Enrolment Application

Carmichael College
A second campus to Mueller College

Carmichael College
CO: Mueller College
PO Box 487, REDCLIFFE, QLD 4022
P: (07) 3897 2990   F: (07) 3204 0404

All applicants must complete all sections.

If a place is offered for enrolment in the College, this Enrolment Application will form part of the Enrolment Contract.

It is important that all sections of this Enrolment Application are completed honestly and accurately, and full disclosure is made.

The College relies upon the statements made within this Enrolment Application, and if untruthful, false or misleading statements are made, or full disclosure is not made, the enrolment of the student may be terminated.
Carmichael College Mission Statement

The aim of Carmichael College is to prepare students for life in the world and eternity by applying Biblical principles through excellent education in a distinctly Christian environment.

College Policies

Enrolled students and parents are expected to comply with all relevant College policies and procedures which can be viewed on the College website and may be amended from time to time. The enrolment of a student may be terminated if College policies are breached.

Enrolment Policy

GENERAL STATEMENT

Carmichael College was established as a secondary campus to Mueller College as it provides education for children of members of Creekside Community Church, Christian families in the wider community and families willing to embrace the Carmichael College Statement of Support.

ENROLMENT PRIORITY

Enrolment Priority is given to:

a. Siblings of current College students
b. Students from families who desire a Christian education for their child and support the ethos of the College.
c. Special circumstances at the Head of College’s discretion
d. Dates of received applications for enrolment

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

Privacy Policy

i. A copy of our Privacy Policy is available from the College office or on our website.

ii. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.

iii. 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.

iv. Certain laws governing or relating to the operation of schools require that certain information is collected, for example Public Health laws.

v. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

vi. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people or organisations providing services to the College, including specialist visiting teachers, coaches and volunteers.

vii. 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.

viii. 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 our website. This may also be in video clip or photo form.

ix. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. 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.

x. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

xi. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us prior to enrolment.

xii. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College. The reason for disclosure is that they can access the information if they wish. The College does not usually disclose information to third parties.
1. Making an application
   a. An Enrolment Application form must be made for each child in the family and accompanied by:
      - the non-refundable Enrolment Application Processing Fee ($30);
      - copy of the student's birth certificate/extract or passport;
      - copies of latest school reports and any national testing results where applicable;
      - any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical
        conditions.
   b. Your application will be acknowledged by letter.

   Please note that until all documents are received we cannot proceed with the application for enrolment process.

2. Interview and offer of a place
   a. Your child's name/s will be placed on the waiting list for the class and entry year you have requested.
   b. We will invite you and your child/ren to attend an interview if a position may become available.
      - Interviews for future years are conducted from March of the previous year (Prep only);
      - An interview does not mean that a place will be offered;
      - All children are required to attend an interview.

3. Acceptance of offer
   - Offers of places will be forwarded by mail as soon after the interview as practicable.
   - If your application for enrolment is unsuccessful, you will be notified by mail.
   - Acceptance of the offer is required within 10 days by paying the Confirmation Fee of $300 per student and signing the
     Confirmation of Enrolment form.
   - Parents should also update any personal details which may have changed since completing the Enrolment Application.

4. The process of withdrawing a student
   - If a student does not commence at the College, the Enrolment Application Processing Fee and Enrolment Confirmation Fee
     are forfeited. For more information, please read the Fees and Concessions Policy enclosed within this application.
   - Once a student commences at the College, one term's notice is required in writing to be given before a student is withdrawn.
     If the required notice is given, parents are eligible for the return of unspent tuition and non-tuition fees. For more information,
     please read the Fees and Concessions Policy enclosed within this application.
   - If the marital status of parents/guardians should change during the student's enrolment at Carmichael College, the original
     Enrolment Contract will apply until such time as both parties request a change of status or a court designated custodian of the
     child requests such a change. A new Enrolment Contract may need to be signed. This request must be made to the Registrar.

5. Fees
   - Fees are required in advance, as set out in the Schedule of Fees and Levies. Parents will be invoiced when fees are due.

Credit Policy - Fee Collection

The Strategic Plan for Carmichael College identifies that the College is to conduct its relationships, programs and business dealings in
a way that will demonstrate Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of
fees in recognition of their acceptance of these terms at the time of enrolment of their students into the College.

Carmichael College requires all fees to be paid in a timely manner to assist with budgeting and operational aspects of the College. The
College is a non-profit organisation and therefore payment of fees on time is critical to the effective provision of educational services.

Full payment of fees invoiced is due at the start of each term unless prior arrangements are made with the College.

