ASCO

Australian Standard Classification of Occupations

Second Edition

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Australian Statistician
INQUIRIES

- For information about other ABS statistics and services, please refer to the back page of this publication.
- For further information about this classification, contact the Assistant Director, Labour Classifications and Standards on Canberra 06 252 5757 (or 02 6252 5757 after August 1997).
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This publication presents the Second Edition of the Australian Standard Classification of Occupations (ASCO). It is the product of a review jointly undertaken by the Australian Bureau of Statistics (ABS) and the Department of Employment, Education, Training and Youth Affairs (DEETYA).

The development of this Second Edition of ASCO was made necessary by structural changes in the Australian labour market since the release of the First Edition of ASCO in 1986. The changes include widespread industry and award restructuring, technological change and competency-based approaches to career entry and progression. The revised classification will have important applications in statistical surveys, labour market analysis, vocational education and training, job placement activities and careers guidance.

This single volume contains an account of the conceptual basis of ASCO, the structure of the revised classification, the full occupation and group definitions, and information on the conceptual and structural differences between the First and Second Editions. The procedures and indexes needed for assigning ASCO codes to occupation information are provided in the companion publication ASCO Australian Standard Classification of Occupations, Second Edition Manual Coding System: Occupation Level (Cat. no. 1227.0). The contents of these two publications are also available on ASCO Australian Standard Classification of Occupations, Second Edition on CD-ROM (Cat. no. 1220.0.30.001). The CD-ROM contains a Windows-based computer-assisted coding system, which allows ASCO codes to be assigned to occupation information using computer assistance.

In the course of the review many individuals, government and private organisations, professional associations, industry training bodies and unions were consulted. The ABS and DEETYA would like to express their appreciation to these individuals and organisations for their assistance.

W. McLennan
Australian Statistician
Australian Bureau of Statistics

and

S.T. Sedgwick
Secretary
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July 1997
# LIST OF ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>ABS</td>
<td>Australian Bureau of Statistics</td>
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<td>AQF</td>
<td>Australian Qualifications Framework</td>
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<td>ASCO</td>
<td>Australian Standard Classification of Occupations</td>
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<td>CAE</td>
<td>College of Advanced Education</td>
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<td>DEETYA</td>
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<td>ISCO</td>
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<tr>
<td>nec</td>
<td>not elsewhere classified</td>
</tr>
<tr>
<td>nfd</td>
<td>not further defined</td>
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<td>NZSCO</td>
<td>New Zealand Standard Classification of Occupations</td>
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<td>TAFE</td>
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CHAPTER 1

INTRODUCTION

ASCO SECOND EDITION

The Australian Standard Classification of Occupations (ASCO), Second Edition is the product of a review program undertaken jointly by a project team from the Australian Bureau of Statistics (ABS) and the Department of Employment, Education, Training and Youth Affairs (DEETYA) for use in the collection, publication and analysis of statistics.

Major government agencies such as the Commonwealth Employment Service, the Department of Immigration and Multicultural Affairs and Comcare have incorporated ASCO into their reporting systems.

In addition, ASCO is the specified standard for the reporting of workplace accidents under the revised Regulations of the Occupational Health and Safety (Commonwealth Employment) Act 1991. Other organisations in both the public and private sectors use ASCO to store and organise occupation-related information for such purposes as policy development and review, human resource management, labour market analysis and social research.

ASCO is used in all ABS censuses and surveys where occupation data are collected, including the 1986, 1991 and 1996 Censuses of Population and Housing, the Labour Force Survey, the Survey of Employee Earnings and Hours, the Survey of Employment and Unemployment Patterns and a wide range of household surveys on particular social and labour market topics. ASCO is also used in a number of ABS administrative by-product collections such as births, deaths, marriages and divorces.

These introductory chapters provide an overview of the conceptual basis and structure of ASCO Second Edition, describe some of the principal differences between the First and Second Editions of ASCO, explain the ASCO Second Edition Code Structure and outline the format of the ASCO Second Edition occupation and group definitions.

THE REVIEW OF ASCO FIRST EDITION

Widespread industry and award restructuring, technological change and competency-based approaches to career entry and progression have brought about significant changes in the Australian labour market since ASCO First Edition was released in 1986.

To ensure that occupation statistics classified to ASCO are relevant and responsive to the current and evolving needs of the community, the ABS and DEETYA commenced a review of the classification in 1992. This review encompassed both the structural and the definitional content of the classification.
The terms of reference for the review were as follows:

- provide a framework for analysing Australia's occupation labour market over the ten years from 1996 to 2005;
- take account of major new developments across employment, education and training, particularly award restructuring and competency-based approaches to career entry and progression (as distinct from approaches based on time served or qualifications gained);
- take account of change and development within particular occupations, due to technological changes and industry restructuring;
- produce sound statistics which can be compared with those produced from the ASCO First Edition and the International Standard Classification of Occupations (ISCO); and
- develop a maintenance program, so that less work should be involved in the movement towards a third edition for the Census of 2006.

The classification structure of the Second Edition was finalised in mid-1996 with details provided in Information Paper: ASCO—Australian Standard Classification of Occupations (Cat. no. 1221.0) released in July 1996.

The Second Edition has been introduced to ABS collections from mid-1996 onwards, starting with the May 1996 Survey of Employee Earnings and Hours, the August 1996 Labour Force Survey, and the 1996 Census of Population and Housing. Occupation data from the Census and from the Survey of Employee Earnings and Hours were dual coded to both the First and Second Editions of ASCO, to provide a link between the two versions of the classification.

Occupation data collected in the 1996 second wave of the longitudinal Survey of Employment and Unemployment Patterns were coded to ASCO Second Edition. Data from the 1995 first wave of this survey were originally coded to ASCO First Edition and have been re-coded to the Second Edition.

**CONCORDANCE**

Concordances between occupations in the two editions are included in this document at Appendixes A and B. These show the links from ASCO Second Edition to ASCO First Edition and from First Edition to Second Edition. The concordances indicate where a one-to-one relationship exists between occupations in the First and Second Editions and where a partial relationship exists (indicated by the letter p).

These concordances provide a conceptual link between occupations in the two editions of ASCO. A detailed link file indicating proportional relationships (as well as one-to-one links) will be produced following the completion of processing of data from the 1996 Census of Population and Housing.
This publication is a reference document intended to provide a detailed account of the content and structure of the ASCO Second Edition and to assist the interpretation of statistics classified to it. It is not intended as a means of assigning information about particular jobs to ASCO Second Edition classes.

Assigning ASCO codes to occupation or job descriptions requires the use of a rule-based system to ensure that it is performed in an accurate, consistent and efficient manner. The system developed by the ABS for this purpose is referred to as the ASCO Coding System.

To consistently and reliably allocate responses from statistical collections to any level of the ASCO structure, as a minimum requirement data on occupation tasks as well as the occupation title are needed. The coding system, based on an index of responses given in ABS collections, is designed to utilise, in a structured way, the responses from up to four distinct questions: occupation title, main tasks performed, industry of employer and employer’s name. Primary importance is given to the occupation title, but extensive use is made of main tasks performed in the job. Restricted use can also be made of information given in response to questions on industry and employer’s name when it is collected.

This structured coding system may be implemented as a clerical procedure or through computer-assisted coding. There is no functional difference between the two forms of coding; that is, they are based on the same coding methodology, index and procedures, and are designed to yield the same results.

The review of ASCO was accompanied by the development of a Windows-based structured coding system for PCs, which enables occupation responses to be coded to either the unit group or occupation level of the classification with a high degree of accuracy and consistency. This Windows-based system will replace the ASCO Expert system (a DOS-based system) which was developed for coding to ASCO First Edition.

Users who wish to assign ASCO Second Edition codes to occupation information are advised to refer to the companion publication Australian Standard Classification of Occupations, Second Edition Manual Coding System: Occupation Level (Cat. no. 1227.0) or to use the computer-assisted coding system. The manual coding system contains a coding index together with a guide to using the coding index. The Windows-based computer-assisted coding system is available on the Australian Standard Classification of Occupations, Second Edition on CD-ROM (Cat no. 1220.0.30.001) together with the full contents of both the printed publications.

An important consideration when developing a statistical classification is the need to build in sufficient robustness to allow for long-term usage. This robustness facilitates meaningful time series analysis of data assigned to that classification. At this stage, it is anticipated that ASCO Second Edition will have a shelf life of approximately ten years, with the next major review to commence early in the twenty-first century. There will be provision, however, to make minor amendments to ASCO, such as updating occupation descriptions, where it can be illustrated that significant user requirements exist to warrant making a change.
The International Standard Classification of Occupations (ISCO) was developed by the International Labour Office in Geneva. ISCO was first issued in 1958 and revised versions were produced in 1968 and 1988. The main aims of ISCO are to provide a basis for international comparisons of occupation statistics between member countries and to provide a conceptual model for the development of national occupation classifications. The most recent edition, ISCO-88, was developed using a similar conceptual basis to that of ASCO First Edition.

At the time of its release in 1986, ASCO First Edition was significantly different from most other occupation classifications used by national and international statistical agencies. The major change from international practice at that time lay in the use of skill level and skill specialisation as criteria to structure the occupation classification. ISCO-88 also uses these criteria in the conceptual framework for the classification. Four broad skill levels are used, defined in terms of the educational categories and levels which appear in the International Standard Classification of Education, published by the United Nations Educational, Scientific and Cultural Organisation.

ISCO-88 consists of 10 major groups, 28 sub-major groups, 116 minor groups and 390 unit groups. The occupation level is not defined in ISCO-88, as it is expected that individual countries will develop this level of detail to suit national requirements.

The ten major groups in ISCO-88 remain broadly similar to the nine ASCO Second Edition major groups. The most significant difference at major group level is that ISCO-88 has identified Skilled Agricultural and Fishery Workers as a separate major group (Major Group 6), whereas ASCO Second Edition includes Farmers and Farm Managers as a sub-major group in Major Group 1 Managers and Administrators, and Skilled Agricultural and Horticultural Workers as a sub-major group in Major Group 4 Tradespersons and Related Workers.

ISCO-88 also includes a separate Major Group 0, for the Armed Forces. In ASCO Second Edition, jobs held by members of the Armed Forces are classified together with their civilian equivalents where these exist and to a number of other specific occupations.

In common with ISCO-88, ASCO Second Edition now incorporates the sub-major group as a level of aggregation between the major and minor groups.

In 1995, Statistics New Zealand released the New Zealand Standard Classification of Occupations (NZSCO), as the result of a minor review of the previous NZSCO90. It is a skill-based classification which uses skill level and skill specialisation as the primary criteria for classifying occupations. NZSCO95 has nine major groups, similar to ASCO Second Edition, and has the same five levels in the classification hierarchy—major group, sub-major group, minor group, unit group and occupation.

Early in the development phase of ASCO Second Edition, consideration was given to developing a joint Australian and New Zealand classification. However, a number of practical issues precluded this development, chiefly the timing of the ASCO review in relation to NZSCO and the need to have ASCO Second Edition ready for use in the 1996 Census.
CHAPTER 2

THE CONCEPTUAL BASIS OF ASCO

THE CONCEPTS OF ‘JOB’ AND ‘OCCUPATION’

ASCO is a skill-based classification which encompasses all occupations in the Australian work force. The concept of ‘job’ and ‘occupation’ are fundamental to an understanding of the classification.

A ‘job’ is a set of tasks designed to be performed by one individual in return for a wage or salary. Of course, some people may work for themselves but are still regarded as having a job and belonging to the labour force.

An ‘occupation’ is a set of jobs with similar sets of tasks. An occupation in ASCO is a collection of jobs which are sufficiently similar in their main tasks to be grouped together for the purposes of the classification.

CLASSIFICATION CRITERIA

In ASCO, occupations are classified according to two main criteria—skill level and skill specialisation.

Skill level

The skill level of an occupation is defined as a function of the range and complexity of the set of tasks involved—the greater the range and complexity of the set of tasks, the greater the skill level of the occupation.

In ASCO First Edition, skill level was measured operationally as the amount of formal education, on-the-job training and previous experience usually necessary for the satisfactory performance of the set of tasks.

For the Second Edition, the skill level criterion has been applied more strictly than in the First Edition and has been measured operationally in a slightly different way. In particular, reference to on-the-job training is a less explicit component of the operational measure.

Whilst the concept of skill level remains unchanged in ASCO Second Edition, the operational criteria used to measure skill level have been refined to reflect competency-based initiatives in employment and training and to increase the emphasis on entry requirements to an occupation. This emphasis on entry requirements arises in part from the difficulty in objectively measuring the skill level required for the satisfactory performance of tasks.

The criteria used in ASCO Second Edition to measure skill level are the:

- formal education and/or training; and
- previous experience

usually required for entry to an occupation.

In instances where information relating to these entry requirements was not available, relevant minimum endorsed competency standards were also considered where appropriate.
Where these criteria were not sufficient, skill level is determined by application of a secondary set of criteria:

- breadth/depth of knowledge required
- range of skills required
- variability of operating environment
- level of autonomy as determined by the degree of discretion and choice which may be required to perform the set of tasks.

In ASCO Second Edition, the period of on-the-job training is no longer included as an explicit criterion for measuring skill level. This is in response to ongoing changes in the Australian workforce, especially the increasing emphasis now being given to competency-based training as opposed to a time-served approach. In addition, on-the-job training is seen as being incompatible with the ASCO Second Edition emphasis on requirements for entry to an occupation. However, in some of the cases where the application of entry skill level is considered inappropriate, on-the-job training has been used as an indicator of the secondary set of criteria.

The determination of the skill level of each occupation requires some subjective judgement. As a result of the review, the skill level statements provided in the occupation and group definitions represent the best judgement of the project team and should be interpreted as indicative only.

For some occupations there may be a number of possible entry routes and in these cases the occupation and group definitions attempt to identify the entry routes. With continuing changes in education and training initiatives, in particular the terminology used when describing formal educational qualifications, the definitions have been written to be as general but as accurate as possible at the time of publication.

It is important to note that skill level, in ASCO, is an attribute of occupations and not an attribute of the particular individuals who hold jobs in those occupations. To classify the occupation ‘plumber’ to a particular skill level in the ASCO structure it is necessary to consider the amount of formal education and previous experience that is usually required for an individual to gain entry to that occupation.

When coding jobs to ASCO it is not relevant whether a particular individual working as a plumber has this amount of formal education or training or previous experience. Nor is it relevant whether the individual is an extremely competent, an average, or an extremely poor plumber. The individual’s job would be classified to the occupation ‘plumber’ and the job would be assigned that ASCO code.

The definitions and descriptions of individual occupations in ASCO Second Edition have necessarily involved some broad generalisations across a range of particular jobs which may vary in content and characteristics according to industry, enterprise and location. The information in these descriptions should be interpreted and used accordingly.

**Skill specialisation**

The skill specialisation of an occupation is a function of the field of knowledge required, tools and equipment used, materials worked on, and goods or services provided in relation to the tasks performed.
CLASSIFICATION CRITERIA

continued

The definition of skill specialisation remains unchanged from the First Edition but includes reference to non-production based operations. For example, tools and equipment can also include all forms of computer-based equipment, personal interaction, and art or design techniques. Materials worked on can also include data and individual or group service. The First Edition term ‘goods and services produced’ has been renamed ‘goods or services provided’.

The four dimensions which comprise the skill specialisation criterion are defined as follows:

Field of knowledge required
This is the subject matter knowledge which is essential for satisfactory performance of the tasks of an occupation.

Tools and equipment used
This includes all forms of plant, machinery, computer-based equipment or hand tools used in the performance of the tasks, as well as intellectual tools such as personal interaction, and art or design techniques.

The term plant is used to describe mobile or stationary equipment which is large in size, performs several related functions, and is usually controlled by an internally located operator.

The term machinery is used to describe stationary equipment which is not as large as plant, performs one processing function and is usually controlled by an externally located operator.

The term hand tools is used to describe equipment which is small enough to be moved by one person.

Materials worked on
This refers to materials of both a concrete and abstract nature which are extracted, processed, transformed, refined or fabricated as an essential part of the tasks performed. Examples of materials worked on include wood, metal, livestock, accounting data, text, people and organisations.

Goods or services provided
This refers to the end product of the performance of the tasks of an occupation including physical goods, personal or other services, or abstract goods such as a software application or statistical information.

APPLICATION OF THE CRITERIA

The classification criteria specified above could be used to organise individual occupations into progressively larger groups in a hierarchy in a number of different ways. The relative importance attached to each classification criterion, and to each dimension of the classification criteria at different levels in the classification hierarchy, could have a significant impact on the structure of the classification. A conceptual model for the classification therefore needs to specify the relevant weight to be assigned to particular classification criteria at particular levels of the classification.

When such a model is used for the construction of a classification, a number of decisions have to be made to ensure that the resulting classification structure and the categories within it are meaningful, satisfy particular user needs and requirements, and can be used in a practical way for the production and dissemination of statistical and other information.
Although the classification criteria in ASCO Second Edition remain largely the same as those used in the First Edition, a number of issues associated with the application of these criteria to the design of the classification were reconsidered as part of the review. This was necessary to reflect the considerable technological and structural change which had taken place and is continuing to take place in the Australian workforce, and to take account of some of the difficulties which users of the classification had identified with the First Edition.

In the First Edition the primary criterion used for assigning occupations to major groups was skill level. Minor groups, unit groups and occupations were differentiated from each other on the basis of a progressively finer interpretation of the skill specialisation criterion. At the most detailed level (occupation), that is within unit groups, some occupations were differentiated from each other on the basis of detailed skill level. For example, supervisory and apprentice or trainee occupations were identified at this level only.

It became evident during early consultations with key stakeholders that there was strong support for ASCO Second Edition to continue to use skill level as the primary criterion for differentiating major groups. There was significant concern however that the eight major groups in ASCO First Edition were not sufficiently differentiated from each other on the basis of skill level.

For example, in the First Edition all occupations in which the primary tasks included selling were classified in Major Group 6 Salespersons and Personal Service Workers, even if the skill level of a particular occupation was significantly higher or lower than the typical skill level of occupations in Major Group 6. The result of this was to create a classification structure which comprised major and minor groups which made intuitive sense but which included occupations of diverse skill levels.

There was a significant overlap in the skill level of many of the ASCO First Edition major groups. In particular many of the occupations in Major Group 1 Managers and Administrators were less skilled than many of the occupations in Major Group 2 Professionals. Similarly, there was a significant degree of overlap in terms of skill level between occupations in Major Group 4 Tradespersons, Major Group 5 Clerks, and Major Group 6 Salespersons and Personal Service Workers.

An important objective of the review therefore was to devise a classification structure in which the major groups were more homogeneous in terms of skill level than in the First Edition. This had to be achieved however, without applying the skill level criterion so rigorously as to produce classification categories which did not make intuitive sense and would not be useful for most analytical purposes.

The method adopted in ASCO Second Edition was to assign each of the major groups in ASCO Second Edition to one of five broad skill levels. Following consideration of a number of practical issues, including statistical balance and feasibility, it was decided to create nine major groups. These major groups are differentiated from each other firstly on the basis of skill level. Where two major groups are assigned to the same skill level they are differentiated from each other on the basis of skill specialisation.
The criteria used in ASCO Second Edition to measure skill level are formal education and/or training and previous experience usually required for entry to the occupation.

Because of the introduction of the Australian Qualifications Framework (AQF), ASCO Second Edition uses the new terminology for the levels of formal education and training, rather than the old terminology as previously used under the Register of Australian Tertiary Education. Detailed descriptions of the different levels in the AQF can be found in the *Australian Qualifications Framework Implementation Handbook (August 1995)* released by the Ministerial Council on Education, Employment, Training and Youth Affairs.

The levels of qualifications in the AQF are as follows:

- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma
- Bachelor Degree
- Graduate Certificate
- Graduate Diploma
- Masters Degree
- Doctoral Degree.

The five skill levels in ASCO Second Edition are defined in terms of the AQF levels as follows.

**Skill Level 1**
Most occupations in Major Groups 1 and 2 have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Skill Level 2**
Most occupations in Major Group 3 have a level of skill commensurate with an AQF Diploma or Advanced Diploma or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Skill Level 3**
Most occupations in Major Groups 4 and 5 have a level of skill commensurate with an AQF Certificate III or IV or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Skill Level 4**
Most occupations in Major Groups 6 and 7 have a level of skill commensurate with an AQF Certificate II or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Skill Level 5**
Most occupations in Major Groups 8 and 9 have a level of skill commensurate with completion of compulsory secondary education or an AQF Certificate I qualification.
The following table illustrates the assignment of the major groups to the five skill levels:

<table>
<thead>
<tr>
<th>Major Group</th>
<th>Skill Level</th>
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<tbody>
<tr>
<td>1 Managers and Administrators</td>
<td>1</td>
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</table>

Although ASCO Second Edition applies skill level more rigorously than the First Edition, judgements about the actual skill level of an occupation may not always concur with the views of all users. In some instances it has been necessary to place occupations in major groups which may have a higher or lower skill level because a very rigid application of the skill level criterion would result in very dissimilar occupations being grouped together. In these cases, occupations may be grouped with like occupations which have a different skill level, as in the case of apprentices and tradespersons in Major Group 4.

The application of the classification criteria to the classification of apprentices and trainees in ASCO deserves special explanation. In ASCO First Edition apprentice and trainee occupations were classified in the same unit group as the occupations for which the apprentices or trainees were being trained.

Some users felt that this practice led to major and minor groups which were too diverse in terms of skill level. Others felt that it was more appropriate to be able to identify all occupations with a particular skill specialisation in the same unit group, and that in reality the difference in skill level between a final year apprentice and a fully qualified tradesperson was small.

An additional concern was that in ASCO First Edition only one apprentice occupation was identified per unit group. In those unit groups which contained a number of trades occupations it was therefore not possible to identify the total number of persons employed and training for a particular trade.

The focus on entry requirements for the measurement of skill level and the consequent abandonment of on-the-job training as an explicit measure of skill level, led the Review Team to re-evaluate the treatment of apprentice and trainee occupations in the classification.
Analysis of occupation responses to 1996 Census Dress Rehearsal data was undertaken to ascertain the feasibility of classifying apprentice and trainee occupations at a lower skill level (that is, in a different major group to the parent occupation). As a result of this analysis, it was determined that it was not generally possible to classify apprentice and trainee occupations in different major groups from their parent occupations. Apprentices and trainees are therefore generally located in the same unit group as the occupations they are training toward, the exceptions being Office Trainees and Sales and Service Trainees which are unit groups of their own. It is acknowledged that the skill level for entry into occupations as an apprentice or trainee is lower than the skill level requirements of the occupation.

Most tradespersons unit groups in ASCO Second Edition include an apprentice occupation corresponding to each tradesperson occupation in that unit group.

The treatment of supervisory occupations in ASCO Second Edition differs from that in First Edition. In the First Edition, supervisory occupations were generally classified in the same unit group as their associated non-supervisory occupations. In the Second Edition where it is clear that a higher level of skill and training is required for entry to a given supervisory occupation, this supervisory occupation has been classified at a higher skill level. This means that the supervisory occupation is in a different major group to its associated non-supervisory occupations.

It has, however, been necessary to classify a number of supervisory occupations together with the occupations they supervise as it is not practicable to make the necessary distinction in statistical collections. In some of these cases there is nevertheless a marked difference in the tasks performed, and so a separate supervisory occupation has been specified within the same unit group as the occupation supervised.

Examples of where supervisory occupations have been classified at a higher skill level include:

- the occupations Retail Supervisor and Checkout Supervisor have been classified at Skill Level 4 in Major Group 6 Intermediate Clerical, Sales and Service Workers, while the occupations which are generally supervised by persons in these categories are located at Skill Level 5 in Major Group 8 Elementary Clerical, Sales and Service Workers.

Some examples of where it was not statistically feasible to classify supervisors to a major group at a higher skill level include:

- Supervisor, Sewing Machinists and Supervisor, Forestry and Logging Workers which are classified in the same unit groups as their associated non-supervisory occupations (Major Group 7 Intermediate Production and Transport Workers) but identified as separate occupations.
A number of changes reflected in the ASCO Second Edition structure are the result of the emergence and decline of occupations in the Australian labour market. The increased significance of various industry sectors to the economy, in particular the service and information technology sectors, has led to the emergence of a number of new occupations. Conversely, technological and structural changes in the Australian workforce have also resulted in the decline of many older occupations. The trend towards the upgrading of skills and training required for many occupations has also resulted in the reclassification of certain occupations to more appropriate skill levels in the Second Edition. A particularly important issue was that the broadening of skills and training, and different pathways in education and training, have resulted in the emergence of new generalised occupations. Workers in these new generalised occupations are multi-skilled and may perform tasks which span more than one traditionally defined occupation.

An important objective in the development of ASCO Second Edition, therefore, was to determine an appropriate way within the classification structure to deal with this growing trend towards multi-skilling and broad-banding of industrial awards. There was a strong demand for the increased flexibility in the occupational structure of the workforce to be reflected in the structure of the classification.

Consultation with a wide range of stakeholders revealed that this process was quite well advanced in some sectors of the economy and in some enterprises, whereas in others the traditional specialisations remained or new specialisations were emerging.

This is dealt with in the Second Edition by creating new occupations and unit groups for the new multi-skilled occupations at the same time as retaining unit groups and occupations for many of the specialised occupations. For example, Minor Group 411 Mechanical Engineering Tradespersons contains the Unit Group 4111 General Mechanical Engineering Tradespersons for the emerging multi-skilled occupation, but retains unit groups for some of the more specialised traditional occupations such as Toolmakers.

This approach allows the classification to be used to measure the extent to which the trend towards multi-skilling and broad-banding is having an impact on various sectors of the economy, the extent to which the more traditional occupations are dying out and the extent to which new highly specialised occupations are emerging.

Although there was a demand from some users for some specialised occupations to be removed and incorporated into a single broad-banded category, it was clear that many users required the more detailed information. An alternative approach suggested was to reflect this new flexibility by assigning jobs for individuals to more than one category in the classification to reflect their mix of skills. Such an approach would have been inconsistent with the requirements for a statistical classification to assign all jobs in the Australian labour market to one and only one occupation.

Overall, these technological and structural changes, and the response to them in the Second Edition, have led to a modest reduction in the number of occupations defined in the classification. In the First Edition there were 1,079 occupations, compared to 986 in the Second Edition.
As a general principle, a classification used for the dissemination of statistics should not have categories at the same level in its hierarchy which are too disparate in their population size. This is necessary to allow the classification to be used effectively for the cross-tabulation of aggregate data and the dissemination of data from sample surveys. For example, if some of the nine ASCO major groups accounted for only 2% or 3% of the labour force and another accounted for 60% or 70%, it would be difficult to use the classification for balanced analysis. This principle is referred to by the term ‘statistical balance’.

In ASCO Second Edition, the statistical balance principle is applied by building the classification structure in such a way that no major group is more than 50% larger or 50% smaller than the average size of a major group. As there are nine major groups, the average size of a major group is one-ninth of the employed labour force. The principle is applied in a similar way, but progressively less strictly at lower levels of the hierarchy. For example, the minimum acceptable size for an ASCO occupation is generally 300 full-time jobs. The minimum size for a unit group is 1,000, but ideally the target for a unit group is 3,000. Some exceptions are made, however, for occupations of particular strategic or labour market significance.
CHAPTER 3 SUMMARY OF ASCO CRITERIA

CRITERIA

The structure of ASCO is defined in terms of two broad criteria—skill level and skill specialisation.

SKILL LEVEL

The skill level of an occupation is a function of the range and complexity of the set of tasks involved.

This is measured by the:

- formal education and/or training
- previous experience

usually required for entry into an occupation.

Formal education

Formal education and/or training consists of three types: primary, secondary and tertiary education. Primary and secondary education are measured in years of schooling. Tertiary education is divided into categories consistent with those stated in the AQF.

Previous experience

This variable is defined as the number of years of relevant experience gained in other occupations which contribute to the satisfactory performance of the set of tasks.

Where these criteria are not sufficient for determining the skill level of a particular occupation, the range and complexity of the set of tasks involved is determined by application of a secondary set of criteria (for which on-the-job training may be a useful measure):

- breadth/depth of knowledge required
- range of skills required
- variability of operating environment
- level of autonomy as determined by the degree of discretion and choice which may be required to perform the set of tasks.

SKILL SPECIALISATION

This criterion is is used to group occupations according to type of skill. It is measured by:

- field of knowledge required
- tools and equipment used
- materials worked on
- goods or services provided.
SKILL SPECIALISATION continued

Field of knowledge  This variable indicates the subject matter which is essential to the tasks performed.

Tools and equipment used  This variable includes the plant, machinery or tools used in the performance of the tasks. It also includes all forms of computer-based equipment, personal interaction, and art or design techniques.

Materials worked on  This variable indicates the materials which are processed, refined or fabricated as an essential part of the tasks performed. It also includes data, and individual or group services.

Goods or services provided  This variable indicates the goods or services provided as a result of the tasks performed, and includes data and personal services.
CHAPTER 4  STRUCTURE AND FORMAT OF ASCO SECOND EDITION

CLASSIFICATION STRUCTURE

The Structure of ASCO Second Edition comprises five hierarchical levels: Major Group, Sub-Major Group, Minor Group, Unit Group and Occupation.

Major groups

Major groups are:

- the broadest level of the classification
- denoted by 1-digit codes
- distinguished from each other on the basis of skill level and, where necessary, the broad concept of skill specialisation.

There are 9 major groups.

Sub-major groups

Sub-major groups are:

- subdivisions of the major groups
- denoted by 2-digit codes (the relevant major group code plus an additional digit)
- distinguished from other sub-major groups in the same major group on the basis of broadly stated skill specialisation.

There are 35 sub-major groups.

Minor groups

Minor groups are:

- subdivisions of the sub-major groups
- denoted by 3-digit codes
- distinguished from other minor groups in the same sub-major group on the basis of less broadly stated skill specialisation.

There are 81 minor groups.

Unit groups

Unit groups are:

- subdivisions of the minor groups
- denoted by 4-digit codes
- distinguished from other unit groups in the same minor group on the basis of a finer degree of skill specialisation.

There are 340 unit groups.
CLASSIFICATION STRUCTURE

Occupations

Occupations are:

- subdivisions of the unit groups
- denoted by 6-digit codes
- distinguished from other occupations in the same unit group on the basis of detailed skill specialisation
- sets of jobs which involves the performance of a common set of tasks.

There are 986 occupations.

It should be noted that because there are more than nine unit groups within each of the Minor Groups 238 Miscellaneous Health Professionals, and 498 Miscellaneous Tradespersons and Related Workers, unit group codes within these minor groups commence with the digits 238 and 239, and 498 and 499 respectively.

This 5-level hierarchy represents a change from ASCO First Edition where the structure consisted of four levels: Major Group, Minor Group, Unit Group and Occupation. The Sub-Major Group level has been added to the structure to enhance users’ options for statistical output. The table below indicates the number of groups in each edition:

<table>
<thead>
<tr>
<th></th>
<th>First Edition</th>
<th>Second Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major group</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Sub-major group</td>
<td>n.a.</td>
<td>35</td>
</tr>
<tr>
<td>Minor group</td>
<td>52</td>
<td>81</td>
</tr>
<tr>
<td>Unit group</td>
<td>282</td>
<td>340</td>
</tr>
<tr>
<td>Occupation</td>
<td>1,079</td>
<td>986</td>
</tr>
</tbody>
</table>

A schematic representation of the classification structure can be found in the diagram on page 21.

In recognition of the need to maintain comparability and consistency between the two editions, changes at the unit group (four-digit) level have been made only where this was unavoidable. Despite changes to the unit group codes and titles, a large proportion of the First and Second Edition unit groups can be linked to facilitate time series analysis.

In terms of comparability between ASCO First and Second Edition, approximately two-thirds of the old and new unit groups are directly comparable while the remaining First Edition unit groups have been distributed into a number of new unit groups in the Second Edition. Information on the relationships between categories in the two editions can be found in Appendixes A and B.
MAJOR STRUCTURAL DIFFERENCES BETWEEN FIRST AND SECOND EDITIONS

The stricter approach to the application of the skill level criterion has resulted in changes to the way some occupations are classified in ASCO Second Edition. As explained in detail in Chapter 2, the nine major groups in the Second Edition are grouped into five skill levels. Major groups at the same skill level are differentiated according to a broad application of the skill specialisation concept.

Managing supervisors
Managers of small sales and service organisations and businesses which do not necessarily have a hierarchy of managers, are now classified in Major Group 3 Associate Professionals, in contrast to First Edition where they were classified in Major Group 1, along with Managers and Administrators.

Clerical, sales and service occupations
An important change has been the reorganisation of the First Edition Major Group 5 Clerks, and Major Group 6 Sales and Personal Service Workers, into three major groups at different skill levels. This better reflects the skill levels of the occupations they cover. There are now three major groups which cover all clerical, sales and service occupations—Major Group 5 Advanced Clerical and Service Workers, Major Group 6 Intermediate Clerical, Sales and Service Workers, and Major Group 8 Elementary Clerical, Sales and Service Workers.

Air and Sea Transport Technical Workers
The occupations in ASCO First Edition Minor Group 33 Air and Sea Transport Technical Workers have been moved to Major Group 2 Professionals in ASCO Second Edition and are included in Minor Group 254 Miscellaneous Professionals.

Nurses
The First Edition Minor Group 34 Registered Nurses has been moved to Major Group 2 Professionals and is now Minor Group 232, Nursing Professionals. In addition, the First Edition Unit Group 6603 Enrolled Nurses has been moved to Major Group 3 Associate Professionals and is now Minor Group 341 Enrolled Nurses.

RESERVED CODES
Occupation codes in ASCO end in odd digits to allow for future expansion of the classification without the need for substantial renumbering of the classification. Certain codes are reserved for residual categories and for supervisory and trainee occupations.

Residual categories
A set of codes is reserved for residual categories at the sub-major, minor and unit group levels of the classification. Two digit, three digit and four digit codes ending in ‘9’ are reserved for the residual categories at the sub-major, minor and unit group levels respectively. In addition, the codes 238 and 498 are reserved for the minor group residual categories Miscellaneous Health Professionals and Miscellaneous Tradespersons and Related Workers respectively.

At the occupation level, codes ending in ‘-79’ and ‘-99’ are reserved for residual occupation groups.

Supervisors, apprentices and trainees
At the occupation level there are two sets of reserved codes—those for supervisors and those for apprentices and trainees.

Supervisory codes end in digits within the range ‘-01’ to ‘-09’.

Apprentice and trainee codes end in digits within the range ‘-81’ to ‘-99’ (the ‘-99’ code being for residual apprentice or trainee occupation groups).
SUPPLEMENTARY CODES

Supplementary codes are used to process inadequately described responses in statistical collections. These codes are of two types:

- six digit codes ending in two, three, four or five zeros; and
- six digit codes commencing with one zero.

