

STUDENT SURNAME _____

STUDENT FIRST NAME _____

APPLYING FOR LEVEL _____ IN YEAR _____



A Vibrant Life

SACRED HEART COLLEGE

ENROLMENT APPLICATION

Enquiries: College Registrar & Development Officer

94 High Street Kyneton 3444 Ph: 5421 1200

Email: dlawrence@shckyneton.catholic.edu.au

Web: www.shckyneton.catholic.edu.au

A Ministry of Mercy Education Ltd

ABN 69 154 531 870



DOCUMENTS REQUIRED *to accompany this application*

Copy of Birth Certificate

OR

Copy of Citizenship/Passport/Visa

Copy of Baptism Certificate

Copy of Health Immunisation Certificate

Copies of most recent School Reports (Semester and Term)

Copy of Grade 5 Naplan report (please provide a copy when received)

Enrolment Application Fee \$100 (non-refundable)

Medical Condition / Disability Reports (if applicable)

Court Orders / Parenting Plans Documents (If applicable)

OFFICE USE

APPLICATION RECEIVED

DOCUMENTS RECEIVED

ENROLMENT APPLICATION FEE PAID

ENTERED DATA INTO SAS BY:

STUDENT CODE

FAMILY CODE

RECEIPT NUMBER

DATE: ENTERED

SECTIONS:

| | | | |
|----------|------------------------------------|----------|------------------------------------|
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| G | NON-RESIDENTIAL PARENT/GUARDIAN | N | PARENT OCCUPATION GROUPS |

ENTERING INFORMATION

Please enter all requested information. If the field is not applicable please mark with an NA. Forms with incomplete information will not be processed.

A: PRIVACY INFORMATION - STANDARD COLLECTION NOTICE

1. Sacred Heart College, Kyneton collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the College, Catholic Education Offices and Catholic Education Commissions (CEC) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.

2. 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.

3. 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.

4. Health information about students (which includes information about any disability) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The College may request medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

5. If any personal information requested by the College is not provided, this may affect the College's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the College.

6. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- College service providers such as the CEC, Catholic Education Offices, parish, school governing bodies and other dioceses;
- third party service providers that provide online educational and assessment support services or applications (eg Care Monkey), which may include email and instant messaging;
- College systems, including Integrated Catholic Online Network (ICON). LEADing Lights and Google's 'G Suite' including Gmail. Limited personal information, including student/individual learning plans, may be collected and processed or stored by these providers in connection with these services;
- CECs to undertake financial modelling for students with a disability, including ongoing evaluation of funding adequacy for individual students
- CECs to support the training of selected staff in the use of schools' systems, such as ICON and LEADing Lights
- another school to facilitate the transfer of a student;
- schools offering co-instruction
- Federal and State government departments;
- Health service providers and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
- assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA)
- people providing administrative and financial services to the College
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including under child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.

8. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia.

9. As not all countries are bound by laws which provide the same level of protection for personal information as the APPs, the College makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services.

10. When the College uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.

11. Where personal, including sensitive information is held by a 'cloud' service provider on behalf of CEC for educational and administrative purposes, it may be stored on servers located within or outside Australia.

12. College personnel and the school's service providers, and the CECs and its service providers, may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the ICON and LEADing Lights systems and ensuring their proper use.

13. The College may disclose limited personal information to the school parish to facilitate religious and sacramental programs.

14. The College's (Mercy Education Ltd) Privacy Policy is accessible via the College's website, newsletter, handbook, or from the College office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

15. The College's Privacy Policy also sets out how parents, guardians, students and their families can make a complaint if they believe the College has interfered with their privacy and how the complaint will be handled.

16. The College may engage 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.

17. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on the College website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. The College may obtain permissions annually, or as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents and guardians to notify the school if they wish to vary the permissions previously provided. We may include student's and parents' contact details in a class list and College directory.

18. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.

