

Application For Enrolment



STUDENT DETAILS

Applying for Year: <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			Commencing in: <input type="checkbox"/> 2025 <input type="checkbox"/> 2026 <input type="checkbox"/> 2027		
Surname:					
First Name:			Second Name:		
Preferred first name:					
Date of birth:		Age:		Religion:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary					
Current school:					
Foundation/Prep school attended:					
Commencement year of Foundation/Prep:					

Students are enrolled under the name on their birth certificate. A copy of birth certificate MUST be provided.

HOME ADDRESS OF STUDENT

Street number & name:		
Suburb:	State:	Postcode:

ENROLMENT POLICY

Priority of enrolment is given to:

- Catholic children
- Students attending St Mary's Ararat and St Patrick's Stawell Primary Schools
- Students who are presently attending Catholic schools in other areas
- Siblings of current or past students of Marian College

REQUIREMENTS FOR APPLICATION

- ☐ Copy of child's birth certificate
- ☐ Copy of last issued school report
- ☐ Copy of your child's NAPLAN results
- ☐ Copies of sacramental certificates (Catholic only)
- ☐ Copy of child's passport Visa if born outside of Australia or not an Australian Citizen

Please make sure that all sections of this application are complete and return to:

The Registrar
Marian College Ararat
PO Box 314
Ararat VIC 3377



NATIONALITY (GOVERNEMENT REQUIRMENTS)

Nationality:

Ethnicity:

 Country of birth ☐ Australia ☐ Other (please specify):

Place of birth:

Citizenship Status (select one)

☐

Australian Citizen

☐

Exchange Student

☐

Refugee

☐

Permanent Resident

☐

Temporary Resident

Is the student of Aboriginal or Torres Strait Islander origin?

☐

Aboriginal

☐

Torres Strait Islander

☐

Both Aboriginal & TSI

☐

Neither Aboriginal or TSI

Does the student speak a language other than English at home?

☐

English only

☐

Other (please specify)

VISA DETAILS (for students not born in Australia. Copies must be provided)

Date arrived in Australia:

Nationality of Passport:

Passport number:

Passport expiry:

Visa Sub Class Number:

Visa expiry:

First Australian School attended:

Commencement date:

 Has the student studies an EAL program or received addition support for language? ☐ Yes ☐ No

SACRAMENTAL INFORMATION (Catholic students only)

Baptism

Date:

Parish:

Confirmation

Date:

Parish:

Reconciliation

Date:

Parish:

Communion

Date:

Parish:

FAMILY

Rank in family: 1 of

Boys:

Girls:

Siblings attending Marian College (including past students and years attended)

_____ 20 _____ 20

_____ 20 _____ 20

Future enrolments (please note that this is not a formal enrolment and that you are required to undertake this enrolment process for all siblings)

_____ 20 _____ 20

_____ 20 _____ 20



MEDICAL INFORMATION

Doctor's Name:

Practice Name:

Practice Address:

Suburb:

Postcode:

Phone:

Medicare number:

Ref:

Expiry:

 Private health insurance ☐ Yes ☐ No

Fund:

Number:

 Ambulance cover ☐ Yes ☐ No

Number:

 Health care card ☐ Yes ☐ No

Number:

Expiry:

Other concession card type:

MEDICAL CONDITIONS

Anaphylaxis – if your child suffers from anaphylaxis, a completed Anaphylaxis Action Plan with your child's most recent photo is required with this application. Ministerial Order 706 – Anaphylaxis.

Asthma – If your child suffers from asthma, a completed Asthma Action Plan with your child's most recent photo is required with this application. This includes the type, name and dosage of the medication your child uses for asthma.

Has your child experienced any of the following conditions?

- ☐ Anaphylaxis
 ☐ Asthma
 ☐ Diabetes
 ☐ Food allergies
 ☐ Epilepsy
☐ Insect allergy
 ☐ Haemophilia
☐ Migraine
 ☐ Dietary needs
 ☐ Allergy to medication
☐ Sight loss
 ☐ Hearing loss
☐ Recurring injury
 ☐ Glandular Fever
☐ Takes prescribed medication on a regular basis
☐ Other: _____

Details:

If you have ticked any of the above, please provide further details



ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? ☐ Yes ☐ No

Does your child present with:

- ☐ ASD ☐ ADD/ADHD ☐ Anxiety ☐ Physical Impairment ☐ Behavioural concerns
☐ Mental Health Issues ☐ Severe Language Disorder ☐ Intellectual disability

Details:

If you have ticked any of the above, please provide further details. Supporting documents must be provided.

SPECIALIST SERVICES

Has your child ever seen a?

- ☐ Psychiatrist ☐ Psychologist ☐ Counsellor ☐ Occupational Therapist
☐ Speech Therapist ☐ Optometrist ☐ Paediatrician ☐ Other: _____

Details:

If you have ticked any of the above, please provide further details. Supporting documents must be provided.