Codes ending in zero are described as ‘not further defined’ (nfd) codes and are used to code responses which cannot be coded to the occupation level of the classification, but which can be coded to a higher level of the classification structure.

For example, responses which cannot be identified as relating directly to a particular occupation category, but which are known to be within the range of occupations within a particular unit group are coded to that unit group. Such responses are allocated an nfd code consisting of the four-digit code of the unit group followed by ‘-00’. For instance, the response ‘Medical Specialist’ does not contain sufficient information to be coded directly to any particular occupation category, but it can be coded to Unit Group 2312 Specialist Medical Practitioners, which encompasses all medical specialists. It is thus allocated the code 2312-00 Specialist Medical Practitioners, nfd.

Codes commencing with zero are used to process responses which do not provide sufficient information to be coded to any level of the structure. They are also used to process responses which are not covered by the current definition of the labour force (see Standards for Labour Force Statistics (Cat. no. 1288.0)) such as ‘housewife’, ‘pensioner’ and ‘student’. A standard set of such codes is used in the ASCO Coding Index and is described in ASCO Australian Standard Classification of Occupations, Second Edition Manual Coding System: Occupation Level (Cat. no. 1227.0).

Other codes commencing with zero may be defined by users to facilitate the processing and storage of data, when data sets coded to ASCO contain records for entities outside the scope of ASCO. For example, occupational activities which are wholly illegal in all States and Territories of Australia are excluded from ASCO.

FORMAT OF THE DEFINITIONS

This publication contains definitions for the major, sub-major, minor and unit groups, and all occupations in ASCO Second Edition. The format of the definitions may vary slightly between the hierarchical levels, but all contain similar elements.

The features of the major, sub-major, minor and unit group definitions are:

- statement of the boundaries of the group
- information on skill level
- list of principal or indicative tasks
- list of lower level groups or occupations contained in the group.
When describing the skill level of occupations in the different groups, the phrase ‘most occupations in this major (or minor etc.) group have a level of skill commensurate with’ is used to provide a general indication of the skill level of occupations within that group. The statement does not imply that persons employed in those occupations necessarily have (or need to have) the formal qualification or experience for entry into that occupation.

Occupation definitions

The main features of occupation definitions are as follows:

**Principal title**  The principal title is the title which best describes the particular occupation. It will generally be the most commonly used title, although there are exceptions in cases where the most commonly used title is too broad or too narrow for the ASCO occupation, or where occupations of different content are usually known by the same title.

**Alternative title**  Some titles are followed by an alternative title (or titles) listed directly below the principal title. These alternative titles have the same meaning as the principal title but may be less commonly used.

**Lead statement**  A concise description of the nature of the occupation, summarising the main activities undertaken.

**Skill level**  This specifies the usual entry requirements for the occupation, expressed in terms of the amount of formal education and/or training and previous experience. Special requirements such as registration or licensing are indicated under this heading.

**Tasks**  This list specifies a representative list of the primary tasks performed in the occupation.

**Specialisation titles**  There are commonly occurring titles referring to a subset of jobs belonging to the occupation designated in the principal title. These jobs involve the performance of specialised tasks rather than the broader range of tasks usually performed in the occupation.
The structure of ASCO Second Edition has five levels:

- major group
- sub-major group
- minor group
- unit group
- occupation

The following is an illustration of a representative part of the ASCO Second Edition structure:

Major Group 4
Tradespersons and Related Workers

Sub-major groups are:
- subdivisions of the major groups
- denoted by 2 digit codes (the relevant major group code plus an additional digit)
- distinguished from other sub-major groups in the same major group on the basis of broadly stated skill specialisation
- there are 35 sub-major groups

Sub-Major Group 44
Construction Tradespersons

Sub-Major Group 45
Food Tradespersons

Minor groups are:
- subdivisions of the sub-major groups
- denoted by 3 digit codes (the relevant sub-major group code plus an additional digit)
- distinguished from other minor groups in the same sub-major group on the basis of less broadly stated skill specialisation
- there are 81 minor groups

Minor Group 441
Structural Construction Tradespersons

Minor Group 443
Plumbers

Unit groups are:
- subdivisions of the minor groups
- denoted by 4 digit codes (the relevant minor group code plus an additional digit)
- distinguished from other unit groups in the same minor group on the basis of a finer degree of skill specialisation
- there are 340 unit groups

Unit Group 4411
Carpentry and Joinery Tradespersons

Unit Group 4412
Fibrous Plasterers

Occupations are:
- subdivisions of the unit groups
- denoted by 6 digit codes (the relevant unit group code plus an additional two digits)
- distinguished from other occupations groups in the same unit group on the basis of detailed skill specialisation
- there are 986 occupations

Occupation 4411-11
Carpenter and Joiner

Occupation 4411-13
Carpenter
MAJOR GROUPS

1 MANAGERS AND ADMINISTRATORS

2 PROFESSIONALS

3 ASSOCIATE PROFESSIONALS

4 TRADESPERSONS AND RELATED WORKERS

5 ADVANCED CLERICAL AND SERVICE WORKERS

6 INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS

7 INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

8 ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS

9 LABOURERS AND RELATED WORKERS
## MAJOR AND SUB-MAJOR GROUPS

### 1 MANAGERS AND ADMINISTRATORS
- 11 Generalist Managers
- 12 Specialist Managers
- 13 Farmers and Farm Managers

### 2 PROFESSIONALS
- 21 Science, Building and Engineering Professionals
- 22 Business and Information Professionals
- 23 Health Professionals
- 24 Education Professionals
- 25 Social, Arts and Miscellaneous Professionals

### 3 ASSOCIATE PROFESSIONALS
- 31 Science, Engineering and Related Associate Professionals
- 32 Business and Administration Associate Professionals
- 33 Managing Supervisors (Sales and Service)
- 34 Health and Welfare Associate Professionals
- 39 Other Associate Professionals

### 4 TRADESPERSONS AND RELATED WORKERS
- 41 Mechanical and Fabrication Engineering Tradespersons
- 42 Automotive Tradespersons
- 43 Electrical and Electronics Tradespersons
- 44 Construction Tradespersons
- 45 Food Tradespersons
- 46 Skilled Agricultural and Horticultural Workers
- 49 Other Tradespersons and Related Workers

### 5 ADVANCED CLERICAL AND SERVICE WORKERS
- 51 Secretaries and Personal Assistants
- 59 Other Advanced Clerical and Service Workers

### 6 INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS
- 61 Intermediate Clerical Workers
- 62 Intermediate Sales and Related Workers
- 63 Intermediate Service Workers

### 7 INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS
- 71 Intermediate Plant Operators
- 72 Intermediate Machine Operators
- 73 Road and Rail Transport Drivers
- 79 Other Intermediate Production and Transport Workers

### 8 ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS
- 81 Elementary Clerks
- 82 Elementary Sales Workers
- 83 Elementary Service Workers

### 9 LABOURERS AND RELATED WORKERS
- 91 Cleaners
- 92 Factory Labourers
- 99 Other Labourers and Related Workers
MAJOR, SUB-MAJOR AND MINOR GROUPS

1 MANAGERS AND ADMINISTRATORS

11 GENERALIST MANAGERS
   111 General Managers and Administrators
   119 Miscellaneous Generalist Managers

12 SPECIALIST MANAGERS
   121 Resource Managers
   122 Engineering, Distribution and Process Managers
   123 Sales and Marketing Managers
   129 Miscellaneous Specialist Managers

13 FARMERS AND FARM MANAGERS
   131 Farmers and Farm Managers

2 PROFESSIONALS

21 SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS
   211 Natural and Physical Science Professionals
   212 Building and Engineering Professionals

22 BUSINESS AND INFORMATION PROFESSIONALS
   221 Accountants, Auditors and Corporate Treasurers
   222 Sales, Marketing and Advertising Professionals
   223 Computing Professionals
   229 Miscellaneous Business and Information Professionals

23 HEALTH PROFESSIONALS
   231 Medical Practitioners
   232 Nursing Professionals
   238 Miscellaneous Health Professionals

24 EDUCATION PROFESSIONALS
   241 School Teachers
   242 University and Vocational Education Teachers
   249 Miscellaneous Education Professionals

25 SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS
   251 Social Welfare Professionals
   252 Miscellaneous Social Professionals
   253 Artists and Related Professionals
   254 Miscellaneous Professionals

3 ASSOCIATE PROFESSIONALS

31 SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS
   311 Medical and Science Technical Officers
   312 Building and Engineering Associate Professionals

32 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS
   321 Finance Associate Professionals
   329 Miscellaneous Business and Administration Associate Professionals

33 MANAGING SUPERVISORS (SALES AND SERVICE)
   331 Shop Managers
   332 Hospitality and Accommodation Managers
   339 Miscellaneous Managing Supervisors (Sales and Service)
34  HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
341  Enrolled Nurses
342  Welfare Associate Professionals
349  Miscellaneous Health and Welfare Associate Professionals

39  OTHER ASSOCIATE PROFESSIONALS
391  Police Officers
399  Miscellaneous Associate Professionals

4  TRADESPERSONS AND RELATED WORKERS
41  MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS
411  Mechanical Engineering Tradespersons
412  Fabrication Engineering Tradespersons

42  AUTOMOTIVE TRADESPERSONS
421  Automotive Tradespersons

43  ELECTRICAL AND ELECTRONICS TRADESPERSONS
431  Electrical and Electronics Tradespersons

44  CONSTRUCTION TRADESPERSONS
441  Structural Construction Tradespersons
442  Final Finishes Construction Tradespersons
443  Plumbers

45  FOOD TRADESPERSONS
451  Food Tradespersons

46  SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS
461  Skilled Agricultural Workers
462  Horticultural Tradespersons

49  OTHER TRADESPERSONS AND RELATED WORKERS
491  Printing Tradespersons
492  Wood Tradespersons
493  Hairdressers
494  Textile, Clothing and Related Tradespersons
498  Miscellaneous Tradespersons and Related Workers

5  ADVANCED CLERICAL AND SERVICE WORKERS
51  SECRETARIES AND PERSONAL ASSISTANTS
511  Secretaries and Personal Assistants

59  OTHER ADVANCED CLERICAL AND SERVICE WORKERS
591  Advanced Numerical Clerks
599  Miscellaneous Advanced Clerical and Service Workers

6  INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS
61  INTERMEDIATE CLERICAL WORKERS
611  General Clerks
612  Keyboard Operators
613  Receptionists
614  Intermediate Numerical Clerks
615  Material Recording and Despatching Clerks
619  Miscellaneous Intermediate Clerical Workers
62 INTERMEDIATE SALES AND RELATED WORKERS
   621 Intermediate Sales and Related Workers

63 INTERMEDIATE SERVICE WORKERS
   631 Carers and Aides
   632 Hospitality Workers
   639 Miscellaneous Intermediate Service Workers

7 INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

71 INTERMEDIATE PLANT OPERATORS
   711 Mobile Plant Operators
   712 Intermediate Stationary Plant Operators

72 INTERMEDIATE MACHINE OPERATORS
   721 Intermediate Textile, Clothing and Related Machine Operators
   729 Miscellaneous Intermediate Machine Operators

73 ROAD AND RAIL TRANSPORT DRIVERS
   731 Road and Rail Transport Drivers

79 OTHER INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS
   791 Intermediate Mining and Construction Workers
   799 Miscellaneous Intermediate Production and Transport Workers

8 ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS

81 ELEMENTARY CLERKS
   811 Elementary Clerks

82 ELEMENTARY SALES WORKERS
   821 Sales Assistants
   829 Miscellaneous Elementary Sales Workers

83 ELEMENTARY SERVICE WORKERS
   831 Elementary Service Workers

9 LABOURERS AND RELATED WORKERS

91 CLEANERS
   911 Cleaners

92 FACTORY LABOURERS
   921 Process Workers
   922 Product Packagers

99 OTHER LABOURERS AND RELATED WORKERS
   991 Mining, Construction and Related Labourers
   992 Agricultural and Horticultural Labourers
   993 Elementary Food Preparation and Related Workers
   999 Miscellaneous Labourers and Related Workers
# MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS

## 1 MANAGERS AND ADMINISTRATORS

### 11 GENERALIST MANAGERS

#### 111 GENERAL MANAGERS AND ADMINISTRATORS

- 1111 Legislators and Government Appointed Officials
- 1112 General Managers

#### 119 MISCELLANEOUS GENERALIST MANAGERS

- 1191 Building and Construction Managers
- 1192 Importers, Exporters and Wholesalers
- 1193 Manufacturers

### 12 SPECIALIST MANAGERS

#### 121 RESOURCE MANAGERS

- 1211 Finance Managers
- 1212 Company Secretaries
- 1213 Human Resource Managers

#### 122 ENGINEERING, DISTRIBUTION AND PROCESS MANAGERS

- 1221 Engineering Managers
- 1222 Production Managers
- 1223 Supply and Distribution Managers
- 1224 Information Technology Managers

#### 123 SALES AND MARKETING MANAGERS

- 1231 Sales and Marketing Managers

#### 129 MISCELLANEOUS SPECIALIST MANAGERS

- 1291 Policy and Planning Managers
- 1292 Health Services Managers
- 1293 Education Managers
- 1294 Commissioned Officers (Management)
- 1295 Child Care Co-ordinators
- 1296 Media Producers and Artistic Directors
- 1299 Other Specialist Managers

## 13 FARMERS AND FARM MANAGERS

### 131 FARMERS AND FARM MANAGERS

- 1311 Mixed Crop and Livestock Farmers
- 1312 Livestock Farmers
- 1313 Crop Farmers
- 1314 Aquaculture Farmers

## 2 PROFESSIONALS

### 21 SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS

#### 211 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

- 2111 Chemists
- 2112 Geologists and Geophysicists
- 2113 Life Scientists
- 2114 Environmental and Agricultural Science Professionals
- 2115 Medical Scientists
- 2119 Other Natural and Physical Science Professionals

#### 212 BUILDING AND ENGINEERING PROFESSIONALS

- 2121 Architects and Landscape Architects
- 2122 Quantity Surveyors
- 2123 Cartographers and Surveyors
- 2124 Civil Engineers
- 2125 Electrical and Electronics Engineers
- 2126 Mechanical, Production and Plant Engineers
- 2127 Mining and Materials Engineers
- 2128 Engineering Technologists
- 2129 Other Building and Engineering Professionals

### 22 BUSINESS AND INFORMATION PROFESSIONALS

#### 221 ACCOUNTANTS, AUDITORS AND CORPORATE TREASURERS

- 2211 Accountants
- 2212 Auditors
- 2213 Corporate Treasurers
222 SALES, MARKETING AND ADVERTISING PROFESSIONALS
   2221 Marketing and Advertising Professionals
   2222 Technical Sales Representatives

223 COMPUTING PROFESSIONALS
   2231 Computing Professionals

229 MISCELLANEOUS BUSINESS AND INFORMATION PROFESSIONALS
   2291 Human Resource Professionals
   2292 Librarians
   2293 Mathematicians, Statisticians and Actuaries
   2294 Business and Organisation Analysts
   2295 Property Professionals
   2299 Other Business and Information Professionals

23 HEALTH PROFESSIONALS
   231 MEDICAL PRACTITIONERS
      2311 Generalist Medical Practitioners
      2312 Specialist Medical Practitioners
   232 NURSING PROFESSIONALS
      2321 Nurse Managers
      2322 Nurse Educators and Researchers
      2323 Registered Nurses
      2324 Registered Midwives
      2325 Registered Mental Health Nurses
      2326 Registered Developmental Disability Nurses

238 MISCELLANEOUS HEALTH PROFESSIONALS
   2381 Dental Practitioners
   2382 Pharmacists
   2383 Occupational Therapists
   2384 Optometrists
   2385 Physiotherapists
   2386 Speech Pathologists
   2387 Chiropractors and Osteopaths
   2388 Podiatrists
   2391 Medical Imaging Professionals
   2392 Veterinarians
   2393 Dietitians
   2394 Natural Therapy Professionals
   2399 Other Health Professionals

24 EDUCATION PROFESSIONALS
   241 SCHOOL TEACHERS
      2411 Pre-Primary School Teachers
      2412 Primary School Teachers
      2413 Secondary School Teachers
      2414 Special Education Teachers
   242 UNIVERSITY AND VOCATIONAL EDUCATION TEACHERS
      2421 University Lecturers and Tutors
      2422 Vocational Education Teachers

249 MISCELLANEOUS EDUCATION PROFESSIONALS
   2491 Extra-Systemic Teachers
   2492 English as a Second Language Teachers
   2493 Education Officers

25 SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS
   251 SOCIAL WELFARE PROFESSIONALS
      2511 Social Workers
      2512 Welfare and Community Workers
      2513 Counsellors
      2514 Psychologists
      2515 Ministers of Religion
   252 MISCELLANEOUS SOCIAL PROFESSIONALS
      2521 Legal Professionals
      2522 Economists
      2523 Urban and Regional Planners
      2529 Other Social Professionals
### ARTISTS AND RELATED PROFESSIONALS
- Visual Arts and Crafts Professional
- Photographers
- Designers and Illustrators
- Journalists and Related Professionals
- Authors and Related Professionals
- Film, Television, Radio and Stage Directors
- Musicians and Related Professionals
- Actors, Dancers and Related Professionals
- Media Presenters

### MISCELLANEOUS PROFESSIONALS
- Air Transport Professionals
- Sea Transport Professionals
- Occupational and Environmental Health Professionals
- Other Professionals

### ASSOCIATE PROFESSIONALS

#### 31 SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS
- Medical and Science Technical Officers
  - Branch Accountants and Managers (Financial Institution)
  - Financial Dealers and Brokers
  - Financial Investment Advisers
- Building and Engineering Associate Professionals
  - Building, Architectural and Surveying Associate Professionals
  - Civil Engineering Associate Professionals
  - Electrical Engineering Associate Professionals
  - Electronic Engineering Associate Professionals
  - Mechanical Engineering Associate Professionals
  - Other Building and Engineering Associate Professionals

#### 32 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS
- Finance Associate Professionals
  - Office Managers
  - Project and Program Administrators
  - Real Estate Associate Professionals
  - Computing Support Technicians
- Miscellaneous Business and Administration Associate Professionals
  - Sport and Recreation Managers
  - Customer Service Managers
  - Transport Company Managers
  - Other Managing Supervisors (Sales and Service)

#### 33 MANAGING SUPERVISORS (SALES AND SERVICE)
- Shop Managers
- Restaurant and Catering Managers
- Chefs
- Hotel and Motel Managers
- Club Managers (Licensed Premises)
- Caravan Park and Camping Ground Managers
- Other Hospitality and Accommodation Managers
- Sport and Recreation Managers
- Customer Service Managers
- Transport Company Managers
- Other Managing Supervisors (Sales and Service)

#### 34 HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
- Enrolled Nurses
- Welfare Associate Professionals
- Ambulance Officers and Paramedics
- Dental Associate Professionals
- Aboriginal and Torres Strait Islander Health Workers
- Massage Therapists
39 OTHER ASSOCIATE PROFESSIONALS
391 POLICE OFFICERS
3911 Police Officers
399 MISCELLANEOUS ASSOCIATE PROFESSIONALS
3991 Primary Products Inspectors
3992 Safety Inspectors
3993 Sportspersons, Coaches and Related Support Workers
3994 Senior Non-Commissioned Defence Force Officers
3995 Senior Fire Fighters
3996 Retail Buyers
3997 Library Technicians
3999 Other Miscellaneous Associate Professionals

4 TRADESPERSONS AND RELATED WORKERS

41 MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS
411 MECHANICAL ENGINEERING TRADESPERSONS
4111 General Mechanical Engineering Tradespersons
4112 Metal Fitters and Machinists
4113 Toolmakers
4114 Aircraft Maintenance Engineers
4115 Precision Metal Tradespersons
412 FABRICATION ENGINEERING TRADESPERSONS
4121 General Fabrication Engineering Tradespersons
4122 Structural Steel and Welding Tradespersons
4123 Forging Tradespersons
4124 Sheetmetal Tradespersons
4125 Metal Casting Tradespersons
4126 Metal Finishing Tradespersons

42 AUTOMOTIVE TRADESPERSONS
421 AUTOMOTIVE TRADESPERSONS
4211 Motor Mechanics
4212 Automotive Electricians
4213 Panel Beaters
4214 Vehicle Painters
4215 Vehicle Body Makers
4216 Vehicle Trimmers

43 ELECTRICAL AND ELECTRONICS TRADESPERSONS
431 ELECTRICAL AND ELECTRONICS TRADESPERSONS
4311 Electricians
4312 Refrigeration and Airconditioning Mechanics
4313 Electrical Distribution Tradespersons
4314 Electronic Instrument Tradespersons
4315 Electronic and Office Equipment Tradespersons
4316 Communications Tradespersons

44 CONSTRUCTION TRADESPERSONS
441 STRUCTURAL CONSTRUCTION TRADESPERSONS
4411 Carpentry and Joinery Tradespersons
4412 Fibrous Plasterers
4413 Roof Slaters and Tilers
4414 Bricklayers
4415 Solid Plasterers
4416 Wall and Floor Tilers and Stonemasons
442 FINAL FINISHES CONSTRUCTION TRADESPERSONS
4421 Painters and Decorators
4422 Signwriters
4423 Floor Finishers

45 FOOD TRADESPERSONS
451 FOOD TRADESPERSONS
4511 Meat Tradespersons
4512 Bakers and Pastrycooks
4513 Cooks
4519 Other Food Tradespersons
46  SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS
461  SKILLED AGRICULTURAL WORKERS
4611  Farm Overseers
4612  Shearers
4613  Wool, Hide and Skin Classers
4614  Animal Trainers
462  HORTICULTURAL TRADESPERSONS
4621  Nurserypersons
4622  Greenkeepers
4623  Gardeners

49  OTHER TRADESPERSONS AND RELATED WORKERS
491  PRINTING TRADESPERSONS
4911  Graphic Pre-Press Tradespersons
4912  Printing Machinists and Small Offset Printers
4913  Binders and Finishers
4914  Screen Printers
492  WOOD TRADESPERSONS
4921  Wood Machinists and Turners
4922  Cabinetmakers
4929  Other Wood Tradespersons
493  HAIRDRESSERS
4931  Hairdressers
494  TEXTILE, CLOTHING AND RELATED TRADESPERSONS
4941  Clothing Tradespersons
4942  Upholsterers and Bedding Tradespersons
4943  Footwear Tradespersons
4944  Leather Goods, Canvas Goods and Sail Makers
498  MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS
4981  Marine Construction Tradespersons
4982  Glass Tradespersons
4983  Jewellers and Related Tradespersons
4984  Florists
4985  Fire Fighters
4986  Drillers
4987  Chemical, Petroleum and Gas Plant Operators
4988  Power Generation Plant Operators
4991  Defence Force Members Not Elsewhere Included
4992  Performing Arts Support Workers
4999  Other Miscellaneous Tradespersons and Related Workers

5  ADVANCED CLERICAL AND SERVICE WORKERS
51  SECRETARIES AND PERSONAL ASSISTANTS
511  SECRETARIES AND PERSONAL ASSISTANTS
5111  Secretaries and Personal Assistants
59  OTHER ADVANCED CLERICAL AND SERVICE WORKERS
591  ADVANCED NUMERICAL CLERKS
5911  Bookkeepers
5912  Credit and Loans Officers
599  MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS
5991  Advanced Legal and Related Clerks
5992  Court and Hansard Reporters
5993  Insurance Agents
5994  Insurance Risk Surveyors, Investigators and Loss Adjusters
5995  Desktop Publishing Operators
5996  Travel Attendants
5999  Other Miscellaneous Advanced Clerical and Service Workers
6  INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS

61  INTERMEDIATE CLERICAL WORKERS

611  GENERAL CLERKS
   6111  General Clerks

612  KEYBOARD OPERATORS
   6121  Keyboard Operators

613  RECEPTIONISTS
   6131  Receptionists

614  INTERMEDIATE NUMERICAL CLERKS
   6141  Accounting Clerks
   6142  Payroll Clerks
   6143  Bank Workers
   6144  Insurance Clerks
   6145  Money Market and Statistical Clerks

615  MATERIAL RECORDING AND DESPATCHING CLERKS
   6151  Production Recording Clerks
   6152  Transport and Despatching Clerks
   6153  Stock and Purchasing Clerks

619  MISCELLANEOUS INTERMEDIATE CLERICAL WORKERS
   6191  Inquiry and Admissions Clerks
   6192  Library Assistants
   6193  Personnel Clerks
   6194  Intermediate Inspectors and Examiners
   6199  Other Intermediate Clerical Workers

62  INTERMEDIATE SALES AND RELATED WORKERS

621  INTERMEDIATE SALES AND RELATED WORKERS
   6211  Sales Representatives
   6212  Motor Vehicle and Related Products Salespersons
   6213  Retail and Checkout Supervisors

63  INTERMEDIATE SERVICE WORKERS

631  CARERS AND AIDES
   6311  Education Aides
   6312  Children’s Care Workers
   6313  Special Care Workers
   6314  Personal Care and Nursing Assistants

632  HOSPITALITY WORKERS
   6321  Hotel Service Supervisors
   6322  Bar Attendants
   6323  Waiters
   6324  Hospitality Trainees

639  MISCELLANEOUS INTERMEDIATE SERVICE WORKERS
   6391  Dental Assistants
   6392  Veterinary Nurses
   6393  Prison Officers
   6394  Gaming Workers
   6395  Personal Care Consultants
   6396  Fitness Instructors and Related Workers
   6397  Travel and Tourism Agents
   6399  Other Intermediate Service Workers
7  INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

71  INTERMEDIATE PLANT OPERATORS

711  MOBILE PLANT OPERATORS
   7111 Mobile Construction Plant Operators
   7112 Forklift Drivers
   7119 Other Mobile Plant Operators

712  INTERMEDIATE STATIONARY PLANT OPERATORS
   7121 Engine and Boiler Operators
   7122 Crane, Hoist and Lift Operators
   7123 Engineering Production Systems Workers
   7124 Pulp and Paper Mill Operators
   7129 Other Intermediate Stationary Plant Operators

72  INTERMEDIATE MACHINE OPERATORS

721  INTERMEDIATE TEXTILE, CLOTHING AND RELATED MACHINE OPERATORS
   7211 Sewing Machinists
   7212 Textile and Footwear Production Machine Operators

729  MISCELLANEOUS INTERMEDIATE MACHINE OPERATORS
   7291 Plastics Production Machine Operators
   7292 Rubber Production Machine Operators
   7293 Chemical Production Machine Operators
   7294 Wood Processing Machine Operators
   7295 Paper Products Machine Operators
   7296 Glass Production Machine Operators
   7297 Clay, Stone and Concrete Processing Machine Operators
   7298 Photographic Developers and Printers
   7299 Other Intermediate Machine Operators

73  ROAD AND RAIL TRANSPORT DRIVERS

731  ROAD AND RAIL TRANSPORT DRIVERS
   7311 Truck Drivers
   7312 Bus and Tram Drivers
   7313 Automobile Drivers
   7314 Delivery Drivers
   7315 Train Drivers and Assistants

79  OTHER INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

791  INTERMEDIATE MINING AND CONSTRUCTION WORKERS
   7911 Miners
   7912 Blasting Workers
   7913 Structural Steel Construction Workers
   7914 Insulation and Home Improvements Installers

799  MISCELLANEOUS INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS
   7991 Motor Vehicle Parts and Accessories Fitters
   7992 Product Quality Controllers
   7993 Storepersons
   7994 Seafarers and Fishing Hands
   7995 Forestry and Logging Workers
   7996 Printing Hands

8  ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS

81  ELEMENTARY CLERKS

811  ELEMENTARY CLERKS
   8111 Registry and Filing Clerks
   8112 Mail Sorting Clerks
   8113 Switchboard Operators
   8114 Messengers
   8115 Betting Clerks
   8116 Office Trainees
   8119 Other Elementary Clerks
82 ELEMENTARY SALES WORKERS
821 SALES ASSISTANTS
  8211 Sales Assistants
829 MISCELLANEOUS ELEMENTARY SALES WORKERS
  8291 Checkout Operators and Cashiers
  8292 Ticket Salespersons
  8293 Street Vendors and Related Workers
  8294 Telemarketers
  8295 Sales Demonstrators and Models
  8296 Service Station Attendants
  8297 Sales and Service Trainees
  8299 Other Elementary Sales Workers

83 ELEMENTARY SERVICE WORKERS
831 ELEMENTARY SERVICE WORKERS
  8311 Guards and Security Officers
  8312 Ushers, Porters and Related Workers
  8313 Domestic Housekeepers
  8314 Caretakers
  8315 Laundry Workers
  8319 Other Elementary Service Workers

9 LABOURERS AND RELATED WORKERS
91 CLEANERS
  911 CLEANERS
    9111 Cleaners

92 FACTORY LABOURERS
921 PROCESS WORKERS
  9211 Engineering Production Process Workers
  9212 Product Assemblers
  9213 Meat and Fish Process Workers
  9214 Other Food Factory Hands
  9215 Wood Products Factory Hands
  9219 Other Process Workers

922 PRODUCT PACKAGERS
  9221 Hand Packers
  9222 Packagers and Container Fillers

99 OTHER LABOURERS AND RELATED WORKERS
991 MINING, CONSTRUCTION AND RELATED LABOURERS
  9911 Mining Support Workers and Driller’s Assistants
  9912 Earthmoving Labourers
  9913 Paving and Surfacing Labourers
  9914 Survey Hands
  9915 Railway Labourers
  9916 Construction and Plumber’s Assistants
  9917 Concreters
  9918 Electrical and Telecommunications Trades Assistants
  9919 Other Mining, Construction and Related Labourers

992 AGRICULTURAL AND HORTICULTURAL LABOURERS
  9921 Farm Hands
  9922 Nursery and Garden Labourers
  9929 Other Agricultural and Horticultural Labourers

993 ELEMENTARY FOOD PREPARATION AND RELATED WORKERS
  9931 Kitchenhands
  9932 Fast Food Cooks
  9933 Food Trades Assistants

999 MISCELLANEOUS LABOURERS AND RELATED WORKERS
  9991 Garbage Collectors
  9992 Freight and Furniture Handlers
  9993 Handypersons
  9999 Other Miscellaneous Labourers and Related Workers
MAJOR, SUB-MAJOR, MINOR, UNIT GROUPS AND OCCUPATIONS

1 MANAGERS AND ADMINISTRATORS

11 GENERALIST MANAGERS

111 GENERAL MANAGERS AND ADMINISTRATORS

1111 LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
  1111-11 Parliamentarian or Councillor
  1111-15 Judge
  1111-15 Magistrate
  1111-17 Tribunal Member
  1111-79 Legislators and Government Appointed Officials nec

1112 GENERAL MANAGERS
  1112-11 General Manager

119 MISCELLANEOUS GENERALIST MANAGERS

1191 BUILDING AND CONSTRUCTION MANAGERS
  1191-11 Construction Project Manager
  1191-13 Project Builder

1192 IMPORTERS, EXPORTERS AND WHOLESALERS
  1192-11 Importer or Exporter
  1192-13 Wholesaler

1193 MANUFACTURERS
  1193-11 Manufacturer

12 SPECIALIST MANAGERS

121 RESOURCE MANAGERS

1211 FINANCE MANAGERS
  1211-11 Finance Manager

1212 COMPANY SECRETARIES
  1212-11 Company Secretary

1213 HUMAN RESOURCE MANAGERS
  1213-11 Human Resource Manager

122 ENGINEERING, DISTRIBUTION AND PROCESS MANAGERS

1221 ENGINEERING MANAGERS
  1221-11 Engineering Manager

1222 PRODUCTION MANAGERS
  1222-11 Production Manager (Manufacturing)
  1222-15 Production Manager (Mining)

1223 SUPPLY AND DISTRIBUTION MANAGERS
  1223-11 Supply and Distribution Manager

1224 INFORMATION TECHNOLOGY MANAGERS
  1224-11 Information Technology Manager

123 SALES AND MARKETING MANAGERS

1231 SALES AND MARKETING MANAGERS
  1231-11 Sales and Marketing Manager

129 MISCELLANEOUS SPECIALIST MANAGERS

1291 POLICY AND PLANNING MANAGERS
  1291-11 Policy and Planning Manager

1292 HEALTH SERVICES MANAGERS
  1292-11 Director of Nursing
  1292-15 Medical Administrator

1293 EDUCATION MANAGERS
  1293-11 School Principal
  1293-15 Faculty Head
  1293-15 Regional Education Manager
  1293-79 Education Managers nec

1294 COMMISSIONED OFFICERS (MANAGEMENT)
  1294-11 Commissioned Defence Force Officer
  1294-15 Commissioned Fire Officer
  1294-15 Commissioned Police Officer
  1294-81 Trainee Commissioned Defence Force Officer

1295 CHILD CARE CO-ORDINATORS
  1295-11 Child Care Co-ordinator
1296 MEDIA PRODUCERS AND ARTISTIC DIRECTORS
  1296-11 Media Producer
  1296-15 Artistic Director

1299 OTHER SPECIALIST MANAGERS
  1299-11 Research and Development Manager
  1299-15 Laboratory Manager
  1299-15 Welfare Centre Manager
  1299-17 Environment, Parks and Land Care Manager
  1299-19 Sports Administrator
  1299-79 Specialist Managers nec

13 FARMERS AND FARM MANAGERS

131 FARMERS AND FARM MANAGERS
  1311 MIXED CROP AND LIVESTOCK FARMERS
    1311-11 Mixed Crop and Livestock Farmer
  1312 LIVESTOCK FARMERS
    1312-11 Mixed Livestock Farmer
    1312-13 Beef Cattle Farmer
    1312-15 Dairy Farmer
    1312-17 Sheep Farmer
    1312-19 Pig Farmer
    1312-21 Poultry Farmer
    1312-23 Horse Breeder
    1312-25 Apiarist
    1312-79 Livestock Farmers nec
  1313 CROP FARMERS
    1313-11 Grain, Oilseed and Pasture Grower
    1313-13 Sugar Cane Grower
    1313-15 Tobacco Grower
    1313-17 Fruit and Nut Grower
    1313-19 Vegetable Grower
    1313-21 Flower Grower
    1313-79 Crop Farmers nec
  1314 AQUACULTURE FARMERS
    1314-11 Aquaculture Farmer

2 PROFESSIONALS

21 SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS
  211 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS
    2111 CHEMISTS
      2111-11 Chemist
    2112 GEOLOGISTS AND GEOPHYSICISTS
      2112-11 Geologist
      2112-13 Geophysicist
    2113 LIFE SCIENCES
      2113-11 Anatomist or Physiologist
      2113-13 Botanist
      2113-15 Zoologist
      2113-17 Biochemist
      2113-19 Marine Biologist
      2113-79 Life Scientists nec
    2114 ENVIRONMENTAL AND AGRICULTURAL SCIENCE PROFESSIONALS
      2114-11 Environmental Research Scientist
      2114-15 Forester
      2114-17 Park Ranger
      2114-19 Agricultural Scientist
      2114-21 Agricultural Adviser
      2114-79 Environmental and Agricultural Science Professionals nec
    2115 MEDICAL SCIENTISTS
      2115-11 Medical Scientist