B: FAMILY DETAILS / CARE ARRANGEMENT

| | | | |
|-------------------------|--|--------------------------|----------------------|
| FAMILY NAME | | FAMILY MEDICARE NO | |
| MAILING TITLE | | PRIVATE MEDICAL INS | YES / NO |
| RESIDENTIAL ADDRESS | | PRIVATE HOSPITAL INS | YES / NO |
| HOME PHONE | | AMBULANCE COVER | YES / NO |
| POSTAL ADDRESS | | HEALTH CARE CARD NO: | |
| PARISH | | CARE ARRANGEMENTS | |
| LANGUAGE SPOKEN AT HOME | | ONE / BOTH PARENTS | PLEASE CIRCLE |
| | | SHARED PARENTING | YES / NO |
| | | REQUEST SECONDARY PAM | YES / NO |

ARE THERE ANY CURRENT COURT ORDERS/PARENTING PLANS RELATING TO THE STUDENT: YES / NO

IF YES, COPY OF ORDERS / PLAN MUST BE PROVIDED

PROVIDE SUPPORTING DOCUMENTATION

**C: STUDENT DETAILS**

| | | | |
|---|--|--|----------|
| SURNAME | | SPECIAL LEARNING NEEDS | |
| GIVEN NAMES | | FUNDING ALLOCATED | YES / NO |
| DATE OF BIRTH | | EDUCATIONAL NEEDS | YES / NO |
| GENDER | | PHYSICAL NEEDS | YES / NO |
| PLACE OF BIRTH | | BEHAVIOURAL NEEDS | YES / NO |
| COUNTRY | | OTHER DETAILS: | |
| CURRENT SCHOOL | | | |
| YEAR LEVEL | | | |
| 1ST YR OF SCHOOL | | | |
| RELIGION | | PROVIDE SUPPORTING DOCUMENTATION | |
| NATIONALITY | | DOCTOR'S NAME | |
| LANGUAGE SPOKEN AT HOME | | PHONE NO | |
| ABORIGINAL/TORRES STRAIT ISLANDER: PLEASE CIRCLE | | CLINIC NAME | |
| PROVIDE A COPY OF BIRTH CERTIFICATE | | TETANUS INJEC DATE | |
| | | PROVIDE A COPY OF IMMUNISATION CERT | |

STUDENT MEDICAL INFORMATION: MAJOR ALERTS (Please tick box if applicable)

| | | | | | | | | | |
|--------------------------|--------|--------------------------|----------|--------------------------|----------|--------------------------|-------------|--------------------------|-----------------|
| <input type="checkbox"/> | ASTHMA | <input type="checkbox"/> | EPILEPSY | <input type="checkbox"/> | DIABETES | <input type="checkbox"/> | ANAPHYLAXIS | <input type="checkbox"/> | HEART CONDITION |
|--------------------------|--------|--------------------------|----------|--------------------------|----------|--------------------------|-------------|--------------------------|-----------------|

IF ANY MAJOR ALERTS HAVE BEEN SELECTED, A MANAGEMENT PLAN COMPLETED BY YOUR DOCTOR MUST BE PROVIDED TO THE COLLEGE, UPDATED ANUALLY, & UPLOADED TO CAREMONKEY (Medical Profile)


PLEASE ATTACH RELEVANT PLANS / REPORTS / DOCUMENTATION



SPECIFIC MEDICAL CONDITIONS - hearing, eyesight (Glasses/Contacts), mobility details

SPECIFIC ALLERGIES - (details)

D: SACRAMENTAL DETAILS

| | | |
|----------------|---------------|---|
| SACRAMENT | DATE RECEIVED | PARISH - TOWN / SUBURB |
| BAPTISM | | |
| RECONCILIATION | | |
| EUCCHARIST | | |
| CONFIRMATION | | |
| | | PROVIDE COPY OF BAPTISM CERTIFICATE  |

E: RESIDENTIAL PARENTS / GUARDIANS


| | MOTHER / FEMALE GUARDIAN | FATHER / MALE GUARDIAN |
|--|---|---|
| GIVEN NAMES | | |
| SURNAME | | |
| RESIDENTIAL ADDRESS | | |
| POSTAL ADDRESS | | |
| HOME PHONE | | |
| WORK PHONE | | |
| MOBILE PHONE | | |
| EMAIL ADDRESS | | |
| EMPLOYER | | |
| OCCUPATION | | |
| OCCUPATIONAL GROUP (Refer to Section N) | <input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N | <input type="checkbox"/> GROUP A <input type="checkbox"/> GROUP B <input type="checkbox"/> GROUP C <input type="checkbox"/> GROUP D <input type="checkbox"/> GROUP N |
| COUNTRY OF BIRTH | | |
| NATIONALITY | | |
| RELIGION | | |
| SCHOOL EDUCATION LEVEL OR EQUIVALENT | <input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9 | <input type="checkbox"/> LEVEL 12 <input type="checkbox"/> LEVEL 11 <input type="checkbox"/> LEVEL 10 <input type="checkbox"/> LEVEL 9 |
| LANGUAGE AT HOME | | |
| QUALIFICATION | <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc Trade Cert) <input type="checkbox"/> No non-school qualification | <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma / Diploma <input type="checkbox"/> Certificate I to IV (inc Trade Cert) <input type="checkbox"/> No non-school qualification |

