



ENROLMENT APPLICATION FORM

Thank you for your interest and subsequent enquiry for enrolment. Please complete all areas including the check list on the back cover. Please complete a separate form for each student and return to the College Reception. Full and frank disclosure is required. Any failure to do so may negate the initial or ongoing enrolment of your student at the College. The obligation to supply information that may affect your student at the College is ongoing.

PRIVACY NOTICE

1. Gulf Christian College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. We ask you to provide and to update, as appropriate, information which is relevant to the health and wellbeing of the student. College contact details are located on back page.
2. The primary purpose of collecting this information is to enable the College to provide quality Christian education within the Biblical tradition.
3. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care and to comply with Public Health and Child Protection laws.
4. Information collected will be kept secure.
5. The College takes reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorized access, modification or disclosure. Where required, the College notes its obligations to destroy or de-identify personal information in certain circumstances.
6. The College from time to time discloses personal and sensitive information to others for administrative, educational or health and safety purposes. This includes other schools, government departments, system education offices, your local church, medical practitioners and people providing services to the College, including specialist visiting professionals, sport coaches and volunteers.
7. You may request access to your file, in writing to the College Principal.

CHILD DETAILS

Surname		Given names	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address		Postal Address	
Suburb		Suburb	
Post Code		Post Code	
Year level to commence		Start date	
Country of birth		Australian Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student identify as Aboriginal/Torres Strait Islander or both?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both	If not born in Australia, which country was the student born?	
If Aboriginal or TSI, what is the student's tribal background?	<input type="checkbox"/> Kukatj <input type="checkbox"/> Kurtijar <input type="checkbox"/> Gkuthaarn <input type="checkbox"/> Other: _____	Does the student have permanent Australian residency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student speak a language other than "Standard Australian English" at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what language does the student speak at home?	<input type="checkbox"/> Aboriginal English <input type="checkbox"/> Normanton Lingo <input type="checkbox"/> Aboriginal Kreol <input type="checkbox"/> Other: _____

FOR OFFICE USE

Received date _____ Enrolment fee _____ Family code _____ Student number _____
 Contract date _____ Medical form _____ Data Collection Form _____
 Start date _____ Date withdrawn _____

PARENT/GUARDIAN DETAILS

MOTHER'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

FATHER'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

GUARDIAN / OTHER CONTACT'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

GUARDIAN / OTHER CONTACT'S DETAILS

Primary Contact Secondary Contact

First Name _____ Title _____

Surname _____

Living with child Yes No Part-Time

Address _____

Suburb _____ Post Code _____

Home ph _____ Silent Yes No

Work ph _____ Mobile _____

Email _____

Occupation _____

Employer _____

Religion _____

Responsible for payment of account? Yes No

Signed _____

SCHOOLING HISTORY

CURRENT SCHOOL	YEAR LEVEL ATTENDED	REASON FOR LEAVING
PREVIOUS DAY CARE / SCHOOLS	YEAR LEVEL ATTENDED	REASON FOR LEAVING

Why do you consider that your child would benefit from a Christian education at Gulf Christian College?

Has your child ever been suspended, expelled or refused admission to another school?

Yes No

If yes, please state which and explain why:

Student interests (sport, music, hobbies, community involvement etc.)

OTHER CHILDREN IN THE FAMILY

Name	Date of birth	Present school	Year level

(Please complete a separate Enrolment Application Form for each student)

SPECIAL CIRCUMSTANCES

Please note any special circumstances we need to be aware of in relation to your student (health issues, living arrangements, custody, guardianship etc.)

Family Court Orders or Domestic Violence Orders that pertain to this student must be provided.

For the student's safety, it is essential that the parent advises the College, in writing, immediately if there are changes in this regard.

CHURCH DETAILS

Is your family involved in a Christian church?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how often do you attend?	<input type="checkbox"/> Regularly <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom
Church denomination		Church name	
Indicate if the student attends:	<input type="checkbox"/> Church	<input type="checkbox"/> Sunday School	<input type="checkbox"/> Youth Group

ACADEMIC & MEDICAL DETAILS

Please indicate if your child has:

1. Ever received learning support from their current school or previous school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Repeated a year level at school? If yes, please state when and reason.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Been involved in a gifted and talented program?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Should you tick any of the following boxes, we may request additional information from you. This information will be required before your application for enrolment can proceed, including a copy of reports and medical diagnosis of this/these difficulties.