219 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS
  219-11 Physicist
  219-13 Meteorologist
  219-15 Extractive Metallurgist
  219-17 Physical Metallurgist
  219-19 Materials Scientist
  219-79 Natural and Physical Science Professionals nec
212 BUILDING AND ENGINEERING PROFESSIONALS

2121 ARCHITECTS AND LANDSCAPE ARCHITECTS
   2121-11 Architect
   2121-13 Landscape Architect

2122 QUANTITY SURVEYORS
   2122-11 Quantity Surveyor

2123 CARTOGRAPHERS AND SURVEYORS
   2123-11 Cartographer
   2123-13 Surveyor

2124 CIVIL ENGINEERS
   2124-11 Civil Engineer

2125 ELECTRICAL AND ELECTRONICS ENGINEERS
   2125-11 Electrical Engineer
   2125-13 Electronics Engineer

2126 MECHANICAL, PRODUCTION AND PLANT ENGINEERS
   2126-11 Mechanical Engineer
   2126-13 Production or Plant Engineer

2127 MINING AND MATERIALS ENGINEERS
   2127-11 Mining Engineer (excluding Petroleum)
   2127-13 Petroleum Engineer
   2127-15 Materials Engineer

2128 ENGINEERING TECHNOLOGISTS
   2128-11 Civil Engineering Technologist
   2128-13 Mechanical Engineering Technologist
   2128-15 Electrical or Electronics Engineering Technologist
   2128-79 Engineering Technologists nec

2129 OTHER BUILDING AND ENGINEERING PROFESSIONALS
   2129-11 Aeronautical Engineer
   2129-13 Agricultural Engineer
   2129-15 Biomedical Engineer
   2129-17 Chemical Engineer
   2129-19 Industrial Engineer
   2129-21 Naval Architect
   2129-79 Building and Engineering Professionals nec

22 BUSINESS AND INFORMATION PROFESSIONALS

221 ACCOUNTANTS, AUDITORS AND CORPORATE TREASURERS
   2211 ACCOUNTANTS
      2211-11 Accountant

2212 AUDITORS
   2212-11 External Auditor
   2212-13 Internal Auditor

2213 CORPORATE TREASURERS
   2213-11 Corporate Treasurer

222 SALES, MARKETING AND ADVERTISING PROFESSIONALS

2221 MARKETING AND ADVERTISING PROFESSIONALS
   2221-11 Public Relations Officer
   2221-13 Marketing Specialist
   2221-15 Market Research Analyst
   2221-17 Advertising Specialist

2222 TECHNICAL SALES REPRESENTATIVES
   2222-11 Sales Representative (Industrial Products)
   2222-13 Sales Representative (Information and Communication Products)
   2222-15 Sales Representative (Medical and Pharmaceutical Products)
   2222-79 Technical Sales Representatives nec

223 COMPUTING PROFESSIONALS

2231 COMPUTING PROFESSIONALS
   2231-11 Systems Manager
   2231-13 Systems Designer
   2231-15 Software Designer
   2231-17 Applications and Analyst Programmer
   2231-19 Systems Programmer
   2231-21 Computer Systems Auditor
   2231-79 Computing Professionals nec
229 MISCELLANEOUS BUSINESS AND INFORMATION PROFESSIONALS

2291 HUMAN RESOURCE PROFESSIONALS
2291-11 Personnel Officer
2291-13 Personnel Consultant
2291-15 Industrial Relations Officer
2291-17 Training Officer

2292 LIBRARIANS
2292-11 Librarian

2293 MATHEMATICIANS, STATISTICIANS AND ACTUARIES
2293-11 Mathematician
2293-13 Statistician
2293-15 Actuary

2294 BUSINESS AND ORGANISATION ANALYSTS
2294-11 Management Consultant
2294-13 Organisation and Methods Analyst
2294-15 Quality Assurance Manager

2295 PROPERTY PROFESSIONALS
2295-11 Valuer
2295-13 Land Economist

2299 OTHER BUSINESS AND INFORMATION PROFESSIONALS
2299-11 Health Information Manager
2299-13 Records Manager
2299-15 Archivist
2299-17 Policy Analyst
2299-19 Intelligence Officer
2299-79 Business and Information Professionals nec

23 HEALTH PROFESSIONALS

231 MEDICAL PRACTITIONERS

2311 GENERALIST MEDICAL PRACTITIONERS
2311-11 General Medical Practitioner
2311-81 Medical Practitioner in Training

2312 SPECIALIST MEDICAL PRACTITIONERS
2312-11 Anaesthetist
2312-13 Dermatologist
2312-15 Emergency Medicine Specialist
2312-17 Obstetrician and Gynaecologist
2312-19 Ophthalmologist
2312-21 Paediatrician
2312-25 Pathologist
2312-25 Specialist Physician
2312-27 Psychiatrist
2312-29 Radiologist
2312-31 Surgeon
2312-79 Specialist Medical Practitioners nec

232 NURSING PROFESSIONALS

2321 NURSE MANAGERS
2321-11 Nurse Manager

2322 NURSE EDUCATORS AND RESEARCHERS
2322-11 Nurse Educator
2322-13 Nurse Researcher

2323 REGISTERED NURSES
2323-11 Registered Nurse

2324 REGISTERED MIDWIVES
2324-11 Registered Midwife

2325 REGISTERED MENTAL HEALTH NURSES
2325-11 Registered Mental Health Nurse

2326 REGISTERED DEVELOPMENTAL DISABILITY NURSES
2326-11 Registered Developmental Disability Nurse

238 MISCELLANEOUS HEALTH PROFESSIONALS

2381 DENTAL PRACTITIONERS
2381-11 Dentist
2381-15 Dental Specialist

2382 PHARMACISTS
2382-11 Hospital Pharmacist
2382-13 Industrial Pharmacist
2382-15 Retail Pharmacist

2383 OCCUPATIONAL THERAPISTS
2383-11 Occupational Therapist
2384 OPTOMETRISTS
   2384-11 Optometrist
2385 PHYSIOTHERAPISTS
   2385-11 Physiotherapist
2386 SPEECH PATHOLOGISTS
   2386-11 Speech Pathologist
2387 CHIROPRACTORS AND OSTEOPATHS
   2387-11 Chiropractor
   2387-13 Osteopath
2388 PODIATRISTS
   2388-11 Podiatrist
2391 MEDICAL IMAGING PROFESSIONALS
   2391-11 Medical Diagnostic Radiographer
   2391-15 Radiation Therapist
   2391-15 Nuclear Medicine Technologist
   2391-17 Sonographer
2392 VETERINARIANS
   2392-11 Veterinarian
2393 DIETITIANS
   2393-11 Dietitian
2394 NATURAL THERAPY PROFESSIONALS
   2394-11 Naturopath
   2394-13 Acupuncturist
   2394-79 Natural Therapy Professionals nec
2399 OTHER HEALTH PROFESSIONALS
   2399-11 Audiologist
   2399-13 Orthoptist
   2399-15 Orthotist
   2399-79 Health Professionals nec

24 EDUCATION PROFESSIONALS

241 SCHOOL TEACHERS
   2411 PRE-PRIMARY SCHOOL TEACHERS
      2411-11 Pre-Primary School Teacher
   2412 PRIMARY SCHOOL TEACHERS
      2412-11 Primary School Teacher
   2413 SECONDARY SCHOOL TEACHERS
      2413-11 Secondary School Teacher
   2414 SPECIAL EDUCATION TEACHERS
      2414-11 Special Needs Teacher
      2414-13 Teacher of the Hearing Impaired
      2414-15 Teacher of the Sight Impaired
      2414-79 Special Education Teachers nec

242 UNIVERSITY AND VOCATIONAL EDUCATION TEACHERS
   2421 UNIVERSITY LECTURERS AND TUTORS
      2421-11 University Lecturer
      2421-13 University Tutor
   2422 VOCATIONAL EDUCATION TEACHERS
      2422-11 Vocational Education Teacher

249 MISCELLANEOUS EDUCATION PROFESSIONALS
   2491 EXTRA-SYSTEMIC TEACHERS
      2491-11 Art Teacher (Private)
      2491-13 Music Teacher (Private)
      2491-15 Dance Teacher (Private)
      2491-17 Drama Teacher (Private)
      2491-79 Extra-Systemic Teachers nec
   2492 ENGLISH AS A SECOND LANGUAGE TEACHERS
      2492-11 English as a Second Language Teacher
   2493 EDUCATION OFFICERS
      2493-11 Education Officer
25 SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS

251 SOCIAL WELFARE PROFESSIONALS
2511 SOCIAL WORKERS
2511-11 Social Worker

2512 WELFARE AND COMMUNITY WORKERS
2512-11 Welfare Worker
2512-15 Community Worker

2513 COUNSELLORS
2513-11 Rehabilitation Counsellor
2513-13 Drug and Alcohol Counsellor
2513-15 Family Counsellor
2513-17 Careers Counsellor
2513-19 Student Counsellor
2513-79 Counsellors nec

2514 PSYCHOLOGISTS
2514-11 Clinical Psychologist
2514-13 Educational Psychologist
2514-15 Organisational Psychologist
2514-79 Psychologists nec

2515 MINISTERS OF RELIGION
2515-11 Minister of Religion

252 MISCELLANEOUS SOCIAL PROFESSIONALS
2521 LEGAL PROFESSIONALS
2521-11 Barrister
2521-13 Solicitor
2521-79 Legal Professionals nec

2522 ECONOMISTS
2522-11 Economist

2523 URBAN AND REGIONAL PLANNERS
2523-11 Urban and Regional Planner

2529 OTHER SOCIAL PROFESSIONALS
2529-11 Historian
2529-13 Interpreter
2529-15 Translator
2529-79 Social Professionals nec

253 ARTISTS AND RELATED PROFESSIONALS
2531 VISUAL ARTS AND CRAFTS PROFESSIONALS
2531-11 Painter (Visual Arts)
2531-13 Sculptor
2531-15 Potter or Ceramic Artist
2531-79 Visual Arts and Crafts Professionals nec

2532 PHOTOGRAPHERS
2532-11 Photographer

2533 DESIGNERS AND ILLUSTRATORS
2533-11 Fashion Designer
2533-13 Graphic Designer
2533-15 Industrial Designer
2533-17 Interior Designer
2533-19 Illustrator

2534 JOURNALISTS AND RELATED PROFESSIONALS
2534-11 Editor
2534-13 Print Journalist
2534-15 Television Journalist
2534-17 Radio Journalist
2534-19 Copywriter
2534-21 Technical Writer
2534-79 Journalists and Related Professionals nec

2535 AUTHORS AND RELATED PROFESSIONALS
2535-11 Author
2535-13 Book Editor
2535-15 Script Editor
2536 FILM, TELEVISION, RADIO AND STAGE DIRECTORS
- 2536-11 Art Director (Film, Television or Stage)
- 2536-13 Director (Film, Television, Radio or Stage)
- 2536-15 Director of Photography
- 2536-17 Film and Video Editor
- 2536-19 Stage Manager
- 2536-21 Program Director (Radio or Television)
- 2536-23 Technical Director
- 2536-79 Film, Television, Radio and Stage Directors nec

2537 MUSICIANS AND RELATED PROFESSIONALS
- 2537-11 Music Director
- 2537-13 Singer
- 2537-15 Instrumental Musician
- 2537-17 Composer
- 2537-79 Musicians and Related Professionals nec

2538 ACTORS, DANCERS AND RELATED PROFESSIONALS
- 2538-11 Actor
- 2538-13 Dancer or Choreographer
- 2538-79 Actors, Dancers and Related Professionals nec

2539 MEDIA PRESENTERS
- 2539-11 Radio Presenter
- 2539-15 Television Presenter

254 MISCELLANEOUS PROFESSIONALS

2541 AIR TRANSPORT PROFESSIONALS
- 2541-11 Aircraft Pilot
- 2541-13 Air Traffic Controller
- 2541-15 Flight Service Officer
- 2541-17 Flight Engineer
- 2541-19 Flying Instructor
- 2541-79 Air Transport Professionals nec

2542 SEA TRANSPORT PROFESSIONALS
- 2542-11 Ship’s Master
- 2542-13 Master Fisher
- 2542-15 Ship’s Engineer
- 2542-17 Ship’s Surveyor
- 2542-19 Ship’s Officer
- 2542-79 Sea Transport Professionals nec

2543 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS
- 2543-11 Occupational Health and Safety Officer
- 2543-15 Environmental Health Officer

2549 OTHER PROFESSIONALS
- 2549-11 Conservator
- 2549-13 Electorate Officer
- 2549-15 Patents Examiner
- 2549-17 Oenologist
- 2549-19 Recreation Officer
- 2549-21 Museum or Gallery Curator
- 2549-79 Professionals nec
3 ASSOCIATE PROFESSIONALS

31 SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS

311 MEDICAL AND SCIENCE TECHNICAL OFFICERS

3111 MEDICAL TECHNICAL OFFICERS
3111-11 Medical Laboratory Technical Officer
3111-79 Medical Technical Officers nec

3112 SCIENCE TECHNICAL OFFICERS
3112-11 Chemistry Technical Officer
3112-15 Earth Science Technical Officer
3112-17 Agricultural Technical Officer
3112-79 Science Technical Officers nec

312 BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS

3121 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATE PROFESSIONALS
3121-11 Building Associate
3121-13 Architectural Associate
3121-15 Surveying and Cartographic Associate
3121-17 Building Inspector
3121-19 Plumbing Inspector
3121-21 Plumbing Engineering Associate

3122 CIVIL ENGINEERING ASSOCIATE PROFESSIONALS
3122-11 Civil Engineering Associate
3122-13 Civil Engineering Technician

3123 ELECTRICAL ENGINEERING ASSOCIATE PROFESSIONALS
3123-11 Electrical Engineering Associate
3123-13 Electrical Engineering Technician

3124 ELECTRONIC ENGINEERING ASSOCIATE PROFESSIONALS
3124-11 Electronic Engineering Associate
3124-13 Electronic Engineering Technician

3125 MECHANICAL ENGINEERING ASSOCIATE PROFESSIONALS
3125-11 Mechanical Engineering Associate
3125-13 Mechanical Engineering Technician

3129 OTHER BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS
3129-11 Biomedical Engineering Associate
3129-13 Metallurgical and Materials Technician
3129-15 Mine Deputy
3129-79 Building and Engineering Associate Professionals nec

32 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

321 FINANCE ASSOCIATE PROFESSIONALS

3211 BRANCH ACCOUNTANTS AND MANAGERS (FINANCIAL INSTITUTION)
3211-11 Branch Accountant (Financial Institution)
3211-13 Financial Institution Branch Manager

3212 FINANCIAL DEALERS AND BROKERS
3212-11 Stockbroking Dealer
3212-13 Futures Trader
3212-15 Financial Market Dealer
3212-17 Commodities Trader
3212-19 Insurance Broker
3212-21 Bookmaker
3212-79 Financial Dealers and Brokers nec

3213 FINANCIAL INVESTMENT ADVISERS
3213-11 Financial Investment Adviser

329 MISCELLANEOUS BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

3291 OFFICE MANAGERS
3291-11 Office Manager

3292 PROJECT AND PROGRAM ADMINISTRATORS
3292-11 Project or Program Administrator

3293 REAL ESTATE ASSOCIATE PROFESSIONALS
3293-11 Real Estate Agency Manager
3293-15 Property Manager
3293-15 Real Estate Salesperson

3294 COMPUTING SUPPORT TECHNICIANS
3294-11 Computing Support Technician
33 MANAGING SUPERVISORS (SALES AND SERVICE)

331 SHOP MANAGERS
3311 SHOP MANAGERS
3311-11 Shop Manager

332 HOSPITALITY AND ACCOMMODATION MANAGERS
3321 RESTAURANT AND CATERING MANAGERS
3321-11 Restaurant and Catering Manager

3322 CHEFS
3322-01 Head Chef
3322-11 Chef

3323 HOTEL AND MOTEL MANAGERS
3323-11 Hotel or Motel Manager

3324 CLUB MANAGERS (LICENSED PREMISES)
3324-11 Club Manager (Licensed Premises)

3325 CARAVAN PARK AND CAMPING GROUND MANAGERS
3325-11 Caravan Park and Camping Ground Manager

3329 OTHER HOSPITALITY AND ACCOMMODATION MANAGERS
3329-11 Other Hospitality and Accommodation Managers

339 MISCELLANEOUS MANAGING SUPERVISORS (SALES AND SERVICE)
3391 SPORT AND RECREATION MANAGERS
3391-11 Fitness Centre Manager
3391-13 Other Sports Centre Manager
3391-15 Amusement Centre Manager
3391-79 Sport and Recreation Managers nec

3392 CUSTOMER SERVICE MANAGERS
3392-11 Customer Service Manager

3393 TRANSPORT COMPANY MANAGERS
3393-11 Transport Company Manager

3399 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)
3399-11 Post Office Manager
3399-13 Railway Station Manager
3399-15 Betting Agency Branch Manager
3399-17 Hair and Beauty Salon Manager
3399-19 Car Rental Agency Manager
3399-21 Fleet Manager
3399-23 Stock and Station Agent
3399-25 Travel Agency Manager
3399-27 Theatre or Cinema Manager
3399-29 Funeral Director
3399-79 Managing Supervisors (Sales and Service) nec

34 HEALTH AND WELFARE ASSOCIATE PROFESSIONALS

341 ENROLLED NURSES
3411 ENROLLED NURSES
3411-11 Enrolled Nurse

342 WELFARE ASSOCIATE PROFESSIONALS
3421 WELFARE ASSOCIATE PROFESSIONALS
3421-11 Parole or Probation Officer
3421-15 Youth Worker
3421-17 Disabilities Services Officer
3421-19 Family Support Worker

349 MISCELLANEOUS HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
3491 AMBULANCE OFFICERS AND PARAMEDICS
3491-11 Ambulance Officer
3491-15 Intensive Care Ambulance Paramedic

3492 DENTAL ASSOCIATE PROFESSIONALS
3492-11 Dental Therapist
3492-15 Dental Hygienist
3492-19 Dental Technician

3493 ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKERS
3493-11 Aboriginal and Torres Strait Islander Health Worker

3494 MASSAGE THERAPISTS
3494-11 Massage Therapist
39 OTHER ASSOCIATE PROFESSIONALS

391 POLICE OFFICERS

3911 POLICE OFFICERS
  3911-01 Supervisor, Police Officers
  3911-11 Police Officer

399 MISCELLANEOUS ASSOCIATE PROFESSIONALS

3991 PRIMARY PRODUCTS INSPECTORS
  3991-11 Primary Products Inspector

3992 SAFETY INSPECTORS
  3992-11 Safety Inspector

3993 SPORTSPERSONS, COACHES AND RELATED SUPPORT WORKERS
  3993-11 Jockey
  3993-13 Golfer
  3993-15 Footballer
  3993-17 Other Sportsperson
  3993-19 Gymnastics Coach
  3993-21 Tennis Coach
  3993-23 Swimming Coach
  3993-25 Horseriding Coach
  3993-27 Other Sports Coach
  3993-29 Sports Development Officer
  3993-31 Sports Umpire
  3993-33 Horse or Dog Racing Official
  3993-35 Other Sports Official

3994 SENIOR NON-COMMISSIONED DEFENCE FORCE OFFICERS
  3994-11 Senior Non-Commissioned Defence Force Officer

3995 SENIOR FIRE FIGHTERS
  3995-11 Senior Fire Fighter

3996 RETAIL BUYERS
  3996-11 Retail Buyer

3997 LIBRARY TECHNICIANS
  3997-11 Library Technician

3999 OTHER MISCELLANEOUS ASSOCIATE PROFESSIONALS
  3999-11 Interior Decorator
  3999-13 Museum or Art Gallery Technician
  3999-15 Radio Operator
  3999-17 Private Investigator
  3999-19 Security Adviser
  3999-79 Associate Professionals nec
# TRADESPERSONS AND RELATED WORKERS

## 41 MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS

### 411 MECHANICAL ENGINEERING TRADESPERSONS

#### 4111 General Mechanical Engineering Tradespersons

- **4111-01** Supervisor, General Mechanical Engineering Tradespersons
- **4111-11** General Mechanical Engineering Tradesperson
- **4111-81** Apprentice General Mechanical Engineering Tradesperson

#### 4112 Metal Fitters and Machinists

- **4112-01** Supervisor, Metal Fitters and Machinists
- **4112-11** Fitter
- **4112-13** Metal Machinist (First Class)
- **4112-15** Textile, Clothing or Footwear Mechanic
- **4112-81** Apprentice Fitter
- **4112-83** Apprentice Metal Machinist
- **4112-85** Apprentice Textile, Clothing or Footwear Mechanic

### 4113 Toolmakers

- **4113-01** Supervisor, Toolmakers
- **4113-11** Toolmaker
- **4113-81** Apprentice Toolmaker

### 4114 Aircraft Maintenance Engineers

- **4114-01** Supervisor, Aircraft Maintenance Engineers
- **4114-11** Aircraft Maintenance Engineer (Mechanical)
- **4114-13** Aircraft Maintenance Engineer (Structures)
- **4114-15** Aircraft Maintenance Engineer (Avionics)
- **4114-81** Apprentice Aircraft Maintenance Engineer (Mechanical)
- **4114-83** Apprentice Aircraft Maintenance Engineer (Structures)
- **4114-85** Apprentice Aircraft Maintenance Engineer (Avionics)

### 4115 Precision Metal Tradespersons

- **4115-01** Supervisor, Precision Metal Tradespersons
- **4115-11** Precision Instrument Maker and Repairer
- **4115-13** Watch and Clock Maker and Repairer
- **4115-15** Locksmith
- **4115-17** Saw Maker and Repairer
- **4115-19** Gunsmith
- **4115-21** Engraver
- **4115-81** Apprentice Precision Metal Tradesperson

### 412 FABRICATION ENGINEERING TRADESPERSONS

#### 4121 General Fabrication Engineering Tradespersons

- **4121-01** Supervisor, General Fabrication Engineering Tradespersons
- **4121-11** General Fabrication Engineering Tradesperson
- **4121-81** Apprentice General Fabrication Engineering Tradesperson

#### 4122 Structural Steel and Welding Tradespersons

- **4122-01** Supervisor, Structural Steel and Welding Tradespersons
- **4122-11** Metal Fabricator
- **4122-13** Pressure Welder
- **4122-15** Welder (First Class)
- **4122-81** Apprentice Metal Fabricator
- **4122-85** Apprentice Welder

#### 4123 Forging Tradespersons

- **4123-01** Supervisor, Forging Tradespersons
- **4123-11** Blacksmith
- **4123-13** Farrier
- **4123-81** Apprentice Blacksmith
- **4123-85** Apprentice Farrier

#### 4124 Sheetmetal Tradespersons

- **4124-01** Supervisor, Sheetmetal Tradespersons
- **4124-11** Sheetmetal Worker (First Class)
- **4124-81** Apprentice Sheetmetal Worker

#### 4125 Metal Casting Tradespersons

- **4125-01** Supervisor, Metal Casting Tradespersons
- **4125-11** Metal Casting Tradesperson
- **4125-81** Apprentice Metal Casting Tradesperson

#### 4126 Metal Finishing Tradespersons

- **4126-01** Supervisor, Metal Finishing Tradespersons
- **4126-11** Metal Polisher
- **4126-15** Electroplater (First Class)
- **4126-81** Apprentice Metal Polisher
- **4126-85** Apprentice Electroplater
42 AUTOMOTIVE TRADESPERSONS

421 AUTOMOTIVE TRADESPERSONS

4211 MOTOR MECHANICS
- 4211-01 Supervisor, Motor Mechanics
- 4211-11 Motor Mechanic
- 4211-81 Apprentice Motor Mechanic

4212 AUTOMOTIVE ELECTRICIANS
- 4212-01 Supervisor, Automotive Electricians
- 4212-11 Automotive Electrician
- 4212-81 Apprentice Automotive Electrician

4213 PANEL BEATERS
- 4213-01 Supervisor, Panel Beaters
- 4213-11 Panel Beater
- 4213-81 Apprentice Panel Beater

4214 VEHICLE PAINTERS
- 4214-01 Supervisor, Vehicle Painters
- 4214-11 Vehicle Painter
- 4214-81 Apprentice Vehicle Painter

4215 VEHICLE BODY MAKERS
- 4215-01 Supervisor, Vehicle Body Makers
- 4215-11 Vehicle Body Maker
- 4215-81 Apprentice Vehicle Body Maker

4216 VEHICLE TRIMMERS
- 4216-01 Supervisor, Vehicle Trimmers
- 4216-11 Vehicle Trimmer
- 4216-81 Apprentice Vehicle Trimmer

43 ELECTRICAL AND ELECTRONICS TRADESPERSONS

431 ELECTRICAL AND ELECTRONICS TRADESPERSONS

4311 ELECTRICIANS
- 4311-01 Supervisor, Electricians
- 4311-11 General Electrician
- 4311-13 Electrician (Special Class)
- 4311-81 Apprentice Electrician
- 4311-83 Apprentice Lift Mechanic

4312 REFRIGERATION AND AIRCONDITIONING MECHANICS
- 4312-01 Supervisor, Refrigeration and Airconditioning Mechanics
- 4312-11 Refrigeration and Airconditioning Mechanic
- 4312-81 Apprentice Refrigeration and Airconditioning Mechanic

4313 ELECTRICAL DISTRIBUTION TRADESPERSONS
- 4313-01 Supervisor, Electrical Distribution Tradespersons
- 4313-11 Electrical Powerline Tradesperson
- 4313-13 Cable Jointer
- 4313-81 Apprentice Electrical Powerline Tradesperson
- 4313-83 Apprentice Cable Jointer

4314 ELECTRONIC INSTRUMENT TRADESPERSONS
- 4314-01 Supervisor, Electronic Instrument Tradespersons
- 4314-11 General Electronic Instrument Tradesperson
- 4314-13 Electronic Instrument Tradesperson (Special Class)
- 4314-81 Apprentice Electronic Instrument Tradesperson

4315 ELECTRONIC AND OFFICE EQUIPMENT TRADESPERSONS
- 4315-01 Supervisor, Electronic and Office Equipment Tradespersons
- 4315-11 Electronic Equipment Tradesperson
- 4315-13 Business Machine Mechanic
- 4315-81 Apprentice Electronic Equipment Tradesperson
- 4315-83 Apprentice Business Machine Mechanic

4316 COMMUNICATIONS TRADESPERSONS
- 4316-01 Supervisor, Communications Tradespersons
- 4316-11 General Communications Tradesperson
- 4316-13 Communications Linesperson
- 4316-81 Apprentice General Communications Tradesperson
- 4316-83 Apprentice Communications Linesperson
44 CONSTRUCTION TRADESPERSONS

441 STRUCTURAL CONSTRUCTION TRADESPERSONS

4411 CARPENTRY AND JOINERY TRADESPERSONS
   4411-01 Supervisor, Carpentry and Joinery Tradespersons
   4411-11 Carpenter and Joiner
   4411-13 Carpenter
   4411-15 Joiner
   4411-81 Apprentice Carpenter and Joiner
   4411-83 Apprentice Carpenter
   4411-85 Apprentice Joiner

4412 FIBROUS PLASTERERS
   4412-01 Supervisor, Fibrous Plasterers
   4412-11 Fibrous Plasterer
   4412-81 Apprentice Fibrous Plasterer

4413 ROOF SLATERS AND TILERS
   4413-01 Supervisor, Roof Slaters and Tilers
   4413-11 Roof Slater and Tiler
   4413-81 Apprentice Roof Slater and Tiler

4414 BRICKLAYERS
   4414-01 Supervisor, Bricklayers
   4414-11 Bricklayer
   4414-81 Apprentice Bricklayer

4415 SOLID PLASTERERS
   4415-01 Supervisor, Solid Plasterers
   4415-11 Solid Plasterer
   4415-81 Apprentice Solid Plasterer

4416 WALL AND FLOOR TILERS AND STONEMASONS
   4416-01 Supervisor, Wall and Floor Tilers and Stonemasons
   4416-11 Wall and Floor Tiler
   4416-13 Stonemason
   4416-81 Apprentice Wall and Floor Tiler
   4416-83 Apprentice Stonemason

442 FINAL FINISHES CONSTRUCTION TRADESPERSONS

4421 PAINTERS AND DECORATORS
   4421-01 Supervisor, Painters and Decorators
   4421-11 Painter and Decorator
   4421-81 Apprentice Painter and Decorator

4422 SIGNWRITERS
   4422-01 Supervisor, Signwriters
   4422-11 Signwriter
   4422-81 Apprentice Signwriter

4423 FLOOR FINISHERS
   4423-01 Supervisor, Floor Finishers
   4423-11 Floor Finisher
   4423-81 Apprentice Floor Finisher

443 PLUMBERS

4431 PLUMBERS
   4431-01 Supervisor, Plumbers
   4431-11 General Plumber
   4431-13 Gasfitter
   4431-15 Drainer
   4431-17 Roof Plumber
   4431-19 Mechanical Services and Airconditioning Plumber
   4431-81 Apprentice General Plumber
   4431-83 Apprentice Gasfitter
   4431-85 Apprentice Drainer
   4431-87 Apprentice Roof Plumber
   4431-89 Apprentice Mechanical Services and Airconditioning Plumber
### 45 Food Tradespersons

#### 451 Food Tradespersons

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4511</td>
<td>Meat Tradespersons</td>
</tr>
<tr>
<td>4511-01</td>
<td>Supervisor, Meat Tradespersons</td>
</tr>
<tr>
<td>4511-11</td>
<td>Butcher</td>
</tr>
<tr>
<td>4511-13</td>
<td>Smallgoods Maker</td>
</tr>
<tr>
<td>4511-15</td>
<td>Slaughterperson</td>
</tr>
<tr>
<td>4511-81</td>
<td>Apprentice Butcher</td>
</tr>
<tr>
<td>4511-85</td>
<td>Apprentice Smallgoods Maker</td>
</tr>
<tr>
<td>4511-85</td>
<td>Apprentice Slaughterperson</td>
</tr>
</tbody>
</table>

#### 4512 Bakers and Pastrycooks

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4512-01</td>
<td>Supervisor, Bakers and Pastrycooks</td>
</tr>
<tr>
<td>4512-11</td>
<td>Baker</td>
</tr>
<tr>
<td>4512-13</td>
<td>Pastrycook</td>
</tr>
<tr>
<td>4512-81</td>
<td>Apprentice Baker</td>
</tr>
<tr>
<td>4512-85</td>
<td>Apprentice Pastrycook</td>
</tr>
</tbody>
</table>

#### 4513 Cooks

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4513-11</td>
<td>Cook</td>
</tr>
<tr>
<td>4513-81</td>
<td>Apprentice Cook or Chef</td>
</tr>
</tbody>
</table>

#### 4519 Other Food Tradespersons

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4519-11</td>
<td>Miller</td>
</tr>
<tr>
<td>4519-13</td>
<td>Buttermaker or Cheesemaker</td>
</tr>
<tr>
<td>4519-15</td>
<td>Confectioner</td>
</tr>
<tr>
<td>4519-81</td>
<td>Apprentice Miller</td>
</tr>
<tr>
<td>4519-83</td>
<td>Apprentice Buttermaker or Cheesemaker</td>
</tr>
<tr>
<td>4519-85</td>
<td>Apprentice Confectioner</td>
</tr>
</tbody>
</table>

### 46 Skilled Agricultural and Horticultural Workers

#### 461 Skilled Agricultural Workers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4611</td>
<td>Farm Overseers</td>
</tr>
<tr>
<td>4611-11</td>
<td>Farm Overseer</td>
</tr>
</tbody>
</table>

#### 4612 Shearers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4612-11</td>
<td>Shearer</td>
</tr>
</tbody>
</table>

#### 4613 Wool, Hide and Skin Classers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4613-11</td>
<td>Wool Classer</td>
</tr>
<tr>
<td>4613-13</td>
<td>Hide and Skin Classer</td>
</tr>
</tbody>
</table>

#### 4614 Animal Trainers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4614-11</td>
<td>Horse Trainer</td>
</tr>
<tr>
<td>4614-79</td>
<td>Animal Trainers nec</td>
</tr>
</tbody>
</table>

#### 462 Horticultural Tradespersons

#### 4621 Nurserypersons

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4621-11</td>
<td>Nurseryperson</td>
</tr>
<tr>
<td>4621-81</td>
<td>Apprentice Nurseryperson</td>
</tr>
</tbody>
</table>

#### 4622 Greenkeepers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4622-11</td>
<td>Greenkeeper</td>
</tr>
<tr>
<td>4622-81</td>
<td>Apprentice Greenkeeper</td>
</tr>
</tbody>
</table>

#### 4623 Gardeners

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4623-01</td>
<td>Head Gardener</td>
</tr>
<tr>
<td>4623-11</td>
<td>General Gardener</td>
</tr>
<tr>
<td>4623-15</td>
<td>Landscape Gardener</td>
</tr>
<tr>
<td>4623-15</td>
<td>Tree Surgeon</td>
</tr>
<tr>
<td>4623-81</td>
<td>Apprentice General Gardener</td>
</tr>
<tr>
<td>4623-85</td>
<td>Apprentice Landscape Gardener</td>
</tr>
<tr>
<td>4623-85</td>
<td>Apprentice Tree Surgeon</td>
</tr>
</tbody>
</table>

### 49 Other Tradespersons and Related Workers

#### 491 Printing Tradespersons

#### 4911 Graphic Pre-Press Tradespersons

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4911-11</td>
<td>Graphic Pre-Press Tradesperson</td>
</tr>
<tr>
<td>4911-81</td>
<td>Apprentice Graphic Pre-Press Tradesperson</td>
</tr>
</tbody>
</table>

#### 4912 Printing Machinists and Small Offset Printers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4912-11</td>
<td>Printing Machinist</td>
</tr>
<tr>
<td>4912-15</td>
<td>Small Offset Printer</td>
</tr>
<tr>
<td>4912-81</td>
<td>Apprentice Printing Machinist</td>
</tr>
<tr>
<td>4912-85</td>
<td>Apprentice Small Offset Printer</td>
</tr>
</tbody>
</table>

#### 4913 Binders and Finishers

<table>
<thead>
<tr>
<th>Code</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4913-11</td>
<td>Binder and Finisher</td>
</tr>
<tr>
<td>4913-81</td>
<td>Apprentice Binder and Finisher</td>
</tr>
</tbody>
</table>
4914 SCREEN PRINTERS
   4914-11 Screen Printer
   4914-81 Apprentice Screen Printer

