, eg. Change of address, court orders.
- o I/We agree, if my child should require urgent medical treatment, the school staff are authorized to seek medical attention. This may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle and I/we agree to meet all costs
- o I/we have read all of the information in the enrolment package and understand the policies that we will need to abide by should this enrolment application be successful. I/we have read the **Standard Collection Notice** below about the collection and management of the personal information contained in this form. I/we declared that the information provided in this Enrolment Application is, to the best of my knowledge and belief, accurate and complete.

Signature _____ Name: _____ Date: _____
Parent/Guardian 1 Please Print

Signature _____ Name: _____ Date: _____
Parent/Guardian 2 Please Print

McAuley Catholic College

Standard Collection Notice

Collection Notice

1. *McAuley Catholic College* (the Diocese both independently and through its schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter 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 College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include relevant Education Acts and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. The College from time to time may disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission of NSW, your local Diocese and the parish, schools within other dioceses/other dioceses medical practitioners and people providing services to the College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
7. The College from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the College's legal obligations under Part 5A of the Education Act 1990 (NSW).
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a school counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a student of the school. If the College considers it appropriate for the well-being or development of the student who is counselled or other students at the College.
9. Schools may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
10. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia
11. Parents may seek access to personal information collected about them and their son/daughter by contacting the College Principal. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where students have provided information in confidence.
12. The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
13. As you may know the College 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 College'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
14. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
15. We may include your contact details in a class list and bus manifests. If you do not agree to this you must advise us in writing.
16. On occasions information such as academic and sporting achievements, student activities and other news is published in media articles, College newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters and magazines and on our website. The school will obtain separate permissions from the student's parents/guardians prior to publication if we would like to include photographs or other identifying material for the school or otherwise make it available to the public such as the internet. Please advise us in writing if you do not wish this to happen in respect to your son or daughter.
17. The school may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.

PARENTAL OCCUPATION DEFINITION

Parental Occupation is defined as the **main** work undertaken by the parent/guardian. If a parent/guardian has more than one job, report their main job.

If the person is not currently in **paid** work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.

If the person has not been in **paid** work in the last 12 months, enter '**8**' in the appropriate box.

Group 1: Senior Management in large business organization, government administration and defence, and qualified professionals

Senior executive/manager/department head in industry, commerce, media or other large organization.

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 degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.

Health, Education, Law, Social Welfare, Engineering, Science, Computing professional

Business Management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer

Air/Sea Transport aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller

Group 2: 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 officer

Retail sales/services manager shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency

Arts/media/sports musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter,

Photographer, designer, illustrator, proof reader, 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

Group 3: 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.

Clerks bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/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 adjuster/ 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

Group 4: 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, kitchenhand, 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 part attendant, crossing supervisor