



# STUDENT ENROLMENT FORM





# **ST MARTIN OF TOURS PRIMARY SCHOOL VISION & MISSION**

## **Our Vision**

Our school's motto Non Recuso Laborem, through the context of the Catholic Faith, inspires us to build capabilities and confidence to embrace life's challenges.

## **Our Mission**

In St Martin's School community the Catholic faith, doctrines, ideals and attitudes are valued, taught and practised.

We believe that all children have the right to learn and grow spiritually, physically, intellectually, emotionally and socially in a nurturing environment.

St Martin's School provides an environment where individuals have respect for self and others.

St Martin's School provides an inclusive and holistic curriculum for all members of the school community in their journey as life long learners.

We strive to work together, fostering respect and justice for all in a challenging, positive, safe and stimulating environment.

Please Note: All sections must be completed, with particular attention to sections marked with \*.

<b>OFFICE USE ONLY</b>				
Date received		Medical condition	YES	NO
Start date		English second language	YES	NO
Year level		Special needs	YES	NO
Certificates Received				
Birth	YES	NO	Baptism	YES NO
Complete Immunisation	YES	NO	Partial Immunisation	YES NO
Copy of Passport	YES	NO	Copy of Visa	YES NO
If St Martin of Tours is not your residential Parish, you are encouraged to visit your own Parish School prior to lodging this application. A map outlining the St Martin of Tours boundaries is attached for your reference.				
Have you applied to other Catholic school/s		YES	NO	
If yes, please state name/s of school/s in order of preference (including St Martin of Tours):				
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
<b>STUDENT DETAILS</b>				
Entry Year		Entry Level/Grade		
Child's Surname		Previous Surname		
Child's First Name		Preferred First Name		
Date of Birth (Certificate to be included with enrolment)				
Male	Female	Baptised Religion Rite (i.e) Roman		
Not Baptised <input type="checkbox"/>		No Religious Affiliation <input type="checkbox"/>		
Victorian Student Number (VSN) (if transferring from another Victorian school)				
<b>HOME ADDRESS OF STUDENT</b>				
Street Number & Name				
Suburb		Post Code		
Home Phone				
<b>EMERGENCY CONTACTS - OTHER THAN PARENT</b>				
Every effort will be made to contact you in the case of an emergency or illness. However, should you be unavailable, please nominate two relatives, neighbours or friends who can drive and are available during school hours to collect your child. In the event that both parents/guardians and emergency contacts are unable to be contacted, an ambulance will be called if deemed necessary.				
Name (Mr/Mrs/Ms)		Name (Mr/Mrs/Ms)		
Relationship to Child		Relationship to Child		
Home Phone		Home Phone		
Mobile		Mobile		
<b>PREVIOUS SCHOOL/PRE-SCHOOL</b>				
Entry Year		Entry Level/Grade		
First Year of Primary School (ie 2015)		Name of Pre-School		
Name of School		Suburb of Pre-School		
Suburb of School		Pre-School Group		
Pre-school friends enrolling at St Martin of Tours:				

<b>SACRAMENTAL INFORMATION</b>			
		Office Use Only Certificates Received	
Baptism: Date, Parish & Suburb		YES	NO
Reconciliation: Date, Parish & Suburb		YES	NO
Eucharist: Date, Parish & Suburb		YES	NO
Confirmation: Date, Parish & Suburb		YES	NO
<b>*NATIONALITY (GOVERNMENT REQUIREMENT)</b>			
Nationality			
In which country was the student born?			
Place of Birth		Ethnic Origin	
Is the student of Aboriginal or Torres Strait Islander origin? (YES - please specify which, NO or BOTH)			
Does the student attend language school		YES	NO
If yes, please state which language & school			
Does the student or their mother/father/guardian speak a language other than English at home? (If more than one language, please indicate the one that is spoken most often).			
	Student	Mother/Guardian	Father/Guardian
No - English only			
Yes - Please specify			
<b>*IF NOT BORN IN AUSTRALIA, CITIZENSHIP STATUS REQUIRED (GOVERNMENT REQUIREMENT)</b>			
<i>Australian Citizen not born in Australia</i>			
<i>*Please tick the relevant category below and record the Visa Subclass Number</i>			
<input type="checkbox"/>	Australian Citizen (Naturalisation Certificate or Australian Passport Number/ Document of Travel - if Country of Birth is not Australia. Certificates Attached.	YES	NO
<input type="checkbox"/>	Australian Passport Number (if applicable)		
<input type="checkbox"/>	Naturalisation Certificate Number		
	Visa Subclass Number recorded on entry into Australia		
	Date of arrival into Australia		
	1st Australian Primary School Year (ie 2012)		
	1st Australian Primary School		
<b><i>Not currently an Australian Citizen - Please provide further details as appropriate. For any of the below that are ticked, please provide the Visa Subclass Number</i></b>			
<input type="checkbox"/>	Permanent Resident	Visa Subclass Number	
<input type="checkbox"/>	Temporary Resident	Visa Subclass Number	
<input type="checkbox"/>	Other/Visitor/Overseas Student	Visa Subclass Number	
<b>*Please attach Visa/Document of Travel/Letter of Notification &amp; Passport Photo page.</b>			
Are you a refugee or were you at anytime in the last seven years? (please tick YES/NO)		YES	NO