Parents who are unable to pay within the specified time will be required to advise the College and have a payment schedule set up and
signed before the due date of the unpaid invoice. Payments of these schedules can be made by Direct Debit, BPAY, Credit Card or
Eftpos, Cash or Cheque at the Front Office.

Overdue accounts where satisfactory payments have not been entered into or adhered to will incur late penalty fees. In the event
of any account balance being outstanding at the end of the calendar year, the College reserves the right to make a service charge
amounting to 10% of the outstanding balance on the account.

Continual failure to maintain a suitable payment arrangement may jeopardise the ongoing enrolment of the student.

Failure to come to a suitable payment arrangement may result in the matter being referred to a Debt Collection Agency or Solicitor.
Costs and commissions associated with the collection will be added to the outstanding balance.
Tuition fees cover the tuition and general administration fees and does not include the cost of personal stationery.

Additional contributions will be required for such items as the following:

- Music Tuition
- Subject Levies as advised by College
- Camp Fees as advised by College
- Voluntary Building Fund / Library Fund Contributions (Tax deductible).
  Suggested contribution is $250 per year per family.

Confirmation of Enrolment Fee is the amount current at the time of payment of this fee. This is refundable on application only when the student has left the College and no other debt is owed to the College. Should students be expelled, the Confirmation of Enrolment Fee is forfeited.

College Administration requires a full term’s written (letter or email) notice prior to withdrawal of my child/ren from the College, or pay a full term’s fee in lieu of such notice.

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**Code of Conduct Policy**

The purpose of the Carmichael College Behaviour Management Policy is to facilitate an environment which equips students for life in the world and eternity, by applying Biblical principles through excellent education in a distinctly Christian environment.

- The Christian orientation of the College means that the responsibility of the students is to obey God’s Word, to respect authority and to care for others.
- Students are encouraged to participate in and contribute to the broader life of the College.
- Students are expected to represent the College and its high standards of behaviour and dress at all times, including travel to and from school and when in public. Students must understand that their behaviour at all times impacts the reputation of the College and the Carmichael community. Behaviours that adversely affect the well being of the community will be investigated and dealt with according to the behaviour management policy.
- Standards of honesty, courtesy, modesty, and moral purity in word, action and language are to be maintained.
- Students must remain in the grounds unless prior permission has been obtained from an approved College Officer. Students must sign out when leaving before 3.10pm. Primary students must be signed out by a parent or guardian.
- Students are expected to wear their uniforms consistent with the uniform policy.
- Only natural foundation, clear nail polish and lip balm are permitted.
- Boys’ hair - Faddish hairstyles including afro-style or untidy/unkept appearance are not acceptable. Ponytails and beards are unacceptable. Generally hair should be evenly layered and neatly groomed. No cut below a number 3 blade is acceptable. Hair length should be no longer than the collar, above the eyes if combed forward and cut above the ears. Hair should be of the student’s own natural colour. Earrings, chains and visible body piercing or tattoos are not permitted. Clear plastic insertions in piercings are unacceptable. One plain ring is acceptable.
- Girls’ hair - Faddish hairstyles and colours are unacceptable. Hair is to be well groomed and cut in a moderate style. Shoulder length and longer hair should be tied back using white, blue or red hair ties. Hair needs to be tied back neatly off the face and eyes. Hair should of the student’s own natural hair colour. Girls with pierced ears may wear only one plain sleeper or stud in each ear lobe and one dress ring only. Other visible body piercing or tattoos are unacceptable. Clear plastic insertions in piercings are unacceptable.
- The appropriateness of uniforms and appearance is determined by the Head of College and Sub Schools.
- Each student is expected to respect the property rights of the school and every member of the school. All breakages and damage must be reported to the Head of College or Sub Schools immediately by the person responsible. All breakages and damage caused by irresponsible or malicious actions of a student must be paid for by the student, parents or guardian of the student. Payment for breakages and damage will be in addition to any disciplinary measures or other appropriate action deemed necessary by the College.
- If a student wears contact lenses, only clear lenses are allowed.
- It is a criminal offence to use mobile phones to menace, harass or offend another person. Students who use their phones to engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking or sending photos or objectionable images or bullying other students, or who use vulgar, derogatory or obscene language while using a mobile phone will have their phones confiscated for a period decided by the Head of College. Students should note that, in extreme cases, the school will involve the police.
- Students are not permitted to upload any media to the web which identifies the College in any way without permission from the Head of College.
Section 1: Student Details (Please Print)

A. Student Information
   i) Family Name: ___________________________  Given Names: ___________________________

   Preferred name: ___________________________

   Date of Birth: ___________________________  Male / Female: ___________________________

   Citizenship: ___________________________  Birth Country: ___________________________

   ii) Please attach a copy of birth certificate, birth extract and/or passport for child

   Passport no.: ___________________________  Issue date: ___________________________  Expiry Date: ___________________________

   iii) Is this student of Aboriginal or Torres Strait Islander origin?  

