



ST JOHN'S COLLEGE ENROLMENT APPLICATION

Please submit the enclosed enrolment application with all sections completed in BLOCK letters, along with accompanying documents to:

Enrolment Officer

St John's College
21 Railway Place West,
Preston, Victoria, 3072

Or via email at enrolments@stjohnspreston.vic.edu.au

Documents required to accompany this application

Photocopies of:

- ☐ Birth Certificates for Australian born resident applicants
- ☐ Citizenship, Passport with detailed Visa information, or travel documents for non-Australian born applicants (if applicable)
- ☐ Previous semester report from the applicant's current school
- ☐ NAPLAN test results from the year closest to the year of application (i.e Year 5 results are required for a Year 7 application)
- ☐ Documentation to support learning/ medical/ social/ emotional needs (assessments, tests, reports etc) (if applicable)
- ☐ Current MyGov Immunisation History Statement (all students in Years P-12)
- ☐ Transfer note from current school (if enrolling mid year)
- ☐ Sponsored Agreement – Sponsor and School document (if applicable)
- ☐ Health Care Card (if applicable)

Enrolments for Foundation

Applications for enrolment open for students from the age of 3 years and who may be offered a position in Term 2 the year prior to commencing school. Tours are available for parents wishing to obtain further information. All applicants and their parents will have the opportunity to meet with the Principal prior to a formal offer being made.

Enrolments for Year 7

Applications for enrolment open for students whilst in Year 4 and who may be accepted up to June in their Year 5 year. Tours are available for parents wishing to obtain further information. All applicants are interviewed prior to a formal offer being made. Offers of enrolment are made in Term 4 of the applicant's Year 5 year.

Enrolments for all Other Year Levels

Applications for enrolment may be made throughout the year for other year levels where vacancies are available. Applicants are interviewed prior to a formal offer being made.

The offer of enrolment at St John's College is at the discretion of the Principal.

About this Enrolment Form

Should you have any questions, please direct all enquiries to the College Enrolment Officer: enrolments@stjohnspreston.vic.edu.au or by phone (03) 9480 5300.

ST JOHN'S COLLEGE ENROLMENT APPLICATION



APPLYING FOR YEAR LEVEL _____ IN THE YEAR 20 _____

VICTORIAN STUDENT NUMBER _____ (IF KNOWN)

OFFICE USE ONLY - STUDENT ID

STUDENT APPLICATION DETAILS

Please complete all details in BLOCK Letters

Surname _____ Given Name _____

Preferred Name _____ Gender ☐ Male ☐ Female

Date of Birth _____ Age of student Years: _____ Months: _____

Position in Family (child no. 1, 2, etc) _____

Residential Address _____

Home Phone _____ Mobile _____

Suburb _____ State _____ Postcode _____

Current Year Level _____ Current School/Kindergarten _____

I/We give permission for St John's College to contact the previous school or Kindergarten ☐ Yes ☐ No

Applying for another school in Foundation or Year 7, please list

1. _____ 2. _____

Reason for applying to St John's College _____

Please note this application will not be processed without a copy of the applicant's birth certificate.

Postal Address Details (if different from above) if entered will be default for all communications

Street Address _____

Suburb _____ State _____ Postcode _____

Cultural information

Nationality _____ Country of Birth _____ Country of Citizenship _____

Does your child have any ancestors who are ☐ Aboriginal ☐ Koori ☐ Torres Strait Islander

Language(s) Spoken _____ Has English been studied as a second language ☐ Yes ☐ No

Does your child have a current Visa? ☐ Yes ☐ No If YES Please attach a copy of the Applicants VISA and PASSPORT

Religion / Sacramental Information

Religion _____ Current Parish _____

Baptism Date _____

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VICTORIAN STUDENT NUMBER _____ (IF KNOWN)

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FATHER / GUARDIAN DETAILS Please complete all sections