<b>MEDICAL INFORMATION</b>		
<b>Name of Doctor</b>		Phone
Address		
Medicare Number		Reference Number & Expiry
Private Health Fund & Number (if applicable)		
Ambulance Cover Number (if applicable)		
<p><b>Medical Condition</b> - Please specify any medical conditions e.g. Asthma, diabetes and/or any prescribed medications taken by the student. A medication request form can be collected from School Office or downloaded from the school website.</p>		
Has the student been diagnosed as being at risk of anaphylaxis?		YES NO
If YES, does the student have an EpiPen or Anapen?		YES NO
<b>IMMUNISATION</b>		
A Full 5 Year Old Immunisation Status Certificate must be included with this form. Certificate should cover the following vaccines:		
Diphtheria/Tetanus/Whooping Cough		Hepatitis B
Haemophilus Influenza Type B (Hib)		Polio
Measles-Mumps-Rubella		Rotavirus
Meningococcal C Disease		Chicken Pox
Human Papillomavirus (HPV) (12-18 yrs)		Pneumococcal Disease
<b>ADDITIONAL NEEDS</b>		
This application gives you the opportunity to provide information that will facilitate the smooth transition of your child into our school. It will assist the school 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 this enrolment may be revised.		
<b>Does your child have:</b>		
<input type="checkbox"/> Autism	<input type="checkbox"/> Vision Impairment	
<input type="checkbox"/> Intellectual Disability	<input type="checkbox"/> Hearing Impairment	
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Mental Health Issues	
<input type="checkbox"/> Giftedness	<input type="checkbox"/> Acquired Brain Injury	
<input type="checkbox"/> Behaviour Disorders	<input type="checkbox"/> Other (Please Specify)	
<input type="checkbox"/> Language Disorder		
<b>Has your child ever seen a:</b>		
<input type="checkbox"/> Behavioural Optometrist	<input type="checkbox"/> Speech Pathologist	
<input type="checkbox"/> Educational Psychologist	<input type="checkbox"/> Occupational Therapist	
<input type="checkbox"/> Psychologist	<input type="checkbox"/> Other (Please Specify)	
<input type="checkbox"/> Audiologist		
<input type="checkbox"/> Paediatrician		
<b>If your child does have a special need, please provide the following information:</b>		
Details of additional learning needs/additional needs attached		YES NO
Medical/Allied Health Professional reports attached		YES NO
<b>*MEDICAL AUTHORITY</b>		
In the event of illness or accident, I/We accept responsibility and authorise medical assistance for my child, as may be required, should the school not be able to contact either parent/guardian. After notification by the school, I will promptly attend any location to which my child may be taken for treatment. I/We give consent for health information to be kept on file for my child and for the school to use for its normal practices and purposes, such as those that arise out of its duty of care to students.		
Name & Signature (Mother/Guardian)		Date
Name & Signature (Father/Guardian)		Date

**FAMILY DETAILS**

Who will be responsible for the payment of the school fees and levies?