ACADEMIC

Marian College caters for the needs of all students and is able to adapt a specially designed and individual academic program to suit each student.

If the answer is 'yes' to any of the below, please provide a copy of documentation with this application. This information will assist the Learning Diversity Team to provide further testing, tailored programs and funding applications to enhance your child's learning.

This has no impact on your child's application and all information is kept in the strictest confidence.

Does your child receive additional support? ☐ Yes ☐ No

Has your child ever been tested regarding learning needs? ☐ Yes ☐ No

Has your child been involved in extension programs? ☐ Yes ☐ No

Has your child participated in special literacy or numeracy programs? ☐ Yes ☐ No



ACADEMIC

How would you describe your child's ability to cope with school/class work?

How would you describe your child's ability to cope with home study?

How would you describe your child's ability to cope with socialisation with their peers?

Do we need to be aware of any specific health/social/emotional needs of your child?

(i) In the classroom

(ii) On excursion or camps

HOME CARE ARRANGEMENTS

Live with parents at home		Joint custody/shared parenting: Days with Parent A: ____ Days with Parent B: ____	
Mother only at home		Father only at home	
Mother and partner at home		Father and partner at home	
Lives with Grandparents		Lives with carer/Guardian	
Out-of-home care		Kinship care	
Independent Student		Lives with host family	
Other (please specify):			



PARENT A or GUARDIAN 1

Title: Dr Mr Mrs Ms Miss

Relationship to student:

First Name:

Surname:

Residential Address:

Suburb:

State:

Postcode:

Postal Address:

Suburb:

State:

Postcode:

Home phone:

Work phone:

Mobile:

Email:

Country of birth: Australia Other (please specify):

Nationality:

Ethnicity (if born outside of Australia):

Occupation:

Employer:

What is the occupation group?

select from list of School Family Occupation Index

Centrelink payments

☐

Yes

☐

No

Religion:

Highest level of high school complete (please circle one)

Year 9 or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Highest qualification completed (please circle one)

 No post school
qualifications

 Certificate I to IV
(including trade certificates)

 Advanced diploma or
diploma

 Bachelor degree or
above

PARENT B or GUARDIAN 2

Title: Dr Mr Mrs Ms Miss

Relationship to student:

First Name:

Surname:

Residential Address:

Suburb:

State:

Postcode:

Postal Address:

Suburb:

State:

Postcode:

Home phone:

Work phone:

Mobile:

Email:

Country of birth: Australia Other (please specify):

Nationality:

Ethnicity (if born outside of Australia):

Occupation:

Employer:

What is the occupation group?

select from list of School Family Occupation Index

Centrelink payments

☐

Yes

☐

No

Religion:

Highest level of high school complete (please circle one)

Year 9 or below

Year 10 or equivalent

Year 11 or equivalent

Year 12 or equivalent

Highest qualification completed (please circle one)

 No post school
qualifications

 Certificate I to IV
(including trade certificates)

 Advanced diploma or
diploma

 Bachelor degree or
above


STEP – PARENT OR OTHER LEGAL GUARDIAN

Title: Dr Mr Mrs Ms Miss		Relationship to student:	
First Name:		Surname:	
Residential Address:			
Suburb:		State:	Postcode:
Postal Address:			
Suburb:		State:	Postcode:
Home phone:		Work phone:	Mobile:
Email:			
Country of birth: Australia		Other (please specify):	
Nationality:		Ethnicity (if born outside of Australia):	
Occupation:		Employer:	
What is the occupation group? select from list of School Family Occupation Index		Centrelink payments <input type="checkbox"/> Yes <input type="checkbox"/> No Religion:	

Highest level of high school complete (please circle one)

Year 9 or below	Year 10 or equivalent	Year 11 or equivalent	Year 12 or equivalent
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Highest qualification completed (please circle one)

No post school qualifications	Certificate I to IV (including trade certificates)	Advanced diploma or diploma	Bachelor degree or above
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STEP – PARENT OR OTHER LEGAL GUARDIAN

Title: Dr Mr Mrs Ms Miss		Relationship to student:	
First Name:		Surname:	
Residential Address:			
Suburb:		State:	Postcode:
Postal Address:			
Suburb:		State:	Postcode:
Home phone:		Work phone:	Mobile:
Email:			
Country of birth: Australia		Other (please specify):	
Nationality:		Ethnicity (if born outside of Australia):	
Occupation:		Employer:	
What is the occupation group? select from list of School Family Occupation Index		Centrelink payments <input type="checkbox"/> Yes <input type="checkbox"/> No Religion:	

Highest level of high school complete (please circle one)

Year 9 or below	Year 10 or equivalent	Year 11 or equivalent	Year 12 or equivalent
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Highest qualification completed (please circle one)

No post school qualifications	Certificate I to IV (including trade certificates)	Advanced diploma or diploma	Bachelor degree or above
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EMERGENCY CONTACTS

PLEASE NOTE: The emergency contact is NOT someone already listed in this application. Only emergency contacts that are listed will have permission to take the student from the College, unless otherwise advised by phone call or written permission. Please ensure that you provide emergency contacts from the local area, as they must be able to collect the student if required.