492 WOOD TRADESPERSONS
4921 WOOD MACHINISTS AND TURNERS
   4921-11 Wood Machinist (A-Grade)
   4921-15 Wood Turner
   4921-81 Apprentice Wood Machinist
   4921-85 Apprentice Wood Turner

4922 CABINETMAKERS
   4922-01 Supervisor, Cabinetmakers
   4922-11 Cabinetmaker
   4922-81 Apprentice Cabinetmaker

4929 OTHER WOOD TRADESPERSONS
   4929-11 Picture Framer
   4929-13 Furniture Finisher
   4929-79 Wood Tradespersons nec
   4929-81 Apprentice Picture Framer
   4929-83 Apprentice Furniture Finisher
   4929-99 Apprentice Wood Tradespersons nec

493 HAIRDRESSERS
4931 HAIRDRESSERS
   4931-01 Supervisor, Hairdressers
   4931-11 Hairdresser
   4931-81 Apprentice Hairdresser

494 TEXTILE, CLOTHING AND RELATED TRADESPERSONS
4941 CLOTHING TRADESPERSONS
   4941-11 General Clothing Tradesperson
   4941-13 Tailor
   4941-15 Dressmaker
   4941-17 Apparel Cutter
   4941-19 Patternmaker-Grader (Clothing)
   4941-79 Clothing Tradespersons nec
   4941-81 Apprentice Clothing Tradesperson

4942 UPHOLSTERERS AND BEDDING TRADESPERSONS
   4942-11 Furniture Upholsterer
   4942-79 Upholsterers and Bedding Tradespersons nec
   4942-81 Apprentice Upholsterer or Bedding Tradespersons

4943 FOOTWEAR TRADESPERSONS
   4943-11 Shoemaker
   4943-13 Medical Grade Shoemaker
   4943-81 Apprentice Shoemaker

4944 LEATHER GOODS, CANVAS GOODS AND SAIL MAKERS
   4944-11 Leather Goods Maker
   4944-13 Canvas Goods Maker
   4944-15 Sail Maker
   4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker

498 MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS
4981 MARINE CONSTRUCTION TRADESPERSONS
   4981-11 Shipwright
   4981-15 Boat Builder and Repairer
   4981-81 Apprentice Shipwright
   4981-85 Apprentice Boat Builder and Repairer

4982 GLASS TRADESPERSONS
   4982-11 Flat Glass Tradesperson
   4982-15 Glass Blower
   4982-81 Apprentice Flat Glass Tradesperson
   4982-85 Apprentice Glass Blower

4983 JEWELLERS AND RELATED TRADESPERSONS
   4983-11 Jeweller
   4983-15 Gem Cutter and Polisher
   4983-81 Apprentice Jeweller
   4983-85 Apprentice Gem Cutter and Polisher

4984 FLORISTS
   4984-11 Florist

4985 FIRE FIGHTERS
   4985-11 Fire Fighter
4986 DRILLERS
   4986-01 Supervisor, Drillers
   4986-11 Driller

4987 CHEMICAL, PETROLEUM AND GAS PLANT OPERATORS
   4987-01 Supervisor, Chemical, Petroleum and Gas Plant Operators
   4987-11 Chemical Plant Operator
   4987-13 Petroleum and Gas Plant Operator

4988 POWER GENERATION PLANT OPERATORS
   4988-01 Supervisor, Power Generation Plant Operators
   4988-11 Power Generation Plant Operator

4991 DEFENCE FORCE MEMBERS NOT ELSEWHERE INCLUDED
   4991-11 Defence Force Member Not Elsewhere Included
   4991-81 Trainee Defence Force Member Not Elsewhere Included

4992 PERFORMING ARTS SUPPORT WORKERS
   4992-11 Sound Technician
   4992-13 Camera Operator (Film, Television or Video)
   4992-15 Television Equipment Operator
   4992-17 Broadcast Transmitter Operator
   4992-19 Motion Picture Projectionist
   4992-21 Light Technician
   4992-23 Production Assistant (Film, Television or Radio)
   4992-25 Production Assistant (Theatre)
   4992-27 Make Up Artist
   4992-79 Performing Arts Support Workers nec

4999 OTHER MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS
   4999-11 Optical Mechanic
   4999-13 Diver
   4999-15 Aircraft Safety Equipment Worker
   4999-17 Piano Tuner
   4999-79 Tradespersons and Related Workers nec

5 ADVANCED CLERICAL AND SERVICE WORKERS

51 SECRETARIES AND PERSONAL ASSISTANTS

511 SECRETARIES AND PERSONAL ASSISTANTS
   5111 SECRETARIES AND PERSONAL ASSISTANTS
      5111-11 Secretary
      5111-13 Personal Assistant

59 OTHER ADVANCED CLERICAL AND SERVICE WORKERS

591 ADVANCED NUMERICAL CLERKS
   5911 BOOKKEEPERS
      5911-11 Bookkeeper
   5912 CREDIT AND LOANS OFFICERS
      5912-11 Credit and Loans Officer

599 MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS

5991 ADVANCED LEGAL AND RELATED CLERKS
   5991-11 Clerk of Court
   5991-15 Law Clerk
   5991-17 Trust Officer

5992 COURT AND HANSARD REPORTERS
   5992-11 Court or Hansard Reporter

5993 INSURANCE AGENTS
   5993-11 Insurance Agent

5994 INSURANCE RISK SURVEYORS, INVESTIGATORS AND LOSS ADJUSTERS
   5994-11 Insurance Risk Surveyor
   5994-13 Insurance Investigator
   5994-15 Insurance Loss Adjuster

5995 DESKTOP PUBLISHING OPERATORS
   5995-11 Desktop Publishing Operator

5996 TRAVEL ATTENDANTS
   5996-11 Flight Service Director
   5996-15 Flight Attendant
   5996-79 Travel Attendants nec

5999 OTHER MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS
   5999-11 Radio Despatcher
   5999-15 Auctioneer
   5999-17 Visual Merchandiser
   5999-19 Photographer’s Assistant
6  INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS

61  INTERMEDIATE CLERICAL WORKERS

611  GENERAL CLERKS
   6111  GENERAL CLERKS
      6111-11  General Clerk

612  KEYBOARD OPERATORS
   6121  KEYBOARD OPERATORS
      6121-11  Typist and Word Processing Operator
      6121-13  Data Entry Operator

613  RECEPTIONISTS
   6131  RECEPTIONISTS
      6131-11  Receptionist

614  INTERMEDIATE NUMERICAL CLERKS
   6141  ACCOUNTING CLERKS
      6141-01  Supervisor, Accounting Clerks
      6141-11  Accounts Clerk
      6141-13  Credit Clerk
      6141-15  Cost Clerk
   6142  PAYROLL CLERKS
      6142-11  Payroll Clerk

6143  BANK WORKERS
   6143-01  Supervisor, Bank Workers
   6143-11  Bank Worker

6144  INSURANCE CLERKS
   6144-01  Supervisor, Insurance Clerks
   6144-11  Insurance Clerk

6145  MONEY MARKET AND STATISTICAL CLERKS
   6145-01  Supervisor, Money Market and Statistical Clerks
   6145-11  Money Market Clerk
   6145-13  Statistical Clerk

615  MATERIAL RECORDING AND DESPATCHING CLERKS
   6151  PRODUCTION RECORDING CLERKS
      6151-11  Production Recording Clerk
   6152  TRANSPORT AND DESPATCHING CLERKS
      6152-01  Supervisor, Transport and Despatching Clerks
      6152-11  Receiving and Despatching Clerk
      6152-13  Import-Export Clerk
   6153  STOCK AND PURCHASING CLERKS
      6153-01  Supervisor, Stock and Purchasing Clerks
      6153-11  Stock Clerk
      6153-13  Purchasing Officer
      6153-15  Order Clerk
      6153-17  Sales Clerk

619  MISCELLANEOUS INTERMEDIATE CLERICAL WORKERS
   6191  INQUIRY AND ADMISSIONS CLERKS
      6191-11  Inquiry Clerk
      6191-13  Admissions Clerk
   6192  LIBRARY ASSISTANTS
      6192-11  Library Assistant
   6193  PERSONNEL CLERKS
      6193-11  Personnel Records Clerk
      6193-15  Employment Office Clerk
   6194  INTERMEDIATE INSPECTORS AND EXAMINERS
      6194-11  Customs Inspector
      6194-13  Taxation Inspector
      6194-15  Social Security Assessor
      6194-17  Motor Vehicle Licence Examiner
      6194-19  Transport Operations Inspector
      6194-21  Train Examiner
      6194-23  Water Inspector
      6194-79  Intermediate Inspectors and Examiners nec
6199 OTHER INTERMEDIATE CLERICAL WORKERS
- 6199-11 Proof Reader
- 6199-13 Debt Collector
- 6199-15 Mail Supervisor
- 6199-17 Court Orderly
- 6199-19 Bailiff or Sheriff
- 6199-21 Coding Clerk
- 6199-79 Intermediate Clerical Workers nec

62 INTERMEDIATE SALES AND RELATED WORKERS

621 INTERMEDIATE SALES AND RELATED WORKERS
6211 SALES REPRESENTATIVES
- 6211-11 Sales Representative (Personal and Household Goods)
- 6211-13 Sales Representative (Business Services)
- 6211-15 Sales Representative (Builder’s and Plumber’s Supplies)
- 6211-17 Sales Representative (Motor Vehicle Parts and Accessories)
- 6211-79 Sales Representatives nec

6212 MOTOR VEHICLE AND RELATED PRODUCTS SALESPERSONS
- 6212-11 Motor Vehicle and Caravan Salesperson
- 6212-15 Motor Vehicle Parts Interpreter

6213 RETAIL AND CHECKOUT SUPERVISORS
- 6213-11 Retail Supervisor
- 6213-15 Checkout Supervisor

63 INTERMEDIATE SERVICE WORKERS

631 CARERS AND AIDES
6311 EDUCATION AIDES
- 6311-11 Pre-School Aide
- 6311-13 Integration Aide
- 6311-15 Teachers’ Aide
- 6311-17 Aboriginal and Torres Strait Islander Education Worker

6312 CHILDREN’S CARE WORKERS
- 6312-11 Child Care Worker
- 6312-13 Family Day Care Worker
- 6312-15 Nanny

6313 SPECIAL CARE WORKERS
- 6313-11 Hostel Parent
- 6313-13 Child or Youth Residential Care Assistant
- 6313-15 Refuge Worker
- 6313-17 Aged or Disabled Person Carer
- 6313-19 Therapy Aide

6314 PERSONAL CARE AND NURSING ASSISTANTS
- 6314-11 Personal Care Assistant
- 6314-15 Nursing Assistant

632 HOSPITALITY WORKERS
6321 HOTEL SERVICE SUPERVISORS
- 6321-11 Hotel Service Supervisor

6322 BAR ATTENDANTS
- 6322-01 Supervisor, Bar Attendants
- 6322-11 Bar Attendant

6323 WAITERS
- 6323-01 Supervisor, Waiters
- 6323-11 General Waiter
- 6323-13 Drink Waiter

6324 HOSPITALITY TRAINEES
- 6324-11 Hospitality Trainee

639 MISCELLANEOUS INTERMEDIATE SERVICE WORKERS

6391 DENTAL ASSISTANTS
- 6391-11 Dental Assistant

6392 VETERINARY NURSES
- 6392-11 Veterinary Nurse

6393 PRISON OFFICERS
- 6393-11 Prison Officer

6394 GAMING WORKERS
- 6394-11 Gaming Pit Boss
- 6394-13 Gaming Table Supervisor
- 6394-15 Gaming Dealer
6395 PERSONAL CARE CONSULTANTS
   6395-11 Beauty Therapist
   6395-13 Natural Remedy Consultant
   6395-15 Weight Loss Consultant

6396 FITNESS INSTRUCTORS AND RELATED WORKERS
   6396-11 Fitness Instructor
   6396-13 Outdoor Adventure Leader

6397 TRAVEL AND TOURISM AGENTS
   6397-11 Travel Agent
   6397-13 Tourist Information Officer
   6397-15 Tour Guide

6399 OTHER INTERMEDIATE SERVICE WORKERS
   6399-11 Museum or Gallery Attendant
   6399-13 Driving Instructor
   6399-15 Animal Attendant
   6399-17 Pest and Weed Controller
   6399-79 Intermediate Service Workers nec

7 INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

71 INTERMEDIATE PLANT OPERATORS

711 MOBILE PLANT OPERATORS
   7111 MOBILE CONSTRUCTION PLANT OPERATORS
      7111-11 General Construction Plant Operator
      7111-13 Bulldozer Operator
      7111-15 Backhoe Operator
      7111-17 Loader Operator
      7111-19 Grader Operator
      7111-21 Excavator Operator
      7111-23 Paving Plant Operator
      7111-25 Road Roller Operator

7112 FORKLIFT DRIVERS
   7112-11 Forklift Driver

7119 OTHER MOBILE PLANT OPERATORS
   7119-11 Agricultural and Horticultural Mobile Plant Operator
   7119-13 Railway Track Repair Mobile Plant Operator
   7119-15 Streetsweeper Operator
   7119-17 Logging Plant Operator
   7119-79 Mobile Plant Operators nec

712 INTERMEDIATE STATIONARY PLANT OPERATORS

7121 ENGINE AND BOILER OPERATORS
   7121-11 Engine or Boiler Operator

7122 CRANE, HOIST AND LIFT OPERATORS
   7122-11 Crane, Hoist or Lift Operator

7123 ENGINEERING PRODUCTION SYSTEMS WORKERS
   7123-01 Supervisor, Engineering Production Systems Workers
   7123-11 Engineering Production Systems Worker

7124 PULP AND PAPER MILL OPERATORS
   7124-11 Pulp Mill Operator
   7124-13 Paper Mill Operator

7129 OTHER INTERMEDIATE STATIONARY PLANT OPERATORS
   7129-01 Supervisor, Other Intermediate Stationary Plant Operators
   7129-11 Railway Signal Operator
   7129-13 Train Controller
   7129-15 Concrete Pump Operator
   7129-17 Cement Production Plant Operator
   7129-19 Concrete Batching Plant Operator
   7129-21 Water and Waste Water Plant Operator
   7129-23 Bulk Materials Handling Plant Operator
   7129-79 Intermediate Stationary Plant Operators nec
## 72 Intermediate Machine Operators

### 721 Intermediate Textile, Clothing and Related Machine Operators

#### 7211 Sewing Machinists
- 7211-01 Supervisor, Sewing Machinists
- 7211-11 Sewing Machinist

#### 7212 Textile and Footwear Production Machine Operators
- 7212-01 Supervisor, Textile and Footwear Production Machine Operators
- 7212-11 Yarn Carding and Spinning Machine Operator
- 7212-13 Weaving Machine Operator
- 7212-15 Knitting Machine Operator
- 7212-17 Textile Dyeing and Finishing Machine Operator
- 7212-19 Hide and Skin Processing Machine Operator
- 7212-21 Footwear Production Machine Operator
- 7212-79 Textile and Footwear Production Machine Operators nec

### 729 Miscellaneous Intermediate Machine Operators

#### 7291 Plastics Production Machine Operators
- 7291-01 Supervisor, Plastics Production Machine Operators
- 7291-11 General Plastics Production Machine Operator
- 7291-13 Plastics Compounding and Reclamation Machine Operator
- 7291-15 Reinforced Plastic and Composite Production Worker
- 7291-17 Plastic Cablemaking Machine Operator
- 7291-79 Plastics Production Machine Operators nec

#### 7292 Rubber Production Machine Operators
- 7292-01 Supervisor, Rubber Production Machine Operators
- 7292-11 Tyre Production Machine Operator
- 7292-79 Rubber Production Machine Operators nec

#### 7293 Chemical Production Machine Operators
- 7293-01 Supervisor, Chemical Production Machine Operators
- 7293-11 Chemical Production Machine Operator

#### 7294 Wood Processing Machine Operators
- 7294-01 Supervisor, Wood Processing Machine Operators
- 7294-11 Wood Processing Machine Operator

#### 7295 Paper Products Machine Operators
- 7295-11 Paper Products Machine Operator

#### 7296 Glass Production Machine Operators
- 7296-01 Supervisor, Glass Production Machine Operators
- 7296-11 Glass Production Machine Operator

#### 7297 Clay, Stone and Concrete Processing Machine Operators
- 7297-01 Supervisor, Clay, Stone and Concrete Processing Machine Operators
- 7297-11 Clay Products Machine Operator
- 7297-13 Stone Processing Machine Operator
- 7297-15 Concrete Products Machine Operator
- 7297-79 Clay, Stone and Concrete Processing Machine Operators nec

#### 7298 Photographic Developers and Printers
- 7298-11 Photographic Developer and Printer

#### 7299 Other Intermediate Machine Operators
- 7299-11 Industrial Spray Painter
- 7299-79 Intermediate Machine Operators nec

## 73 Road and Rail Transport Drivers

### 731 Road and Rail Transport Drivers

#### 7311 Truck Drivers
- 7311-11 Heavy Truck Driver
- 7311-15 Furniture Removalist

#### 7312 Bus and Tram Drivers
- 7312-11 Bus Driver
- 7312-15 Tram Driver

#### 7313 Automobile Drivers
- 7313-11 Automobile Driver

#### 7314 Delivery Drivers
- 7314-11 Delivery Driver

#### 7315 Train Drivers and Assistants
- 7315-11 Train Driver
- 7315-15 Train Driver’s Assistant
79 OTHER INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

791 INTERMEDIATE MINING AND CONSTRUCTION WORKERS

7911 MINERS
7911-11 Miner

7912 BLASTING WORKERS
7912-11 Blasting Worker

7913 STRUCTURAL STEEL CONSTRUCTION WORKERS
7913-11 Scaffolder
7913-15 Steel Fixer
7913-17 Structural Steel Erector
7913-17 Construction Rigger

7914 INSULATION AND HOME IMPROVEMENTS INSTALLERS
7914-11 Building Insulation Installer
7914-15 Home Improvements Installer

799 MISCELLANEOUS INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

7991 MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS
7991-11 Motor Vehicle Parts and Accessories Fitter

7992 PRODUCT QUALITY CONTROLLERS
7992-11 Product Examiner
7992-13 Product Grader
7992-15 Product Tester

7993 STOREPERSONS
7993-01 Supervisor, Storepersons
7993-11 Storeperson

7994 SEAFARERS AND FISHING HANDS
7994-11 Seafarer
7994-13 Fishing Hand

7995 FORESTRY AND LOGGING WORKERS
7995-01 Supervisor, Forestry and Logging Workers
7995-11 Tree Faller
7995-13 Forestry Worker
7995-15 Logging Assistant

7996 PRINTING HANDS
7996-11 Printing Table Hand
7996-15 Printer’s Assistant

8 ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS

81 ELEMENTARY CLERKS

811 ELEMENTARY CLERKS

8111 REGISTRY AND FILING CLERKS
8111-11 Registry or Filing Clerk

8112 MAIL SORTING CLERKS
8112-11 Mail Clerk
8112-15 Postal Sorting Officer

8113 SWITCHBOARD OPERATORS
8113-11 Switchboard Operator

8114 MESSENGERS
8114-11 Courier
8114-15 Postal Delivery Officer

8115 BETTING CLERKS
8115-11 Betting Agency Counter Clerk
8115-13 Telephone Betting Clerk
8115-15 Bookmaker’s Clerk
8115-79 Betting Clerks nec

8116 OFFICE TRAINEES
8116-11 Office Trainee

8119 OTHER ELEMENTARY CLERKS
8119-11 Meter Reader
8119-13 Classified Advertising Clerk
8119-15 Interviewer
8119-17 Parking Inspector
8119-79 Elementary Clerks nec
### 82 ELEMENTARY SALES WORKERS

#### 821 SALES ASSISTANTS

| 821-11 | Sales Assistant (Food and Drink Products) |
| 821-13 | Sales Assistant (Fabric, Clothing and Footwear) |
| 821-15 | Sales Assistant (Other Personal and Household Goods) |
| 821-17 | Sales Assistant (Postal Services) |
| 821-79 | Sales Assistants nec |

#### 829 MISCELLANEOUS ELEMENTARY SALES WORKERS

| 829-11 | Checkout Operator |
| 829-13 | Office Cashier |
| 829-15 | Transport Conductor |

#### 8293 STREET VENDORS AND RELATED WORKERS

| 8293-11 | Street Vendor |
| 8293-15 | Cash Van Salesperson |
| 8293-15 | Door-to-Door Salesperson |

#### 8294 TELEMARKETERS

| 8294-11 | Telemarketer |

#### 8295 SALES DEMONSTRATORS AND MODELS

| 8295-11 | Sales Demonstrator |
| 8295-13 | Model |

#### 8297 SALES AND SERVICE TRAINEES

| 8297-11 | Sales and Service Trainee |

#### 8299 OTHER ELEMENTARY SALES WORKERS

| 8299-11 | Rental Salesperson |
| 8299-13 | Materials Recycler |
| 8299-79 | Elementary Sales Workers nec |

### 83 ELEMENTARY SERVICE WORKERS

#### 831 ELEMENTARY SERVICE WORKERS

| 831-11 | Security Officer |
| 831-13 | Armoured Car Escort |
| 831-79 | Guards and Security Officers nec |

#### 8312 USHERS, PORTERS AND RELATED WORKERS

| 8312-11 | Ticket Collector or Usher |
| 8312-13 | Luggage Porter or Doorperson |

#### 8313 DOMESTIC HOUSEKEEPERS

| 8313-11 | Domestic Housekeeper |

#### 8314 CARETAKERS

| 8314-11 | Caretaker |

#### 8315 LAUNDRY WORKERS

| 8315-11 | Laundry Worker |

#### 8319 OTHER ELEMENTARY SERVICE WORKERS

| 8319-11 | Railways Assistant |
| 8319-13 | Hair and Beauty Salon Assistant |
| 8319-15 | Sterilisation Technology Worker |
| 8319-17 | Car Park Attendant |
| 8319-19 | Crossing Supervisor |
| 8319-21 | Trolley Collector |
| 8319-25 | Leaflet and Newspaper Deliverer |
| 8319-25 | Examination Supervisor |
| 8319-27 | Prostitute or Escort |
| 8319-79 | Elementary Service Workers nec |
9 LABOURERS AND RELATED WORKERS

91 CLEANERS

911 CLEANERS

9111 CLEANERS

9111-11 Commercial Cleaner
9111-15 Domestic Cleaner
9111-17 Vehicle Cleaner
9111-19 Window Cleaner
9111-79 Cleaners nec

92 FACTORY LABOURERS

921 PROCESS WORKERS

9211 ENGINEERING PRODUCTION PROCESS WORKERS

9211-11 Engineering Production Process Worker

9212 PRODUCT ASSEMBLERS

9212-11 Product Assembler

9213 MEAT AND FISH PROCESS WORKERS

9213-11 Meatworks Labourer
9213-13 Meat Boner and Slicer
9213-15 Poultry Process Worker
9213-17 Fish Process Worker

9214 OTHER FOOD FACTORY HANDS

9214-11 Food and Drink Processing Machine Attendant
9214-13 Baking Factory Hand
9214-15 Dairy Factory Hand
9214-17 Fruit and Vegetable Factory Hand
9214-19 Food Products Millhand
9214-79 Food Factory Hands nec

9215 WOOD PRODUCTS FACTORY HANDS

9215-11 Sawmill Labourer
9215-13 Timberyard Labourer
9215-15 Wood and Wood Products Factory Hand
9215-17 Pulp and Paper Mill General Hand

9219 OTHER PROCESS WORKERS

9219-11 Cement and Concrete Plant Labourer
9219-13 Clay Processing Factory Hand
9219-15 Chemical Plant Labourer
9219-17 Rubber and Plastics Factory Hand
9219-19 Hide and Skin Processing Labourer
9219-21 Glass Processing Labourer
9219-23 Fabric and Textile Factory Hand
9219-25 Footwear Factory Hand
9219-79 Process Workers nec

922 PRODUCT PACKAGERS

9221 HAND PACKERS

9221-11 Hand Packer

9222 PACKAGERS AND CONTAINER FILLERS

9222-11 Packager and Container Filler

99 OTHER LABOURERS AND RELATED WORKERS

991 MINING, CONSTRUCTION AND RELATED LABOURERS

9911 MINING SUPPORT WORKERS AND DRILLER’S ASSISTANTS

9911-11 Mining Support Worker
9911-15 Driller’s Assistant

9912 EARTHMOVING LABOURERS

9912-11 Earthmoving Labourer

9913 PAVING AND SURFACING LABOURERS

9913-11 Paving and Surfacing Labourer

9914 SURVEY HANDS

9914-11 Survey Hand

9915 RAILWAY LABOURERS

9915-11 Railway Labourer

9916 CONSTRUCTION AND PLUMBER’S ASSISTANTS

9916-11 Construction Assistant
9916-15 Plumber’s Assistant
9917 CONCRETERS
   9917-11 Concreter

9918 ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANTS
   9918-11 Electrical or Telecommunications Trades Assistant

9919 OTHER MINING, CONSTRUCTION AND RELATED LABOURERS
   9919-11 Lagger
   9919-13 Crane Chaser
   9919-15 Fence Erector

992 AGRICULTURAL AND HORTICULTURAL LABOURERS

9921 FARM HANDS
   9921-11 General Farm Hand
   9921-13 Fruit, Vegetable or Nut Farm Hand
   9921-15 Stud Hand or Stable Hand
   9921-17 Shearing Shed Hand
   9921-79 Farm Hands nec

9922 NURSERY AND GARDEN LABOURERS
   9922-11 Horticultural Nursery Assistant
   9922-15 Garden Labourer

9929 OTHER AGRICULTURAL AND HORTICULTURAL LABOURERS
   9929-11 Shooter-Trapper
   9929-13 Rural Trainee
   9929-79 Agricultural and Horticultural Labourers nec

993 ELEMENTARY FOOD PREPARATION AND RELATED WORKERS

9931 KITCHENHANDS
   9931-11 Kitchenhand

9932 FAST FOOD COOKS
   9932-11 Fast Food Cook

9933 FOOD TRADES ASSISTANTS
   9933-11 Pastrycook’s Assistant
   9933-79 Food Trades Assistants nec

999 MISCELLANEOUS LABOURERS AND RELATED WORKERS

9991 GARBAGE COLLECTORS
   9991-11 Garbage Collector

9992 FREIGHT AND FURNITURE HANDLERS
   9992-11 Freight Handler (Road and Rail)
   9992-13 Waterside Worker
   9992-15 Truck Driver’s Offsider

9993 HANDYPERSONS
   9993-11 Handyperson

9999 OTHER MISCELLANEOUS LABOURERS AND RELATED WORKERS
   9999-11 Vending Machine Attendant
   9999-13 Sign Erector
   9999-15 Mechanic’s Assistant
   9999-17 Stormwater, Drainage and Sewerage System Labourer
   9999-79 Labourers and Related Workers nec
MAJOR GROUP 1

MANAGERS AND ADMINISTRATORS

MANAGERS AND ADMINISTRATORS head government, legislative, industrial, commercial, agricultural and other establishments, or departments within these organisations. They determine the policy of the organisation or department, and direct its functioning, usually through other managers, and coordinate economic, social, technical, legal and other policies.

Most occupations in this major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Managers and Administrators typically include formulating, administering and reviewing the policy and legislation which determine the direction to be taken by the organisation they head; controlling, directing and participating in the activities of that organisation personally or through a hierarchy of managers and supervisors; establishing operational and administrative procedures; and controlling the selection of senior staff and the allocation of resources.

Occupations in this major group are classified into the following sub-major groups:

11 GENERALIST MANAGERS
12 SPECIALIST MANAGERS
13 FARMERS AND FARM MANAGERS
SUB-MAJOR GROUP 11

GENERALIST MANAGERS

GENERALIST MANAGERS interpret, analyse, administer and review the law and public policy or determine the overall direction of the organisations they represent. They also administer businesses conducting operations such as building and construction, importing, exporting, wholesaling and manufacturing.

Most occupations in this major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Generalist Managers typically include formulating and implementing the policy of companies, institutions, authorities or Commonwealth Government, State/Territory and local governments, diplomatic missions and legal and judicial processes. They direct the operations of companies, governments, authorities and institutions; identify local and overseas business opportunities and determine the mix of products and services to be provided; and consult and negotiate with clients.

Occupations in this sub-major group are classified into the following minor groups:

111 GENERAL MANAGERS AND ADMINISTRATORS
119 MISCELLANEOUS GENERALIST MANAGERS
MINOR GROUP 111

GENERAL MANAGERS AND ADMINISTRATORS

GENERAL MANAGERS AND ADMINISTRATORS direct and coordinate industrial, commercial, government and other organisations. They interpret, analyse, administer and review the law and public policy, and formulate policies which determine the overall direction of the organisations they represent.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by General Managers and Administrators typically include formulating and implementing policy and operations of the Commonwealth Government, State/Territory and local governments, diplomatic missions, legislative and judicial bodies, companies, authorities and institutions; investigating matters of concern to the public and electorate and proposing government action; and planning, administering and reviewing the overall activities of organisations, either independently or through subordinates.

Occupations in this minor group are classified into the following unit groups:

1111 LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS
1112 GENERAL MANAGERS
UNIT GROUP 1111  LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS

LEGISLATORS AND GOVERNMENT APPOINTED OFFICIALS represent the people, the nation or the Crown in elected bodies, courts of law and overseas diplomatic missions. They interpret, analyse, administer and review the law and public policy and promote the interest of the constituencies they represent.

Skill Level:
The entry requirement for this unit group is election by a constituency or appointment by the Government or Crown. A bachelor degree or higher qualification and at least 5 years relevant experience is required for appointments.

Tasks Include:
- assisting in the development of Commonwealth Government, State/Territory and local government policy and in formulating, amending and repealing legislation
- investigating matters of concern to the public and electorate and introducing proposals for remedial government action
- issuing policy directions to government departments and exercising control over municipal authorities or diplomatic missions overseas
- presiding over judicial proceedings and pronouncing judgements in courts of law
- acting individually or as members of administrative or industrial tribunals to resolve disputes

Occupations:
- 1111-11 Parliamentarian or Councillor
- 1111-13 Judge
- 1111-15 Magistrate
- 1111-17 Tribunal Member
- 1111-79 Legislators and Government Appointed Officials nec

1111-11 Parliamentarian or Councillor
Participates in the activities of Commonwealth Government, State/Territory or local governments as the elected member for a constituency.

Skill Level:
The entry requirement for this occupation is election by a constituency.

Tasks Include:
- assists in the development of government policy and the formulating, amending and repealing of legislation
- attends community functions and meetings of local groups to provide service to the community, gauge public opinion and provide information on government plans
- introduces proposals for government action and serves public and electoral interests
- investigates matters of concern to the public and to particular persons or groups
- may serve as a member on Parliamentary Committees or Inquiries
- may present petitions on behalf of concerned groups

Specialisations:
Government Minister
Mayor
Member of the Legislative Assembly
Member of the Legislative Council
Premier
Prime Minister
Senator

1111-13 Judge
Presides over civil and criminal proceedings in courts of law.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and appointment by the government or crown. A judge must have a been a magistrate or an experienced legal practitioner of at least 7 years’ standing.

Tasks Include:
- conducts trials and hearings
- hears and considers legal argument, evidence and submissions
- passes judgements and sentences, awards damages and issues court orders
- decides appeals and determines questions of law in accordance with established procedures
- may instruct juries on matters of law
- may conduct tribunals, royal commissions and other official inquiries
- may determine constitutional issues and questions

Specialisations:
Family Court Justice
High Court Justice
1111-15 Magistrate
Chamber Magistrate

Hears criminal matters to determine whether defendants will be committed for trial and adjudicates minor criminal offences without a jury.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. A magistrate must have been a legal practitioner of at least 5 years’ standing.

Tasks Include:
• hears arguments and evidence in civil and criminal summary matters
• evaluates evidence, decides issues and announces findings
• decides penalties and sentences within statutory limits such as fines, bonds or detention
• awards damages in civil matters
• hears criminal matters to determine whether defendants will be committed for trial

Specialisations:
Children’s Court Magistrate
Industrial Court Magistrate
Licensing Court Magistrate
Victims Compensation Tribunal Magistrate

1111-17 Tribunal Member

Hears industrial, administrative and other disputes to assist in resolving differences and to arbitrate on issues.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
• confers with parties attending the tribunal separately or collectively to obtain their attitudes on contentious issues
• interprets laws in relation to cases in dispute
• acts as a channel of communication between the parties, conducting meetings with them separately
• exercises arbitral powers if resolution is not achieved or seems improbable through conciliation
• chairs meetings to reach solutions to disputes
• prepares settlement memoranda and obtains signatures of parties
• may call compulsory conferences to achieve resolutions
• may hear witnesses called by the parties or by tribunals, and take evidence on oath or affirmation
• may authorise inspections on behalf of tribunals or conduct inspections at which the parties are present

Specialisations:
Administrative Appeals Tribunal Member
Conciliation and Arbitration Commissioner

1111-79 Legislators and Government Appointed Officials nec

This occupation group covers Legislators and Government Appointed Officials not elsewhere classified.

Skill Level:
The entry requirement for these occupations is a bachelor degree or higher qualification and at least 5 years relevant experience.

Occupations in this group include:
Ambassador
Coroner
Diplomat (Head of Mission)
Ombudsman
UNIT GROUP 1112  GENERAL MANAGERS

GENERAL MANAGERS plan, administer and review the major functions of industrial, commercial or government organisations either independently or through subordinate executives.

Skill Level:
The entry requirement for this unit group is at least 5 years relevant experience. In most instances a bachelor degree or higher qualification is also required.

Tasks Include:
- directing the policy and operations of a company, authority or institution for the achievement of policy objectives, increased profit and market control
- determining organisation objectives, policies and programs and setting standards and targets
- appraising the activities of institutions according to strategies and objectives, and monitoring and evaluating performance
- providing overall direction and management of enterprises, including personnel, technological resources and assets
- consulting with subordinate staff and reviewing recommendations and reports
- preparing or arranging the preparation of reports, budgets and forecasts and presenting them to governing bodies

Occupations: 1112-11 General Manager

1112-11 General Manager

Plans, administers and reviews the major functions of industrial, commercial and government organisations either independently or through subordinate executives.

Skill Level:
The entry requirement for this occupation is at least 5 years relevant experience. In most instances a bachelor degree or higher qualification is also required.