Both Parents       Mother Only       Father Only       Guardian       Other

Family Surname	Family Address
Mail to (ie Mr & Mrs S Smith)	House Number
Account addressed to (if not as above)	Street
Family Phone Number	Suburb
Current Parish (in which family lives)	Post Code

**\*PARENT DETAILS (GOVERNMENT REQUIREMENT)**

<b>FATHER/RESIDENTIAL GUARDIAN</b>		<b>MOTHER/RESIDENTIAL GUARDIAN</b>	
Full Name		Full Name	
Title		Title	
Previous Surname		Previous Surname	
Address		Address	
Phone		Phone	
Mobile		Mobile	
Email		Email	
Occupation <i>(select from list of Parental Occupation Groups attached. If unpaid in last 12 months, enter 'N')</i>		Occupation <i>(select from list of Parental Occupation Groups attached. If unpaid in last 12 months, enter 'N')</i>	
Occupation Group		Occupation Group	
Employer's Name		Employer's Name	
Employer's Address		Employer's Address	
Work Phone		Work Phone	
Religion		Religion	
Nationality		Nationality	
Ethnic Origin		Ethnic Origin	
Are you a refugee or were one anytime in the last seven years		Are you a refugee or were one anytime in the last seven years	
YES	NO	YES	NO
Country of Birth		Country of Birth	
What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, mark 'Year 9 or below')		What is the highest year of primary or secondary school completed? (Persons who have never attended secondary school, mark 'Year 9 or below')	
<input type="checkbox"/> Year 9 or below		<input type="checkbox"/> Year 9 or below	
<input type="checkbox"/> Year 10 or equivalent		<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 11 or equivalent	
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 12 or equivalent	
What is the highest qualification completed?		What is the highest qualification completed?	
<input type="checkbox"/> No post school qualification		<input type="checkbox"/> No post school qualification	
<input type="checkbox"/> Certificate I to IV		<input type="checkbox"/> Certificate I to IV	
<input type="checkbox"/> Advanced Diploma/Diploma		<input type="checkbox"/> Advanced Diploma/Diploma	
<input type="checkbox"/> Bachelor Degree or above		<input type="checkbox"/> Bachelor Degree or above	

**SIBLINGS ATTENDING A SCHOOL/PRE-SCHOOL/OR AT HOME**

Name	Sex	School/Pre-School/ Home	Year/Grade	Date of Birth

**PLEASE INDICATE THE HOME CARE ARRANGEMENTS FOR THIS STUDENT**

<input type="checkbox"/> With Mother & Father	<input type="checkbox"/> With Single Parent: Mother/Father (please circle)
<input type="checkbox"/> In a Step-Family	<input type="checkbox"/> Shared parenting (ie. One week with Mother, next week with Father)
<input type="checkbox"/> Guardian	<input type="checkbox"/> Out-of-Home Care

**COURT ORDERS (IF APPLICABLE)**

Are there any current court orders relating to the student?	YES	NO
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If yes, please provide copies of these court orders  
(ie AVOs, Family Court/Federal Magistrates Court Orders or other relevant Court Orders).

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



**ST MARTIN OF TOURS PRIMARY SCHOOL  
PRIVACY ACT: STANDARD COLLECTION NOTICE**

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health (and Child Protection)\* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government departments, (Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, schools within other Dioceses and other Dioceses)\*, medical practitioners and people providing services to the School, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
6. 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.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. (On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on the School website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose). We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory to be used by St Martin of Tours organisations.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
12. Information, photos, film and visual material may be used to promote the School learning environment.

I/We (please print names) \_\_\_\_\_

give consent to the St Martin of Tours School Standard Collection Notice (as above)

for my child (please print child's name) \_\_\_\_\_

Name \_\_\_\_\_

Signed - Mother/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Signed - Father/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**ST MARTIN OF TOURS PRIMARY SCHOOL  
AGREEMENT**

PLEASE TICK THE FOLLOWING BOXES AND SIGN BELOW

1. I/We have presented the following documents with this application for enrolment (please tick appropriate boxes).
  - Birth Certificate
  - Baptismal Certificate
  - Citizenship documentation/visa/passport copy (where applicable)
  - Most recent previous school reports and external test results (where applicable)
  - Relevant Family Court Orders (where applicable)
  - Relevant medical and/or special needs information (including clinical/educational assessments where applicable)
  - Immunisation Certificate (5 year old entry, not immunisation booklet)
  - Visa information if applicable
2. 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.
3. I/We accept and agree to fulfill my/our commitment in paying all school fees as they fall due or as arranged with the Principal.
4. I/We are not aware of any outstanding fees or charges in relation to the student applying to enrol, that I/we are responsible for at another Catholic school.
5. I/We agree to abide by St Martin of Tours Policies and Practices and support the philosophy of the School.
6. I/We will ensure that our child observes all school regulations regarding school uniform and conduct and will participate fully in the total School program.
7. I/We agree to support our child's participation in the religious life of the School (ie School liturgies, sacramental programs).
8. I/We understand that the submission of the application does not guarantee acceptance by the School.
9. I/We understand that enrolment at St Martin of Tours School does not constitute acceptance into any other Catholic school (primary or secondary).
10. I/We understand that families new to the School will be required to attend an interview.
11. I/We understand that new families applying for Prep positions pay a non-refundable administrative fee of \$50.  
\*If a position is offered and accepted, a non-refundable acceptance fee of \$200 is payable and will be credited against next year's fees.