EMERGENCY CONTACT 1

Title: Dr Mr Mrs Ms Miss		Relationship to student:	
First Name:		Surname:	
Residential Address:			
Suburb:		State:	Postcode:
Home phone:		Work phone:	Mobile:
Country of birth: Australia		Other (please specify):	
Religion:			

EMERGENCY CONTACT 2

Title: Dr Mr Mrs Ms Miss		Relationship to student:	
First Name:		Surname:	
Residential Address:			
Suburb:		State:	Postcode:
Home phone:		Work phone:	Mobile:
Country of birth: Australia		Other (please specify):	
Religion:			

COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student?

☐ Yes

☐ No

*If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court order **must** be provided.*

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



TUITION FEES & CHARGES ARRANGEMENTS

I/We, the undersigned, agree to pay the approved school fees each year in accordance with the following:

- The approved fees are to be paid in full within 30 days of request (unless otherwise agreed).
- The obligation of 2 or more fee payers to pay the approved fees is joint and several for 100% of the fees, unless agreed otherwise with the College.

Approved fees mean the annual fees as set by the College each year covering all compulsory charges.

- Any changes to the designated fee payer/s listed on the Enrolment Application must be submitted to the College in writing, signed by all interested parties. Failure to make such an arrangement could result in contact with a Debt Collection Agency.
- If circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Business Manager.

In accordance with the yearly fees and charges schedule, I/We understand that fee payments are due each term, over the first three terms, or as an annual payment due in accordance with the current fee schedule. I/We understand that arrangements can be made to pay fees by instalments on a weekly, fortnightly or monthly basis by contacting the Business Manager.

I/We agree to pay ☐ **By instalments** ☐ **Per term** ☐ **Annually**

If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Business Manager.

I/We have read, clearly understand and agreed to all conditions in this Enrolment Agreement.

Print Name		Signature	
Print Name		Signature	

SPLIT/SEPARATED FAMILIES

(for separated or mixed families where the fee is shared and each fee payer charged separately). Percentages must total 100%

Print Name		Signature		Fee Percentage	
Print Name		Signature		Fee Percentage	
				Total	100%

In accordance with the yearly fees and charges schedule, I/We understand that fee payments are due each term, over the first three terms, or as annual payment due in accordance with the current fee schedule. I/We understand that arrangements can be made to pay fees by instalments on weekly fortnightly or monthly basis by contacting the Business Manager.

Print Name Fee payer 1		Signature	
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I agree to pay ☐ **By instalments** ☐ **Per term** ☐ **Annually**

If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Business Manager.

I would like to receive the school newsletter? ☐ **Yes** ☐ **No**

I would like to receive school report? ☐ **Yes** ☐ **No**

Print Name Fee payer 2		Signature	
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I agree to pay ☐ **By instalments** ☐ **Per term** ☐ **Annually**

If any circumstances should arise to alter our ability to adhere to the above, we agree to contact the Principal or Business Manager.

I would like to receive the school newsletter? ☐ **Yes** ☐ **No**

I would like to receive school report? ☐ **Yes** ☐ **No**



METHOD OF TRAVEL TO SCHOOL

Distance to school: _____ kilometres

- ☐ Walk ☐ Bicycle ☐ Car ☐ Ararat Town bus ☐ Armstrong bus ☐ Moyston bus
☐ Elmhurst bus ☐ Beaufort bus ☐ Warrak bus ☐ Willaura bus
☐ Stawell/Great Western bus ☐ Pomonal/Halls Gap bus

Via bus links - The bus service is subsidised by the State Government for those travelling to the Catholic school closest to their home address.

Through **Christians Bus Co** and in association with Ararat Secondary College, seven buses transport to and from Marian College.

Through **Sandlants Bus Company** we cater for Stawell, Halls Gap, Pomonal, Great Western & surroundings.

Parents/Guardians & Students **must** complete, sign and return the application forms including the Code of Conduct Declaration before travel can commence. These form can be found on our website under enrolment/transportation.

Will your child be travelling on a **Sandlants Bus**? ☐ Yes ☐ No

If Yes, then you are required to completed the Student Conveyance Application available on our website under Enrolments/Transportation/Form 3 Public Transport Travel Sandlants.

