



# Wongutha CAPS

CHRISTIAN ABORIGINAL PARENT-DIRECTED SCHOOL

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## APPLICATION FOR ENROLMENT

Wongutha CAPS is a Year 11 and 12 Vocational Boarding School for Aboriginal students. The school caters for both male and female students who are turning 16 during their first year of enrolment. Students may be considered for enrolment up to the age of 19.

Wongutha CAPS is situated near the town of Esperance WA and provides a caring and supportive environment for all students as they prepare for work and life after school.

Please complete the Student Enrolment Form below and return it to the school for processing.

***It is important to note that lodgement of the application is not an offer of enrolment or notice of acceptance.***

Family details should include details of parents or carers residing at the same address as the student being enrolled. Any details relating to parents not residing with the student may be included in the Parent/Guardian person details section of this form. Please place an 'X' in the box provided.

When you enrol your child at this school, please check that you have the following:

- Birth Certificate
- Apply for ABSTUDY (Online or Call 1800 137 317)
- Tax File Number (TFN)
- Unique Student Identifier (USI)
- Authorising a person or organisation to enquire (Online form SS313)
- Reference Checks: Community and School (If applicable)
- Identity document (If applicable)
- Immunisation Certificate
- School Reports (Most recent)
- **\$250 for School Uniform**

### Vision Statement:

**“Wongutha CAPS equips Indigenous youth to be confident, work ready members of society. Students are encouraged to consider the Christian faith as a basis for living meaningful and purposeful lives.”**

## STUDENT DETAILS

*Note: Lodgement of this form does not ensure enrolment. Enrolment decisions are made by the school Principal on behalf of the CAPS Board and his decision is final. You will be notified of this decision in due course.*

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_ Preferred: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: M/F Nationality: \_\_\_\_\_

Town of Birth: \_\_\_\_\_ Customer Reference Number (CRN): \_\_\_\_\_

Tax File Number (TFN): \_\_\_\_\_ Unique Student Identification (USI): \_\_\_\_\_

Student Mobile: \_\_\_\_\_ Student Email: \_\_\_\_\_

Home Address of Student: \_\_\_\_\_ Post Code: \_\_\_\_\_

## PARENT/ GUARDIAN DETAILS

### Guardian 1

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Customer Reference Number (CRN): \_\_\_\_\_

Home Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Guardian 2

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Customer Reference Number (CRN): \_\_\_\_\_

Home Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_

## COMMUNITY CONTACT

Name of the Community: \_\_\_\_\_

Name of the Community Organisation: \_\_\_\_\_

Name of the Community Contact: \_\_\_\_\_

Contact Numbers: Phone No: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## EMERGENCY CONTACTS

Please list contacts below whom the school can contact in case of an emergency.

### First contact

Surname \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

### Second contact

Surname \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

## STUDENT SCHOOLING DETAILS

PREVIOUS SCHOOL: \_\_\_\_\_ PHONE NO#: \_\_\_\_\_

LAST DAY OF ATTENDANCE: \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your highest COMPLETED school level: (Tick ONE box only)

- |                       |                          |
|-----------------------|--------------------------|
| Year 12 or equivalent | <input type="checkbox"/> |
| Year 11 or equivalent | <input type="checkbox"/> |
| Year 10 or equivalent | <input type="checkbox"/> |
| Year 9 or equivalent  | <input type="checkbox"/> |
| Year 8 or below       | <input type="checkbox"/> |
| Never attended school | <input type="checkbox"/> |

In which YEAR did you complete that school level?

\_\_\_\_\_

Are you still attending secondary school:

- |     |                          |   |
|-----|--------------------------|---|
| Yes | <input type="checkbox"/> | Y |
| No  | <input type="checkbox"/> | N |

\_\_\_\_\_

Has the student ever been involved with the police or juvenile court system: Yes/No

If yes please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## STUDENT STUDY REASON

### Study reasons

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship at Wongutha CAPS: (Tick ONE box only)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>
It is a requirement of my job	<input type="checkbox"/>
I want extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

## LANGUAGE AND CULTURAL DIVERSITY

### In which country were you born:

Australia

Other – please specify \_\_\_\_\_

### Do you speak a language other than English at home:

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other – please specify \_\_\_\_\_

### How well do you speak English:

Very well

Well

Not well

Not at all

### Are you of Aboriginal or Torres Strait Islander origin:

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

r

Religion: \_\_\_\_\_

## DISABILITY

Do you consider yourself to have a disability, impairment, or long-term condition?