I/We have read all of the information in the Enrolment Package and understand the policies that we need to abide by should this enrolment application be successful.

Name \_\_\_\_\_

Signed - Mother/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Signed - Father/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**ST MARTIN OF TOURS PRIMARY SCHOOL  
CONSENT FOR RELEASE OF INFORMATION**

To: The Principal (child's current school) or  
The Director (child's current pre-school/kindergarten)

CONSENT FOR RELEASE OF INFORMATION

For \_\_\_\_\_ (name of child)

Date of Birth \_\_\_\_\_

I/We \_\_\_\_\_ give permission for staff from St Martin of Tours Primary School to seek/discuss any information such as reports/documents/assessments, about my child for educational purposes from his/her current school/pre-school/kindergarten if necessary.

I/We understand this information will only be used to assist the school in managing my child's educational program and that this information will be kept strictly confidential.

Name \_\_\_\_\_

Signed - Mother/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Signed - Father/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

**ST MARTIN OF TOURS PRIMARY SCHOOL  
PHOTOGRAPH AND WORK PERMISSION FORM**

Student Name \_\_\_\_\_

*PLEASE CIRCLE YES/NO AS APPROPRIATE*

**SCHOOL PERMISSIONS**

- YES / NO      I give permission for my **child's first name, work samples or achievements** to be published on the school's website and in the eNewsletter.
- YES / NO      I give permission for my **child's photograph** (name will not appear next to photographs) to be published on the school's website and in eNewsletter.
- YES / NO      I give permission for **child's first name, work samples or achievements** (name will not appear next to photographs) to be published on classroom blogs or webpages.
- YES / NO      I give permission for my child to create an online workspace (such as Weebly, Blog or Wiki) for educational purposes as instructed by their teacher.

**CEM PERMISSIONS**

- YES / NO      I give permission for a **photograph of my child** (no names will be used) to be used by the **Catholic Education Melbourne (CEM) / Catholic Education Commission of Victoria (CECV)** for online and printed promotional materials without acknowledgement, remuneration or compensation.

**Licensed under NEALS**

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

- YES / NO      **I authorise** the CEM/CECV to use the photograph (no names) in material available free of charge to schools and educational departments around Australia for the CEM/CECV's promotional and educational purposes.

I understand and agree that this authorisation will remain in place for the duration of my child's attendance at St Martin of Tours Primary School. If I wish to withdraw this authorisation, it is my responsibility to notify the school.

Name \_\_\_\_\_

Signed - Mother/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Signed - Father/Guardian \_\_\_\_\_