Will your child travel by private vehicle more than 4.8km to the nearest **Christians Bus** stop? ☐ Yes ☐ No

If Yes, then you are required to complete the Private Car Application available on our website under Enrolments/Transportation/Private Car Travel.

Our Vision

A community where all people are valued, where all creation is recognised as sacred and where hope, justice and courage are our hallmarks.

Kildare MINISTRIES

Kildare Ministries is inspired by the transformative vision of the Christian story and our rich traditions.

Our Mission

Responding to the changing needs of our world, we strive to build inclusive communities through the provision of education and community works.

Justice

Making the needs of the vulnerable paramount

Wonder

Celebrating all that is good with joy and gratitude

Courage

Speaking and acting with integrity

Our Values

Compassion

Walking with and having empathy for all

Hope

Bringing a sense of purpose

Hospitality

Welcoming all

Kildare Ministries 54 Beaconsfield Parade Albert Park VIC 3206 Phone 03 9682 2973
www.kildareministries.org.au

THE CULTURE OF LEARNING AT MARIAN COLLEGE

Our Commitment to Learning

We encourage excellence and perseverance in learning
 We strive for continuous improvement



I WILL:

Student Learning Action Statement



Learn in every lesson

Come prepared for every lesson
in attitude and action

Respect the learning environment

Respect the rights of others to learn

Accept new challenges

Persevere and complete all tasks
to the best of my ability

Accept feedback as a chance to grow



ENROLMENT AGREEMENT

Marian College embraces the mission of the Church by welcoming the enrolment of all students and families who share their vision and educational philosophy.

By signing this Enrolment Application Form, Parents/Guardians/Carers understand and agree to the following:

- Full payment of the school fees and other charges.
- To respect and support the Catholic ethos, the Religious Education Program, values, regulations and policies of Marian College.
- To ensure that all communication and correspondence with College staff is undertaken in a polite and respectful manner at all times.
- To comply with all Marian College with conditions of attendance and to support the College's policies as published on the Marian College website and in the Student Diary.
- To comply with all Marian College requirements regarding general appearance, wearing the correct Marian College uniform with pride and avoiding extremes in hairstyles, colours and fashion.
- To attend all timetabled classes including extracurricular activities such as Athletics and Swimming Carnivals, Camps and Retreats.
- To pay all fees, levies and incidental costs as nominated when required. Should financial hardship prevent full payment of fees, contact must be made with the Business Manager or Principal.
- To give permission for students to participate in any local excursions within the town boundaries organised by subject teacher with in school hours.
- To complete the electronic SIMON permission requests to ensure medical information and health alerts are current.

This Enrolment Application Form is a legally binding document. Signing the form is your acceptance of the terms and conditions of the College which includes payment of the school fees. Please be aware that whoever signs the enrolment form is the person legally responsible. It is recommended that regardless of marital status, both parents are to sign the form. **Unsigned forms will not be accepted.**

The Principal reserves the right to cancel enrolments, in consultation with Kildare Education Ministries, of any student whose behaviour or influence is regarded as harmful to the interest of staff, other students and the Marian College Community.

PARENTS/CARERS/GUARDIANS

SIGNATURE	NAME	DATE
SIGNATURE	NAME	DATE



PRIVACY POLICY

As part of your child's transition to Marian College, it is common practice of a secondary school to request personal information on your child. Their personal information that is collected supports the secondary school to ensure that they have all of the information necessary for a smooth and seamless transition.

The purpose of consent is to seek permission of your child's current school to release this information to us when and if it is requested.

To ensure transparency, our Privacy Policy sets out:

- Who we collect information from;
- The type of personal information collected and held by us;
- How this information is collected and held;
- The purpose of which your personal information is collected, held and disclosed;
- How you can gain access to your personal information and seek its correction;
- How you may complain about our collection, handling, use or disclosure of your personal information and how that complaint will be handled; and
- Whether we are likely to disclose your personal information to any overseas recipients.

This policy is available for download through our public website at www.mcararat.catholic.edu.au under Policies/Privacy-Policy

We encourage you to read our Privacy Policy and contact us on 5352 3861 or at principal@mcararat.catholic.edu.au if you have any questions.

I/We _____ the parents/guardians of _____

hereby give permission for my child's current school to release the requested personal information to Marian College- Ararat.

Signature: _____ Date: _____

PHOTO CONSENT

By ticking yes, you are giving consent to Marian College for photos to be taken of your child at College events and in the course of their study such as Sport Days, Productions, Socials and Camps, which may be included in newspapers, local media, official College Facebook, Instagram and website pages and in promotional material.

☐ Yes, I do give consent

☐ No, I do not give consent

Signature: _____ Date: _____



OFFICE USE ONLY

Interviewer: _____

Interview Date: _____

[illegible]

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/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]



Strength and Gentleness.

We welcome all, especially the most vulnerable.