   No Torres Strait Islander Aboriginal

B. Enrolment Details
   i) Commencement details - Year of entry: ________  Term: ________  Proposed Year Level: ________

C. Residency, citizenship and visa details
   i) Is the student a permanent resident of Australia?  

   Yes No

   Language Spoken at home: ___________________________

   ii) Naturalised citizens of Australia (Please attach a copy of certificate)  

   Date citizenship obtained: ___________________________

   Temporary resident of Australia  

   Yes No

   Overseas student (studying on student visa)

   Visa Details (a copy of the visa must be attached)

   Visa no.: ___________________________  Visa Type: ___________________________  Visa sub-class: ___________________________

   Arrival date: ___________________________  Issue date: ___________________________  Expiry date: ___________________________

D. Religious affiliation
   i) Religion of child: ___________________________

   ii) Religion of parents:  

   Father: ___________________________  Mother: ___________________________

   iii) Is your family actively associated with a Christian denomination?  

   Yes No

   iv) If Yes, state denomination and name of congregation: ___________________________

E. Previous Schools attended (if insufficient space, please attach a separate list.)

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Year Level</th>
<th>Years of attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________________________</td>
<td>_______________</td>
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<tr>
<td>____________________________________________________________</td>
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</tbody>
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F. Other Information

   Number of children in family: ________  Birth order of applicant: ________

   Emergency contact (other than parents): ___________________________  Ph Number: ___________________________

   Relationship to Child: ___________________________  Ph Number: ___________________________

   Family Doctor: ___________________________  Ph Number: ___________________________

   Students Name: ___________________________________________  Year: ___________________________

   Date Received: ___ / ___ / _____  Receipt No.: ___________________________

   [ ] Latest School Report  [ ] Birth Certificate  [ ] Immunisation Records  [ ] Benchmark Test Results  [ ] Student Reference

   [ ] Conf. of Enrolment  [ ] NAPLAN Results  [ ] Interview  Interview Date: ___ / ___ / _____
Section 2: Parent Details - Father or Guardian

A. Name and Address

Title: __________________________________ Surname: _______________________________________________________

Given names: __________________________ Preferred name: _______________________________________________________

Relationship to child: ___________________________________________________________________________________

Postal address: _______________________________________________________________________________________

Postcode: ___________________________________________________________________________________________

Residential address: __________________________________________________________________________________

Postcode: ___________________________________________________________________________________________

B. Contact Details

Home Phone: __________________________ Work Phone: ______________________________________________________

Personal Mobile: ______________________ Work Mobile: ______________________________________________________

Home Fax: __________________________________ Work Fax: ______________________________________________________

Home email: _________________________________________________________________________________________

Work email: _________________________________________________________________________________________

C. Employment

Employer’s name: ______________________________________________________________________________________

Employer’s address: ______________________________________________________________________________________

Occupation: __________________________ Position: ____________________________________________________________

D. Schooling and education

*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: _________________________________________________________________________________

Type: ☐ Government ☐ Non-Government Location: _______________________________________________________

ii) What is the highest year of primary or secondary school you have attended?*

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent or below

iii) What is the highest level of qualification you have completed?*

☐ Bachelor degree or above ☐ Advanced diploma/diploma

☐ Certificate 1 to IV (including trade certificate) ☐ No non-school qualification

iv) Occupation group*: (please select a profession which best describes your current occupation from the following Occupation Group list. An expanded list is detailed on page 8. 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.)

☐ Group 1 (senior management) ☐ Group 2 (other business managers)

☐ Group 3 (tradesman/women) ☐ Group 4 (machine operators) ☐ I have not been in paid work in the last 12 months

E. Other Information

Country of birth? _______________________________________________________________________________________

Do you speak a language other than English at home?* (if more than one language, indicate the one that is spoken most often)

☐ English only ☐ Language spoken other than English: _______________________________________________________

CUT OUT AND RETURN TO MUELLER COLLEGE
Section 3: Parent Details - Mother or Guardian