Yes  Y

No  N

If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other

Note: Please provide supporting documentation or further information regarding the student

## SCHOOL UNIFORM

### Please Note:

If Wongutha CAPS accepts your child, you will need to pay \$250 for the Uniform Package before your child travels to Esperance to attend Wongutha.

The Uniform Package includes: 2 jackets, 2 T-shirts, 1 pair track pants, 1 pair shorts

Please circle a size for school uniform: S, M, L, XL, XXL



**STUDENT MEDICAL FORM: INFORMATION REQUIRED**

**CONFIDENTIAL**

Student's Name of Medicare Card: \_\_\_\_\_  
**Medicare Number:** \_\_\_\_\_ **Position on Card:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_/\_\_\_\_

**Important: You MUST provide a Photocopy of the Medicare Card with Application Form.**

Please circle YES or NO if your child requires a Medicare Card:            YES    NO

**Health Care Card Number:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_/\_\_\_\_

**Does your child suffer from any of the following medical conditions below? (Please Circle)**

Physical disabilities	Y / N	ADD or ADHD	Y / N
Diabetes	Y / N	Blackouts	Y / N
Heart problems	Y / N	Epilepsy	Y / N
Rheumatic Fever	Y / N	Phobias	Y / N
Kidney Problems	Y / N	Travel sickness	Y / N
Migraines	Y / N	Depression	Y / N
Asthma	Y / N	Ear infections	Y / N

If you circled YES to any of the above, please attach medical records to the Application form.

**MEDICAL ALERT**

Please briefly state any HEALTH ISSUES, MEDICAL ALERTS, SEVERE ALLERGIES, ANAPHYLAXIS OR SPECIAL NEEDS the student may have of which staff need to be aware:

Nuts	Y / N	Citrus (Lemon, Oranges etc)	Y / N
Insect Bits	Y / N	Seafood	Y / N
Latex	Y / N	Dairy	Y / N
Medication	Y / N		

If you circled YES to any of the above, please provided the name of the allergen details: \_\_\_\_\_

**Immunisations** Please post/fax a photocopy of student's immunisation records.

Dates of latest Tetanus/Boostrix: \_\_\_\_\_ Dates of Flu injections: \_\_\_\_\_

**Medications?** Y / N If YES, please list here \_\_\_\_\_

*On arrival student must give medications (in original containers) to the hostel supervisors.*

**Is the student on a Closing the Gap Scheme?** Yes / No

*If YES, please supply Doctor's Name:* \_\_\_\_\_ *Phone No#:* \_\_\_\_\_

**COMMUNITY HEALTH OR DOCTOR**

Name: \_\_\_\_\_

Phone No#: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Post Code: \_\_\_\_\_

**FIRST AID & MEDICATION CONSENT**

**INFORMATION REQUIRED**

Your child’s health and wellbeing are very important to Wongutha CAPS School. To give the best quality care we can, by law we require parental permission to administer first aid and medication. Please complete by ticketing the boxes to indicate which products can be administered to your child.