Tasks Include:
- directs the policy and operations of a company, authority or institution for the achievement of policy objectives, increased profit and market control
- determines organisation objectives, policies and programs and sets standards and targets
- appraises the activities of institutions according to strategies and objectives, and monitors and evaluates performance
- provides overall direction and management of enterprises, including personnel, technological resources and assets
- consults with subordinate staff and reviews recommendations and reports
- prepares or arranges the preparation of reports, budgets and forecasts and presents them to governing bodies
- ensures the security and development of assets and resources
- represents organisations in negotiations, at conventions, seminars and official occasions, and liaises between areas of responsibility and with other organisations
- selects or approves the selection of senior staff
- authorises funds to implement policies and programs
- may undertake responsibility for some or all of accounting, sales, marketing, personnel and other specialist operations in smaller establishments

Specialisations:
Chief Executive
Commissioner (Emergency Services)
Director-General
Head of Armed Forces
Hospital Administrator
Managing Editor
Medical Superintendent
Secretary (Government Department)
Trade Union Secretary
MINOR GROUP 119

MISCELLANEOUS GENERALIST MANAGERS

This minor group covers Generalist Managers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Occupations in this minor group are classified into the following unit groups:

1191 BUILDING AND CONSTRUCTION MANAGERS
1192 IMPORTERS, EXPORTERS AND WHOLESALERS
1193 MANUFACTURERS
UNIT GROUP 1191  BUILDING AND CONSTRUCTION MANAGERS

BUILDING AND CONSTRUCTION MANAGERS plan, organise and administer the activities of businesses conducting operations in building and construction.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- interpreting architectural drawings and specifications
- consulting with architects, engineers and other professional and technical workers
- negotiating with building owners, property developers and subcontractors
- coordinating labour resources, procurement and delivery of materials, plant and equipment
- ensuring adherence to building legislation and standards of building performance, quality, cost and safety

Occupations:
1191-11 Construction Project Manager
1191-13 Project Builder

1191-11  Construction Project Manager
Building and Construction Manager

Manages the construction of buildings and other structures and organises the physical and human resources involved in the construction process.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- interprets architectural drawings, specifications and bills of quantities
- consults with architects, engineers and other professional and technical workers
- negotiates with building owners, property developers and subcontractors
- controls preparation of tender estimates and contract bids
- assesses the size and scope of the building or site development and creates and implements coordinated programs for site activities and work control systems
- coordinates labour resources, procurement and delivery of materials, plant and equipment
- creates and implements coordinated programs for site activities and work control systems
- ensures adherence to building legislation and standards of building performance
- may be involved in the development of government and corporate building policies

1191-13  Project Builder
Professional Builder

Manages the construction of dwellings and other buildings.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- examines clients’ drawings and other specifications, prepares and submits tenders, quotes and prices
- builds under contract, or subcontracts specialised building services
- coordinates labour resources, procurement and delivery of materials, plant and equipment
- oversees the standard and progress of subcontractors’ work
- arranges building inspections by local authorities
- may arrange drawing-up of plans and specifications
- may consult with architects and associates about building styles, methods and materials
- may estimate quantities of building materials
UNIT GROUP 1192  IMPORTERS, EXPORTERS AND WHOLESALERS

IMPORTERS, EXPORTERS AND WHOLESALERS plan, organise and administer the activities of businesses conducting operations in importing, exporting and wholesale trade.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- identifying local and overseas business opportunities
- determining the mix of products and services to be provided and negotiating conditions of trade
- researching regulatory and statutory requirements affecting the importing, exporting, wholesaling and distribution of goods
- developing a business plan and implementing marketing, operating, personnel, pricing and credit policy and procedures
- monitoring the performance of the business and preparing estimates, financial statements and reports of operations

Occupations:  
1192-11 Importer or Exporter
1192-13 Wholesaler

1192-11 Importer or Exporter
Plans, organises and administers the operations of a business which imports or exports goods.

Skill Level:
The entry requirement for this occupation is usually a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- identifies local and overseas business opportunities and determines the mix of products and services to be provided and negotiates conditions of sale with producers
- researches regulatory and statutory requirements affecting the import and export of goods to and from Australia
- liaises with customs officers and other government representatives to ensure that goods being imported are legal, and meet Australian standards
- develops a business plan and implements marketing, operating, personnel, pricing and credit policy and procedures
- appoints agents and/or distributors
- arranges the shipping of goods to and from Australia
- monitors the performance of the business and prepares import-export estimates, financial statements and reports of operations
- may provide quotes to customers and organise promotional campaigns for the business or for customers’ products

1192-13 Wholesaler
Plans and organises the operations of wholesale trading establishments.

Skill Level:
The entry requirement for this occupation is usually a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- identifies local and overseas business opportunities for the wholesale trading of food, consumer durables and other merchandise and determines the mix of products and services to be provided
- researches regulatory and statutory requirements affecting the wholesaling and distribution of goods
- develops a business plan and implements marketing, operating, personnel, pricing and credit policy and procedures
- liaises with local and overseas manufacturers and retailers about orders, products, merchandising and promotional activities
- oversees the displays and sale of merchandise and preparation of product information for customer service staff and customers
- monitors the performance of the business and prepares estimates, financial statements and reports of operations
- implements after-sales service procedures
UNIT GROUP 1193  MANUFACTURERS

MANUFACTURERS plan, organise and administer the operations of establishments manufacturing goods.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration may be required.

Tasks Include:
• identifying business opportunities, devising new manufacturing processes and determining products to be manufactured
• developing a business plan and implementing operating, marketing, personnel and pricing procedures
• researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment
• managing the activities of production, warehouse, distribution and other operating units
• maintaining quality control systems for manufacturing, waste disposal, delivery and other procedures
• coordinating orders for raw materials, supplies and equipment and arranging packaging, delivery and wholesaling of products

Occupations: 1193-11 Manufacturer

1193-11 Manufacturer
Plans, organises and administers the operations of establishments manufacturing goods.

Skill Level:
The entry requirement for this occupation is usually a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• identifies business opportunities, devises new manufacturing processes and determines products to be manufactured
• develops a business plan and implements operating, marketing, personnel and pricing procedures
• researches and implements regulatory and statutory requirements affecting manufacturing operations and the environment
• manages the activities of production, warehouse, distribution and other operating units
• maintains quality control systems for manufacturing, waste disposal, delivery and other procedures
• oversees the co-ordination of orders for raw materials, supplies and equipment and arranges packaging, delivery and wholesaling of products
• oversees the co-ordination of after-sales service
• oversees the provision of quotes for the manufacture of specialised goods and arranges contracts with customers
• may devise and oversee the implementation of production run schedules
SUB-MAJOR GROUP 12

SPECIALIST MANAGERS

SPECIALIST MANAGERS coordinate the administration and operation of specialised functions or fields of activity within an organisation. Under broad direction from the General Manager, they plan, administer and review the financial, corporate, personnel, supply and distribution, information technology, sales and marketing, and other specialised activities of an organisation.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Specialist Managers typically include formulation of policy and plans for their area of control; establishing and directing operational and administrative procedures; controlling expenditure; monitoring the selection, training and performance of staff; directing strategies for overall production; analysing information technology needs; and controlling sales, marketing and promotional activities.

Occupations in this sub-major group are classified into the following minor groups:

121 RESOURCE MANAGERS
122 ENGINEERING, DISTRIBUTION AND PROCESS MANAGERS
123 SALES AND MARKETING MANAGERS
129 MISCELLANEOUS SPECIALIST MANAGERS
MINOR GROUP 121

RESOURCE MANAGERS

RESOURCE MANAGERS plan, administer and review the financial, corporate and personnel activities within organisations.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Resource Managers typically include formulating policy and plans for their area of control; establishing and directing operational and administrative procedures; controlling expenditure; monitoring working conditions, and controlling the selection, training and performance of staff.

Occupations in this minor group are classified into the following unit groups:

1211 FINANCE MANAGERS
1212 COMPANY SECRETARIES
1213 HUMAN RESOURCE MANAGERS
UNIT GROUP 1211 FINANCE MANAGERS

FINANCE MANAGERS plan, administer and review the financial and accounting activities within organisations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and overseeing the financial operations of the organisation and directing the formulation of budgetary and accounting policies in consultation with other managers
- providing financial information and interpreting the implications for business performance and funding needs
- coordinating the development, implementation and monitoring of accounting systems
- directing the collection of financial and accounting information and the preparation of budgets, reports, forecasts and statutory returns
- assessing capital finance proposals and the financial status of operational projects
- advising on investment strategies, sources of funds and the distribution of earnings

Occupations: 1211-11 Finance Manager

1211-11 Finance Manager
Finance Director
Financial Controller

Plans, administers and reviews the financial and accounting activities within an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and oversees the financial operations of the organisation and directs the formulation of budgetary and accounting policies in consultation with other managers
- provides financial information and interprets the implications for business performance and funding needs
- coordinates the development, implementation and monitoring of accounting systems
- directs the collection of financial and accounting information and the preparation of budgets, reports, forecasts and statutory returns
- assesses capital finance proposals and the financial status of operational projects
- advises on investment strategies, including takeovers and mergers
- advises on sources of funds, including share capital, and the distribution of earnings

Specialisations:
Chief Accountant
Credit Manager
Divisional Finance Manager
Treasurer (except Government)
UNIT GROUP 1212  COMPANY SECRETARIES

COMPANY SECRETARIES plan, administer and review corporate compliance activities and effective practice concerning company board meetings and shareholdings.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- arranging and giving notice of meetings of directors and shareholders
- attending board and shareholder meetings, and directing the preparation of agendas, minutes, resolutions and associated records of proceedings
- controlling the seal of the corporation, and arranging its use, together with signatures, on official documents
- liaising with other managers, auditors, stockbrokers, bankers, legal advisers and other parties concerned with the acquisition and distribution of assets and share transfers
- overseeing preparation of the company’s annual report

Occupations:  
1212-11  Company Secretary

1212-11  Company Secretary

Plans, administers and reviews corporate compliance activities and effective practice concerning company board meetings and shareholdings.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- arranges and gives notice of meetings of directors and shareholders
- attends board and shareholder meetings, and directs the preparation of agendas, minutes, resolutions and associated records of proceedings
- controls the seal of the corporation, and arranges its use, together with signatures, on official documents
- liaises with other managers, auditors, stockbrokers, bankers, legal advisers and other parties concerned with the acquisition and distribution of assets and share transfers
- oversees preparation of the company’s annual report
- advises the corporation’s board concerning compliance with Corporations Law, Stock Exchange listing rules and other relevant legislation and corporate practice
- may manage staff supporting the company secretariat function
UNIT GROUP 1213   HUMAN RESOURCE MANAGERS

HUMAN RESOURCE MANAGERS plan, administer and review activities concerned with staff selection, training and development, conditions of employment and other human resource issues within organisations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directing the formulation of human resource management strategies, policies and plans to meet business needs
- advising and assisting managers in applying sound recruitment and selection practices and appropriate induction, training and development programs
- developing and implementing performance management systems, to plan, appraise and improve individual and team performance
- representing the organisation in negotiations with unions and employees, to determine remuneration and other conditions of employment
- overseeing the maintenance of personnel records to facilitate payroll, superannuation, and various human resource information system requirements
- developing and implementing occupational health and safety programs, equal employment opportunity programs and other matters regarding employee policies and practices

Occupations:   1213-11 Human Resource Manager

1213-11 Human Resource Manager
Personnel and Employee Relations Manager

Plans, administers and reviews activities concerned with staff selection, training and development, conditions of employment and other human resource issues within an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directs the formulation of human resource management strategies, policies and plans to meet business needs
- advises and assists managers in applying sound recruitment and selection practices and appropriate induction, training and development programs
- develops and implements performance management systems, to plan, appraise and improve individual and team performance
- represents the organisation in negotiations with unions and employees, to determine remuneration and other conditions of employment
- oversees the maintenance of personnel records and various human resource information system requirements
- coordinates occupational health and safety programs and practices, develops equal employment opportunity programs, and ensures compliance with related legislative requirements
- oversees the application of redundancy and other employee retrenchment policies
- monitors employment costs and productivity levels
- may train and advise other managers in personnel and industrial relations matters

Specialisations:
Occupational Health and Safety Manager
Organisation and Methods Manager
Training and Development Manager
MINOR GROUP 122

ENGINEERING, DISTRIBUTION AND PROCESS MANAGERS

ENGINEERING, DISTRIBUTION AND PROCESS MANAGERS plan, administer and review the engineering, production, supply and distribution, and information technology activities within organisations.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Engineering, Distribution and Process Managers typically include directing and formulating engineering strategies, policies and plans; planning overall production policy and details of activities in production-based organisations; directing the formulation of purchasing, storage and distribution policies and plans; and analysing information technology needs and specifying technology to meet those needs.

Occupations in this minor group are classified into the following unit groups:

1221 ENGINEERING MANAGERS
1222 PRODUCTION MANAGERS
1223 SUPPLY AND DISTRIBUTION MANAGERS
1224 INFORMATION TECHNOLOGY MANAGERS
UNIT GROUP 1221 ENGINEERING MANAGERS

ENGINEERING MANAGERS plan, administer and review engineering and technical operations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances, relevant experience is required in addition to the formal qualification.

Tasks Include:
- directing the formulation of engineering strategies, policies and plans
- ensuring engineering standards of quality, cost, safety, timeliness and performance are observed
- interpreting plans, drawings and specifications and providing advice on engineering methods and procedures to achieve construction and production requirements
- liaising with marketing, research and manufacturing managers concerning engineering aspects of new construction and product design
- establishing project schedules and budgets
- ensuring conformity with specifications and plans and with laws, regulations and safety standards

Occupations: 1221-11 Engineering Manager

1221-11 Engineering Manager

Plans, administers and reviews engineering and technical operations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances, relevant experience is required in addition to the formal qualification.

Tasks Include:
- directs the formulation of engineering strategies, policies and plans
- ensures engineering standards of quality, cost, safety, timeliness and performance are observed
- interprets plans, drawings and specifications and provides advice on engineering methods and procedures to achieve construction and production requirements
- liaises with marketing, research and manufacturing managers concerning engineering aspects of new construction and product design
- establishes project schedules and budgets
- ensures conformity with specifications and plans and with laws, regulations and safety standards
- oversees maintenance requirements to optimise efficiency
- coordinates the activities of engineering staff and controls engineering staff selection and training
- may contribute to research and development projects
UNIT GROUP 1222  PRODUCTION MANAGERS

PRODUCTION MANAGERS plan, administer and review the overall production activities of manufacturing and mining organisations to optimise resource use, minimise costs and maintain quality standards.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning the overall production policy of an organisation
- planning details of production activity
- controlling the operation of production plant, quality control procedures and the implementation of safety requirements
- monitoring production and production costs and controlling the preparation of production records and reports
- directing research into production methods, and recommending and implementing initiatives
- informing other managers about production matters
- directing staff activities and monitoring their efficiency

Occupations:
1222-11  Production Manager (Manufacturing)
1222-13  Production Manager (Mining)

1222-11  Production Manager (Manufacturing)
Plans, administers and reviews the manufacturing activities of an organisation to optimise resource use, minimise costs and maintain quality standards.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans production policy in consultation with other managers
- plans details of production activity in terms of output quality and quantity, cost, time available, and labour requirements
- prepares work programs to achieve planned production and directs production control activities
- controls use of production plant facilities through planning of maintenance, designation of operating hours and supply of parts and tools
- coordinates and directs quality control procedures, and the implementation of safety requirements, and ensures statutory requirements are met
- directs research into new and improved production methods and products
- gives advice and information on production to other managers and clients
- recommends and implements initiatives such as new techniques and products, purchases of new machinery and changes in staff levels
- controls, directs and monitors production staff, organises staff selection, training, development and utilisation

Specialisations:
Plant Manager (Manufacturing)
Works Manager (Manufacturing)

1222-13  Production Manager (Mining)
Plans, administers and reviews the production activities of a mining operation to optimise resource use, minimise costs and maintain quality standards.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directs the formulation of mining production strategies, policies and plans
- plans production schedules and labour and material input requirements to meet output quantity, quality and timing specifications
- ensures conduct of plant maintenance programs and availability of parts and tooling to meet production deadlines
- coordinates the implementation of occupational health and safety requirements
- conducts research and applies new and improved methods and products to mine production
- oversees the acquisition and installation of new machinery
- monitors production costs and adjusts processes and resources to minimise costs
- controls the preparation of production records and reports
UNIT GROUP 1223  SUPPLY AND DISTRIBUTION MANAGERS

SUPPLY AND DISTRIBUTION MANAGERS plan, administer and review the supply, storage and distribution of equipment, materials and goods used and produced by organisations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directing the formulation of purchasing, storage and distribution strategies, policies and plans
- preparing and implementing plans to maintain required stock levels at minimum cost
- negotiating contracts with suitable suppliers to meet quality, cost and delivery requirements
- monitoring and reviewing storage and inventory systems to meet supply requirements and control stock levels
- overseeing recording systems to track all movements of supplies and finished goods, and ensuring re-ordering and re-stocking at optimal times
- liaising with other departments and customers concerning outward goods requirements and associated forwarding transportation
- directing the recording

Occupations: 1223-11 Supply and Distribution Manager

1223-11 Supply and Distribution Manager

Plans, administers and reviews the supply, storage and distribution of equipment, materials and goods used and produced by an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directs the formulation of purchasing, storage and distribution strategies, policies and plans
- prepares and implements plans to maintain required stock levels at minimum cost
- negotiates contracts with suitable suppliers to meet quality, cost and delivery requirements
- monitors and reviews storage and inventory systems to meet supply requirements and control stock levels
- oversees recording systems to track all movements of supplies and finished goods, and ensures re-ordering and re-stocking at optimal times
- liaises with other departments and customers concerning outward goods requirements and associated forwarding transportation
- directs the recording of purchase, storage and distribution transactions
- manages the activities and performance of staff
UNIT GROUP 1224 INFORMATION TECHNOLOGY MANAGERS

INFORMATION TECHNOLOGY MANAGERS plan, administer and review the acquisition, development, maintenance and use of computer and telecommunication systems within organisations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analysing information needs, and specifying technology to meet those needs
- directing the formulation of information technology strategies, policies and plans
- directing the selection and installation of information technology and the provision of user training
- directing information technology operations, integrating computer hardware, operating systems, communications, software applications and data processing
- setting priorities between system developments, maintenance and operations
- controlling the security of information technology systems

Occupations: 1224-11 Information Technology Manager

1224-11 Information Technology Manager
Computer Services Manager

Plans, administers and reviews the acquisition, development, maintenance and use of computer and telecommunications systems within an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analyses information needs, and specifies technology to meet those needs
- directs the formulation of information technology strategies, policies and plans
- directs the selection and installation of information technology and the provision of user training
- directs information technology operations, integrating computer hardware, operating systems, communications, software applications and data processing
- sets priorities between system developments, maintenance and operations
- controls the security of information technology systems
- controls the selection and training of computing professionals and support technicians and manages their performance
- monitors the operations of electronic information technology systems and develops improvements
MINOR GROUP 123

SALES AND MARKETING MANAGERS

SALES AND MARKETING MANAGERS plan and direct the sales and marketing activities of organisations.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Sales and Marketing Managers typically include setting sales and marketing policy in consultation with other managers; planning and controlling sales activities, methods and arrangements; planning and conducting marketing campaigns and promotional activities; directing staff activities and monitoring their performance; monitoring customer service, invoicing, payments and administration costs; directing research work and monitoring sales and marketing activity to produce reports and recommendations.

The occupations in this minor group are classified into the following unit group:

1231  SALES AND MARKETING MANAGERS
UNIT GROUP 1231  SALES AND MARKETING MANAGERS

SALES AND MARKETING MANAGERS plan and direct the sales and marketing activities of organisations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- setting sales and marketing policy in consultation with other managers
- planning sales and marketing operations including market research, advertising, promotion, distribution, pricing and selling
- organising and controlling sales activities by setting product mix, geographical sales areas and customer service standards
- directing merchandising methods and distribution policy by coordinating the work of salespersons or organising agents and distributors
- controlling sales methods and arrangements by setting prices and credit arrangements
- monitoring customer service, invoicing, payments and administration costs

Occupations:

1231-11 Sales and Marketing Manager

Plans and directs the sales and marketing activities of an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- sets sales and marketing policy in consultation with other managers
- plans sales and marketing operations including market research, advertising, promotion, distribution, pricing and selling
- organises and controls sales activities by setting product mix, geographical sales areas and customer service standards
- directs merchandising methods and distribution policy by coordinating the work of salespersons or organising agents and distributors
- controls sales methods and arrangements by setting prices and credit arrangements
- monitors customer service, invoicing, payments and administration costs
- plans research work and monitoring of sales and marketing activity to produce reports, give recommendations and formulate changes
- directs the development of initiatives such as new products, new marketing techniques, new advertising campaigns, incentive bonus schemes and the dropping of unprofitable products
- may control related activities such as distribution and transport

Specialisations:
Advertising Manager
Market Research Manager
MINOR GROUP 129

MISCELLANEOUS SPECIALIST MANAGERS

This minor group covers Specialist Managers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

1291 POLICY AND PLANNING MANAGERS
1292 HEALTH SERVICE MANAGERS
1293 EDUCATION MANAGERS
1294 COMMISSIONED OFFICERS (MANAGEMENT)
1295 CHILD CARE CO-ORDINATORS
1296 MEDIA PRODUCERS AND ARTISTIC DIRECTORS
1299 OTHER SPECIALIST MANAGERS
UNIT GROUP 1291  POLICY AND PLANNING MANAGERS

POLICY AND PLANNING MANAGERS plan, develop, administer and review policy advice and strategic planning within a government agency or corporate business.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- developing policies, providing advice and information concerning areas of government and corporate policy and planning
- coordinating policy formulation and review, including evaluation of policy options
- overseeing implementation of organisational directives and policies
- providing briefings concerning policy and planning issues to government ministers or board members
- preparing discussion papers on policy and planning options

Occupations: 1291-11 Policy and Planning Manager

1291-11  Policy and Planning Manager
Public Policy Manager

Plans, develops, administers and reviews policy advice and strategic planning within a government agency or corporate business.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- develops policies, provides advice and information concerning areas of government and corporate policy and planning
- coordinates policy formulation and review, including evaluation of policy options
- oversees implementation of organisational directives and policies
- provides briefings concerning policy and planning issues to government ministers or board members
- prepares discussion papers on policy and planning options
- may draft, or coordinate and supervise the drafting of, ministerial correspondence and requests for information or policy rulings

Specialisations:
- Corporate Planning Manager
- Strategic Planning Manager
- Policy Development Manager
UNIT GROUP 1292 HEALTH SERVICES MANAGERS

HEALTH SERVICES MANAGERS direct and manage the professional and administrative aspects of health programs and clinical services in health service facilities, and maintain standards of patient care.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- planning and administering health programs and clinical services
- planning nursing, medical and administrative policies and activities
- establishing procedures and standards for nursing and related staff
- advising medical and administrative staff on health service policies and procedures
- monitoring and controlling expenditure on staff, supplies, equipment and services
- directing preparation of budget information and reports
- monitoring selection and performance of nursing, medical and administrative staff and services

Occupations:
- 1292-11 Director of Nursing
- 1292-13 Medical Administrator

1292-11 Director of Nursing
Senior Nurse Manager

Directs and manages nursing programs and clinical services in hospitals, nursing homes and other health service facilities and maintains standards of nursing care.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification. Registration or licensing is required.

Tasks Include:
- determines the nursing policies of the hospital or health service facility and develops organisational structure and standards of performance
- directs nursing staff
- interprets policies, procedures and objectives of the nursing service to medical and administrative staff and community groups
- promotes working relationships with community agencies
- prepares or assists in the preparation of the nursing budget and contributes to the overall organisational budget
- establishes personnel qualification requirements, directs the preparation of procedure manuals and implements records and reporting systems
- initiates studies to evaluate the effectiveness of nursing services in the organisation in relation to objectives, costs, and nursing care
- may direct on-site nursing education programs and may assist with nursing curricula

1292-13 Medical Administrator
Medical Manager

Directs and manages the professional activities of medical staff in hospitals, health services and health service facilities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- manages organisations and departments responsible for health service delivery, within the authority of a chief executive officer, statutory board, area health service or central health authority
- controls administrative operations, such as budget planning, and service and facility planning
- develops policies and procedures for relevant organisational activities
- represents the organisation to external bodies
- provides medico-legal services to the employing institution
- maintains quality, standards and discipline in relevant areas of medical practice in the institution

Specialisations:
- Director of Medical Services
- Medical Superintendent
UNIT GROUP 1293 EDUCATION MANAGERS

EDUCATION MANAGERS administer educational institutions.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
- coordinating the educational, administrative and financial affairs of an educational institution
- researching, implementing and evaluating educational and administrative policy
- liaising between educational institutions, parents and the wider community
- identifying and addressing present and future needs for student and staff development
- supervising the work and conduct of students, and teaching and administrative staff, within policy guidelines

Occupations:
- 1293-11 School Principal
- 1293-13 Faculty Head
- 1293-15 Regional Education Manager
- 1293-79 Education Managers nec

1293-11 School Principal
Headmaster
Headmistress
Manages the educational operation and administration of a primary or secondary school.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. Registration or licensing is required.

Tasks Include:
- manages the educational, administrative and financial affairs of schools
- develops management and policy approaches within broad governmental guidelines in conjunction with the school council
- implements systems and procedures to monitor school performance and student enrolments, the receipt of fees and the collection and storage of information required for reporting purposes
- supervises the maintenance of school facilities to provide a safe working environment for staff and students
- promotes the educational program of the school through the development of publicity material and contact with appropriate organisations including school councils
- manages arrangements for internal examinations
- enforces a disciplinary code
- represents the school at community and administrative meetings
- organises and implements methods of raising additional funds in conjunction with parent groups
- manages staff recruitment and training
- may perform teaching tasks

1293-13 Faculty Head
Administers and implements policy, and provides advice and administrative support to staff and students in universities or other tertiary institutions such as TAFEs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years’ relevant experience.

Tasks Include:
- coordinates the organisation and administration of the faculty, department or school
- monitors performance against budget
- manages financial, plant, equipment and information technology resources and systems development
- provides advice on policy and procedures to tertiary institution staff and students
- develops position and policy papers for consideration by the faculty, department or school
- manages and presents the faculty’s, department’s or school’s various activities to prospective and current students and to the broader community
- plans and organises community events, prepares informative literature and liaises with government, industry and interest groups
- manages staff recruitment and training

1293-15 Regional Education Manager
Provides support to pre-school, primary, secondary and TAFE teachers and administrators in regard to educational approaches and policy, and curriculum resources and development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
- researches educational systems and monitors and evaluates new developments
- identifies present and future needs within the education system
- researches and reports on students’ needs, arising from curriculum implementation and resources
- consults with teachers, principals and administrative officials of educational institutions to coordinate programs and provide advice
- develops and delivers training programs for teachers
- prepares reports, information papers and submissions
- provides advice to government and interdepartmental committees

Specialisations:
- Schools Director

1293-79 Education Managers nec
This occupation group covers Education Managers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years’ relevant experience. In some instances relevant experience may substitute for the formal qualification.

Occupations in this group include:
- Project Coordinator (Education)
- Registrar (University or TAFE)
UNIT GROUP 1294  COMMISSIONED OFFICERS (MANAGEMENT)

COMMISSIONED OFFICERS (MANAGEMENT) provide high level management to support the armed services, fire or police organisations.

**Skill Level:**
The entry requirement for this unit group is usually a bachelor degree or higher qualification and at least 5 years relevant experience.

**Tasks Include:**
- establishing administrative and operational procedures, taking account of the organisation’s operating environment
- making policy decisions and accepting responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures
- establishing lines of control and delegating responsibilities to subordinate staff
- controlling the selection and training of staff
- representing the organisation in dealings with other organisations
- controlling the collection and interpretation of management information to monitor performance

**Occupations:**
- 1294-11 Commissioned Defence Force Officer
- 1294-13 Commissioned Fire Officer
- 1294-15 Commissioned Police Officer
- 1294-81 Trainee Commissioned Defence Force Officer

**1294-11 Commissioned Defence Force Officer**
Provides high level management to support the running of an organisational unit within the Australian Defence Forces.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

**Tasks Include:**
- establishes administrative and operational procedures, taking account of the organisation’s operating environment
- makes policy decisions and accepts responsibility for operations, performance of staff, achievement of targets and adherence to budgets, standards and procedures
- establishes lines of control and delegates responsibilities to subordinate staff
- controls the selection and training of staff
- represents the organisation in dealings with other organisations
- controls the collection and interpretation of management information to monitor performance
- controls the use of, and accounts for, the assets and facilities of the organisation
- prepares reports for superior officers, giving information and recommendations concerning defence policy, and authorises the release of information
- prepares and executes operational and tactical plans during war to achieve objectives set by headquarters and commanding officers
- performs ceremonial and public tasks, and coordinates industrial and public relations activities

**Specialisations:**
- Captain (Army)
- Commander (Navy)
- Flight Lieutenant
- Lieutenant (Navy and Army)
- Lieutenant Colonel (Army)
- Lieutenant Commander (Navy)
- Major (Army)
- Pilot Officer
- Flying Officer
- Squadron Leader (Air Force)
- Sub-Lieutenant (Navy)
- Wing Commander (Air Force)

**1294-13 Commissioned Fire Officer**
Provides high level management to support the running of a geographical or operational section of a fire service.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

**Tasks Include:**
- develops and implements fire service policies and administers rules and regulations to enforce fire prevention
- coordinates the provision and maintenance of fire fighting and fire safety facilities and equipment
- commands and controls firefighting teams at fires and emergencies
- establishes administrative and operational procedures, taking account of the organisation’s operating environment
- prepares budgets and other management plans
- establishes lines of control and delegates responsibilities to subordinate staff
- controls the collection and interpretation of management information to monitor performance
- controls the preparation of reports, authorises the release of information and handles public relations activities
- may control the selection and training of staff

**Specialisations:**
- Fire Investigator
- Inspector (Fire Services)
1294-15  Commissioned Police Officer

Provides high-level management to support the running of police operations and manages the activities of geographical or operational sections of a police force.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- plans, directs and implements operational programs for a police region, section or specialised unit
- undertakes financial and accounting roles as required for area of responsibility
- determines policing resource requirements and monitors service delivery
- directs, controls and monitors record keeping systems and the preparation of reports
- develops and implements policies on policing
- liaises with government representatives and management from other government departments and private industry
- plans service delivery for future community development
- plans and implements police responses to emergencies

1294-81  Trainee Commissioned Defence Force Officer

Studies and trains as a member of the Australian Defence Force within a structured training and assessment program to obtain the knowledge and skills required to perform the tasks of a Commissioned Defence Force Officer.

Skill Level:
The entry requirement for this occupation is the equivalent of successful completion of Year 12 with passes in suitable subjects, and to have been selected by a Defence Force Selection Board.

Tasks Include:
- learns the relationship between foreign policy and defence policy and the process by which national defence strategy is developed
- learns to respond appropriately to government policy objectives
- learns to prepare and execute operational and tactical plans during war and peace to achieve objectives set by headquarters and commanding officers
- learns management skills to provide an ability to manage defence force organisational units
- learns basic tactical skills appropriate to the member’s service for the defence of Australia and Australia’s interests
- learns leadership skills to command subordinates to achieve objectives in dangerous and stressful situations
- learns to operate defence force weapons and equipment
- learns to plan and conduct firing practices safely and in accordance with Defence Force instructions
- participates in ceremonial duties

Specialisations:
- Midshipman (Navy)
- Officer Cadet (Air Force)
- Staff Cadet (Army)
UNIT GROUP 1295  CHILD CARE CO-ORDINATORS

CHILD CARE CO-ORDINATORS direct the activities of child care centres and services.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- directing and supervising child care workers
- developing and implementing programs to enhance the physical, social, emotional and intellectual development of young children
- providing care for children in before-school, after-school, day and vacation care centres
- managing physical facilities and ensuring all buildings and equipment are maintained
- maintaining records and accounts for the centre
- complying with government requirements and standards

Occupations:  1295-11  Child Care Co-ordinator

1295-11  Child Care Co-ordinator
Child Care Centre Director
Child Care Centre Manager

Directs the activities of a child care centre or service.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- directs and supervises child care workers in providing care and supervision for young children
- develops and implements programs to enhance the physical, social, emotional and intellectual development of young children
- provides care for children in before-school, after-school, day and vacation care centres
- manages physical facilities and ensures all buildings and equipment are maintained
- ensures the centre is a safe area for all children, staff and visitors
- maintains records and accounts for the centre
- complies with government requirements and standards that may effect funding and continued service
- liaises with parents
- recruits staff and coordinates professional development
- develops and implements policies on a broad range of issues
UNIT GROUP 1296  MEDIA PRODUCERS AND ARTISTIC DIRECTORS

MEDIA PRODUCERS AND ARTISTIC DIRECTORS plan, administer and review activities concerned with producing artistic media, such as film, television and theatre, or determine artistic policies for performing arts organisations, such as theatre companies, dance companies and music ensembles.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- managing media productions to meet quantity, quality, cost and timing specifications
- controlling the use of media production facilities such as studios and editing equipment, stage and film equipment and rehearsal time
- formulating, developing and implementing for performing arts organisations
- liaising with all parts of the performing arts organisation and with the public

Occupations:  1296-11  Media Producer
               1296-13  Artistic Director

1296-11  Media Producer
Plans, administers and reviews activities concerned with publishing, producing films, television programs, theatre, music, or other artistic activities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- directs the formulation of media production strategies, policies and plans
- manages productions to meet quantity, quality, cost and timing specifications
- controls the use of production facilities such as studios and editing equipment, stage and film equipment and rehearsal time
- directs production quality control to high standards
- coordinates, issues and reviews production and film shooting schedules
- monitors production costs and cash flow, relative to budget

Specialisations:
- Executive Producer
- Film Producer
- Television Producer
- Stage Producer

1296-13  Artistic Director
Determines and oversees implementation of artistic policies for performing arts organisations such as theatre companies, dance companies, music ensembles, festivals and venues.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- formulates and develops the organisation’s artistic policy
- selects and plans the organisation’s artistic program, and selects and supervises artistic staff
- oversees, advises and assists with the implementation of the selected program
- ensures liaison between all parts of the organisation
- oversees and advises on the organisation’s public image
- undertakes long-term planning for the organisation
- advises and reports to the organisation’s governing board
- works closely with the organisation’s General Manager
- may be creatively involved as an artist in the organisation’s artistic output
- may function as the organisation’s chief executive officer
UNIT GROUP 1299 OTHER SPECIALIST MANAGERS

This unit group covers Specialist Managers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Occupations:
- 1299-11 Research and Development Manager
- 1299-13 Laboratory Manager
- 1299-15 Welfare Centre Manager
- 1299-17 Environment, Parks and Land Care Manager
- 1299-19 Sports Administrator
- 1299-79 Specialist Managers nec

1299-11 Research and Development Manager

Plans, administers and reviews research and development activities of an organisation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- directs the formulation of research and development strategies, policies and plans
- develops and implements programs of research projects, priorities and targets to support commercial or policy developments
- leads major research projects and coordinates activities of other research workers
- assesses the benefits and monitors the costs and effectiveness of research and development activities
- interprets results of research projects and recommends associated product/service development innovations
- provides advice on research and development options available to the organisation
- monitors leading edge developments in relevant disciplines and assesses implications for the organisation
- may publish results of significant research projects, subject to commercial sensitivity

1299-13 Laboratory Manager

Manages the operations and organisation of a research or production laboratory.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
- supervises laboratory technical staff and ensures they follow standard operating procedures
- manages the care, handling and disposal of hazardous substances
- works with production managers to ensure efficiency and quality of operations
- designs and supervises validation studies and training programs
- effects procedures to ensure factory or laboratory sanitation and delivers personal hygiene programs
- supervises batch manufacturing and labelling processes
- manages staff recruitment and human resource and Occupational Health and Safety issues
- may assume responsibility for client liaison
- may be responsible for the ordering of supplies and accounting duties

1299-15 Welfare Centre Manager

Manages and coordinates centres, programs or projects concerned with social welfare support.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities or centres
- interprets identified needs for community organisations or centres, social agencies and groups, and stimulates their interest and enlists their co-operation
- provides leadership, establishes, coordinates or administers programs or centres such as neighbourhood houses, community support groups, employment training programs or volunteer programs
- prepares reports and assists with budgeting and policy formulation

1299-17 Environment, Parks and Land Care Manager

Manages and develops conservation plans for nature parks, land and other natural resources.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years' relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- manages parks and wildlife conservation programs and determines priorities in relation to environment conservation
- develops and maintains relationships with the community, government and environmental groups
- plans the management of new national parks and additions to existing reserves
- advises local committees and governmental bodies on environmental and land care issues
- manages financial resources and provides budgets for proposed activities
- manages the ongoing assessment of parks and environmentally sensitive areas, ensuring conservation areas are preserved and maintained
- provides advice on land and soil management
1299-19  Sports Administrator
Manages and promotes sport and recreational activities and develops related policies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- administers sport and recreation policy and program development
- arranges funding for sport and fitness programs and monitors related expenditures and budgets
- liaises with local, State and Commonwealth authorities to promote sport and recreation policy development
- plans, develops and implements promotional activities to increase participation in sport and recreation programs
- may recommend funding for sporting programs under government policy

1299-79  Specialist Managers nec
This occupation group covers Specialist Managers not elsewhere classified.