Please tick if your child has any difficulties in the following areas:

<input type="checkbox"/> Intellectual	<input type="checkbox"/> Visual	<input type="checkbox"/> Social / Emotional	<input type="checkbox"/> Suicide ideation
<input type="checkbox"/> Physical	<input type="checkbox"/> Speech	<input type="checkbox"/> Learning difficulties	<input type="checkbox"/> Psychological
<input type="checkbox"/> OCD	<input type="checkbox"/> ADD / ADHD	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Aspergers / Autism
<input type="checkbox"/> Eating disorders	<input type="checkbox"/> Behavioural	<input type="checkbox"/> Hearing	<input type="checkbox"/> Perceptual Motor
<input type="checkbox"/> Self-harm	<input type="checkbox"/> Anxiety / Depression	<input type="checkbox"/> Other (please specify)	
Is your child on an Individual Support Plan?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there any behavioural issues that would impact on your child's learning?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state concerns:			
Does your child have a Behaviour Plan?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your child had a specialist (occupational therapist, student psychologist, paediatrician, speech therapist, guidance officer, development optometrist, etc.) assessment for developmental, psychological, emotional, learning or behavioural issues?			<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide a copy of the report)

Please tick if your child has any of the following medical conditions:

<input type="checkbox"/> Asthma	<input type="checkbox"/> Headaches	<input type="checkbox"/> Head injury	<input type="checkbox"/> Epilepsy
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Allergies	<input type="checkbox"/> Eating disorder	<input type="checkbox"/> Other
How does this condition impact in the classroom?			
Does your child take medication on a regular basis?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details:			

EMERGENCY CONTACT DETAILS

Please supply details of an emergency contact (NOT LIVING WITH FAMILY) if parents are not available:

Full name		Phone (mobile)	
Address		Phone (home)	
Relationship to your child			

ENROLMENT PRIORITY

Enrolment priority is given to:

- Siblings of current College students.
- Students from families who desire a Christian education for their student and support the ethos of the College.
- Special circumstances at the College Principal's discretion.
- Dates of received applications for enrolment.

Placements can only be made if there are vacancies in the required year level.

AS A CHRISTIAN COMMUNITY WE BELIEVE

... the Bible is the Word of God

... the Bible informs and instructs us in what to believe, and how to live.

... there is only one God.

... He is the creator of the universe, and has shown Himself to be three persons; the Father, the Son and the Holy Spirit.

... Jesus Christ is the Son of God, and He is actually God and man.

... He was born of a virgin, lived a sinless life, suffered and died for our sins, and then rose from the dead for our salvation according to Biblical prophecy.

... that the Holy Spirit is God, that He works in our lives to lead us to repentance and faith in God, and helps us to live as Christians.

... the Bible warns us about Satan, and tells us about his ultimate destruction in hell.

... also that Jesus Christ will one day return to the earth to judge both the living and those who have already died.

ENROLMENT PROCESS

- Parents complete an Enrolment Application Form for each child in the family – including all information and reports as requested. The enrolment process will take longer when reports and assessment are required.
- Return the completed Enrolment Application Form to the College Reception ensuring that all policies have been read and signed, with a copy of your child's:
 - birth certificate
 - latest school reports
 - latest NAPLAN benchmark test results (where applicable)
- Include any other necessary documents or reports and the registration fee of \$50 per family.
- Please note that until all documents are received we cannot proceed with the enrolment process.

What will happen next?