F: CATHOLIC SCHOOL PREFERENCE

Please number your enrolment preference

| | | | |
|---|---|---|--------------------------------|
| <input type="checkbox"/> Sacred Heart College | <input type="checkbox"/> Salesian College | <input type="checkbox"/> Assumption College | <input type="checkbox"/> Other |
|---|---|---|--------------------------------|

G: NON-RESIDENTIAL PARENTS / GUARDIANS

| | | | |
|--|--|--|--|
| SURNAME | | OCCUPATION | |
| GIVEN NAME | | EMPLOYER | |
| RESIDENTIAL ADDRESS | | SCHOOL LEVEL OR EQUIVALENT | <input type="checkbox"/> Yr 12 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 9 |
| POSTAL ADDRESS | | OCCUPATIONAL GROUP (Refer sect N) | |
| EMAIL ADDRESS | | QUALIFICATION | |
| HOME PHONE NO | | QUALIFICATION | Bachelor Degree or Above <input type="checkbox"/> |
| MOBILE NO | | | Adv Diploma/ Diploma <input type="checkbox"/> |
| COUNTRY OF BIRTH | | | Certificate I - IV <input type="checkbox"/> |
| RELIGION | | | No Non-school qualifications <input type="checkbox"/> |
| LANGUAGE SPOKEN AT HOME | | CONTACT ALLOWED | YES / NO |
| NATIONALITY | | | |
| ARE THERE ANY COURT ORDERS RELATING TO THE STUDENT | | | YES / NO |
| IF YES, COPY OF ORDERS MUST BE PROVIDED | | PROVIDE SUPPORTING DOCUMENTATION  | |

H: EMERGENCY CONTACTS (Other than Parents/Guardians)

| | | | |
|-------------------------|--|-------------------------|--|
| SURNAME | | SURNAME | |
| GIVEN NAME | | GIVEN NAME | |
| WORK PHONE NO | | WORK PHONE NO | |
| HOME PHONE NO | | HOME PHONE NO | |
| MOBILE PHONE | | MOBILE PHONE | |
| RELATIONSHIP TO STUDENT | | RELATIONSHIP TO STUDENT | |

I: ALUMNI & SIBLINGS

Parents / siblings / relatives who attended and/or currently attend Sacred Heart College Kyneton

| NAME | RELATIONSHIP | CURRENT YR / ALUMNI YR | CONTACT PHONE |
|------|--------------|------------------------|---------------|
| | | | |
| | | | |

J: ENROLMENT SURVEY

WHAT INFLUENCED YOUR DECISION TO CHOOSE SACRED HEART COLLEGE FOR YOUR CHILD?

| | | | | | | | |
|--|------------------------|--------------------------|---|--------------------------|--------------|--------------------------|-------------------|
| <input type="checkbox"/> | Parent/Relative/Friend | <input type="checkbox"/> | Comments from current students/families | <input type="checkbox"/> | Info Session | <input type="checkbox"/> | Reputation |
| IF YOU ATTENDED A COLLEGE TOUR / INFORMATION SESSION, HOW WOULD YOU RATE THE PRESENTATION? | | | | | | | |
| <input type="checkbox"/> | Excellent | <input type="checkbox"/> | Very Good | <input type="checkbox"/> | Good | <input type="checkbox"/> | Needs Improvement |
| HOW DID YOU HEAR ABOUT THE TOURS / INFORMATION SESSIONS? | | | | | | | |
| <input type="checkbox"/> | Website | <input type="checkbox"/> | Parish / Primary School Bulletin | <input type="checkbox"/> | Newspaper | <input type="checkbox"/> | Word Of Mouth |
| DID YOU FIND THE ENROLMENT PACK INFORMATIVE AND COMPREHENSIVE? | | | | | | | YES / NO |

K: FEE PAYMENT DETAILS

Please indicate the person/persons responsible for the payment of fees and provide details **IF OTHER** than parents/guardians. I have read and understood the College School Fee Policy. I understand that I am jointly and separately liable and responsible for payment of all fees and levies for the duration of my child's enrolment at Sacred Heart College.