A. Name and Address
Title: __________________________________  Surname: ___________________________________________________________
Given names: __________________________ Preferred name: ___________________________________________________________
Relationship to child: __________________________________________________________________________________________________
Postal address: _______________________________________________________________________________________________________
________________________________________________________________________________Postcode: ___________________________
Residential address: __________________________________________________________________________________________________
________________________________________________________________________________Postcode: ___________________________

B. Contact Details
Home Phone: _________________________________ Work Phone: __________________________________________________________
Personal Mobile: ______________________________ Work Mobile: __________________________________________________________
Home Fax: ____________________________________ Work Fax:  __________________________________________________________
Home email: ________________________________________________________________________________________________________
Work email: __________________________________________________________________________________________________________

C. Employment
Employer’s name: ____________________________________________________________________________________________________
Employer’s address: ___________________________________________________________________________________________________
Occupation: _________________________________________Position: _______________________________________________________

D. Schooling and education
*Please note: The collection of this information is a requirement of the Federal Government for reporting student outcomes.

i) Last school attended: ______________________________________________________________________________________________

Type:  □ Government  □ Non-Government  □ Location: __________________________________________________

ii) What is the highest year of primary or secondary school you have attended?*

□ Year 12 or equivalent  □ Year 11 or equivalent  □ Year 10 or equivalent  □ Year 9 or equivalent or below

iii) What is the highest level of qualification you have completed?*

□ Bachelor degree or above  □ Advanced diploma/diploma
□ Certificate 1 to IV (including trade certificate)  □ No non-school qualification

iv) Occupation group*: (please select a profession which best describes your current occupation from the following Occupation
Group list. An expanded list is detailed on page 8. 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.)

□ Group 1 (senior management)  □ Group 2 (other business managers)
□ Group 3 (tradesman/women)  □ Group 4 (machine operators)  □ I have not been in paid work in the last 12 months

E. Other Information

Country of birth? _______________________________________________________________________________________________________

Do you speak a language other than English at home?* (if more than one language, indicate the one that is spoken most often)

□ English only  □ Language spoken other than English: __________________________________________________________
Section 4: Student Needs Profile

This section must be completed even if the questions are not applicable to your child.

- Consideration will be given to the ability of the College to meet the needs of the child.
- Parents must fully inform the College of any areas of development where your child may require assistance.
- The College reserves the right to determine its ability to meet those needs.
- The College may request relevant assessment to determine the potential student's additional educational and/or physical/ emotional/mental needs. These assessments will be at the parent/guardians’ expense.

i) Has your child participated in a gifted academic program? (If Yes, please attach documentation)
   - Yes □  No □

ii) Has your child ever received “Learning Support” assistance? (Ongoing assistance for the child and/or teacher provided by a specialist teacher, psychologist or other suitably trained professional practitioner.)
   - Yes □  No □

iii) Has your child ever repeated a year?
   - Yes □  No □  If Yes, which year? ____________

iv) Has your child ever been accelerated (skipped a year)?
   - Yes □  No □  If Yes, which year? ____________

v) Has your child ever had any of the following disabilities/difficulties? □ Yes □ No
   a) If Yes, please tick all applicable:
      - Intellectual □  Autism/Aspergers □  Vision □  Physical □  Social/Emotional □  Hearing
      - ADHD □  Learning difficulty □  Non-verbal learning disorders □  Head Injury □  Degenerative condition
      - Epilepsy □  Other condition which may affect your child’s learning or behaviour ____________________________________
   b) If Yes, please specify the specialist/s who assessed your child for the above disability/s and/or difficulties which may affect their learning and/or behaviour:
      - Guidance Officer □  Occupational Therapist □  Paediatrician □  GP □  Child Psychologist
      - Speech Therapist □  Developmental Optometrist □  Psychiatrist □  Counsellor
      - Other, please specify: __________________________________________________________________________________________
   c) Do you have a report from the above specialist/s? (Please include a copy) □ Yes □ No

vi) Does your child have any social difficulties with other children?
   - Yes □  No □
   - If Yes, please specify: __________________________________________________________________________________________

vii) Has behaviour management or conforming with school regulations ever been an issue with your child in the school setting?
   - Yes □  No □
   - If Yes, please specify: __________________________________________________________________________________________

viii) Does your child have any allergies (including food allergies) or intolerances the College should be aware of (eg. nut allergy)
    - Yes □  No □
    - If Yes, please specify: __________________________________________________________________________________________

ix) Does your child have any other medical conditions the College should be aware of? (eg. diabetes / previous operations)
    - Yes □  No □
    - If Yes, provide details: __________________________________________________________________________________________

x) Does your child take any medication on a regular basis?
    - Yes □  No □
    - If Yes, what type of medication does your child take and how often? __________________________________________________________________________________________
Section 5: Family Circumstances

Please complete this section if natural parents are not living together

- Please attach copies of Family Court Orders or Protection Orders relating to the student. In lieu of Court Orders, written consent from non-custodial parent in support of enrolment at Carmichael College must be submitted with this application.

i) □ Parents married □ Defacto relationship □ Parents divorced □ Parents separated
□ Single parent □ Father deceased □ Mother deceased

□ Student living with mother □ Student living with father
□ Student living with legal guardians (Please attach official documentation)
□ Other

ii) Who should the College communicate with regarding day to day matters?

