

Enrolment Application

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.



Mueller College Mission Statement

The aim of Mueller 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

Mueller College was established to provide education for children of members of Mueller Community Church, Christian families in the wider community and families willing to embrace the Mueller 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. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
- ii. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- iii. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
- iv. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
- v. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
- vi. Personal information collected from pupils is regularly disclosed to their parents or guardians.
- vii. Generally the School does not store personal information in the 'cloud' – which means that it resides on off-site servers. There are limited occasions when cloud storage may involve servers situated outside Australia, in which case appropriate data handling and security arrangements are in place – as required in Australia.
- viii. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.
- ix. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
- x. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. Provision is also made for individuals to opt-out from direct marketing.
- xi. On occasions information such as academic and sporting achievements, pupil activities such as school camps and excursions and similar news is published in School newsletters, magazines and through our online media channels. This may include photographs and video clips.
- xii. We may include pupils' and pupils' parents' contact details in a class list and School directory.
- xiii. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

Enrolment Process

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 per family);
 - 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 Mueller 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

Mueller College's strategic plan identifies that the College is to conduct its relationships, programs and business dealings in a way that demonstrates Christian values and ethics. Parents are likewise accountable to the College for prompt and full payment of invoiced fees according to the terms of enrolment.

Fees are due on the **first day of each term** unless an alternate schedule has been agreed to in writing with the Accounts Manager. An invoice notifying parents of the amount due will be sent out at least 21 days prior to each due date.

FEE DISCOUNTS: The following reduction in tuition fees is applied when more than one student per family attends the College in Prep to Year 12:

2 Students - 10% reduction to every student
3 Students - 15% reduction to every student
4 Students - 25% reduction to every student

5 Students - 30% reduction to every student
6 Students - 40% reduction to every student

An early payment discount of 5% off the tuition fees applies if the full year tuition fee is paid **prior to the commencement of Term 1**.

CONTACTING ACCOUNTS: The preferred method of communication with the Accounts Manager is via e-mail (accounts@mueller.qld.edu.au). This is especially important if you are making requests to the Accounts Manager so that two-way communication can be fully documented for future reference. Parents are also strongly encouraged to provide a current email address to ensure that important financial information such as invoices, payment plans and other notifications are received in a timely manner.

PAYMENT METHODS: Our preferred methods of payment are BPAY or using the Parent Lounge on-line payment system.

OVERDUE FEES: Should you experience financial hardship or difficulty with payment of fees, you are invited to discuss the possibility of a concession or alternate payment schedule with the Accounts Manager on a strictly confidential basis. Communication is vital. All parents or guardians who have signed a Confirmation of Enrolment are jointly and severally liable for the payment of fees. The College reserves the right to make an overdue charge of 10% of the outstanding balance if fees remain unpaid at the end of the year without a prior arrangement being made.

NOTIFICATION OF WITHDRAWAL: Notification of withdrawal from the College must be in writing (letter or email), giving one full term's notice. Otherwise, fees for the following term become due and payable.

CONFIRMATION OF ENROLMENT FEE: The confirmation of enrolment fee of \$300 is payable immediately after the student enrolment position is confirmed. The confirmation of enrolment fee is non-refundable if the student does not start at the College on the agreed starting date. The confirmation of enrolment fee paid will be transferred to the students school fee account on commencement at the College.

EXCLUSION OF STUDENTS: Exclusion from the College will entitle parents to have the fees owing adjusted up to the date of exclusion.

BUILDING FUND / LIBRARY FUND CONTRIBUTIONS (TAX DEDUCTIBLE): Suggested contribution is \$250 per year per family. Cheques are to be made payable to the Mueller College Building Fund or Mueller College Library Fund.

EXCURSIONS, CAMPS AND OTHER ACTIVITIES: The cost of all compulsory excursions, camps, and activities is included in the fees for tuition and there will not be any additional charges for them. Compulsory excursions, camps and activities are either curriculum related or something that every child in the year level is expected to attend if at all possible. Some examples of these are: Year Level camps (Years 2, 3, 4, 7-11), Wilderness camp, Biology camp, Graduation activities.

Non-compulsory or extra-curricular excursions, camps, or activities will be charged separately in the term in which the event occurs. Some examples of these are: Year 5/6 Melbourne Tour, Sports camp, Music camp, Music tour, Sports academies, Missions trips, Instrumental music lessons.

The costs of all non-compulsory or extra-curricular excursions, camps, or activities must be paid in full prior to the event. Where tuition fees are outstanding, parents are expected to bring their account up to date before students will be permitted to attend any non compulsory or extra-curricular excursions, camps or activities.

Code of Conduct Policy

The purpose of the Mueller 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 be 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: _____
First language of student: _____
- 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
- ii) Language spoken at home: _____
- iii) 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.)

Name of school	Year Level	Years of attendance
_____	_____	_____
_____	_____	_____

F. Other Information

- Number of children in family: _____ Birth order of applicant: _____
- Emergency contact (other than parents): _____ Ph Number: _____
- Relationship to Child: _____
- Family Doctor: _____ Ph Number: _____

OFFICE USE ONLY

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: _____



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 reserves the right to terminate the enrolment when disclosure of a student's needs has not been provided.
- 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, please 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 Mueller 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 documentaion)
 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 Mueller College

i) Name: _____ Maiden Name (if applicable): _____

Year left Mueller College: _____ Relationship to student: _____

ii) Name: _____ Maiden Name (if applicable): _____

Year left Mueller College: _____ Relationship to student: _____

B) Siblings presently attending or registered for entry to Mueller 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: _____



Section 8: Signatures

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

- Complete and sign the application; and
- Include the Enrolment Application Processing Fee (\$30 - per family application)
- 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 Mueller 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

Mueller College
PO Box 487
REDCLIFFE, QLD, 4020

P: (07) 3897 2990
F: (07) 3204 0404
E: admin@mueller.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 Mueller 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.
- **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]

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.

