



Our Lady Help of Christians
School Family Occupation Index:
Parent Occupation Groups

Our Lady Help of Christians is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

***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 enrolment 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 organisations

[ ]  **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** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)

[ ]  **Education** (e.g. school teacher, university lecturer, VET/special education/EAL/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

[ ]  **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 investigator, 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, proofreader)

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

**Tradesmen/women** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradesmen/women are included in this group.

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

**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/despatcher, 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)