Melbourne Archdiocese
Catholic Schools

Queen of Peace Primary School Family Occupational Index: Parent Occupation Groups

Queen of Peace Primary School 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).

Purpose

The Family Occupational Index: Parent Occupation Groups collects information about the parent/guardian/carer occupations. This information is needed by the government as part of the enrolment process for **Q**ueen of Peace Primary School. Please select the relevant group and use this to answer the Occupation group question on the Queen of Peace Primary School Enrolment Form.

Please select the appropriate group from the following list (N, A, B, C or D)

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: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

Elected officials

☐ Mayor, parliamentarian, alderperson, trade union secretary, board member

Senior executives/managers, management in large business organisations

☐ **Senior executive/manager/department head** in industry, commerce, media or other large organisation

☐ **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)

☐ **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 sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education

☐ **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. schoolteacher, university lecturer, professor, VET, special education)

☐ **Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)

☐ **Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)

☐ **Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)

☐ **Science** (e.g. geologist, meteorologist, metallurgist, other scientist)

☐ **Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)

☐ **Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)

☐ **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/professionals

☐ **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)

☐ **Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)

☐ **Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)

☐ **Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

Arts/media/sportspersons

☐ **Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)

☐ **Sports** (e.g.sportsperson, coach, trainer, sports official)

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

☐ **Medical, science, architectural, building, surveying, 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, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, 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, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)

☐ **Defence Forces** (e.g. senior non-commissioned officer)

☐ **Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

Tradespeople – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

☐ **Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

Advanced/intermediate clerical, office, sales, carer and service staff

☐ **Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service desk, 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, real estate agent)

☐ **Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)

☐ **Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

Occupation Group D: Machine operators, sales/office/service/hospitality staff, 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/train driver, driving instructor, 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)

☐ **Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

Sales, office, hospitality and other assistants

☐ **Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, 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, office assistant, general clerk)

☐ **Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, 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, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

☐ **Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

From List of Parental Occupation Groups published in Student Background Characteristics, ACARA, 2022.