Title	Surname	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian	<input type="checkbox"/> Stepfather	<input type="checkbox"/> Other
Given Name		Preferred Name			
Date of Birth					
<input type="checkbox"/> Living at the student's residential address		<input type="checkbox"/> Not living at the student's residential address			
Residential Address					
Suburb		State	Postcode		
Home Phone		Mobile Phone			
Email					
Nationality		Country of Birth			
Religion		Language Spoken			
Occupation		Employer			
Business Phone		Business Email			
Occupation Group (Please refer to Appendix 1 for group descriptions)		<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> D <input type="checkbox"/> N
Highest Secondary Year Level Completed					
Highest Non-School Qualification completed (please tick)					
<input type="checkbox"/> Bachelor Degree or higher <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificates I to IV (includes Trade Cert) <input type="checkbox"/> No Non-school Qualification					
Is the Father / Guardian a past student of St John's College?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES in which year(s) were they enrolled and what year levels were completed?					

MOTHER / GUARDIAN DETAILS Please complete all sections

Title	Surname	<input type="checkbox"/> Mother	<input type="checkbox"/> Guardian	<input type="checkbox"/> Stepmother	<input type="checkbox"/> Other
Given Name		Preferred Name			
Date of Birth					
<input type="checkbox"/> Living at the student's residential address		<input type="checkbox"/> Not living at the student's residential address			
Residential Address					
Suburb		State	Postcode		
Home Phone		Mobile Phone			
Email					
Nationality		Country of Birth			
Religion		Language Spoken			
Occupation		Employer			

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MOTHER / GUARDIAN DETAILS, Continued

Business Phone

Business Email

Occupation Group (Please refer to Appendix 1 for group descriptions) ☐ A ☐ B ☐ C ☐ D ☐ N

Highest Secondary Year Level Completed

Highest Non-School Qualification completed (please tick)

☐ Bachelor Degree or higher ☐ Advanced Diploma or Diploma ☐ Certificates I to IV (includes Trade Cert) ☐ No Non-school Qualification

Is the Mother / Guardian a past student of St John's College?

☐ Yes ☐ No If YES in which year(s) were they enrolled and what year levels were completed?

PARENT / GUARDIAN ARRANGEMENTS

Please complete all sections

To assist with working effectively with your child, it is necessary to have a clear understanding of the nature of the student's home. We therefore request that you complete the following as accurately as possible. Please be assured that we will treat this information sensitively.

Student lives with:

☐ Both Parents Together ☐ Mother Only ☐ Father Only ☐ Joint Custody Arrangements ☐ Guardian / Carer
☐ Other Arrangement (please provide details)

If natural parents are not living together, please complete the section below. This is important information to help avoid confusion and possible miscommunication.

☐ Parents Separated ☐ Parents Divorced ☐ Father Deceased ☐ Father Remarried ☐ Mother Deceased ☐ Mother Remarried

Are there any Court Orders in place regarding the custody of the applicant ☐ Yes ☐ No

If there are any parenting / court orders that apply to this student, please ensure that you provide a copy of these to the College. Please attach a current Court Order if applicable.

Please be aware that we are only able to act upon orders of documentation provided to us. Any changes relating to custody details need to be made in writing and forwarded to the College.

PARENT AUTHORISATION

Please authorise responsibility for the following school correspondence (Please tick all that apply)

Primary Debtor Billing Account ☐ Sponsor ☐ Mother ☐ Father ☐ Guardian

Student Reports ☐ Mother ☐ Father ☐ Guardian

Teacher Communications ☐ Mother ☐ Father ☐ Guardian

Updating of Personal and Medical Information ☐ Mother ☐ Father ☐ Guardian

General Correspondence ☐ Mother ☐ Father ☐ Guardian

Father/Guardian to receive College Communications? ☐ Yes ☐ No

Preferred Communication Mode: ☐ Email ☐ SMS

Mother/Guardian to receive College Communications? ☐ Yes ☐ No

Preferred Communication Mode: ☐ Email ☐ SMS

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SIBLING DETAILS

Please provide names of immediate family members associated with St John's College