1. Further information may be sought if required or if the application is incomplete.
2. We will invite you, along with your child/ren to attend an interview with the Principal.
3. An interview does not mean that a place will be offered.
4. Children from new and existing GCC families are required to attend an interview.
5. If a place is not available, your child's name will be held on the waiting list unless you notify us otherwise.
6. If your application for enrolment is unsuccessful, you will be notified by mail by our College Principal.
7. Offers of places will be forwarded by post as soon after the interview as practicable.
8. Acceptance of the offer is confirmed by signing an Enrolment Contract with the College that sets out the conditions and expectations of the parties.
9. You will be informed of fee paying requirements and asked to make appropriate arrangement/payment plans.

COLLEGE POLICIES

An important facet of the mission of Gulf Christian College is to create opportunity for students through education. The College has developed a number of policies formulated to protect students, staff and College property, providing the basis whereby this mission is translated into reality. Our web site contains the Gulf Christian College Ltd policies: www.gulfcc.qld.edu.au

Privacy Statement 2018

In accordance with requirements of the Commonwealth Privacy Act 1998, as amended, and the Privacy, (Notifiable Breaches) Act 2017 the College is bound by the thirteen (13) Australian Privacy Principles under the compliance authority of the Office of the Information Commissioner and set out in the Act – see www.privacy.gov.au. Accordingly, all personal, sensitive and health data/information of parents/guardians, students, and relevant others including prospective employees is private. The College will use the information collected and recorded to fulfill both legal requirements and the educational mission of Gulf Christian College. The College collects personal, including sensitive, information about students, their parents/guardians and relevant others for the primary purpose of the College fulfilling its educational services under law to the students and to parents/guardians seeking an education for their students within the Objects and Ethos of this College. Information is collected through filling out of application forms, face-to-face interviews and at times third party reports, with consent.

The College will also exercise its right to access the credit history of parents/guardians under law by consent. Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations. Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties. Please note that:

- If the College does not obtain the information referred to above, the application process will not proceed
- Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information for the purpose of planning for the needs of students and any adjustments which may be necessary
- Information sought will include reports from third parties re medical and other treating professionals and Court Orders

The College from time to time may otherwise need to disclose personal, sensitive or credit information to others for legal administrative, safety, health and education purposes. This includes to the Privacy Information Commissioner, the Non-State Schools Accreditation Board, the Queensland College of Teachers, other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

Unless directly notified to the contrary, personal information such as academic and sporting achievements, news and images is published to the College community by way of College Newsletters, magazines, in multi-media presentations and on our website. Identification and photographs/film footage may be published, for example in College magazine and social media pages.

Marketing material will not identify students without express consent from parents/guardians.

The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).

The College will take reasonable steps to keep personal information accurate/up-to-date and complete. Parents/guardians are relied upon to assist the College in keeping information accurate and up to date.

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorized access, modifications or disclosure. The College will respond promptly to security breaches, notifying those affected, as appropriate, and in compliance with mandatory reporting/notification of eligible data breaches to the Office of the Australian Information Commissioner.

Parents/guardians have a right to make a written complaint internally to the Principal if they consider these Privacy Principles have been breached or externally to the Office of the Australian Information Commissioner. The College Privacy Policy outlines the process available to those parties who wish to bring a complaint alleging a breach of privacy by the College. It is readily available on the College Website or by request.

Privacy Principle 11 mandates that a school destroy or de-identify personal information it holds if/when it no longer needs the information for any purpose (for which it may be used or disclosed by the school). Most schools keep information for a period of 7 years following a student's departure from the school.

Parents/guardians may seek access to personal information collected about them and their students by contacting the College. Adult students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy, health and safety of others, where access may result in a breach of the College's duty of care to a student or where access is denied by law.

FINAL CHECKLIST

Enrolment fee (\$50 per family)		Copies of medical diagnosis of difficulties, behavioural issues or medical conditions	
Birth certificate			
Copies of two recent school reports		Copies of any specialist reports	
Copy of latest NAPLAN results		Copies of family court/domestic violence orders	

College Address: Brown Street, Normanton

Postal Address: PO Box 210, Normanton QLD 4890

Phone: 07 4745 1180 Email: info@gulfcc.qld.edu.au

Web: www.gulfcc.qld.edu.au

ABN: 96 099 043 384





STUDENT INFORMATION & MEDICAL FORM

STUDENT INFORMATION			
First Name/s		Surname	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Year Level & Level of Enrolment	eg. Yr 9 2022	Student Mobile	
Method of transport to and from GCC	<input type="checkbox"/> Bus <input type="checkbox"/> Private car <input type="checkbox"/> Bike <input type="checkbox"/> Walk		