All of the Below

- |   |  |  |
|---|--|--|
| Betadine <input type="checkbox"/>                             | Heat & Ice-Packs <input type="checkbox"/>            | Antihistamines <input type="checkbox"/>                  |
| Medi First Aid Cream <input type="checkbox"/>                 | Antiseptic Cream <input type="checkbox"/>            | Gastro-Stop <input type="checkbox"/>                     |
| Calamine Lotion <input type="checkbox"/>                      | Deep Heat <input type="checkbox"/>                   | Nurofen <input type="checkbox"/>                         |
| Pawpaw Ointment <input type="checkbox"/>                      | Burn Gel <input type="checkbox"/>                    | Panamax <input type="checkbox"/>                         |
| Band Aids <input type="checkbox"/>                            | Nasal Spray <input type="checkbox"/>                 | Panadol <input type="checkbox"/>                         |
| Bandages <input type="checkbox"/>                             | Eye Drops (Refresh) <input type="checkbox"/>         | Sore Throat Lozenges <input type="checkbox"/>            |
|   | Buscopan <input type="checkbox"/>                    | Cold and Flu <input type="checkbox"/>                    |
| Any Medication as directed by Doctor <input type="checkbox"/> | Non-Prescription Medication <input type="checkbox"/> | Any similar medication as above <input type="checkbox"/> |

I \_\_\_\_\_ (Parent/Guardian of the Student) gives consent for the above mentioned First Aid and Medication products to be administered to \_\_\_\_\_ my child.

IN THE EVENT OF EMERGENCY and I am unable to be contacted I give consent for the School Principal or Deputy, Registered Nurse or Boarding Manager to give informed consent for:

(Student Name) \_\_\_\_\_ to undergo any medical treatment, including administering anaesthetic for operation if medical advice indicates it is necessary for the health and wellbeing of the student.

**SIGNED**

_____	_____	_____
Guardian 1	Guardian 2	Student Name

By signing the above, I hereby authorise the staff at Wongutha CAPS School to administer medication to my child in accordance with the information provided above. I also give consent for the treatment by a health professional and/or health providers to disclose any relevant information of my child’s disability or medical conditions to authorities (Principal, Deputy, Nurse and Boarding Manager) at the Wongutha CAPS School, or assessors engaged by Wongutha CAPS School.

Form 1

**ENROLMENT TO THE SCHOOL IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS**

1. Parents/guardians agree that Wongutha CAPS will conduct reference checks on the student's application, and all decisions made on the outcome of the application are final.
2. The parents/guardians agree that Wongutha CAPS School can act on behalf of the Parent/Guardian or Student once the SS313 Form is completed, as part of the ABSTUDY Process.
3. The parents/guardians give permission for Wongutha CAPS School to disclose the student's date of birth for the sole purpose of participating in sporting competitions.
4. The parents/guardians of the Student attending the school gives consent to Wongutha CAPS School authorities to administer First Aid when required.
5. The parents/guardians agree that when applying for the Student ABSTUDY, that the Parent/Guardian provides all the necessary documentation for the student claim, when ABSTUDY or Wongutha CAPS School requires the information.
6. The parents/guardians agree to Apply for ABSTUDY Form B Application form to Abstudy, and co-operate with Abstudy by providing full income details so that correct assessment of student's payments can be made.
7. The parents/guardian agrees to direct Abstudy to pay boarding and tuition allowance money to Wongutha CAPS. It is a condition of enrolment that all students eligible for Abstudy payments have these payments directed to Wongutha CAPS for the full duration of the school term. Wongutha CAPS retains unconditional rights to all Abstudy payments once a student has arrived at the school regardless of student departure prior to the end of term. If ineligible for Abstudy parents/guardians agree to pay boarding and school fees.
8. The parents/guardians agree to allow the child to share fully in the life and programme of the School, including the devotional activities, Bible lessons, church services and youth group activities and the student living in the provided hostel accommodation during the school week.
9. The parents/guardian accepts the right of the School to employ such discipline as it deems wise and expedient for the child, and agree to uphold in every way possible the School's Authority and right to administer appropriate discipline in accordance with the policies of the School.
10. The parents/guardian will ensure that the student returns promptly after the holidays.
11. **The parents/guardians agree it is their responsibility that on their student's suspension or home sickness they are responsible to provide travel for the student from the school to their home as per Abstudy policy on suspensions or homesickness.**
12. Smoking and the consumption of Drugs & Alcohol are not permitted in the duration of the student's enrolment at the school, and that the parents/guardians agree that Wongutha CAPS School may request a urine analysis at any time while the student is at Wongutha.
13. Wongutha CAPS does not encourage boy-girl relationships while the students are at the School and students may not have physical contact with the opposite sex.
14. The use of social media e.g. Facebook, chat rooms etc. used by the student while at Wongutha CAPS should not be used to slander Wongutha CAPS, ridicule or bully the school's staff or students
15. Those students who turn 18 are not permitted to bring or get 18+ cards whilst at Wongutha CAPS. 18+ cards that are brought to Wongutha CAPS will be confiscated and returned on student's departure.
16. The student's property is the responsibility of the student. The school accepts no responsibility for the loss or damage of student property and reserves the right to search rooms, phones, and other devices for inappropriate material.
17. The parents/guardians agree to students travelling in school vehicles and buses and participating in excursions & extra curricular activities.
18. The parents/guardians give permission to Wongutha CAPS to use samples of work and photographs of students as deemed appropriate by the school in promotional material and for the use of associated agencies if requested.
19. The parents/guardians agree to cover any medical expenses incurred by the students not covered by Medicare.
20. The School may, at its discretion, suspend or terminate enrolment of a student for failure by the parent/guardian or student(s) to comply with these conditions, or other serious breaches of the School's rules and regulations.