Siblings currently attending the College

Siblings previously attended the College

Siblings enrolled to commence next year

Younger Siblings

Please list any younger siblings, their gender and their anticipated Year of Enrolment (eg. 2021)

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year Level	Enrolment 20
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year Level	Enrolment 20
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year Level	Enrolment 20
Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Year Level	Enrolment 20

MEDICAL DETAILS Please complete all sections

Medical Centre Name

Doctor's Name

Address

Suburb

State

Postcode

Business Phone

Ambulance Cover ☐ Yes ☐ No If YES please supply membership number

Health Care Card (if applicable, please attach a copy)

Expiry Date /

Medicare Card Number

Ref No.

Expiry Date /

Private Health Provider

Membership Number

In the event our child _____ requires medical attention and treatment whilst in the College and at all camps, excursions and extra-curricular activities, we authorise the College to seek all necessary medical treatment, and for this purpose, to engage a doctor, nursing assistant or hospital accommodation. All expenses, including ambulance costs, incurred will be met by us. We authorise the use of an anaesthetic by a qualified medical practitioner if in his/her judgement this is necessary. We further authorise a blood transfusion if deemed necessary by the attending medical officer. We understand that every effort will be made by the College first to contact us (parents/guardians) in the event of such illness or accident.

Signature of **both** Parents/Guardians

Father/Guardian 1 Signature

Date

Mother/Guardian 2 Signature

Date

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STUDENT EDUCATIONAL AND HEALTH INFORMATION

Please indicate if the applicant has any special needs and give details below, including information about support provided at the current school. If this enrolment is successful it is essential that the College be informed and made aware of any changes to these needs.

Does your child require any additional assistance with their learning? ☐ Yes ☐ No

If YES please provide details below.

Does your child currently receive Government or LNSLN Funding? ☐ Yes ☐ No

Please indicate if your child has any of the following: If YES to any of the following please provide Diagnostic Reports.

<input type="checkbox"/> ADD	<input type="checkbox"/> Aspergers	<input type="checkbox"/> Behavioural Issues	<input type="checkbox"/> Disability	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Diabetes
<input type="checkbox"/> ADHD	<input type="checkbox"/> Autism	<input type="checkbox"/> Psychological Issues	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Hearing Impairment	
<input type="checkbox"/> OCD	<input type="checkbox"/> Giftedness	<input type="checkbox"/> Intellectual disability	<input type="checkbox"/> Motion sickness	<input type="checkbox"/> Vision Impairment	

Has your child been assessed by a speech therapist, occupational therapist, psychologist or other health professional?

☐ Yes ☐ No

If YES please provide details below and attach the relevant report to this application

Is your child on any medication? ☐ Yes ☐ No If YES please provide details below.

Does your child have any allergies? ☐ Yes ☐ No If YES please provide details below.

Does your child have an existing medical condition (eg. Asthma, Anaphylaxis, Epilepsy)? ☐ Yes ☐ No

If YES please provide details below and attach a current ASCIA or ASTHMA management plan completed by the treating physician.

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EMERGENCY CONTACTS

Name	Phone Number	Relationship to Student
1.		
2.		
3.		

PHOTOGRAPHY AND VIDEOGRAPHY

I/We consent to the use of photos and/or video for external marketing and school publications including the school website, social media, school magazine, marketing material and online school directories as per St John's College Photo Permissions Policy.