Date: \_\_\_\_\_

# ST MARTIN OF TOURS PRIMARY SCHOOL ENROLMENT CRITERIA

## ORDER OF PRIORITY

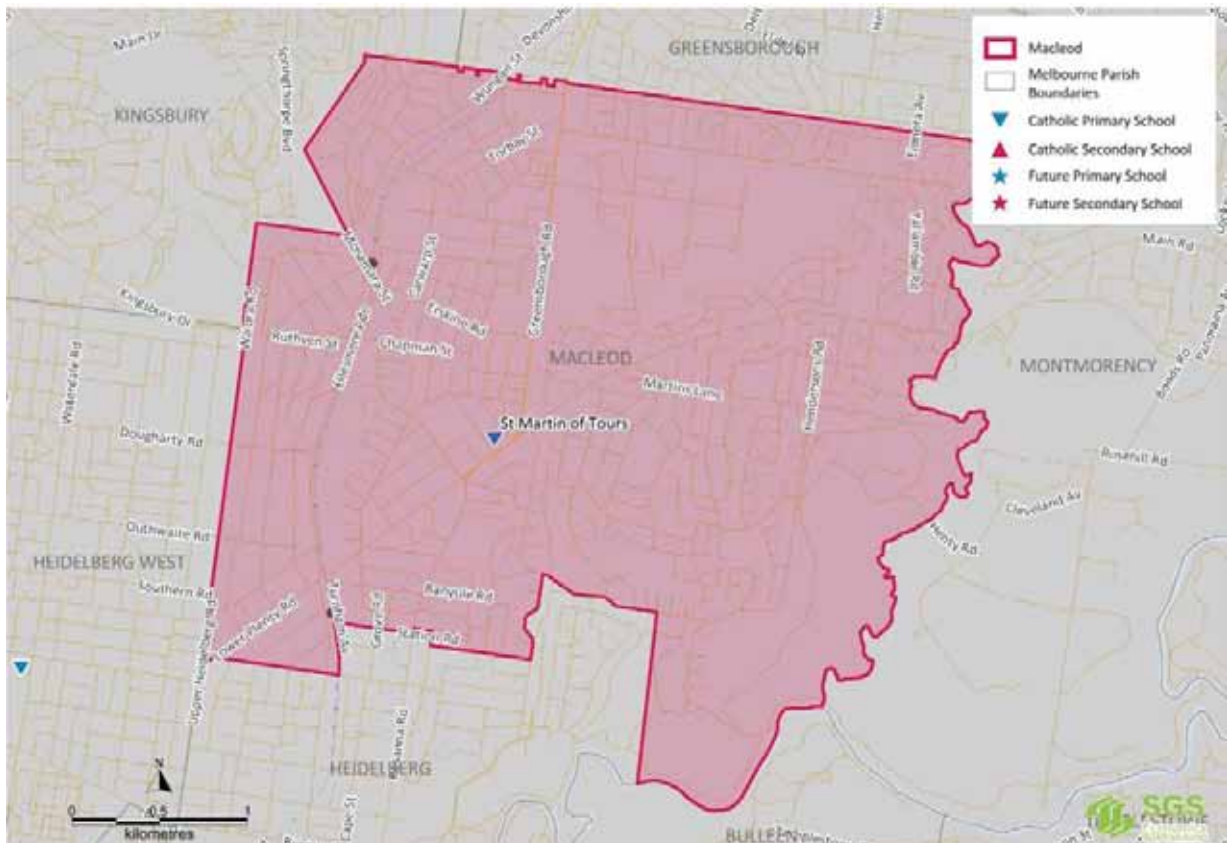
1. Siblings of current families.
2. Baptised Catholic children who are residents within the St Martin of Tours Parish boundaries (see map below).
3. Baptised Catholic children in another Parish in consultation with that Parish Priest.
4. Others living in St Martin of Tours Parish boundaries.
5. Others outside the St Martin of Tours Parish boundaries.

## PLEASE NOTE

Enrolment at St Martin of Tours Parish Primary School is not an entitlement to Secondary school acceptance.

Addresses outside the St Martin of Tours Parish boundaries will affect Secondary enrolment.

## PARISH BOUNDARIES



## 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

- o **Business** [e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel industrial relations manager, research and development manager]
- o **Media** [e.g. newspaper editor, film/television/radio/stage producer/director/manager]

#### **Government administration**

o **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]

o **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

- o **Health** [e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician]
- o **Education** [e.g. school teacher, university lecturer, VET/special education/ESL/private teacher, education officer]
- o **Law** [e.g. judge, magistrate, barrister, coroner, solicitor, lawyer]
- o **Social Welfare** [e.g. social/welfare/community worker, counsellor, minister of religion, economist, urban/regional planner, sociologist, librarian, records manager, archivist, interpreter/translator]
- o **Engineering** [e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer]
- o **Science** [e.g. scientist, geologist, meteorologist, metallurgist]
- o **Computing** [e.g. IT services manager, computer systems designer/administrator, software engineer, systems applications programmer]
- o **Business** [e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- o **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**

- o **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]
- o **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply shipping manager, customer service manager, property manager, personnel, industrial relations]
- o **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- o **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**

- o **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- o **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

- o **Medical, science, building, engineering, computer technician/associate professional**
- o **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- o **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- o **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]
- o **Defence Forces** [e.g. senior non-commissioned officer]
- o **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**

- o 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**

- o **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints service clerk, hospital admissions clerk]
- o **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- o **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- o **Carer** [e.g. aged/disabled/refuge care worker, child care assistant, nanny]
- o **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**

- o **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]
- o **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]
- o **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**

- o **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]
- o **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- o **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- o **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**

- o **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- o **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]
- o **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]

FOR FURTHER INFORMATION  
PLEASES CONTACT:

🏠 2-12 Silk Street, Rosanna VIC 3084

☎ +61 3 9459 0902

@ principal@smrosanna.catholic.edu.au



[www.smrosanna.catholic.edu.au](http://www.smrosanna.catholic.edu.au)