**I/We have read and accept the conditions of enrolment as set out above and assure that all information provided on this enrolment is truthful and correct.**

SIGNED

\_\_\_\_\_  
Guardian 1

\_\_\_\_\_  
Guardian 2

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



## VOCATIONAL EDUCATION TRAINING

Wongutha CAPS has a strong focus on Vocational Education and Training and offers students the opportunity to participate in a range of different courses that will help them prepare for work in the future.

Wongutha CAPS is committed to helping students with the following:

- **Improving their Literacy and Numeracy skills**
- **Getting their Drivers Licence**
- **Accredited courses in Hospitality, Construction, Business Services, Metals and Engineering, Automotive (Mechanics), Conservation and Land Management (C.A.L.M)**
- **Work Education and Computer Skills**
- **Work Experience opportunities**
- **Oral Communication**

**BUT we need YOUR HELP!**

**Students need to be at school every term and every day to make the most of these great opportunities.**

## SECURITY AND CONFIDENTIALITY

The information provided in Application Forms is stored securely at the school. The management of private information is governed by Department policies to ensure security, privacy and confidentiality. Should you require any further information regarding the school's policies and procedures relating to the privacy of your information please contact the school for more details.



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Location 625 Lot 3 Gibson East Road Gibson  
WA 6448

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# NATIONAL REPORTING SECTION

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PARENTS TO COMPLETE

**INFORMATION REQUIRED FOR NATIONAL REPORTING PURPOSES**

Does the student or their parent (s)/guardian(s) speak a language other than English at home?

What is the main language      Student                                  Parent 1/ Guardian 1                  Parent 2/ Guardian

Language spoken at home?      \_\_\_\_\_

What is the highest year of primary or secondary school the parent(s)/ guardian(s) has completed?

	Parent 1/Guardian 1	Parent 2/Guardian 2
Year 12 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below <small>(For persons who have never attended school mark Year 9 or below)</small>	<input type="checkbox"/>	<input type="checkbox"/>

What is the highest qualification the parent(s)/guardian(s) has completed?

	Parent 1/Guardian 1	Parent 2/Guardian 2
Bachelor Degree or above	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma/ Diploma	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV <small>(Including trade certificate)</small>	<input type="checkbox"/>	<input type="checkbox"/>
No school qualification	<input type="checkbox"/>	<input type="checkbox"/>

What is the occupation group of the parent(s) / guardian(s)?

Please refer to the groupings on for more information.

Parent 1/Guardian 1                                  Parent 2/Guardian 2

If not currently in paid work, has had a job or 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

## SCHOOL FAMILY OCCUPATION INDEX PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list.

### **GROUP N: Unemployed for more than 12 months**

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the Application form.