☐ Yes ☐ No

ENROLMENT APPLICATION PAYMENT

THIS IS A NON-REFUNDABLE ENROLMENT FEE (not deducted from term fees)

Acceptance of payment does not constitute a guarantee of a place at St John's College

Enrolment fee of \$100.00 may be paid by ☐ Credit Card (Please indicate preferred payment method) ☐ Cash

Please Debit my ☐ VISA ☐ Mastercard for the amount of \$100.00

Card No / / / Expiry Date / / CVC

Name on Card Telephone

Signature Cash Receipt Required ☐ Yes ☐ No

Office Use Only

Date Application Received

Birth Certificate ☐ Yes ☐ No Immunisation History Statement ☐ Yes ☐ No

Year Level House

Application Fee Securement Fee

Payment Received ☐ Direct Transfer ☐ Cash ☐ Credit Card Date Payment Received / /

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PRIVACY COLLECTION NOTICE

The information about your child and family collected through this enrolment form will only be shared with school staff who need to know to enable St John's College to educate or support your child, or to fulfil legal obligations including duty of care, anti-discrimination law and occupational health and safety law. The information collected will not be disclosed beyond St John's College without your consent, unless such disclosure is lawful. For more about information-sharing and privacy, see the privacy policy found on our College website.

FAMILY ENROLMENT AGREEMENT

Student

As a student of St John's College, I agree to uphold the core values of the College – to Love, to Dream, to Excel and to Achieve. I agree to participate in the Religious Education Program at the College and I promise to co-operate with my teachers by working hard and obeying the *College Shared Expectations*. I promise to support the educational program, including participation in overnight, compulsory excursions, camps, sport days and special Feast Days and events or days of celebration.

Senior Students:

I understand that the College has a ban on mobile phones during school hours, including recess and lunchtime (including for the purposes of listening to music). I promise to have my phone on silent and out of sight. I bring my phone to school at my own risk. Should I lose my phone or it is stolen or damaged, the College will not replace it.

Parents/Guardians

In return for the education service provided by St John's College, I/we agree:

- To respect and support the College's Christian Orthodox ethos and values, Religious Education and faith based programs including Religious Education lessons, the celebration of Divine Liturgies and services, and morning prayer.
- To reinforce College expectations and values at home and to support the College in implementing the shared expectations for students; and to work in partnership with the staff to resolve any issues.
- To act in accordance with the College *Parent Code of Conduct* and the College *Student Code of Conduct*.
- To acknowledge and convey to staff, any learning and/or behavioural needs of my child.
- To communicate openly with the Principal and staff of the College about any issues or concerns that may arise and to assist their resolution. This includes any issues associated with any of the following conditions:
 - o To support the educational program, including participation in overnight, compulsory excursions, camps, sport days and special events or days of celebration etc. These activities are an essential part of the College program and exemption can only be granted in exceptional circumstances;
 - o In the event of accident or illness of my child, to authorise the Principal or a staff member, where it is not practical to communicate, to arrange transportation or hospital accommodation, including the administration of an aesthetic by a qualified medical practitioner, if deemed necessary, and to pay any expenses so incurred;
 - o To attend Parent Information nights and progress interviews (Parent Teacher Student progress interviews);
 - o That the correct uniform – both regular and sport – will be worn in accordance with College guidelines. A note of explanation will be sent to the College if this Agreement cannot be kept for a short period;
 - o To maintain an understanding of my child's progress throughout the year and to read the College Newsletter;
 - o Should the need arise, that our child be referred to the College pastoral counselors or Chaplain to assist our child's welfare at school;
 - o To assist the College in some voluntary capacity as the need arises;
 - o Ensure that all correspondence with College staff is undertaken in a polite and respectful manner.
 - o When attending the College for any reason during school hours: I/We will report to the administration office and sign in;
 - o Agree that we will not withdraw our child/ren from school for more than two consecutive days for a family holiday without the prearranged written permission of the College Principal.

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- ☐ It is the College's understanding that students are enrolled until they complete Year 12. One term's notice in lieu of fees is required for the departure of a student from the College. I/We agree to discuss any proposed withdrawal of our child with the Principal prior to making a final decision. Should an exit be required, an exit interview with your child/ren will be arranged.
- ☐ I/We have read and agreed to the conditions contained in the Standard Collection Notice.
- ☐ I/We realise that failure to comply with this Agreement could result in enrolment for the following year being reviewed by the College.