EMERGENCY CONTACTS			
	Mother	Father	Other: Full name _____
Mobile			
Work Phone			
Home Phone			

MEDICAL INFORMATION							
Medicare Number				Number beside child's name:	Expiry date:		
What is the student's swimming ability? <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Strong							
Has your child ever suffered from the following? If 'yes', please provide FULL DETAILS in the space provided (eg. frequency, severity, triggers, treatment etc) If you require more space, please attach a separate piece of paper.							Has your child been hospitalised?
Travel sickness	Mild	Med	Severe	No	Details		Yes / No
Asthma/Respiratory	Mild	Med	Severe	No	Details		Yes / No
Allergies	Mild	Med	Severe	No	Details		Yes / No
Anaphylaxis condition	Mild	Med	Severe	No	Details	EpiPen / expiry date:	Yes / No
Epilepsy	Mild	Med	Severe	No	Details		Yes / No
Diabetes	Mild	Med	Severe	No	Details		Yes / No
Sight problems	Mild	Med	Severe	No	Details		Yes / No
Heart problems	Mild	Med	Severe	No	Details		Yes / No
Other	Mild	Med	Severe	No	Details		Yes / No
I consent for my child to participate in the College's Outdoor Education Program						<input type="checkbox"/> Yes <input type="checkbox"/> No	
I authorise the provision of paracetamol to my child at school or on camp if required						<input type="checkbox"/> Yes <input type="checkbox"/> No	
I authorise for the provision of antihistamines to my child at school or on camp if required						<input type="checkbox"/> Yes <input type="checkbox"/> No	

As a parent/guardian of the above student, I authorise the Principal (or his delegated representative), in the event of a medical or other emergency involving my child (whether on the GCC campus or at a camp), and where it is impossible or impractical to communicate with me, to act as considered appropriate and expedient and that I will be responsible for any medical cost/outlay incurred in such process. I further authorise medical practitioners to administer anaesthetic and blood transfusion if the necessity arises.

I understand that each year, prior to the Outdoor Education Program taking place, I will be sent specific information relating to the program's location and specific activities, (some of these activities may include high ropes, canoeing, hiking, mountain biking etc)

I understand that camps are a compulsory school event, and each year I will have the option to review my child's permission to attend the Outdoor Education Program and will notify the College in writing within 5 days of receiving the specific information if I decide to withdraw permission for my child to participate in the program.

Signature:		Parent/Guardian Name:		Date:	
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STUDENT INFORMATION & MEDICAL FORM

- Parents must make written request to the College including instructions for administration of the drug, and any special needs of the student.
- The Principal will authorise a staff member/s to administer medication. Only designated members of staff have this authority. Medication will not be administered unless the details are completed below.
- Medication which is not so labelled must not be administered.
- Non prescription medication such as analgesics (Paracetamol) will not be administered by College staff unless the designated member of staff holds a First Aid Qualification. Parents may be phoned to authorise student requests for analgesics. Records will be kept.
- All medication is to be kept in a lockable cupboard.
- An official register on the Administration of Drugs to students is to be kept by the designated members of staff.
- The school takes no responsibility to ensure that medication is not out of date or that sufficient quantities of the medication are provided.
- Epipens MUST be provided.
- The designated members of staff are to return all unused medication to parents when the parents inform the College **in writing** that medication is no longer needed or is past the use-by date.
- If a member of the College staff becomes aware that a student has possession of a medication without written advice from a parent, or the parent's advice is inconsistent with the medical instructions provided, he/she will secure the medication, store it securely and notify the Principal. The Principal or designated members of staff will contact the parents.

EMERGENCY SITUATIONS

Does your child require medication?	<input type="checkbox"/> Yes	If yes, please continue to complete this page advising of all details of symptoms and treatments, and providing a treatment management plan from your GP if necessary.
Could your child have an emergency situation as a result of any of the conditions ticked for them on the previous page?	<input type="checkbox"/> No	If no, you do not need to complete the remainder of this form.