Skill Level:
The entry requirement for these occupations is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Archbishop
- Art Gallery Director
- Airport Manager
- Bishop
- Clerk of High Court
- Court Registrar
- Harbour Master
- Industrial Tribunal Registrar
SUB-MAJOR GROUP 13

FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, direct, coordinate and perform farming activities in agricultural establishments.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Farmers and Farm Managers typically include managing and participating in farming operations to breed and raise livestock, produce fish and other aquatic stock, and cultivate crops; managing physical and natural resources; managing business capital, maintaining and evaluating records of farming activities; monitoring market activity and planning production to meet contract requirements or market demand.

Occupations in this sub-major group are classified into the following minor group:

131  FARMERS AND FARM MANAGERS
MINOR GROUP 131

FARMERS AND FARM MANAGERS

FARMERS AND FARM MANAGERS plan, direct, coordinate and perform farming activities in agricultural establishments to obtain maximum production from the land considering factors such as environmental conditions, health of stock and crops, and market activity.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Farmers and Farm Managers typically include breeding and raising livestock, planning and managing crop production and maintaining hatcheries to produce aquatic stock; monitoring and maintaining the health of stock, maintaining optimal feeding and growing conditions; identifying and controlling environmental toxins, weeds, pests and diseases; organising and conducting farming operations such as maintaining buildings, water supply systems and equipment, collecting, storing, grading and packaging of produce; managing business capital, maintaining and evaluating records of farming activities, monitoring market activity and planning production to meet contract requirements or market demand.

Occupations in this minor group are classified into the following unit groups:

1311 MIXED CROP AND LIVESTOCK FARMERS
1312 LIVESTOCK FARMERS
1313 CROP FARMERS
1314 AQUACULTURE FARMERS
UNIT GROUP 1311 MIXED CROP AND LIVESTOCK FARMERS

MIXED CROP AND LIVESTOCK FARMERS plan, direct, coordinate and perform farming operations to breed and raise livestock and to grow crops.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- breeding and raising livestock for the production of meat, wool, skins, milk or eggs and growing grain, seed crops, vegetables, fruit, or nuts
- monitoring and maintaining the health of stock, providing pasture and fodder to maintain appropriate nutritional levels and selecting and purchasing seed for planting
- directing and overseeing general farming activities such as fertilising, pest and weed control and maintaining farm buildings, fences, equipment and water supply systems
- managing business capital, maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly
- selecting, training and supervising staff and contractors

Occupations: 1311-11 Mixed Crop and Livestock Farmer

1311-11 Mixed Crop and Livestock Farmer
Farmer and Grazer

Plans, directs, coordinates and performs farming operations to breed and raise livestock and to grow crops.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- breeds and raises livestock for meat, milk, wool, skins, and other animal products and grows grain, seed crops, vegetables, fruit and other crops
- plans and implements breeding programs
- monitors and maintains health of stock
- provides pastures and fodder to maintain appropriate nutritional levels
- selects and purchases seed for planting
- directs and oversees general farming activities such as fertilising, pest and weed control
- maintains farm buildings, fences, equipment and water supply systems
- organises the sale, purchase and transportation of livestock and other produce
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors
UNIT GROUP 1312  LIVESTOCK FARMERS

LIVESTOCK FARMERS plan, direct, coordinate and perform farming operations to breed and raise livestock.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• breeding and raising livestock for the production of livestock, meat, wool, skins, milk, eggs and honey
• monitoring and maintaining the health of stock, providing pasture and fodder to maintain appropriate nutritional levels and moving stock to optimise feeding opportunities
• organising and conducting farming operations such as catching and loading livestock, shearing, milking, sterilising machines and collecting, grading and packaging of produce
• directing and overseeing general farming activities such as fertilising, pest and weed control and maintaining farm buildings, fences, equipment and water supply systems
• managing business capital, maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly

Occupations:
1312-11 Mixed Livestock Farmer
1312-13 Beef Cattle Farmer
1312-15 Dairy Farmer
1312-17 Sheep Farmer
1312-19 Pig Farmer
1312-21 Poultry Farmer
1312-23 Horse Breeder
1312-25 Apiarist
1312-79 Livestock Farmers nec

1312-11 Mixed Livestock Farmer

Plans, directs, coordinates and performs farming operations to breed and raise mixed livestock.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and implements breeding programs
• monitors and maintains health and condition of stock
• provides pastures and fodder to maintain appropriate nutritional levels
• moves stock to optimise feeding opportunities
• directs and oversees general farming activities such as fertilising, pest and weed control
• maintains farm buildings, fences, water systems and equipment
• organises the sale, purchase and transportation of livestock
• maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
• manages business capital, including budgeting, taxation, debt and loan management
• may select, train and supervise staff and contractors

1312-13 Beef Cattle Farmer

Beef Cattle Farm Manager
Beef Cattle Grazier

Plans, directs, coordinates and performs farming operations to breed and raise beef cattle for meat production and breeding stock.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and implements breeding programs
• monitors and maintains health and condition of stock
• provides pastures and fodder to maintain appropriate nutritional levels
• moves stock to optimise feeding opportunities
• directs and oversees general farming activities such as fertilising, pest and weed control
• maintains farm buildings, fences, water systems and equipment
• organises the sale, purchase and transportation of livestock
• maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
• manages business capital, including budgeting, taxation, debt and loan management
• may select, train and supervise staff and contractors

Specialisations:
Beef Cattle Stud Farmer
1312-15 Dairy Farmer
Dairy Cattle Farm Manager
Dairy Cattle Grazer

Plans, directs, coordinates and performs farming operations to breed and raise dairy cattle for milk, breeding stock and meat.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans milking schedules and milks cows using milking machines
- plans and implements breeding programs
- monitors and maintains health and condition of stock
- provides pastures and fodder to maintain appropriate nutritional levels
- cleans sheds, sterilises milking machines and equipment to maintain product quality and health standards
- directs and oversees general farming activities such as fertilising, pest and weed control
- maintains farm buildings, fences, water systems and equipment
- organises the sale, purchase and transportation of livestock, milk produce and sells cull cows for meat
- maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Dairy Cattle Stud Farmer

1312-17 Sheep Farmer
Sheep Farm Manager

Plans, directs, coordinates and performs farming operations to breed and raise sheep for the production of wool, meat, and breeding stock.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans milking schedules and milks cows using milking machines
- plans and implements breeding programs
- monitors and maintains health and condition of stock
- provides pastures and fodder to maintain appropriate nutritional levels
- moves stock to optimise feeding opportunities
- organises shearing programs and markets wool
- markets sheep for slaughter and as breeding stock
- directs and oversees general farming activities such as fertilising, pest and weed control
- maintains farm buildings, fences, water systems and equipment
- organises and manages the sale, purchase and transportation of livestock, milk produce and sells cull cows for meat
- maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Sheep Stud Farmer
Wool Grower

1312-19 Pig Farmer
Pig Farm Manager

Plans, directs, coordinates and performs farming operations to breed and raise pigs for the production of meat and breeding stock.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and implements breeding programs
- organises feed formulation and the feeding and watering of pigs
- monitors and maintains health and condition of stock
- directs and oversees general farming activities such as ensuring piggeries are maintained and cleaned
- plans and implements breeding programs
- organises the sale, purchase and transportation of pigs
- maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Pig Breeder

1312-21 Poultry Farmer
Poultry Farm Manager

Plans, directs, coordinates and performs farming operations to breed and raise chickens, turkeys, ducks and other poultry for egg and meat production.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and implements breeding programs
- supplies feed, water, protection from the elements, comfortable temperature, ventilation and lighting conditions for poultry
- observes egg quality, bird body weight, health and condition, and adjusts feeding programs
- collects, grades and packages eggs and selects poultry for slaughter
- cleans and disinfects equipment, pens, sheds and cages
- maintains farm buildings, fences, water systems and equipment
- organises the sale, purchase and transportation of poultry, egg and other produce
- plans and implements breeding programs
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Chicken Meat Producer
Egg Producer
Hatchery Manager
1312-23 Horse Breeder
Horse Stud Manager

Plans, directs, coordinates and performs farming operations to breed horses.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studies records of bloodlines, physical appearance and performance characteristics of horses to determine breeding combinations
- selects stock for sale and arranges purchase of bloodstock
- monitors and maintains health and condition of stock
- mates selected mares and stallions
- directs and oversees exercising of horses
- provides pastures and fodder to maintain appropriate nutritional levels
- directs and oversees general farming activities such as growing fodder and grain, fertilising, pest and weed control
- maintains farm buildings, fences, water systems and equipment
- maintains and evaluates records of farming activities including records of breeding, dietary and other stud information
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Stud Master/Mistress

1312-25 Apiarist
Beekeeper

Plans, directs, coordinates and operates apiaries to produce honey, queen bee pollen, beeswax, royal jelly and to pollinate crops.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years’ relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- purchases, assembles, maintains and repairs beehives, protective clothing and associated equipment
- transports beehives to apiary sites which have been assessed for honey production potential and re-queens colonies as appropriate
- inserts honeycombs into beehives
- removes bees from beehives, removes honey from honeycombs and packages honey for sale
- organises the sale of honey and other produce, and negotiates the sale and purchase of bees
- maintains and evaluates records of apiary activities, monitors market activity and plans production accordingly
- manages business capital, including budgeting, taxation, debt and loan management
- may negotiate with farmers to provide pollination services and lease beehives for crop pollination
- may process and clean beeswax
- may select, train and supervise staff and contractors

1312-79 Livestock Farmers nec

This occupation group covers Livestock Farmers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Alpaca Farmer
Crocodile Farmer
Deer Farmer
Emu Farmer
Goat Farmer
Ostrich Farmer

1312-79 Livestock Farmers nec

This occupation group covers Livestock Farmers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occasions in this group include:
Alpaca Farmer
Crocodile Farmer
Deer Farmer
Emu Farmer
Goat Farmer
Ostrich Farmer
UNIT GROUP 1313  CROP FARMERS

CROP FARMERS plan, direct, coordinate and perform farming operations to grow crops.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and managing the production and marketing of crops such as grain, sugar cane, tobacco, fruit and nuts, vegetables and flowers from soil preparation to harvest taking into account environmental and market factors
- selecting and planting seeds, seedlings, bulbs and grafting new varieties to root stocks
- maintaining the crop by cultivation, de-budding, pruning and maintaining optimal growing conditions
- organising and conducting farming operations such as collecting, storing, grading and packaging produce and organising the sale, purchase and transportation of produce
- directing and overseeing general farming activities such as fertilising, pest and weed control and maintaining farm buildings, fences, equipment and water supply systems
- managing business capital, maintaining and evaluating records of farming activities, monitoring market activity and planning crop preparation and production to meet contract requirements and market demand

Occupations:
- 1313-11 Grain, Oilseed and Pasture Grower
- 1313-13 Sugar Cane Grower
- 1313-15 Tobacco Grower
- 1313-17 Fruit and Nut Grower
- 1313-19 Vegetable Grower
- 1313-21 Flower Grower
- 1313-79 Crop Farmers nec

1313-11 Grain, Oilseed and Pasture Grower

Grain, Oilseed and Pasture Farm Manager

Plans, directs, coordinates and performs farming operations to grow grain, oilseed, protein and pasture crops.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and manages the production and marketing of grain, oilseed, protein and pasture crops from soil preparation to harvest taking into account environmental and market factors
- selects and purchases seeds for planting
- directs and oversees general farming activities such as fertilising, pest and weed control
- maintains farm buildings, fences, equipment and water supply systems
- organises the sale, purchase and transportation of produce
- maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

1313-13 Sugar Cane Grower

Sugar Cane Farm Manager

Plans, directs, coordinates and performs farming operations to grow sugar cane.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and manages the production and marketing of sugar cane from soil preparation to harvest taking into account environmental and market factors
- selects and plants cane stalks and shores stubble to encourage regrowth
- burns crops prior to harvest to remove leaves, weeds and other extraneous matter which impedes harvesting and milling operations
- determines harvest timing in consultation with mill management and harvests crops using mobile agricultural plant equipment such as harvesters and bin haul-out tractors
- directs and oversees general farming activities such as fertilising, pest and weed control, and transport of harvest to the mill
- maintains farm buildings, fences, equipment and water supply systems
- organises the sale, purchase and transportation of produce
- maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors
1313-15 Tobacco Grower

Tobacco Farm Manager

Plans, directs, coordinates and performs farming operations to grow tobacco.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and manages the production and marketing of tobacco from soil preparation to harvest taking into account environmental and market factors
• selects and purchases seeds for planting and transplants seedlings into paddocks using tractor-drawn planters
• harvests tobacco using agricultural equipment and places harvested tobacco leaves in racks for curing in a bulk curing barn
• controls temperature, moisture and air movement through the tobacco leaves during curing
• directs and oversees general farming activities such as baling tobacco in accordance with grade schedules, fertilising, pest and weed control
• maintains farm buildings, fences, equipment and water supply systems
• organises the sale, purchase and transportation of produce
• maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
• manages business capital, including budgeting, taxation, debt and loan management
• may work on multiple farms

Specialisations:
Orchardist
Viticulturist

1313-19 Vegetable Grower

Vegetable Farm Manager

Market Gardener

Plans, directs, coordinates and performs farming, greenhouse and market garden operations to grow vegetables.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and manages the production and marketing of vegetable crops from soil preparation to harvest taking into account environmental and market factors
• selects and plants seeds and seedlings in fields using farm machinery and garden tools
• controls temperature, light and humidity in greenhouses to maintain optimal growing conditions
• directs and oversees general farming activities such as fertilising, pest and weed control
• maintains farm buildings, fences, equipment and water supply systems
• organises the sale, purchase and transportation of produce
• maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
• manages business capital, including budgeting, taxation, debt and loan management
• may select, train and supervise staff and contractors

Specialisations:
Orchardist
Viticulturist

1313-17 Fruit and Nut Grower

Fruit and Nut Farm Manager

Plans, directs, coordinates and performs farming operations to grow fruit and nuts.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and manages the production and marketing of fruit and nut crops from soil preparation to harvest taking into account environmental and market factors
• grafts new varieties to root stock and plants ground crops between rows of trees and bushes to control weeds and soil temperature
• directs and oversees general farming activities such as fertilising, pest and weed control
• maintains farm buildings, fences, equipment and water supply systems
• organises the sale, purchase and transportation of produce
• maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
• manages business capital, including budgeting, taxation, debt and loan management
• may select, train and supervise staff and contractors

Specialisations:
Orchardist
Viticulturist

1313-21 Flower Grower

Flower Farm Manager

Fioriculturist

Plans, directs, coordinates and performs planting, cultivating and harvesting activities to grow flowering and foliage plants.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• plans and manages the production and marketing of flowering and foliage plants from soil preparation to harvest taking into account environmental and market factors
• conducts soil analyses, site assessments, prepares and maintains growing media and sites
• selects suitable plants and bulbs for growing, harvests crops, grades and stores picked flowers, bunches and packages flowers for market
• controls temperature, light and humidity in greenhouses to maintain optimal growing conditions
• maintains crop by weeding, identifying and treating pests and diseases, de buddling, fertilising and watering plants
• maintains farm and nursery buildings, fences, equipment and water supply systems
• organises the sale, purchase and transportation of produce
• maintains and evaluates records of farming activities, monitors market activity and plans crop preparation and production to meet contract requirements and market demand
• manages business capital, including budgeting, taxation, debt and loan management
• may select, train and supervise staff and contractors
1313-79  Crop Farmers nec

This occupation group covers Crop Farmers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Cotton Farmer
- Hop Farmer
- Turf Farmer
UNIT GROUP 1314  AQUACULTURE FARMERS

AQUACULTURE FARMERS plan, direct, coordinate and perform farming operations to breed and raise fish and other aquatic stock.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and managing the operation of hatcheries to produce fish fry, seed oysters, crayfish, marron and prawns taking into account environmental and market factors
- monitoring and maintaining water quality to maintain health standards and optimal growing conditions
- identifying and controlling environmental toxins and diseases
- monitoring stock growth rates to determine when to harvest
- directing and overseeing the harvesting, grading and packaging of fish, oysters and other aquatic stock
- managing business capital, maintaining and evaluating records of farming activities, monitoring market activity and planning production accordingly

Occupations: 1314-11 Aquaculture Farmer

1314-11  Aquaculture Farmer
Seafood Farmer
Plans, directs, coordinates and performs farming operations to breed and raise fish and other aquatic stock.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and manages the operation of hatcheries to produce fish fry, seed oysters, crayfish, marron and prawns taking into account environmental and market factors
- transports fish, crayfish, marron, prawns and sticks of seed oysters to new tanks or beds
- monitors and maintains water quality to maintain health standards and optimal growing conditions
- identifies and controls environmental toxins and diseases
- monitors stock growth rates to determine when to harvest
- directs and oversees the harvesting, grading and packaging of fish, oysters and other aquatic stock
- organises the sale, purchase and transportation of fish stock
- maintains and evaluates records of farming activities, monitors market activity and plans production accordingly
- manages business capital, including budgeting, taxation, debt and loan management
- may select, train and supervise staff and contractors

Specialisations:
Fish Farmer
Oyster Farmer
MAJOR GROUP 2

PROFESSIONALS

PROFESSIONALS perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of science, engineering, business and information, health, education, social welfare and the arts.

Most occupations in this major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Some occupations such as those in Sub-Major Group 25 Social, Arts and Miscellaneous Professionals may require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks performed by Professionals typically include conducting and analysing research to extend the body of knowledge in their field; developing techniques to apply this knowledge; designing products, physical structures and engineering systems; identifying and treating, and advising on, health, social, and personal problems; advising clients on legal matters; teaching students in a range of educational institutions or in a private setting; developing and coordinating administrative and marketing programs; and communicating ideas through language, communications media and artistic media including the visual and performing arts.

Occupations in this major group are classified into the following sub-major groups:

21 SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS
22 BUSINESS AND INFORMATION PROFESSIONALS
23 HEALTH PROFESSIONALS
24 EDUCATION PROFESSIONALS
25 SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS
SUB-MAJOR GROUP 21

SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS

SCIENCE, BUILDING AND ENGINEERING PROFESSIONALS perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, life forms and the environment and the design and function of machines, production systems and structures.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Science, Building and Engineering Professionals typically include conducting experiments and tests to identify the chemical composition and reactive properties of natural substances or processed materials; interpreting and analysing data from scientific experiments and tests; designing products, physical structures and engineering systems; and conducting research and practical tests to resolve design and operational problems.

Occupations in this sub-major group are classified into the following minor groups:

211 NATURAL AND PHYSICAL SCIENCE PROFESSIONALS
212 BUILDING AND ENGINEERING PROFESSIONALS
MINOR GROUP 211

NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

NATURAL AND PHYSICAL SCIENCE PROFESSIONALS perform analytical, conceptual and practical tasks in relation to the chemical and physical properties of the universe, life forms including the physiology and biochemistry of humans, animals and plants, environmental factors and agricultural production, disease prevention and the extraction and processing of mineral ores.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Natural and Physical Science Professionals typically include conducting experiments and testing to identify the chemical composition and reactive properties of natural substances or processed materials; conducting studies of minerals and the nature and formation of the Earth’s crust; studying the forms and structures of organs and tissues of the body by systematic observation, dissection and microscopic examination; investigating the effects of environmental factors such as rainfall, temperature, sunlight, soil, topography and disease on plant and animal growth; developing techniques to aid in the diagnosis and treatment of diseases; conducting experiments to discover and develop industrial, medical, and other practical applications of physics; studying and applying chemical and metallurgical techniques for extracting and refining metallic materials from their ores or concentrates; managing and performing laboratory investigations to test and evaluate materials and products.

Occupations in this minor group are classified into the following unit groups:

2111 CHEMISTS
2112 GEOLOGISTS AND GEOPHYSICISTS
2113 LIFE SCIENTISTS
2114 ENVIRONMENTAL AND AGRICULTURAL SCIENCE PROFESSIONALS
2115 MEDICAL SCIENTISTS
2119 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS
UNIT GROUP 2111 CHEMISTS

CHEMISTS study the chemical and physical properties of substances and develop and monitor chemical processes and production.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• conducting experiments and tests to identify the chemical composition and reactive properties of natural substances or processed materials
• developing procedures, instruments, recording and testing systems to be used in experiments
• analysing or conducting research to develop theories, techniques and processes, and testing the reliability of these under a variety of conditions
• developing practical applications of experimental and research findings
• developing and monitoring quality control procedures for the manufacture of products in plants or factories

Occupations: 2111-11 Chemist

2111-11 Chemist

Studies the chemical and physical properties of substances and develops and monitors chemical processes and production.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• conducts experiments and tests to identify the chemical composition and reactive properties of natural substances or processed materials
• develops procedures, instruments, recording and testing systems to be used in experiments
• analyses or conducts research to develop theories, techniques and processes, and tests the reliability of these under various conditions
• develops practical applications of experimental and research findings
• develops and monitors quality control procedures for the manufacture of products in plants or factories
• prepares or supervises the preparation of laboratory reports, scientific papers and reports on specifications and standards
• may supervise and coordinate the work of technicians
• may test products or materials to ensure compliance with government health laws, and standards of quality and purity
• may use micro-organisms to convert substances into new compounds

Specialisations:
Analytical Chemist
Food Technologist
Industrial Chemist
UNIT GROUP 2112  GEOLOGISTS AND GEOPHYSICISTS

GEOLOGISTS AND GEOPHYSICISTS study physical aspects of the earth to determine its structure and composition, locate and advise on the extraction of minerals, petroleum or ground water; and detect, monitor and forecast seismic, magnetic, electrical, thermal and oceanographic activity.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducting studies of the structure, nature and formation of the earth’s crust and the minerals contained in it
- studying and dating fossils and rock strata to develop knowledge of the evolution and biology of life forms, or to assess their commercial applications
- studying the effects of natural events such as erosion, sedimentation, earthquakes and volcanic activity on the formation of the earth’s surface and sea beds
- examining and analysing geological specimens, rock cores, cuttings and samples using optical, chemical, electronic and mechanical techniques
- conducting surveys of variations in the earth’s gravitational and magnetic fields to determine its physical features
- investigating the propagation of seismic waves to determine the structure and stability of the earth’s mantle and crust
- studying the causes of earthquakes and other stress states of the earth’s crust
- performing laboratory and field studies, and airborne, ground and drill hole surveys

Occupations:
2112-11 Geologist
2112-13 Geophysicist

2112-11 Geologist
Studies physical aspects of the earth to determine its structure and composition, and to locate and advise on the extraction of minerals, petroleum or ground water.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts studies of the structure, nature and formation of the earth’s crust and of the minerals contained in it
- studies and dates fossils and rock strata to develop knowledge of the evolution and biology of life forms, or to assess their commercial applications
- studies the effects of natural events such as erosion, sedimentation, earthquakes and volcanic activity on the formation of the Earth’s surface and sea beds
- examines and analyses geological specimens, rock cores, cuttings and samples using optical, chemical, electronic and mechanical techniques
- interprets remote sensing data to identify geological formations and anomalous areas for prospective exploration
- determines the economic viability of extracting mineral resources in cooperation with other professionals and the possible impact on the geological environment of development proposals
- determines the environmental impact of resource extraction proposals
- interprets research data from laboratory studies or exploration and prepares geological reports and maps
- prepares or supervises the preparation of laboratory reports and scientific papers
- supervises the work of technical officers, technicians and survey hands

Specialisations:
Hydrogeologist
Marine Geologist
Palaeontologist

2112-13 Geophysicist
Studies physical aspects of the earth to determine its structure and composition, locate minerals, petroleum or ground water and to detect, monitor and forecast seismic, magnetic, electrical, thermal and oceanographic activity.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts surveys of variations in the earth’s gravitational and magnetic fields to determine its physical features
- investigates the propagation of seismic waves to determine the structure and stability of the earth’s mantle and crust
- studies the causes of earthquakes and other stress states of the earth’s crust
- performs laboratory and field studies, and airborne, ground and drill hole surveys
- analyses and interprets data from studies to assist in locating water, petroleum or mineral-bearing structures and determining the structure, composition and evolution of sub-surface rocks
- investigates the physical properties of rocks under laboratory conditions
- prepares or supervises the preparation of laboratory reports and scientific papers
- may supervise and coordinate the work of technical officers and technicians
- may study the physical aspects of oceans such as density, temperature, salinity, water circulation, light and sound transmission

Specialisations:
Physical Oceanographer
Seismologist
UNIT GROUP 2113  LIFE SCIENTISTS

LIFE SCIENTISTS examine the anatomy, physiology and biochemistry of humans, animals, plants and other living organisms.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• studying the forms and structures of bodily organs and tissues by systematic observation, dissection and microscopic examination
• investigating the effects of environmental factors such as rainfall, temperature, sunlight, soil, topography and disease on plant growth
• investigating the interrelationships between animals and their environment by studying animals in their natural surroundings, in captivity and in laboratories
• investigating the chemical structure and function of living cells, organs and tissues in humans, animals, plants or micro-organisms
• planning and undertaking experiments to study, measure and understand marine animals and plants
• preparing and supervising the preparation of laboratory reports and scientific papers

Occupations:
2113-11 Anatomist or Physiologist
2113-13 Botanist
2113-15 Zoologist
2113-17 Biochemist
2113-19 Marine Biologist
2113-79 Life Scientists nec

2113-11 Anatomist or Physiologist
Studies the anatomy or physiology of humans.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• studies the forms and structures of bodily organs and tissues by systematic observation, dissection and microscopic examination
• applies statistical and mathematical techniques to the measurement of anatomical structures and relates structural patterns to functions of the body
• studies glands and their relationship to body functions
• investigates the function and chemical composition of organs and tissues
• performs experiments and studies anatomical reactions such as the ability of the body to regenerate damaged or destroyed parts
• investigates the possibility of transplanting organs and tissues
• studies respiration, circulation, excretion, movement, reproduction, nervous activity and other functions of humans under normal and abnormal conditions
• performs experiments to determine the effects of internal and external environmental factors on life processes and functions of organisms
• applies scientific knowledge to problems of physical fitness, nutrition, human endurance and similar matters
• prepares and supervises the preparation of laboratory reports and scientific papers, including physiological studies for use by other scientists

Specialisations:
Embryologist
Neuroanatomist
Sports Physiologist

2113-13 Botanist
Studies the anatomy, physiology, biochemistry and ecology of plants.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• investigates the effects of environmental factors such as rainfall, temperature, sunlight, soil, topography and disease on plant growth
• grows plants under controlled conditions to determine optimum environmental factors, assess the significance of environmental and genetic variables, and examine patterns of plant evolution
• studies the nature and occurrence of plant chromosomes, cells and tissues
• makes field and laboratory studies of plant groups to compile and revise natural classifications
• prepares or supervises the preparation of laboratory reports and scientific papers
• may prepare handbooks for identification of plants
• may supervise and coordinate the work of technical officers and technicians
• may search for, identify and classify new species of plants
• may work with other scientists to develop drugs, medicines and other products from plants

Specialisations:
Plant Morphologist
Plant Pathologist
Plant Physiologist
Plant Taxonomist
2113-15 Zoologist
Studies the anatomy, physiology, characteristics and environments of animals.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Investigates the interrelationships between animals and their environment by studying animals in their natural surroundings, in captivity and in laboratories.
- Studies and performs experiments on animals to identify species, and gather data on their growth, nutrition, reproduction, prey and predators.
- Studies the development and functions of animals.
- Devises methods for population control, especially of vermin and pest animal species.
- Prepares or supervises the preparation of laboratory reports and scientific papers.
- May supervise and coordinate the work of technical officers and technicians.

Specialisations:
- Entomologist
- Mammologist
- Ornithologist

2113-17 Biochemist
Studies the biochemistry of living organisms.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Investigates the chemical structure and function of living cells, organs and tissues in humans, animals, plants or micro-organisms.
- Studies the chemical events involved in physiological processes.
- Isolates, identifies and assays enzymes, hormones, metabolites and other substances produced by living cells or tissue.
- Investigates the roles of vitamins, hormones and minerals and the effects of toxic substances on physiological processes.
- Develops new and improved methods for the preparation of enzymes, serum and vaccines, hormones and other products derived from biological sources.
- Ascertains and describes the biochemical reactions involved in fermentation, genetic technology, water purification, sewage treatment and other such processes.
- Prepares or supervises the preparation of laboratory reports and scientific papers.
- May develop industrial processes for the manufacture of pharmaceuticals, foods, beverages and other products.
- May supervise the work of technical officers and technicians.

Specialisations:
- Enzyme Chemist
- Molecular Biologist
- Protein Chemist

2113-19 Marine Biologist
Studies the anatomy, physiology, characteristics and environments of marine animals and plants.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Plans and undertakes experiments to study, measure and understand marine animals and plants.
- Examines the relationships between marine animals, plants and water quality factors such as salinity, temperature and oxygen content.
- Advises on commercial applications of marine research such as aquaculture and fisheries.
- Prepares or supervises the preparation of laboratory reports and scientific papers.
- May supervise technicians or other experimental staff.