SURNAME: GIVEN NAME:

POSTAL ADDRESS:

SIGNATURE: DATED:

SURNAME: GIVEN NAME:

POSTAL ADDRESS:

SIGNATURE: DATED:

SPECIAL ARRANGEMENTS:

L: CONDITIONS OF ENROLMENT AGREEMENT

I acknowledge that I understand and accept the term and conditions of enrolment as set out in the Enrolment Policy and, if enrolment is accepted, I agree that:

- I will support the Catholic Ethos of the College and in the Catholic education of our children.
- I will support the College Policies in relation to Enrolment, Fees, Discipline, Respectful Relationships, Uniform, Computer & Internet Use, Drug Use, Child Safe and general operations of the College
- I will ensure the information that I have provided is kept up to date throughout the period of enrolment and I will notify the College promptly of any changes to that information (e.g. change of address, changes to parenting orders)
- I agree to the use and sharing of CareMonkey for our students' medical profile (including the use of e-forms) and will ensure that all information provided is true, correct and up to date
- I have read and understood the College School Fee Policy. I understand that I am jointly and separately liable and responsible for payment of all fees and levies for the duration of my child's enrolment at Sacred Heart College
- I will support our child's participation in the religious life of the College (e.g. Retreats, Masses, Prayer, Liturgies)
- I will support our child's participation in the College Sporting Days and Camp Programs
- I will attend Student Progress Interviews and Information Evenings which relate to my child
- In the event that I have any concerns, I will raise them initially with the relevant teacher or the Year Level Leader
- I will treat all members of the College Community with respect as befits a Catholic Secondary School
- If, in time of emergencies, accidents or serious illness, I cannot be contacted, I give my permission for the Principal (or his/her representative), to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand the signatories below are required to meet any costs incurred
- I acknowledge that any proposed withdrawal from the College must be discussed with the Deputy Principals and/or the College Registrar prior to exiting the College and I understand that a minimum of one term's notice **MUST** be provided. Failure to provide this notice will result in a full term's fees being charged to the family account
- I acknowledge that I have read the information in the enrolment package and, understand the policies the signatories below will need to abide by, should the enrolment application be successful
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance, enrolment may be withdrawn

PARENT/GUARDIAN NAME

PARENT GUARDIAN SIGNATURE

DATED

PARENT/GUARDIAN NAME

PARENT/GUARDIAN SIGNATURE

DATED

M: PHOTOGRAPH / VIDEO PERMISSION

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our College publications, such as the Newsletter or website or to promote the College in local newspapers and other media. Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

Permission is required for a student's photograph to be used for the varied purposes described below. Please complete and sign the permission form below.

1. College Purposes

I give permission for my child's photograph/video and name to be published in in publications such as:

- the newsletter
- the website
- promotional materials
- newspapers
- other media

NOTE

All student photos are published in the Yearbook for the College's official archival records

All student photos are published on the School Intranet are required for educational and administration purposes.

2. Catholic Education Purposes

Catholic Education Melbourne (CEM) and the CECV may also require student photographs/videos to be used in print and online promotional, marketing media and educational materials.

The photograph/video provided to the CEM and CECV may also appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

I give permission for a photograph/video of my child to be used by CEOM/CECV for their online and printed / promotional and educational materials.

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988

NOTE: Withdrawal of Consent. This permission form will be reissued by the College every 3 years and/or when your child commences Year 10. If you wish to withdraw this authorisation in the intervening years, it is your responsibility to notify the College.

| | | |
|---------------------------|--|-------|
| PARENT/GUARDIAN NAME | | |
| PARENT GUARDIAN SIGNATURE | | DATED |

N: PARENT OCCUPATION GROUPS

Please select the appropriate group from the following list. If you are not currently in paid work but have had a job during the last 12 months, or have retired during the last 12 months, please use your last occupation to select from the list. However, if you have not been in paid work for the last 12 months, enter 'N' (Occupation Group N) into the 'occupation code' field on the enrolment form.

GROUP A (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 B (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 C (Tradesmen/women, clerks and skilled office, sales and service staff)

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

GROUP D (Machine operators, hospitality staff, 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, carpark attendant, crossing supervisor]

Group N

Not in paid work in last 12 months