STAFF TO ADMINISTER MEDICATION

My child will require staff to help administer medication	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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MEDICAL ALERT PLAN

This section must be completed for all students who may require medication.

Name of student		Year Level	
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Diagnosis/condition requiring medication:			
Allied Health Professional Diagnosis?	<input type="checkbox"/> Yes (Please supply a copy of report)	<input type="checkbox"/> No	

Prescribed medication and dosage:			
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Symptoms / signs to watch for?			
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Action steps to be followed:			
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Signature:		Parent/Guardian Name:		Date:	_/_/___
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DATA COLLECTION FORM

As part of a national agreement reached by Ministers for education in each state and territory, to report on progress towards the achievement of the **National Goals for Schooling**, all schools in Australia are asked to collect a range of information on students' backgrounds using nationally agreed definitions.

Some of the data involves collecting information about the background of students' parents/guardians. We require you to complete separate forms for each child and we apologise for the repetitive nature, however it is part of the government requirements.

First Name		Surname	
Home Address		Suburb & P/Code	

Does the student identify as Aboriginal/Torres Strait Islander or both?	
<input type="checkbox"/> No	
<input type="checkbox"/> Yes, Aboriginal	
<input type="checkbox"/> Yes, Torres Strait Islander	
<input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander	

In which country was the student born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other (please state)		
Does the student or their mother / father / guardian speak a language other than English at home?			
	Student	Mother/Guardian 1	Father/Guardian 2
No – English only			
Yes – please list ALL other languages spoken	<input type="checkbox"/> Aboriginal English <input type="checkbox"/> Normanton Lingo <input type="checkbox"/> Aboriginal Kreol <input type="checkbox"/> Another Aboriginal language <input type="checkbox"/> Other: _____	<input type="checkbox"/> Aboriginal English <input type="checkbox"/> Normanton Lingo <input type="checkbox"/> Aboriginal Kreol <input type="checkbox"/> Another Aboriginal language: <input type="checkbox"/> Other: _____	<input type="checkbox"/> Aboriginal English <input type="checkbox"/> Normanton Lingo <input type="checkbox"/> Aboriginal Kreol <input type="checkbox"/> Another Aboriginal language: <input type="checkbox"/> Other: _____

What is the highest year of Primary or Secondary School the parents/guardians have completed?		
	Mother/Guardian 1	Father/Guardian 2
Year 12 or equivalent		
Year 11 or equivalent		
Year 10 or equivalent		
Year 9 or equivalent or below		

What is the highest qualification the parents/guardians have completed?		
	Mother/Guardian 1	Father/Guardian 2
Bachelor degree or above		
Advanced diploma / Diploma		
Certificate I to IV (including trade certification)		
No non-school qualification		

What is the occupation group of the mother/guardian?		<i>see over for parental occupation groups</i>
What is the occupation group of the father/guardian?		<i>see over for parental occupation groups</i>

- if the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation
- if the person has not been in paid work in the last 12 months, enter '8' in the box above.

LIST OF PARENTAL OCCUPATION GROUPS

Group 1:

Senior management in large business organisation, 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), regional director, health/education/police/fire services administrator

Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]

Defence Forces Commissioned Officer

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

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

Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]

Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2:

Other business managers, arts/media/sportspersons and associate professionals

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business

Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]

Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]

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

Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]

Associate professionals generally have diploma/technical qualifications and support managers and professionals.

Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional

Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]

Defence Forces senior Non-Commissioned Officer

Group 3:

Tradesmen/women, clerks and skilled office, sales and service staff

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.

Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]

Skilled office, sales and service staff.

Office [secretary, personal assistant, desktop publishing operator, switchboard operator]

Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]

Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4:

Machine operators, hospitality staff, assistants, labourers and related workers

Drivers, mobile plant, production/processing machinery and other machinery operators.

Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper]

Office assistants, sales assistants and other assistants.

Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]

Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]

Assistant/aide [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 NCO not included above

Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]

Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]