School Fees

As Parents/Guardians I/We agree *(please initial each box)*:

- ☐ To pay school fees and charges via an authorised College payment plan or by the quarterly due date as set by the College or as per the College Fee Schedule and accept any fee collection charges if required.
- ☐ To make contact with the Principal if our financial situation changes impacting our ability to make fee payments as above.
- ☐ In the event our child exits the college before the completion of Year 12 we agree to:
 - ☐ Return all property of the College including the return or payment for musical instruments, accessories and library books
 - ☐ Pay one term's fee in lieu of notice

Electronic Devices

As parents/Guardians I/We understand and agree *(please initial each box)*:

- ☐ At Year 7-11 enrolment, the College requires use of a student purchased portable learning device. The specifications will be determined by the College and we understand that our child/ren will be able to access the College internet.
- ☐ I/We understand that my child/ren bring a laptop to school at our own risk and understand that the laptop should be stored in a locked locker when not in use.
- ☐ I/We understand and are in agreement with the College *Student ICT User Agreement*.
- ☐ I/We understand that St John's College has a ban on the use of mobile phones during the school day, including recess and lunch time. I/We will support the College in enforcing the rules around mobile phone use.
- ☐ I/We understand that my/our child/ren bring a phone to school at our own risk. Lost, stolen, damaged phones will not be replaced by the College.

SPONSORED STUDENT ENROLMENT AGREEMENT

The Sponsored Student Enrolment Agreement refers to cases where an External Sponsor is liable for the payment of College Fees & other costs.*

(please initial each box if applicable)

- ☐ The parents or guardians under this enrolment agreement will not be liable for these fees and other costs, to the extent that they are paid by an External Sponsor pursuant to a Sponsorship Agreement and a College and External Sponsor Agreement. When or if the External Sponsor ceases to make those payments, the parents or guardians will be liable for those fees and costs; and
- ☐ The College has a right to refuse sponsorship from a potential or existing external sponsor and the College will advise the affected sponsor and parent/guardian(s).

*Please refer to the Sponsorship Schedule.

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OPPORTUNITIES FOR PARENTS/GUARDIAN INVOLVEMENT

St John's College welcomes parent involvement and assistance within our community. There are a number of ways you can become involved in the continuing education of your child.

Liturgies, Awards and Presentations

Parents/Guardians are encouraged to join us at the first Agiasmos Service, Divine Liturgies and other services, award ceremonies and whole school assemblies.

Play and Musical

Parents/Guardians are encouraged to assist with tasks associated with these events and as directed by staff.

Sports Days

Parents/Guardians are invited to attend and/or assist where required.

Parents Association

St John's College Parents Association provides many opportunities for Parent/Guardian involvement at the College. There are a variety of social and fundraising activities that are held throughout the year.

Please note that all volunteers at the College are required by law to complete a Working with Children Check.

FEE PAYMENT

St John's College offers a quality Christian Orthodox Education in a caring and progressive learning environment. We appreciate timely fee payments to support the delivery of high-quality education programs and facilities for your children. The fee structure is detailed separately in the Fee Schedule.

Payment Methods

The College offers payment plans including fortnightly, monthly, quarterly and yearly, via Direct Debit, Credit Card or Direct Transfer. Other payment terms may be accepted by application to the College Accountant. Failure to pay fees in full by the due dates or make suitable arrangements for payments, will instigate fee recovery action by the College.

Accounts

An annual notification of fees will be issued in Term 4 in anticipation of the following year, with invoices being issued in January of the new school year.

Change of Circumstances

If financial hardship prevents payment of fees by the due date, contact must be made with the Principal or College Accountant to discuss your circumstances and/or options for assistance to avoid overdue accounts being sent to an external collection agency.