### **OCCUPATION GROUP A SENIOR MANAGEMENT IN LARGE BUSINESS ORGANISATIONS, GOVERNMENT ADMINISTRATION AND DEFENCE AND QUALIFIED PROFESSIONALS**

#### **Senior management in large business organisations**

**Senior Executive / Manager / Department Head** in industry, commerce, media, or other large organisation

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

#### **Government administration**

- **Public Service Manager** (Section head or above) [e.g. regional director, hospital/health services/nurse administrator, school principal, faculty head/dean, library/museum/gallery director, research /facility manager, police/fire services administrator]
- **Defence Forces Commissioned officer**

**Qualified Professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to:

-design, develop or operate complex systems, identify, treat and advise on problems, teach others

*Health, Education, Law, Social Welfare, Engineering, Science, Computing professional, Business, Air/sea transport*

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

**OCCUPATION GROUP B  
OTHER BUSINESS OWNERS/MANAGERS, ARTS/MEDIA/SPORTSPERSONS AND ASSOCIATE  
PROFESSIONALS**

**Business Owner / Manager**

- **Farm/business owner/manager** [e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager, real estate business]
- **Specialist manager** [e.g. works manager, engineering manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, personnel, industrial relations]
- **Financial services manager** [e.g. bank branch manager, finance/investment/insurance broker, credit/loans officer]
- **Retail sales/services manager** [e.g. shop, post office, restaurant, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre/cinema, gallery, car rental, car fleet, railway station]

**Arts /media / sportspersons**

- **Artist/Writer** [e.g. editor, journalist, author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor]
- **Sports** [e.g. sportsman/woman, coach, trainer, sports official]

**Associate professionals** – generally have diploma /technical qualifications and provide support to managers and professionals

*Health, Education, Law, Social Welfare, Engineering, Science, Computing technician / Business/administration*

- **Medical, science, building, engineering, computer** technician/associate professional
- **Health/social welfare** [e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician]
- **Law** [e.g. police officer, government inspector, examiner or assessor, occupational/environmental health officer, security advisor, private, law clerk, court officer, bailiff]
- **Business/administration** [e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, other managing supervisors]
- **Defence Forces** [e.g. senior non-commissioned officer]
- **Other** [e.g. library technician, museum/gallery technician, research assistant, proof-reader]

**OCCUPATION GROUP C  
TRADESMEN/WOMEN, CLERKS AND SKILLED OFFICE, SALES AND SERVICE STAFF**

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

**Tradesmen/women**

- **Trades** [e.g. Electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer]

## Form 1

### **Clerks, Skilled office, sales and service staff**

- **Clerk** [e.g. bookkeeper, bank clerk, PO clerk, statistical/actuarial clerk, accounts/claims/audit/ payroll clerk, personnel records clerk, registry/filing clerk, betting clerk, production recording clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk/despacher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk]
- **Office** [e.g. secretary, personal assistant, desktop publishing operator, switchboard operator]
- **Sales** [e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher]
- **Carer** [e.g. aged/disabled/refuge care worker, child-care assistant, nanny]
- **Service** [e.g. meter reader, parking inspector, postal delivery worker, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/gaming table supervisor]

### **OCCUPATION GROUP D**

### **MACHINE OPERATORS, HOSPITALITY STAFF, OFFICE ASSISTANTS, LABOURERS AND RELATED WORKERS**

#### **Drivers, mobile plant, production/processing machinery and other machinery operators**

- **Driver or mobile plant operator** [e.g. car, taxi, truck, bus, tram or train driver, courier/ deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator]
- **Production/processing machine operator** [e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood/paper, glass, clay, stone, concrete, production/processing machine operator]
- **Machinery operator** [e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/ refrigeration plant, railway signals/points, crane/hoist/lift, bulk materials handling machinery]

#### **Hospitality, office staff**

- **Sales staff** [e.g. sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker]
- **Office staff** [e.g. typist, word processing/data entry/business machine operator, receptionist]
- **Hospitality staff** [e.g. hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, fast food cook, usher, porter, housekeeper]
- **Assistant/aide** [e.g. trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant]

#### **Labourers and related workers**

- **Defence Forces** [other ranks (below senior NCO) without trade qualification not included above]
- **Agriculture, horticulture, forestry, fishing, mining worker** [e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
- **Other worker** [e.g. labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]