□ Mother □ Father □ Legal Guardian

iii) Who will be the recipient/s of school reports?

□ Mother □ Father □ Legal Guardian

Section 6: Siblings and Relatives

A) Siblings and relatives who have previously attended Carmichael College

i) Name: __________________________________________ Maiden Name (if applicable): ________________________________
   Year left Carmichael College: ___________________ Relationship to student: ______________________________

ii) Name: __________________________________________ Maiden Name (if applicable): ________________________________
   Year left Carmichael College: ___________________ Relationship to student: ______________________________

B) Siblings presently attending or registered for entry to Carmichael College

Name: ___________________________________________ DOB: ___________ Year of entry: ___________ Year level: _________

Name: ___________________________________________ DOB: ___________ Year of entry: ___________ Year level: _________

Name: ___________________________________________ DOB: ___________ Year of entry: ___________ Year level: _________

C) Siblings presently attending other schools

Name: ___________________________________________ DOB: ___________ Year of entry: ___________ Year level: _________

Name: ___________________________________________ DOB: ___________ Year of entry: ___________ Year level: _________

Section 7: Referees

(Please give the details of two professionals, eg school principal, doctor, dentist etc, who know the student and parents)

i) Name: __________________________________________ Telephone: ________________________________
   Address: _______________________________________________________________________________________

ii) Name: __________________________________________ Telephone: ________________________________
   Address: _______________________________________________________________________________________

CUT OUT AND RETURN TO MUELLER COLLEGE
Section 8: Signatures

Parents wishing to apply for their child to be enrolled at Carmichael College are asked to:

a. Complete and sign the application; and

b. Include the Enrolment Application Processing Fee ($30 - per family application)

c. Forward the application form and Enrolment Application Processing Fee to the address below.

So that future correspondence is addressed correctly, we ask that you notify the Registrar of any change to address or telephone number(s). The College reserves the right to review or terminate the enrolment when disclosure of a student's needs has not been provided. The College may access school records and relevant information including financial accounts from your child's previous schools if required.

The College collects and deals with personal information and sensitive information in accordance with the Carmichael College Privacy Policy, which is included in this application. I agree that I have read, understood and support the following policies (please tick):

- Privacy Policy
- Enrolment Policy
- Credit Policy
- Code of Conduct Policy

Father’s Signature: _____________________________________________________________ Date: ________________________________

Mother’s Signature: ____________________________________________________________ Date: ________________________________

Legal Guardian’s Signature: _____________________________________________________ Date: ________________________________

Legal Guardian’s Signature: _____________________________________________________ Date: ________________________________

Mailing Address and Contact Details

Carmichael College
PO Box 487
REDCLIFFE, QLD, 4020

P: (07) 3897 2990
F: (07) 3204 0404
E: admin@carmichael.qld.edu.au

Parent Checklist (The application may not be processed until all required documentation is provided)

Please ensure all questions are answered and a copy of the following (if applicable) has been enclosed with this application

- Birth Certificate
- Current Passport
- Visa
- Citizenship Certificate
- Last 2 years’ school reports - or most recent
- National Benchmarking results (eg. Australian NAPLAN Results Years 3, 5, 7 and 9)
- Specialised reports
- Written consent from non-custodial parent
- Family court orders or protection orders
- Documentation of immunisation status

PLUS

- $30 Enrolment Application Processing Fee

How did you hear about Carmichael College

- Word of Mouth
- Website
- Schools Expo
- Newspaper
- Radio

- Other: ____________________________________________________________
Parental Occupation Groups (for section 2 & 3)

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.
- Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
- Air/sea transport [aircraft/ship's captain/office/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.
- Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
- Defence Forces Senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff

- Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
- Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
- Skilled office, sales and service staff.
  - Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
  - Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
  - Service [aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- Drivers, mobile plant, production/processing machinery and other machinery operators.
- Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, 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]

Please select the appropriate parental occupation group from the above list.

- 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 space provided.