Terms & Conditions

If the student is accepted for enrolment, each Parent or Legal Guardian, whose signature appears below, agrees that they are jointly and severally liable for payment of all fees and charges relating to the child's education, as raised by the College. In the absence of documentation from a legal source being provided to and accepted by the College, each Parent or Legal Guardian regardless of marital status agrees that they are and will remain responsible for the payment of the College's Fees.

A student is admitted to the College on the understanding that the fees are paid promptly. Fees for each term are required to be paid one term in advance. If in any term, all fees have not been paid in respect of any accounts rendered payable, the student in question may be removed from the College and this agreement terminated in relation to that student (unless there are circumstances which have been reported to the Principal and alternative arrangements have been approved by the Principal).

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Failure to pay the fees may also result in additional charges being incurred, such as recovery fees and legal fees, which will be added onto the outstanding balance and each Parent or Legal Guardian agrees to pay any such fees incurred by the College.

For the better securing of the College's Fees in the event of non-payment of the Fees, each Parent or Legal Guardian whereby charges all of his/her right, title and interest in and to any real and personal property they own in the State of Victoria together with all improvements thereon (if any) with the payment of all unpaid Fees. Each Parent or Legal Guardian hereby acknowledges that in the event of non-payment of the Fees this provision enables the College to lodge a Caveat over any real property that they own (including any real property that may be held in any other name by which the Parent or Legal Guardian may also be known).

A pro rata charge is made to students entering the College for the first time after a term has commenced. If a student leaves during a term, no refund will be made for the remaining portion of the term.

Withdrawal of Student

When a student is to leave the College, a full term's notice in writing to the Principal is required. Failure to comply with this requirement entitles the College the right to invoice a Term's Fees in lieu of notice.

Extended Absence

Tuition Fees will not be waived for any period of absence of students for any reason. Notice in writing to the Principal is required for any extended absence. Please Note: Full tuition fees are still payable for the duration of the student's absence.

School Reports

School reports will not be issued to parents until all the required Fees have been paid.

DECLARATION

Please Note: Unless otherwise advised, it is assumed there is shared custody of the application. As such, both parent signatures would normally be required on the Enrolment Application Form. Please advise us if there are any circumstances that would prevent both parents from signing the form.

I/We, the undersigned, understand and agree to the Family Enrolment Agreement and request that the above-named be registered for enrolment at St John's College. I/We understand and agree that both parents or guardians are liable for fees jointly and severally. I/We believe that the statements in this application are true in every particular and understand that the failure to provide correct information may result in the withdrawal of this application.

_____/_____/_____ Father/Guardian Signature	_____/_____/_____ Date	_____/_____/_____ Mother/Guardian Signature	_____/_____/_____ Date	_____ Student	_____/_____/_____ Date
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APPENDIX 1: PARENT OCCUPATION GROUPS

As specified by the Department of Education, Employment and Workplace Relations

GROUP A

Senior management in large business organisations, government administration and defence and qualified professionals • Senior Executive / Manager / Department Head in industry, commerce, media or other large organisation • Public Service Manager (Section head or above) [e.g.: 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, business analyst, accountant, auditor, policy analyst, actuary or valuer • Air/sea transport - aircraft, ship's captain, officer, pilot, flight officer, flying instructor, air traffic controller

GROUP B

Other business managers, arts / media, sports persons 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 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 • 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 D

Machine operators, hospitality staff, assistance, labourers and related workers • Drivers, mobile plant, production / processing machinery and other machinery operators • Hospitality staff (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper) • Office assistants, sales assistant and other assistant • Office (typist, word processing / data entry / business machine operator, receptionist, office assistant) • Sales (sales assistance, 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 (trades' 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 N00 not included above, agriculture, horticulture, forestry, fishing, mining worker farm overseer, shearer, wool / hide classer, farm hand, horse trainer, nurser/man, 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 park attendant, crossing supervisor)

GROUP N

Not in paid work in the last 12 months