2113-79 Life Scientists nec
This occupation group covers Life Scientists not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Biophysicist
- Cell Geneticist
- Microbiologist (Non-Clinical)
- Parasitologist
- Pharmacologist (Non-Clinical)
- Toxicologist
UNIT GROUP 2114  ENVIRONMENTAL AND AGRICULTURAL SCIENCE PROFESSIONALS

ENVIRONMENTAL AND AGRICULTURAL SCIENCE PROFESSIONALS study and develop plans and policies for the environment, management of forest areas, flora and fauna, develop techniques for increased productivity, and advise farmers on various aspects of farming.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studying the effects on animal and plant life of such factors as terrain, altitude, climatic conditions, sources of nutrition, and predators
- investigating the structure of communities of organisms and predicting the effects of disturbances by human or environmental changes
- managing forest resources to maximise their long-term commercial, recreational and environmental benefits for the community
- studying the propagation and culture of forest trees, improvement of growing stock and the effects of thinning on forest yields
- implementing policies and organising activities in a designated park or area to conserve and protect natural or cultural heritage
- investigating soil fertility taking into account microbial populations, soil fauna, content of organic matter and presence of nitrogen, oxygen and other elements required for plant growth
- studying the factors affecting commercial crops, pasture and animal breeding
- advising farmers on improving the production of crops and livestock, and alternative agricultural enterprises

Occupations:
2114-11 Environmental Research Scientist
2114-13 Forester
2114-15 Park Ranger
2114-17 Soil Scientist
2114-19 Agricultural Scientist
2114-21 Agricultural Adviser
2114-79 Environmental and Agricultural Science Professionals nec

2114-11 Environmental Research Scientist

Studies and develops policies and plans for the control of factors which may produce pollution, imbalance or degradation of the environment.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studies the effects on animal and plant life of such factors as terrain, altitude, climatic conditions, sources of nutrition, and predators
- investigates the structure of communities of organisms and predicts the effects of disturbances by human or environmental changes
- plans and conducts field trips to study animals and plants in their natural environments and to collect specimens for laboratory study
- studies and analyses pollution, atmospheric conditions, demographic characteristics, ecology, mineral, soil and water samples
- prepares graphs, charts and statistics from data, analyses data and correlates them with the work of other scientists, evaluates data and prepares reports of conclusions
- develops and tests models of the environment using knowledge of ecology, mathematics, statistics and physical sciences
- develops conservation or harvesting policies for management of biological resources such as fish populations and forests
- assesses pollution problems, establishes standards and develops approaches for the control of pollution and the rehabilitation of areas disturbed by activities such as mining, timber felling or overgrazing
- may prepare environmental impact studies of activities such as mining, building and housing

Specialisations:
Air Pollution Analyst
Ecologist
Land Degradation Analyst
Water Quality Analyst
2114-13 Forest Ranger

Studies, develops and manages forest areas to maintain commercial and recreational uses, conserve flora and fauna, and protect against fire, pests and diseases.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- manages forest resources to maximise their long-term commercial, recreational and environmental benefits for the community
- participates in land use planning for designated areas
- observes the effects of environmental factors on the growth and health of forest plants
- studies the propagation and culture of forest trees, improvement of growing stock and the effects of thinning on forest yields
- prepares plans for re-afforestation and devises efficient harvesting systems
- investigates, plans and implements management procedures to cope with the effects of fires, floods, soil erosion, insect pests and diseases
- estimates the volume, size and quality of timber resulting from management alternatives
- advises government, industry and the public on forestry problems and planning
- may conduct educational programs on the care and value of forests
- may supervise and coordinate the work of technical officers and other forestry workers

Specialisations:
Forestry Adviser
Silviculturist

2114-15 Park Ranger

Controls state or national parks, scenic areas, historic sites, nature reserves, recreation areas or conservation reserves in accordance with authorised policies and priorities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- implements policies and organises activities in a designated park or area to conserve and protect natural or cultural heritage
- participates in management planning by providing environmental information and making inventories of plants, animals, and items of cultural or heritage significance
- informs visitors of park facilities and features, supervises public visits and may collect fees from visitors
- ensures parks, park facilities and equipment are maintained and cleaned
- plans, recommends and implements facility improvements
- patrols waterways, tracks and roads to observe and report on the condition of animals and plants
- coordinates search and rescue operations, draws up fire prevention plans and undertakes hazard reduction work and fire fighting
- enforces park regulations to protect parks, reserves and wildlife
- controls feral plants and animals
- may supervise and coordinate the work of technical officers and other workers
- may work with Aboriginal communities to identify and protect sites of special significance

2114-17 Soil Scientist

Studies the location, composition and characteristics of soils to improve soil management, ensure soil conservation, classify soil types and increase soil productivity.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- investigates soil fertility taking into account microbial populations, soil fauna, content of organic matter and presence of nitrogen, oxygen and other elements required for plant growth and productivity
- studies the physical and chemical properties of soils to determine the potential for plant growth, water absorption capacity, drainage characteristics, acidity, texture and degree of salinity
- develops soil management practices, and studies their effects on the long-term productivity of soil
- determines the mineralogy and structure of soil constituents to explain absorption processes
- investigates the mechanical properties of soils to improve tillage practices
- studies the influence of soil properties on the amount and chemical content of recharge to ground water tables
- investigates and advises on soil conservation problems and farming practices to reduce soil erosion and water quality deterioration
- advises on water quality and salinity problems, particularly those associated with irrigation
- may examine layering and drainage of soils used in foundations for roads, dams, buildings and other structures
- may supervise and coordinate the work of technical officers and other workers

Specialisations:
Soil Conservationist

2114-19 Agricultural Scientist

Studies commercial plants, animals and cultivation techniques to enhance the productivity of farms and agricultural industries.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studies the environmental factors affecting commercial crops, pasture and animal breeding
- studies the effects of cultivation techniques, soils, insects and plant diseases on animal and crop production
- prepares technical papers and reports describing the outcome of research
- develops procedures and techniques for solving agricultural problems or improving the efficiency of production
- may advise farmers on improving the production of crops and livestock
- may supervise and coordinate the work of technical officers and other workers

Specialisations:
Agronomist
2114-21  **Agricultural Adviser**
Agricultural Consultant

Advises farmers, agricultural businesses, rural industries and government on the production, processing and distribution of farm products.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- visits farms to inspect livestock and crops
- collects, analyses and evaluates data and samples of produce, feed, soil or other factors affecting production
- advises farmers on improving the production of crops and livestock, and alternative agricultural enterprises
- advises farmers on issues such as livestock and crop disease, control of pests and weeds, soil improvement, animal husbandry and feeding programs
- may demonstrate practical procedures used in solving agricultural problems or improving the efficiency of production
- may advise on production planning, financing and risk management

**Specialisations:**
Land Care Officer

2114-79  **Environmental and Agricultural Science Professionals nec**

This occupation group covers Environmental and Agricultural Science Professionals not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

**Occupations in this group include:**
Environmental Consultant
UNIT GROUP 2115  MEDICAL SCIENTISTS

MEDICAL SCIENTISTS conduct medical laboratory tests to develop applications for the diagnosis, treatment and prevention of disease and testing of drugs for therapeutic use.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analysing samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- preparing tissue sections for microscopic examination
- examining and analysing samples to study the effects of microbial infections
- advising medical practitioners on the interpretation of tests and methods for use in the diagnosis and treatment of disease
- preparing scientific papers and reports

Occupations: 2115-11 Medical Scientist

2115-11 Medical Scientist

Medical Scientific Officer

Conducts medical laboratory tests to develop applications for the diagnosis, treatment and prevention of disease and testing of drugs for therapeutic use.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analyses samples of body tissue and fluids to develop techniques to aid in the diagnosis and treatment of diseases
- prepares tissue sections for microscopic examination
- examines and analyses samples to study the effects of microbial infections
- advises medical practitioners on the interpretation of tests and methods for use in the diagnosis and treatment of disease
- prepares scientific papers and reports
- may test potential new chemicals for use as therapeutic treatments
- may supervise the work of technical officers

Specialisations:
- Cytologist
- Medical Physicist
- Pharmacologist (Clinical Research)
UNIT GROUP 2119 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS

This unit group covers Natural and Physical Science Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
2119-11 Physicist
2119-13 Meteorologist
2119-15 Extractive Metallurgist
2119-17 Physical Metallurgist
2119-19 Materials Scientist
2119-79 Natural and Physical Science Professionals nec

2119-11 Physicist
Studies the structure and physical properties of matter and the relationships and interactions of matter and energy in order to develop and improve materials, products, industrial and other processes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- performs experiments, tests and analyses to investigate the structure and properties of matter, transformation and propagation of energy, relationships between matter and energy and other physical phenomena, in fields such as mechanics, heat, light, sound, electricity and magnetism, electronics, and nuclear and solid state physics
- performs experiments to discover and develop industrial, medical, military and other practical applications of the laws and theories of physics
- maintains and develops standards for measurements such as length and time
- applies mathematical techniques to express and analyse observations and to formulate conclusions, and relate conclusions to known laws of physics, or proposes new hypotheses to explain them
- prepares or supervises the preparation of scientific papers and reports
- may supervise and coordinate the work of technical officers
- may specialise in one of a number of fields such as atomic, condensed matter, optical, plasma or atmospheric physics

Specialisations:
Astronomer
Cosmologist
Crystallographer

2119-13 Meteorologist
Studies the physics and dynamics of the atmosphere to increase understanding of weather and climate, and to forecast changes in the weather.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analyses and interprets satellite photographs, remote sensing and other observational data concerning atmospheric phenomena
- prepares weather forecasts for dissemination to the public and specific users
- prepares warnings relating to atmospheric phenomena such as cyclones, storms or other hazards to life and property
- investigates methods of analysis and prognosis of atmospheric conditions
- studies climate data and uses statistical methods to determine and interpret climatic trends and predict changes
- undertakes research into the behaviour of the atmosphere
- reviews observational networks and the dissemination of information
- may supervise the work of technical officers and meteorological observers
- may participate in the development of computer modelling programs
2119-15 Extractive Metallurgist

Researches, develops, controls and provides advice on processes used in extracting metals from their ores and the washing, crushing and grading of ore or refining metals.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- studies and applies chemical and metallurgical techniques for extracting and refining metallic materials from their ores or concentrates
- coordinates the analysis of samples taken from metallurgical process streams to ensure safe and economic operation
- advises operations personnel on process changes required to obtain desired products, processes and quality control
- specifies temperature adjustments, charge mixtures and other processing variables to obtain pig iron, steel or other metals of specified quality
- investigates methods of improving metallurgical processes such as selective oxidation, reduction, electrolysis, and distillation to extract aluminium, lead, copper, zinc, nickel and other non-ferrous metals from their ores
- assists with the design and preparation of specifications for primary and preparation plants
- may prepare cost budgets of operations to evaluate the economic feasibility of processes
- may supervise and coordinate the work of technicians and other workers in the extractive process

Specialisations:
Hydrometallurgical Engineer
Pyrometallurgical Engineer

2119-17 Physical Metallurgist

Industrial Metallurgist
Secondary Metallurgist

Researches, develops, controls and provides advice on processes for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- conducts studies of metals and alloys before and during processing to evaluate their properties
- examines metal processing techniques to ensure that quality is maintained, improve processing or develop new techniques
- tests alloys to study their properties and check compliance with prescribed standards
- compiles, records and manipulates data from experiments and observations
- consults with engineers to develop economical manufacturing methods for alloys, minimise air and water pollution and to set up inspection and testing procedures
- advises operations personnel on production techniques, quality control systems and specifies temperatures, mixtures and other factors in the production process
- supervises and coordinates the work of technicians and other workers
- prepares cost estimates and budgets to evaluate the economic feasibility of production processes
- may use techniques such as electron microscopy, X-ray diffraction and spectroscopic methods

Specialisations:
Metallographer
Radiological Metallurgist

2119-19 Materials Scientist

Studies the properties and uses of non-metallic materials and advises on the technical aspects of their manufacture and processing.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studies the properties of non-metallic materials such as ceramics, polymers and plastics, composite materials and rubbers
- manages and performs laboratory investigations, testing and evaluations of materials and products
- plans and undertakes experimental production of non-metallic materials
- determines criteria for the selection of non-metallic materials, and establishes the requirements for protection against deterioration
- consults with other scientists and engineers on the development and production of non-metallic materials

Specialisations:
Ceramics Scientist
Polymer Scientist

2119-79 Natural and Physical Science Professionals nec

This occupation group covers Natural and Physical Science Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Sports Scientist
MINOR GROUP 212

BUILDING AND ENGINEERING PROFESSIONALS

BUILDING AND ENGINEERING PROFESSIONALS perform analytical, conceptual and creative tasks in relation to the design and function of structures, machines, production systems and resources or products and develop plans for related environmental and organisational concerns.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Building and Engineering Professionals typically include designing commercial, industrial, or recreational buildings or landscapes; estimating and monitoring construction costs; designing, preparing and revising maps, charts and plans and coordinating survey work; designing and organising the operation of civil, electrical, mechanical and other engineering projects; and resolving design and operational problems in the various fields of engineering through the application of engineering technology.

Occupations in this minor group are classified into the following unit groups:

2121 ARCHITECTS AND LANDSCAPE ARCHITECTS
2122 QUANTITY SURVEYORS
2123 CARTOGRAPHERS AND SURVEYORS
2124 CIVIL ENGINEERS
2125 ELECTRICAL AND ELECTRONICS ENGINEERS
2126 MECHANICAL, PRODUCTION AND PLANT ENGINEERS
2127 MINING AND MATERIAL ENGINEERS
2128 ENGINEERING TECHNOLOGISTS
2129 OTHER BUILDING AND ENGINEERING PROFESSIONALS
UNIT GROUP 2121 ARCHITECTS AND LANDSCAPE ARCHITECTS

ARCHITECTS AND LANDSCAPE ARCHITECTS design commercial, industrial, institutional, residential or recreational buildings or landscapes.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- obtaining advice from clients or management to determine type, style and size of buildings or alterations
- providing information regarding designs, materials and estimated building times
- preparing project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs
- writing specifications and contract documents for use by builders and calling tenders on behalf of clients
- consulting with associated professionals and clients on matters concerning external area designs, costs and construction
- compiling and analysing site and community data on geographical aspects, ecology of area land forms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations and for the preparation of environmental impact statements
- preparing reports, site plans, working drawings, specifications and cost estimates for land development, showing location and details of proposals, including ground modelling, structures, vegetation and access
- inspecting construction work in progress to ensure compliance with plans, specifications and quality standards

Occupations:

2121-11 Architect
2121-13 Landscape Architect

2121-11 Architect
Designs buildings or advises on the procurement of buildings, provides concepts, plans, specifications and detailed drawings, and negotiates with builders.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and relevant experience in addition to the formal qualification. Registration is required.

Tasks Include:
- obtains advice from clients or management to determine type, style and size of buildings or alterations
- provides information regarding designs, materials and estimated building times
- prepares project documentation, including sketches and scale drawings, and integrates structural, mechanical and aesthetic elements in final designs
- writes specifications and contract documents for use by builders and calls tenders on behalf of clients
- consults with a range of engineers and experts in the fields of environmental design
- develops feasibility studies jointly with quantity surveyors and other workers
- inspects and oversees construction work to ensure compliance with specifications
- may specialise in the design of commercial, industrial, institutional, residential or recreational buildings or in conservation architecture
- may supervise and coordinate the work of architectural associates
- may use computer-assisted design software and equipment to prepare project designs and documentation

Specialisations:
- Conservation Architect
- Heritage Architect

2121-13 Landscape Architect
Plans and designs land areas for projects such as open space networks, parks, schools, institutions, roads, external areas for all building types, land subdivisions, and commercial, industrial and residential sites.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- consults with associated professionals and clients on matters concerning external area designs, costs and construction
- compiles and analyses site and community data on geographical aspects, ecology of area land forms, soils, vegetation, site hydrology, visual characteristics and human-made structures
- formulates land use and development recommendations and prepares environmental impact statements
- undertakes studies related to historical and conservation aspects of areas, site character analyses and feasibility planning
- prepares reports, site plans, working drawings, specifications and cost estimates for land development showing location and details of proposals, including ground modelling, structures, vegetation and access
- prepares and advises on contracts
- inspects construction work in progress to ensure compliance with plans and quality standards
- advises on landscape problems concerned with environmental planning
UNIT GROUP 2122 QUANTITY SURVEYORS

QUANTITY SURVEYORS estimate and monitor construction costs from the feasibility stage, through tender preparation, to the construction period and beyond.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• studying architectural and engineering drawings and specifications to estimate total costs
• consulting with architects, builders and engineers, financiers, developers and owners
• preparing detailed cost plans and estimates as tools for budgetary control
• administering construction contracts, measuring and approving progress payments
• monitoring changes of design, assessing effects on cost, and measuring, valuing and negotiating variations to designs
• advising on costs of alterations to existing buildings or structures, on various materials and construction methods, and on alternative contractual procedures and clauses

Occupation: 2122-11 Quantity Surveyor

2122-11 Quantity Surveyor
Building Economist
Construction Economist

Estimates and monitors construction costs from the feasibility stage, through tender preparation, to the construction period and beyond.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• prepares preliminary cost estimates from sketches and statements of requirements
• studies architectural and engineering drawings and specifications to estimate total costs
• consults with architects, builders and engineers, financiers, developers and owners
• prepares detailed cost plans and estimates as tools for budgetary control
• prepares material lists, produces bills of quantities for tendering purposes and advises clients on tenders when received
• administers construction contracts and measures and approves progress payments
• monitors changes of design, assesses effects on cost, and measures, values and negotiates variations to designs
• advises on costs of alterations to existing buildings or structures, on various materials and construction methods, and on alternative contractual procedures and clauses
• prepares final cost statements
• may supervise and coordinate the work of building technicians
• may prepare specifications and contract documents
UNIT GROUP 2123 CARTOGRAPHERS AND SURVEYORS

CARTOGRAPHERS AND SURVEYORS apply scientific and mathematical principles to design, prepare and revise maps and charts or plan, direct and conduct survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works and manage related information systems.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- designing and compiling map manuscripts using digital and graphical source material, including aerial photographs, satellite imagery, survey documents, existing maps and records, reports and statistics
- advising surveyors and other professionals on the data requirements for map production and on the aesthetic, technical and economic considerations of scales, details to be illustrated, place names and reproduction techniques
- determining the position of points of interest on the earth’s surface, including the ocean bed and preparing the final product data in digital form
- supervising the preparation of plans, maps, charts and drawings to give pictorial representations and managing automated information systems
- planning and designing land sub-division projects and negotiating details with local governments and other authorities
- advising architects, engineers, environmental and other scientists or other relevant professionals on the technical requirements of surveying, mapping and spatial information systems

Occupations:
2123-11 Cartographer
2123-13 Surveyor

2123-11 Cartographer
Map Maker
Applies scientific and mathematical principles to design, prepare and revise maps and charts.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- designs and compiles map manuscripts using digital and graphical source material, including aerial photographs, satellite imagery, survey documents, existing maps and records, reports and statistics
- advises surveyors and other professionals on the data requirements for map production and on the aesthetic, technical and economic considerations of scales, details to be illustrated, place names and reproduction techniques
- supervises and coordinates the work of cartographic associates in the production and reproduction of maps
- may produce digital elevation models
- may specialise in cadastral (land tenure) or topographical mapping, or maps for specific purposes such as town planning, geology and hydrography

2123-13 Surveyor
Geomatician
Geomatic Engineer
Plans, directs or conducts survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works and manages related information systems.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- determines the position of points of interest on the Earth’s surface, including the ocean bed and prepares the final product data in digital form
- supervises the preparation of plans, maps, charts and drawings to give pictorial representations and manages automated information systems
- undertakes research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems
- plans and designs land sub-division projects and negotiates details with local governments and other authorities
- compiles and evaluates data, interprets codes of practice, and writes reports concerning survey measurement, land use and tenure
- prepares site plans and survey reports required for conveyancing and land ownership matters
- advises architects, engineers, environmental and other scientists or other relevant professionals on the technical requirements of surveying, mapping and spatial information systems
- may supervise and coordinate the work of surveying associates and field assistants

Specialisations:
Cadastral Surveyor
Geodetic Surveyor
Hydrographic Surveyor
Photogrammetric Surveyor
UNIT GROUP 2124 CIVIL ENGINEERS

CIVIL ENGINEERS plan, design, organise and oversee the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- designing civil engineering projects such as hydraulic systems, roads, aerodromes, water supply systems, bridges and buildings
- studying, evaluating and reporting on the environmental implications of projects
- determining construction methods, materials and quality standards
- drafting and interpreting specifications, drawings, plans, construction methods and procedures
- organising and directing site labour and the delivery of construction materials, plant and equipment needed for construction projects
- administering contracts and verifying and certifying satisfactory completion

Occupation: 2124-11 Civil Engineer

2124-11 Civil Engineer

Plans, designs, organises and oversees the construction and operation of civil engineering projects such as structural, transportation or hydraulic engineering systems.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- designs civil engineering projects such as hydraulic systems, roads, aerodromes, water supply systems, bridges and buildings
- studies, evaluates and reports on the environmental implications of projects
- determines construction methods, materials and quality standards
- drafts and interprets specifications, drawings, plans, construction methods and procedures
- organises and directs site labour and the delivery of construction materials, plant and equipment
- administers contracts and verifies and certifies satisfactory completion
- establishes detailed programs for the coordination of site activities
- sets up work control systems to ensure that standards of performance, quality, cost and safety are met
- consults with other engineers, architects, landscape architects and environmental scientists
- researches, investigates and evaluates materials, processes or systems related to civil engineering works
- supervises the testing and commissioning of completed works

Specialisations:
Traffic Engineer
Hydraulics Engineer
UNIT GROUP 2125  ELECTRICAL AND ELECTRONICS ENGINEERS

ELECTRICAL AND ELECTRONICS ENGINEERS design, develop and supervise the manufacture, installation, operation and maintenance of electrical systems for the generation, distribution, utilisation and control of electric power or electronic systems used for computer systems, communication systems and other industrial applications.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and designing the manufacture and installation of electric power equipment and facilities
- determining the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and other equipment
- developing products such as electric motors, components, equipment and appliances
- interpreting specifications, drawings, standards and regulations relating to electric power equipment and use
- designing electronic components, circuits and systems used for computer, communication and control systems, and other industrial applications
- designing software, especially embedded software, to be used within such systems
- developing apparatus and procedures to test electronic components, circuits and systems
- supervising installation and commissioning of computer, communications and control systems, and ensuring proper control and protection methods

Occupations:
- 2125-11 Electrical Engineer
- 2125-13 Electronics Engineer

2125-11  Electrical Engineer

Designs, develops and supervises the manufacture, installation, operation and maintenance of equipment, machines and systems for the generation, distribution, utilisation and control of electric power.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and designs the manufacture and installation of electric power equipment and facilities
- determines the type and arrangement of circuits, transformers, circuit-breakers, transmission lines and other equipment
- develops products such as electric motors, components, equipment and appliances
- interprets specifications, drawings, standards and regulations relating to electric power equipment and use
- organises and manages resources used in the supply of electrical components, machines, appliances and equipment
- establishes delivery and installation schedules for machines, switchgear, cables and fittings
- supervises the operation and maintenance of power stations, transmission and distribution systems and industrial plants
- may specialise in research in areas such as power generation and transmission systems, transformers, switchgear and electric motors, telemetry and control systems

Specialisations:
- Electrical Design Engineer

2125-13  Electronics Engineer

Designs, develops, adapts, installs, tests and maintains electronic components, circuits and systems used for computer systems, communication systems and other industrial applications.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- designs electronic components, circuits and systems used for computer, communication and control systems, and other industrial applications
- designs software, especially embedded software, to be used within such systems
- develops apparatus and procedures to test electronic components, circuits and systems
- supervises installation and commissioning of computer, communications and control systems, and ensures proper control and protection methods
- establishes and monitors performance and safety standards and procedures for operation, modification, maintenance and repair of such systems
- designs communications bearers based on wired, optical fibre and wireless communications media
- analyses communications traffic and level of service, and determines the type of installation, location, layout and transmission medium for communications systems
- designs and develops signal processing algorithms and implements these through appropriate choice of hardware and software

Specialisations:
- Mechatronics Engineer
- Radio Engineer
UNIT GROUP 2126  MECHANICAL, PRODUCTION AND PLANT ENGINEERS

MECHANICAL, PRODUCTION AND PLANT ENGINEERS design, organise and oversee the construction, operation and maintenance of mechanical and process plant and installations and establish programs for the coordination of manufacturing activities.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- designing mechanical equipment, machinery, components, products for manufacture, and plant and systems for construction
- developing specifications for manufacture, determining materials, equipment, piping, material flows, capacities and layout of plant or systems
- organising and managing project labour and the delivery of materials, plant and equipment
- establishing detailed programs for the coordination of manufacturing activities
- establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance, according to engineering principles and safety regulations
- inspecting plant regularly to ensure optimum performance is maintained
- directing the maintenance of plant buildings and equipment and coordinating the requirements for new designs, surveys and maintenance schedules
- preparing contracts and specifications for construction and facility acquisitions, administering contracts, verifying and certifying satisfactory completion

Occupations:
- 2126-11 Mechanical Engineer
- 2126-13 Production or Plant Engineer

2126-11 Mechanical Engineer
Plans, designs, organises and oversees the assembly, erection, operation and maintenance of mechanical and process plant and installations.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- designs mechanical equipment, machinery, components, products for manufacture; and plant and systems for construction
- develops specifications for manufacture, determining materials, equipment, piping, material flows, capacities and layout of plant or systems
- organises and manages project labour and the delivery of materials, plant and equipment
- establishes detailed programs for the coordination of project activities
- sets up work control systems to ensure that standards of performance, quality, cost and safety are met
- administers contracts and verifies and certifies satisfactory completion
- supervises the functioning of manufacturing process plants such as coal handling installations, power station steam generating systems, and sewerage and water supply pumping stations
- supervises in consultation with other engineers the testing and commissioning of completed works
- may specialise in research in areas such as utilisation of energy, materials handling, thermodynamic processes, fluid mechanics and environmental controls

Specialisations:
Airconditioning Engineer

2126-13 Production or Plant Engineer
Plans, directs and coordinates the design, construction, modification, continued performance and maintenance of equipment and machinery in industrial plants and the management and planning of manufacturing activities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- establishes standards and policies for installation, modification, quality control, testing, inspection and maintenance, according to engineering principles and safety regulations
- inspects plant to ensure optimum performance is maintained
- directs the maintenance of plant buildings and equipment and coordinates the requirements for new designs, surveys and maintenance schedules
- prepares contracts and specifications for construction and facility acquisitions
- schedules and plans production activities
- tests newly installed machines and equipment to ensure compliance with requirements and specifications
UNIT GROUP 2127  MINING AND MATERIALS ENGINEERS

MINING AND MATERIALS ENGINEERS plan and direct the engineering aspects of locating and extracting minerals, petroleum and natural gas from the earth, and the engineering and commercial application of materials, manufacturing processes, products and related technologies.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducting preliminary surveys of mineral, petroleum or natural gas deposits, with prospectors, geologists, geophysicists and other engineers to determine the feasibility of extraction and the design and development of extractive processes
- determining the most suitable methods of ore extraction taking account of such factors as depth of overburden, and attitude and physical characteristics of deposits and surrounding strata
- preparing plans for tunnels and chambers, location and construction of mine shafts, layout of mine development, and the application of appropriate mining techniques
- planning and conducting research and providing advice on engineering operations for the exploration, location and extraction of petroleum or natural gas
- planning locations for drilling and deciding on types of derrick and equipment, including seabed platforms
- reviewing plans for new products and submitting material selection recommendations in accordance with design specifications and factors such as strength, weight and cost
- planning and implementing laboratory operations, to develop material and fabrication procedures for new materials and fulfill product cost and performance standards
- conferring with producers of materials, such as metals, ceramics, polymers, cements and elastomers during the investigation and evaluation of materials suitable for specific product applications

Occupations:
- 2127-11 Mining Engineer (excluding Petroleum)
- 2127-13 Petroleum Engineer
- 2127-15 Materials Engineer

2127-11  Mining Engineer (excluding Petroleum)

Plans and directs the engineering aspects of locating and extracting minerals from the earth.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- conducts preliminary surveys of mineral deposits, with geologists or prospectors to determine the feasibility of ore extraction
- determines the most suitable methods of ore extraction taking account of such factors as depth of overburden, and attitude and physical characteristics of deposits and surrounding strata
- determines the safety of processes, order of extraction, safety of mine walls, evaluates the risk of slippage and advises on the prevention of slippage and rock falls
- prepares plans for tunnels and chambers, location and construction of mine shafts, layout of mine development, and the application of appropriate mining techniques often using computer modelling
- plans and coordinates the utilisation of labour and equipment consistent with efficiency, statutory, safety and environmental conditions
- conducts formal and informal reviews of mining operations
- prepares operation and project estimates and controls expenditure when mines come into production
- consults with geologists and other engineers on the design, selection and provision of machines, facilities and systems for mining, infrastructure such as access roads, water and power supplies, and protection or restoration of the environment

2127-13  Petroleum Engineer

Plans and directs the engineering aspects of locating and extracting petroleum and natural gas from the earth.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and conducts research and provides advice on engineering operations for the exploration, location and extraction of petroleum or natural gas
- determines locations for drilling
- decides on types of derrick and equipment, including seabed platforms
- devises methods of controlling the flow of oil or gas from wells
- compiles logs recording production from flowing wells
- prepares plans of engineering operations and cost estimates
- provides necessary safety procedures and facilities
- consults with geologists, geophysicists and other engineers on the location, design and development of extractive processes
- plans and implements protection and restoration of the environment

Specialisations:
- Mud Engineer
- Petrophysical Engineer

UNIT GROUP 2127  MINING AND MATERIALS ENGINEERS
2127-15 Materials Engineer

Plans and directs the engineering and commercial application of materials, manufacturing processes, products and related technologies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- reviews plans for new products and submits material selection recommendations in accordance with design specifications and factors such as strength, weight and cost
- plans and implements laboratory operations, to develop material and fabrication procedures for new materials, to fulfil product cost and performance standards
- prepares reports of materials studied
- confers with producers of materials, such as metals, ceramics, polymers, cements and elastomers during the investigation and evaluation of materials suitable for specific product applications
- reviews product failure data and interprets laboratory tests, to establish or reject possible cause and advises on ways to overcome any problem
- may conduct scientific studies for understanding, characterising and developing materials
- may guide technical staff engaged in developing materials for specific use in proposed products or devices
UNIT GROUP 2128  ENGINEERING TECHNOLOGISTS

ENGINEERING TECHNOLOGISTS apply and modify established engineering practices such as the design and implementation of civil, mechanical, electrical or electronic engineering projects.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting in the design and development of civil, mechanical, electrical or electronic engineering projects
- modifying established practices or applying newly developed civil, mechanical, electrical or electronic engineering practices
- overseeing specialist engineering tasks such as design drafting, estimating and operations control
- testing and evaluating construction materials and techniques, operational conditions, safety and process efficiency, or circuits, systems and components used in electronics
- providing marketing and support advice on civil, mechanical, electrical or electronic engineering products and systems
- outlining work programs and reviews these for accuracy, adequacy and feasibility
- planning, supervising and coordinating the work of others

Occupations: 2128-11 Civil Engineering Technologist
2128-13 Mechanical Engineering Technologist
2128-15 Electrical or Electronics Engineering Technologist
2128-79 Engineering Technologists nec

2128-11 Civil Engineering Technologist
Applies and modifies established engineering practices such as the design and implementation of civil engineering projects.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists in the design and development of civil engineering projects
- modifies established practices or applies newly developed civil engineering practices
- oversees specialist engineering tasks such as design drafting, estimating and operations control
- tests and evaluates construction materials and techniques
- provides marketing and support advice on civil engineering products such as construction materials
- outlines work programs and reviews these for accuracy, adequacy and feasibility
- plans, supervises and coordinates the work of others

2128-13 Mechanical Engineering Technologist
Applies and modifies established engineering practices such as the design and implementation of mechanical engineering projects.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists in the design and development of mechanical engineering projects
- modifies established practices or applies newly developed mechanical engineering practices
- oversees specialist engineering tasks such as design drafting, estimating and operations control
- tests and evaluates operational conditions, safety and process efficiency
- provides marketing and support advice on mechanical engineering products such as machines and specialist components of plant and control equipment
- outlines work programs and reviews these for accuracy, adequacy and feasibility
- plans, supervises and coordinates the work of others
2128-15 Electrical or Electronics Engineering Technologist

Applies and modifies established engineering practices such as the design and implementation of electrical and electronic engineering projects.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists in the design and development of electrical and electronic engineering projects
- modifies established practices or applies newly developed electrical and electronic engineering practices
- oversees specialist engineering tasks such as design drafting, estimating and operations control
- tests and evaluates circuits, systems and components used in electronics, electrical power, communications and computers
- provides marketing and support advice on electrical and electronic engineering products such as components for electrical, electronic, communication and computer systems
- outlines work programs and reviews these for accuracy, adequacy and feasibility
- plans, supervises and coordinates the work of others

2128-79 Engineering Technologists nec

This occupation group covers Engineering Technologists not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Occupations in this group include:
- Aeronautical Engineering Technologist
- Agricultural Engineering Technologist
- Biomedical Engineering Technologist
- Chemical Engineering Technologist
- Industrial Engineering Technologist
- Mining Engineering Technologist
UNIT GROUP 2129  OTHER BUILDING AND ENGINEERING PROFESSIONALS

This unit group covers Building and Engineering Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations: 2129-11 Aeronautical Engineer  
2129-13 Agricultural Engineer  
2129-15 Biomedical Engineer  
2129-17 Chemical Engineer  
2129-19 Industrial Engineer  
2129-21 Naval Architect  
2129-79 Building and Engineering Professionals nec

2129-11  Aeronautical Engineer

Performs and supervises engineering work concerned with the design, development, manufacture, maintenance and modification of aircraft for flight.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- designs aircraft, aircraft components and support equipment
- examines aircraft controls, stability and other characteristics in laboratory or flight conditions
- analyses and solves problems arising from experiments to ensure that aircraft are capable of meeting operational conditions
- studies airframes under stress conditions
- supervises the assembly of airframes and the installation of engines, instruments and other equipment
- evaluates test flights to ensure aircraft conform to specifications and safety standards
- authorises modifications, repairs and aircraft maintenance
- consults with other engineers and flight personnel
- may conduct research into aeronautical engineering

Specialisations:
Aerospace Engineer  
Avionics Systems Engineer

2129-13  Agricultural Engineer

Performs and supervises engineering work related to the use and development of agricultural land, buildings, machinery and equipment.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and directs construction of rural electric-power distribution systems, and irrigation, drainage, and flood-control systems for soil and water conservation
- designs, develops and supervises the manufacture of agricultural machinery and equipment
- determines layouts and supervises the construction of farm buildings, crop processing plant and equipment, and systems for animals and animal products
- designs and uses sensing, measuring, and recording devices and instrumentation to study such problems as effects of temperature, humidity, and light on plants or animals, or relative effectiveness of different methods of applying insecticides
- designs and supervises installation of equipment and instruments used to evaluate and process farm products, and to automate agricultural operations

2129-15  Biomedical Engineer

Applies knowledge and methodology of physics, engineering, mathematics, computing, physical chemistry and materials science to problems in biology and the treatment and prevention of human disease.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- develops new medical devices or instruments such as sensors and diagnostic or therapeutic devices
- uses the principles of mechanics to analyse the musculoskeletal system and to design supportive devices to assist in the rehabilitation of patients
- advises on and develops equipment for the measurement of physical parameters affecting patients in intensive care or undergoing surgery
- explores and develops the medical uses of ultrasound and electromagnetic radiation
- performs bio-electrical investigations of the heart and brain
- develops new materials and artificial organs for implantation
- researches the function and structure of living systems
- works with patients and other health care professionals to deliver services

Specialisations:
Bioengineer  
Clinical Engineer  
Medical Engineer
2129-17  Chemical Engineer

Designs and prepares specifications for chemical process systems and the construction and operation of commercial-scale chemical plants, and supervises industrial processing and fabrication of products undergoing physical and chemical changes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- prepares designs for chemical process systems, and plans control systems for processes such as those used to remove and separate components, effect chemical changes, test and evaluate fuels, transfer heat, and control the storing and handling of solids, liquids and gases
- monitors the operation and maintenance of equipment to achieve maximum efficiency under safe operating conditions
- designs pilot plants
- ensures that correct materials and equipment are used and that they conform to specifications
- interprets reports from other engineers, chemists and technical workers
- diagnoses malfunctions in chemical plants and institutes remedial actions
- prepares analytical reports, feasibility studies and detailed costings of processes
- studies product utilisation and pollution control problems
- may confer with environmental authorities
- may review tenders and supervise contracts
- may specialise in the conduct of experiments and correlation of data to investigate practical chemical engineering problems

2129-19  Industrial Engineer

Investigates and reviews the utilisation of personnel, facilities, equipment and materials, current operational processes and established practices, to recommend improvement in the efficiency of operations in a variety of commercial, industrial and production environments.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- studies functional statements, organisational charts and project information, to determine functions and responsibilities of workers and work units and to identify areas of duplication
- establishes work measurement programs and analyses work samples to develop standards for labour utilisation
- analyses workforce utilisation, facility layout, operational data, and production schedules and costs to determine optimum worker and equipment efficiencies
- liaises with statutory bodies responsible for environmental laws
- investigates material waste, restructures job functions and recommends work area relocations and equipment purchases
- implements quality management procedures
- may develop management and other systems for job evaluation, cost analysis, financial planning and wage or salary administration

2129-21  Naval Architect

Designs and oversees the construction and repair of marine craft and floating structures.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Licensing or registration may be required.

Tasks Include:
- studies design proposals and specifications, to establish the basic characteristics of marine craft, such as size, weight, speed, propulsion, armament, cargo, displacement, draft, crew and passenger complements, and fresh or salt water service
- oversees construction and the testing of prototype models
- develops sectional and waterline curves of hulls to establish centre of gravity, ideal hull form and buoyancy and stability data
- designs complete hull and superstructures according to specifications and test data to conform with standards of safety, efficiency and economy
- designs the layout of craft interiors, including cargo space and passenger compartments
- confers with other engineers about propulsion, heating, ventilation systems and other functional equipment
- evaluates performance of craft during dock and sea trials
- determines design changes and conformity with national and international standards

2129-79  Building and Engineering Professionals nec

This occupation group covers Building and Engineering Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Occupations in this group include:
- Armament Engineer (Defence Force)
- Instrument Engineer (Defence Force)
- Product Design Engineer
SUB-MAJOR GROUP 22

BUSINESS AND INFORMATION PROFESSIONALS

BUSINESS AND INFORMATION PROFESSIONALS plan, develop, coordinate and implement programs and systems to provide services in accounting, sales, computing, publicity, staff development and training; conduct studies of organisational structures, methods and systems; and develop new techniques and applications in these areas.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Business and Information Professionals typically include collecting, analysing and interpreting information on the financial standing, cost structures and trading effectiveness of organisations; conducting audits and investigations and preparing financial statements and reports; establishing, controlling and reviewing treasury systems and policies; supporting business growth and development through the preparation and execution of marketing objectives, policies and programs; acquiring and updating knowledge of employer’s and competitors’ products and understanding of market conditions; developing methods to improve and promote business operations and effectiveness; designing or advising on computing systems and developing computer hardware and software; developing, implementing and administering staff training programs, information systems, or situational and policy reviews; and collecting, preserving, organising and disseminating information.

Occupations in this sub-major group are classified into the following minor groups:

221 ACCOUNTANTS, AUDITORS AND CORPORATE TREASURERS
222 SALES, MARKETING AND ADVERTISING PROFESSIONALS
223 COMPUTING PROFESSIONALS
229 MISCELLANEOUS BUSINESS AND INFORMATION PROFESSIONALS
ACCOUNTANTS, AUDITORS AND CORPORATE TREASURERS plan and provide accounting, auditing and treasury systems and services to individuals and enterprises.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Accountants, Auditors and Corporate Treasurers typically include collecting, analysing and interpreting information on the financial standing, cost structures and trading effectiveness of organisations; devising, re-organising and establishing budgetary cost control and other accounting systems including computer-based systems; conducting audits and investigations and preparing financial statements and reports for management, shareholders, statutory and other bodies; controlling treasury and treasury systems and establishing and reviewing risk management objectives and treasury policies.

Occupations in this minor group are classified into the following unit groups:

- 2211 ACCOUNTANTS
- 2212 AUDITORS
- 2213 CORPORATE TREASURERS
UNIT GROUP 2211 ACCOUNTANTS

ACCOUNTANTS plan and provide accounting systems and services relating to the financial dealings of enterprises and individuals, and advise on associated record-keeping and compliance requirements.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting in the formulation of budgetary and accounting policies
- preparing financial statements for presentation to boards of directors, management, shareholders, and statutory bodies
- conducting financial investigations, undertaking audits, preparing reports, and advising on such matters as the purchase and sale of businesses, mergers, capital financing, suspected fraud, insolvency and taxation
- examining operating costs and the income and expenditure of institutions
- providing assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- providing financial and taxation advice on business structures, plans and operations

Occupations:

2211-11 Accountant

Plans and provides systems and services relating to the financial dealings of enterprises and individuals, and advises on associated record-keeping and compliance requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- assists in the formulation of budgetary and accounting policies
- prepares financial statements for presentation to boards of directors, management, shareholders, and statutory bodies
- conducts financial investigations, undertakes audits, prepares reports, and advises on such matters as the purchase and sale of businesses, mergers, capital financing, suspected fraud, insolvency and taxation
- examines operating costs and the income and expenditure of institutions
- provides assurance about the accuracy of information contained in financial reports and their compliance with statutory requirements
- provides financial and taxation advice on business structures, plans and operations
- liaises with bankers and brokers to establish funds management arrangements
- may advise on the selection and application of computer-based accounting systems
- may appraise cash flow and financial risk of capital investment projects

Specialisations:
Financial Analyst
Insolvency Practitioner
Taxation Agent
UNIT GROUP 2212  AUDITORS

AUDITORS design and operate information and reporting systems to meet external financial reporting requirements and examine, verify and report on financial and managerial systems and outcomes to ensure compliance.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• providing independent opinion on the financial performance of an organisation, and the extent to which its obligations are fulfilled
• verifying the accuracy of information contained in accounting records
• verifying the existence of assets and liabilities mentioned in reports
• preparing financial statements and reports for management, shareholders and statutory bodies
• establishing audit objectives, designing and implementing audit methodologies, processes and audit report criteria
• reporting to management on the existence and effectiveness of internal control systems

Occupations: 2212-11  External Auditor
2212-13  Internal Auditor

2212-11  External Auditor
Designs and operates information and reporting systems to meet external financial reporting requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• provides independent opinions on the financial performance of an organisation, and the extent to which its obligations are fulfilled
• verifies the accuracy of information contained in accounting records
• verifies the existence of assets and liabilities mentioned in reports
• prepares financial statements and reports for management, shareholders and statutory bodies
• determines the efficiency and effectiveness of companies and government departments
• may examine the records of government departments, statutory and municipal authorities and government-owned companies

2212-13  Internal Auditor
Audit Officer
Examines, verifies, evaluates and reports on financial, operational and managerial processes, systems and outcomes to ensure financial and operational integrity and compliance.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• evaluates the cost effectiveness and risks of operational processes, activities, policies and systems
• reports to management on the existence and effectiveness of the system of internal controls
• prepares financial statements and reports for management, shareholders and statutory bodies
• establishes audit objectives, designs and implements audit methodologies, processes and audit report criteria
• identifies and applies relevant professional standards and regulatory requirements
• discusses reports with other auditors and issues reports recommending performance or control improvements
UNIT GROUP 2213 CORPORATE TREASURERS

CORPORATE TREASURERS manage corporate funding, liquidity and financial risk associated with the profitable development and operation of a business.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- controlling treasury and treasury systems and the establishment and review of risk management objectives and treasury policies
- developing financial aims and strategies, financial structures, dividend policy, investment appraisals, including acquisition and divestment appraisals
- identifying, managing and reporting on financial risks
- assisting with equity management, debt management, securities, and tax planning issues

Occupations:
- 2213-11 Corporate Treasurer

2213-11 Corporate Treasurer
Financial Risk Manager
Manage corporate funding, liquidity and financial risk associated with the profitable development and operation of a business.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- controls treasury and treasury systems and the establishment and review of risk management objectives and treasury policies
- develops financial aims and strategies, financial structures, dividend policy, investment appraisals, including acquisition and divestment appraisals
- identifies, manages and reports on financial risks
- assists with equity management, debt management, securities and tax planning issues
- may develop and maintain cash management systems, manage financial assets, assess interest rates and liquidity risks
MINOR GROUP 222

SALES, MARKETING AND ADVERTISING PROFESSIONALS

SALES, MARKETING AND ADVERTISING PROFESSIONALS plan, develop, coordinate and implement programs of information dissemination to promote a favourable view of an organisation, products and services and represent companies in selling a range of goods and services.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Sales, Marketing and Advertising Professionals typically include planning and organising publicity campaigns; assigning tasks to researchers and publicity writers, appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity; undertaking or commissioning public opinion research, analysing the findings and planning public relations campaigns; supporting business growth and development through the preparation and execution of marketing objectives, policies and programs; acquiring and updating knowledge of employer’s and competitors’ products and understanding of market conditions; assessing customers’ needs and explaining and demonstrating products or services to them; quoting and negotiating prices, credit terms and completing contracts.

Occupations in this minor group are classified into the following unit groups:

2221 MARKETING AND ADVERTISING PROFESSIONALS

2222 TECHNICAL SALES REPRESENTATIVES
UNIT GROUP 2221  MARKETING AND ADVERTISING PROFESSIONALS

MARKETING AND ADVERTISING PROFESSIONALS plan, develop, coordinate and implement programs of information dissemination to promote a favourable view of an organisation, products and services and to increase market share.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and organising publicity campaigns and assigning tasks to researchers and publicity writers
- appraising, revising and selecting material submitted by publicity writers, photographers, illustrators and others to create favourable publicity
- undertaking or commissioning public opinion research, analysing the findings and planning public relations campaigns
- supporting business growth and development through the preparation and execution of marketing objectives, policies and programs
- undertaking or commissioning market research to identify market opportunities for new or existing products and services
- interpreting and predicting current and future consumer trends
- planning, developing and organising advertising policies and campaigns to support sales objectives
- advising executives or clients on advertising strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of products or services

Occupations:
- 2221-11 Public Relations Officer
- 2221-13 Marketing Specialist
- 2221-15 Market Research Analyst
- 2221-17 Advertising Specialist

2221-11  Public Relations Officer
Corporate Affairs Officer

Plans, develops, coordinates and implements programs of information dissemination to create an understanding and a favourable view of an organisation, its products, services and role in the community.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and organises publicity campaigns and assigns tasks to researchers and publicity writers
- prepares and controls the issue of news and press releases
- commissions and obtains photographs and other illustrative material
- appraises and revises material submitted by publicity writers, photographers, illustrators and others
- selects written material, photographs and illustrations to create favourable publicity
- undertakes and commissions public opinion research, analyses the findings and plans public relations campaigns
- organises special exhibitions, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity
- represents organisations and arranges executive interviews with publicity media
- attends business, social and other functions to promote the organisation
- advises executives on the public relations implications of their policies, programs and practices
- may coordinate and oversee the preparation of staff magazines and other internal communications

Specialisations:
- Press Officer
- Promotions Officer

2221-13  Marketing Specialist
Marketing Officer
Marketing Co-ordinator

Identifies market opportunities and advises on the development, coordination and implementation of plans for the pricing and promotion of an organisation’s products or services.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- supports business growth and development through the preparation and execution of marketing objectives, policies and programs
- undertakes and commissions market research to identify market opportunities for new and existing products and services
- evaluates the competitive environment and the positioning of existing products and services relative to their product life cycles
- advises on all elements of the marketing mix including products and services, pricing, advertising and sales promotion, selling and distribution channels
- prepares sales and marketing forecasts, assists executives in the preparation of divisional marketing plans, and coordinates marketing plans for overall business
- coordinates and participates in product development and management, through initial product concept and testing to ongoing monitoring of market success
- liaises with suppliers, customers and other agencies to ensure the organisation is well informed on changing market conditions and trends
- may evaluate and promote export opportunities and monitor associated trading conditions

Specialisations:
- Product Manager
- Sales Promotion Officer
2221-15 Market Research Analyst

Determines the market for new products, develops advertising strategies and evaluates the best business sites for various types of commercial enterprise.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- researches potential demand and market characteristics for new products
- collects and analyses population data and other statistical information
- reports on the findings of research activities
- composes advertising campaigns
- analyses data regarding consumer patterns
- interprets and predicts current and future consumer trends
- liaises with clients regarding their information needs
- isolates particular consumer markets for clients

2221-17 Advertising Specialist

Plans, develops, coordinates and implements campaigns to inform the organisation’s target market of the merits of purchasing particular products, services and buying from the organisation in general.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans, develops and organises advertising policies and campaigns to support sales objectives
- advises executives and clients on advertising strategies and campaigns to reach target markets, creates consumer awareness and effectively promotes the attributes of products and services
- gives or takes briefings on the advertising goals for a product or range of products, incorporating instruments such as logos, jingles, packaging, store signs, billboards and sales leaflets
- coordinates advertising campaign production within time and budget constraints, involving various specialised activities such as artwork, copywriting, media scripting, television and film production and media placement
- evaluates advertising projects, including quality control and subsequent market reach and sales effectiveness
- liaises with various participants in the advertising industry to maintain an awareness of relevant developments and trends, and assess their impact on specific products or services
- contributes to publicity, promotions and public relations activities supporting advertising campaigns
UNIT GROUP 2222 TECHNICAL SALES REPRESENTATIVES

TECHNICAL SALES REPRESENTATIVES represent companies in selling a range of industrial, technical, medical and pharmaceutical goods and services to industrial, business, professional or other establishments.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- compiling lists of prospective customers using trade directories and other sources
- acquiring and updating knowledge of employer’s and competitors’ products and understanding market conditions
- assessing customers’ needs and explaining and demonstrating products or services to them
- quoting and negotiating prices, credit terms, completing contracts and recording orders
- arranging for delivery of goods, installation of equipment and the provision of services
- reporting to sales management on sales made and the marketability of products

Occupations:
- 2222-11 Sales Representative (Industrial Products)
- 2222-13 Sales Representative (Information and Communication Products)
- 2222-15 Sales Representative (Medical and Pharmaceutical Products)
- 2222-79 Technical Sales Representatives nec

2222-11 Sales Representative (Industrial Products)
Repsents companies in selling a range of specialised chemicals, machinery, manufacturing materials or other industrial supplies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- compiles lists of prospective customers using trade directories and other sources
- visits regular and prospective agricultural and industrial businesses, to establish and act on selling opportunities
- assesses business requirements, and recommends industrial products that provide appropriate technical solutions or reselling opportunities
- advises customers on product selection, modification, use and associated safety and legislative requirements and storage
- sells agricultural chemicals such as insecticides, fertilisers, superphosphate, and industrial chemicals such as dyes, adhesives and synthetic substitutes
- completes sales contracts, and arranges deliveries
- arranges the installation and testing of products or systems
- follows up with customers to ensure satisfaction with products purchased, and arranges modifications or other remedies needed
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales management
- prepares sales reports, maintains and submits records of business expenses incurred
- may demonstrate and train customers in the use of products

2222-13 Sales Representative (Information and Communication Products)
Repsents companies in selling information and communications equipment, systems and solutions to businesses.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- compiles lists of prospective customers using trade directories and other sources
- qualifies and assesses business prospects
- visits businesses currently or prospectively using information technology to establish and act on selling opportunities
- assesses business requirements, and recommends computer and communications systems that provide appropriate technical solutions or reselling opportunities
- advises customers on system applications, networking and associated licensing requirements
- quotes prices and credit terms, records orders, completes sales contracts, and arranges deliveries
- arranges the installation and testing of products or systems
- supplies reference guides and operating and system manuals
- follows up with customers to ensure satisfaction with products purchased and arranges modifications or other remedies needed
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales management
- prepares sales reports, maintains and submits records of business expenses incurred
- may demonstrate and train customers in the use of information systems or equipment
2222-15 Sales Representative (Medical and Pharmaceutical Products)

Represents companies in selling medical, dental or veterinary equipment, supplies and pharmaceutical products.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Compiles lists of prospective customers using hospital and pharmacy directories and other sources
- Visits regular and prospective businesses related to health care, to establish and act on selling opportunities
- Assesses customer needs and recommends medical, dental or veterinary equipment, supplies, drugs and medicines to hospitals, pharmacies or other health care practices
- Supplies technical information and describes purposes for which supplies may be used and associated regulations
- Quotes prices and credit terms, records orders, completes sales contracts and arranges deliveries
- Follows up with customers to ensure satisfaction with products purchased and resolves any problems arising
- Monitors customers' changing needs, competitor activity and reports on these developments to sales management
- Prepares sales reports, and maintains and submits records of business expenses incurred

2222-79 Technical Sales Representatives nec

This occupation group covers Technical Sales Representatives not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Sales Representative (Educational Products and Services)
MINOR GROUP 223

COMPUTING PROFESSIONALS

COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, and control and audit the operation of computing facilities within an organisation.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Computer Professionals typically include writing, testing and maintaining operations and end-use software; analysing systems to determine whether all specific requirements within an organisation are being met; developing and improving data processing procedures; designing and modifying operating environment software to link with other software and with hardware; maintaining data dictionaries and data management systems to ensure integrity and security of data; conducting research into computer-based systems; developing techniques for the application of computing theory and analysing computer operations and usage to assess completeness, accuracy, validity and efficiency of the system.

Occupations in this minor group are classified into the following unit group:

2231  COMPUTING PROFESSIONALS
UNIT GROUP 2231  COMPUTING PROFESSIONALS

COMPUTING PROFESSIONALS design and prepare software to meet specific requirements in all aspects of the computing environment, and control and audit the operation of computing facilities within an organisation.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- writing, testing and maintaining operations and end-use software
- analysing systems to determine whether all specific requirements within an organisation are met
- developing and improving data processing procedures
- designing and modifying operating environment software to link with other software and hardware
- maintaining data dictionaries and data management systems to ensure integrity and security of data
- conducting research into computers and computer-based systems
- developing techniques for the application of computing theory
- analysing computer operations and usage to assess the completeness, accuracy, validity and efficiency of systems

Occupations:
- 2231-11 Systems Manager
- 2231-13 Systems Designer
- 2231-15 Software Designer
- 2231-17 Applications and Analyst Programmer
- 2231-19 Systems Programmer
- 2231-21 Computer Systems Auditor
- 2231-79 Computing Professionals nec

2231-11  Systems Manager

Controls the operating effectiveness of information technology systems, and arranges system maintenance and enhancements to meet user requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- consults with administrative and technical staff to determine information needs, data flows and system definitions
- establishes and controls system access and security
- coordinates protocols for operation within multi-user information technology networks providing voice, data and text transmission
- monitors and optimises system performance and initiates recoveries after system failures
- implements data back-up and other system housekeeping procedures
- manages the distribution and retention of data on storage devices
- coordinates system updates and replacement of old versions
- maintains data dictionaries and advises users on data structures and terminology
- assists in testing new equipment and systems
- prepares technical reports on the operation of systems
- estimates costs of systems and prepares cost-benefit analyses
- may coordinate the work of support staff
- may provide training in system use and access

Specialisations:
- Database Administrator
- Network Administrator

2231-13  Systems Designer

Conducts research into computer and communications systems, and develops techniques for their effective application and use.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts research into user interaction with information technology systems and areas in which ease and efficiency of use could be enhanced
- reviews and develops computer architecture and design, computer languages, computational techniques, data communication processes, and user interface devices
- tests new information technology system designs and rectifies design problems found
- performs acceptance testing of new system components
- writes reports and papers describing findings for publication

2231-15  Software Designer

Designs and modifies the operating environment software which links computer software and hardware.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- consults with users to determine their requirements
- devises linkages between different types and levels of software and between software and hardware
- develops, tests, installs and modifies operating systems, compilers, utilities and other software
- tests the efficiency of new and improved software
- prepares documentation on software use and maintenance

Specialisations:
- Database Designer
2231-17 Applications and Analyst Programmer

 Writes, tests and maintains computer programs to meet the application needs of end-users of computer systems.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- assists systems designers in researching and documenting computer users' requirements
- participates in writing specifications for computer systems and producing the components of computer programs.
- analyses objectives and problems specified by systems designers.
- translates the formalised solutions provided by systems designers into detailed program specifications.
- prepares detailed logical designs to establish the order in which data is processed, points at which decisions must be made and the sequence of operations.
- writes programs as lists of instructions in computer languages or machine code, working from formalised representations of solutions.
- tests the validity and logic of programs and makes amendments.
- prepares reports, manuals and documentation on the status, operation and maintenance of system software for use by computer equipment suppliers, systems designers, programmers and computer operators.
- may analyse, review and rewrite programs and component modules of programs.

2231-19 Systems Programmer

 Writes, maintains and updates programs which control the overall functioning of computers.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- develops specifications for enhancements in the operation of computer and telecommunications system software.
- determines program design, and writes system programs in computer languages or machine code.
- tests the validity and logic of system programs.
- modifies, amends and updates software programs and database structures.
- prepares documentation on the use of system software by other information technology personnel.
- may contribute to the development of new software in a mainframe, personal computer or local area network environment.

**Specialisations:**
Database Programmer (Systems)

2231-21 Computer Systems Auditor

 Designs and monitors control systems which ensure the integrity and security of data and reviews the organisation’s computing environment and usage of computer facilities.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- analyses information processing systems to assess their completeness, accuracy, validity, and efficiency.
- assesses whether business systems process authorised transactions completely, accurately, and in a timely manner.
- reviews application systems and associated business procedures to ensure that they meet desired business objectives in a timely and efficient manner.
- participates in the design of new systems to ensure that the resulting system is efficient, effective and well controlled.
- reviews the computing environment of organisations to assess the operations, systems software, systems development and security procedures.
- reviews the acquisition of software and hardware in terms of economy, efficiency and ability to meet operating requirements.
- investigates the usage of computing facilities.
- liaises with data processing management and systems users, and prepares reports recommending improvements in the management of computing facilities.

**Specialisations:**
Information Technology Security Manager

2231-79 Computing Professionals nec

 This occupation group covers Computing Professionals not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Occupations in this group include:**
- Computer Analyst
- Computer Scientist
- Computing Tester
- Database Analyst
- Local Area Network (LAN) Controller
MINOR GROUP 229

MISCELLANEOUS BUSINESS AND INFORMATION PROFESSIONALS

This minor group covers Business and Information Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

2291 HUMAN RESOURCE PROFESSIONALS
2292 LIBRARIANS
2293 MATHEMATICIANS, STATISTICIANS AND ACTUARIES
2294 BUSINESS AND ORGANISATION ANALYSTS
2295 PROPERTY PROFESSIONALS
2299 OTHER BUSINESS AND INFORMATION PROFESSIONALS
UNIT GROUP 2291  HUMAN RESOURCE PROFESSIONALS

HUMAN RESOURCE PROFESSIONALS plan, develop, implement and evaluate staff recruitment, training and development programs and assist in resolving disputes by advising on industrial relations policies and problems, and representing industrial, commercial, union, employer or other organisations in negotiations.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- arranging for advertising of vacancies, interviewing and testing of applicants, and selecting staff
- providing advice and information to management on personnel policies and procedures, staff performance and disciplinary matters
- maintaining personnel records and associated human resource information systems
- undertaking negotiations on terms and conditions of employment, examining and resolving disputes and grievances
- studying and interpreting legislation, awards and agreements, wage payment systems and dispute settlement procedures
- undertaking or assisting in the development, planning and formulation of industrial relations policies and programs, and procedures for their implementation
- identifying and determining the need for training, through identifying competencies and defining training requirements in the work environment
- designing, developing and assessing staff training and development, through the use of plans, programs and methods that support the organisation’s human resource development strategy

Occupations:
- 2291-11 Personnel Officer
- 2291-13 Personnel Consultant
- 2291-15 Industrial Relations Officer
- 2291-17 Training Officer

2291-11 Personnel Officer

Provides staffing and personnel administration services in support of an organisation’s human resources policies and programs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts analyses to determine staffing needs
- arranges for advertising of vacancies, interviewing and testing of applicants, and selection of staff
- provides advice and information to management on personnel policies and procedures, staff performance and disciplinary matters
- assists in the planning and provision of staff services, such as canteens, recreational facilities and amenities
- maintains personnel records and associated human resource information systems
- analyses and prepares job descriptions
- arranges the induction of staff and provides information on conditions of service, salaries and promotional opportunities
- may counsel employees and discuss their individual grievances, problems and difficulties
- may assist in the development and implementation of equal opportunity, anti-discrimination and similar programs
- may assist in the organisation of safety programs and procedures
- may supervise personnel clerks

Specialisations:
Workforce Planning Analyst

2291-13 Personnel Consultant

Interviews applicants to determine their job requirements and suitability for particular jobs, and assists employers to find suitable staff.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- interviews people seeking work, and records relevant information
- arranges interviews for job seekers
- receives and records job vacancy information from employers, including details such as duties, wages and conditions of employment
- arranges training in job skills
- answers inquiries from employers and job seekers, and provides information on current job vacancies
- assists with sales and marketing duties to increase the client base, including visiting employers to discuss consultancy services and fees
- prepares resumes and correspondence
- checks references of applicants
- writes and places advertisements for jobs in newspapers
**2291-15 Industrial Relations Officer**

*Industrial Officer*

Assists in resolving disputes by advising on industrial relations policies and problems, and representing industrial, commercial, union, employer or other organisations in negotiations.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- Undertakes negotiations on terms and conditions of employment, wage structures, employee status and other industrial matters
- Studies and interprets legislation, awards and agreements, wage payment systems and dispute settlement procedures
- Researches, develops and implements enterprise agreements, including productivity-based wage adjustment procedures
- Undertakes or assists in the development, planning and formulation of employee relations policies, programs and procedures for implementation
- Advises on negotiating procedures, regulations relating to employment, and arbitration decisions
- Oversees the formation and conduct of workplace consultative committees and employee participation initiatives
- May appear as an advocate before industrial tribunals
- May contribute to decisions concerning the provision of staff amenities
- May develop and review profit share and employee share plans

**Specialisations:**
- Industrial Advocate
- Trade Union Official
- Union Organiser

**2291-17 Training Officer**

*Training and Development Officer*

Plans, develops, implements and evaluates training and development programs, to ensure management and staff acquire the skills and develop the competencies required by the organisation.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**
- Identifies and determines the need for training, through identifying competencies and defining training requirements in the work environment
- Designs, develops and assesses staff training and development, through the use of plans, programs and methods that support the organisation’s human resource development strategy
- Sets human resource development objectives and evaluates learning outcomes
- Compiles training manuals, visual aids and materials
- Assesses computer-aided instruction and other training methods
- Liaises with external training providers to arrange delivery of specific training or development programs
- Provides information to promote internal and external training and development, and evaluates these promotional activities
- Advises management on the development and placement of staff and provides career counselling sessions for employees
UNIT GROUP 2292    LIBRARIANS

LIBRARIANS develop, organise and maintain library services including collections of information, recreational resources and reader information services.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- making recommendations on library policies and services and implementing policy decisions
- examining publications and materials, interviewing publishers’ representatives and consulting with others to select library materials
- reviewing, evaluating and modifying services in response to user needs
- providing assistance to clients in accessing library resources
- managing the organisation’s central records system and supervising indexing, filing and retrieval activities
- managing inter-library loan systems and information networks

Occupations:  2292-11 Librarian

2292-11 Librarian

Develops, organises and maintains library services including collections of information, recreational resources and reader information services.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- makes recommendations on library policies and services and implements policy decisions
- examines publications and materials, interviews publishers’ representatives and consults with others to select library materials
- reviews, evaluates and modifies services in response to user needs
- provides assistance to clients in accessing library resources
- undertakes information research activities on behalf of clients
- manages the organisation’s central records system and supervises indexing, filing and retrieval activities
- selects, orders, classifies and catalogues materials
- manages inter-library loan systems and information networks
- monitors collection development and culling programs
- may plan and direct library promotion and outreach activities
- may supervise and train library staff

Specialisations:
Acquisitions Librarian
Audio-Visual Librarian
Bibliographer
Cataloguer
Children’s Librarian
Multicultural Services Librarian
Reference Librarian
Special Librarian
Special Needs Librarian
UNIT GROUP 2293  MATHEMATICIANS, STATISTICIANS AND ACTUARIES

MATHEMATICIANS, STATISTICIANS AND ACTUARIES apply mathematical, statistical and actuarial principles and techniques to a range of tasks including scientific research; designing statistical collections; studying financial policy; analysing financial risk and investment issues; and solving engineering, management and other problems.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- developing mathematical theory underlying processes in the physical, biological and social sciences
- formulates mathematical models to simulate processes
- applies models to experimental observations and adjusts or recasts the models
- applies mathematical principles and techniques to the solution of problems in research, development, production, distribution and other functional areas
- uses numerical analysis methods to develop algorithms and perform computations
- writes reports and papers
- may develop pure mathematical theories and hypotheses
- may write computer programs
- may direct and supervise computer programming activities

Specialisations:
Operations Research Analyst

2293-11 Mathematician

Uses and develops mathematical principles and techniques to solve problems in science, engineering, management and other fields.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- develops mathematical theory underlying processes in the physical, biological and social sciences
- formulates mathematical models to simulate processes
- applies models to experimental observations and adjusts or recasts the models
- applies mathematical principles and techniques to the solution of problems in research, development, production, distribution and other functional areas
- uses numerical analysis methods to develop algorithms and perform computations
- writes reports and papers
- may develop pure mathematical theories and hypotheses
- may write computer programs
- may direct and supervise computer programming activities

Specialisations:
Operations Research Analyst

2293-15 Actuary

• assists with the selection or development of data collection instruments such as survey questionnaires
• reports on findings, arranges presentation of results
• evaluates and describes the reliability and utility of source information in forms such as summary tables, graphs and charts
• reports significant differences in relationships among sources of data
• may assist in the development of statistical computer programs

Specialisations:
Biometrician
Demographer

2293-13 Statistician

Collects, organises and interprets quantifiable data and uses statistical methodologies to produce statistical reports and analyses for government, commercial and other planning purposes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- liaises with management and clients to determine the area to be surveyed or examined
- specifies the data to be collected and the methodology to be used in collection and analysis
- formulates mathematical models to simulate processes
- calculates company surpluses and advises on the distribution to policy holders
- examines financial projections for general insurance companies, finance companies and other institutions
- may advise governments on the design and implementation of financial policies in such areas as superannuation funds and pensions, sickness, retirement and unemployment schemes
- may work as a consultant, offering statistical and financial advice to general insurance companies, finance companies and other institutions

Specialisations:
Biometrician
Demographer

2293-15 Actuary

Applies mathematical, statistical and economic analyses to a wide range of practical problems in areas of finance such as insurance, superannuation and investment.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- defines, analyses and solves complex financial and business problems relating to areas such as insurance premiums, annuities, pensions and dividends
- designs new types of policies, assesses risks and analyses investments in life insurance, superannuation funds, health insurance, friendly societies, stock exchanges and other areas
- assists with corporate investment policy and gives advice to management
- calculates company surpluses and advises on the distribution to policy holders
- examines financial projections for general insurance companies, finance companies and other institutions
- may advise governments on the design and implementation of financial policies in such areas as superannuation funds and pensions, sickness, retirement and unemployment schemes
- may work as a consultant, offering statistical and financial advice to general insurance companies, finance companies and other institutions
UNIT GROUP 2294 BUSINESS AND ORGANISATION ANALYSTS

BUSINESS AND ORGANISATION ANALYSTS conduct studies of organisational structures, methods, systems and procedures used in industrial establishments and other organisations to achieve greater efficiency and solve organisational problems, or to facilitate an environment of continuous improvement with the major focus on customer requirements.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting and encouraging the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of an organisation’s resources
- discussing business and organisational shortcomings with clients and evaluating current systems and structures
- discussing current systems with staff, observing systems at all levels of organisation and directing clients towards more efficient organisation
- developing solutions to organisational problems and planning the implementation of these solutions with staff in the organisation
- recording and analysing organisations’ flow charts, records, reports, manuals and job descriptions
- preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve problems
- planning, coordinating and participating in system reviews and quality audits, assisting staff in identifying potential improvements to systems, processes and work flows
- guiding an organisation through the deployment of quality systems and certification processes

Occupations:
- 2294-11 Management Consultant
- 2294-13 Organisation and Methods Analyst
- 2294-15 Quality Assurance Manager

2294-11 Management Consultant
Assists clients to achieve greater efficiency in a business or organisation and solve organisational problems in fields such as personnel, information systems, finance, research and general business strategy.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assists and encourages the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of an organisation’s resources
- discusses business and organisational shortcomings with clients
- analyses and evaluates current systems and structures
- discusses current systems with staff and observes systems at all levels of organisation
- directs clients towards more efficient organisation and develops solutions to organisational problems
- plans the implementation of solutions
- educates staff regarding changes and trains them to work with new systems
- evaluates the change process and informs clients on progress in addressing project objectives
- liaises with client on an ongoing basis, to maintain and develop the business relationship, ensure satisfaction with services provided, and identify opportunities for further consulting work
- may assist with implementation of action endorsed by organisation’s management, and periodically review impact of changes arising

2294-13 Organisation and Methods Analyst
Studies organisational structures, methods, systems and procedures used in industrial establishments and other organisations.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- undertakes and reviews work studies by analysing existing or proposed methods and procedures such as administrative and clerical procedures
- records and analyses organisations’ flow charts, records, reports, manuals and job descriptions
- prepares and recommends proposals to revise methods and procedures, alter work flows, redefine job functions and resolve problems
- assists in implementing approved recommendations, issuing revised instructions or procedure manuals and drafting other documentation
- assists and encourages the development of objectives, strategies and plans aimed at achieving the efficient use of an organisation’s resources
- reviews operating procedures and advises of any departures from procedures and standards
- may train staff in new work methods

Specialisations:
- Work Study Officer
2294-15 Quality Assurance Manager
Quality Facilitator

Facilitates a continuous improvement environment in which organisational resources are focused on satisfying internal and external customer requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans, coordinates and participates in system reviews and quality audits, assisting staff in identifying potential improvements to systems, processes and work flows
- guides organisations through the deployment of quality systems and certification processes
- assists and encourages the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of an organisation’s resources
- assists in the identification of formal standards and regulatory codes appropriate to the organisation’s needs
- assists with the documentation of processes and operating procedures
- liaises with suppliers within manufacturing environments to assist them in supplying goods to particular specifications
- liaises with customers to monitor perceptions regarding the organisation’s quality and timeliness
- assists in the implementation of statistical methodologies and quality tools to monitor and control quality
- provides input into reports on the effectiveness and suitability of the management system
- advises on and may deliver training relating to quality programs and objectives
UNIT GROUP 2295 PROPERTY PROFESSIONALS

PROPERTY PROFESSIONALS assess the value of land, property, and other items such as commercial equipment and objects of art; and provide advice on the administration and commercial and operational use of land and property.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- calculating values by considering market demand, condition of items, future trends and other factors
- examining property, selecting methods of valuation, and submitting written assessments
- giving evidence in legal proceedings, mediating on valuation matters and providing rental determinations for arbitration purposes
- researching and advising on the administration and use of land and property
- developing and implementing sales and leasing proposals for commercial land and property
- providing asset management services for the administration and use of land and property

Occupations: 2295-11 Valuer
2295-13 Land Economist

2295-11 Valuer
Assesses the value of land, property, commercial equipment, merchandise, personal effects, household goods and objects of art.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examines items and selects methods of valuation
- calculates values by considering market demand, condition of items, future trends and other factors
- submits written assessments of value
- provides consultancy advice on valuation matters
- may be required to give evidence in legal proceedings and to mediate on valuation matters
- may provide rental determinations for arbitration purposes

Specialisations:
Plant and Machinery Valuer
Property Valuer
Real Estate Valuer

2295-13 Land Economist
Property Economist
Provides advice on the administration and commercial and operational use of land and property.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- researches and advises on the administration and use of land and property
- analyses land and property investment proposals
- manages land and property portfolios
- provides a consultancy service for land and property financing
- manages commercial property developments
- develops and implements sales and leasing proposals for commercial land and property
- may provide asset management of land and property including associated plant and machinery
- may provide advice on property law

Specialisations:
Asset Manager (Land and Property)
UNIT GROUP 2299 OTHER BUSINESS AND INFORMATION PROFESSIONALS

This unit group covers Business and Information Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 2299-11 Health Information Manager
- 2299-13 Records Manager
- 2299-15 Archivist
- 2299-17 Policy Analyst
- 2299-19 Intelligence Officer
- 2299-79 Business and Information Professionals nec

2299-11 Health Information Manager
Medical Records Administrator

Designs, implements and administers medical record systems and information services in accordance with legal and confidentiality requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Licensing or registration may be required.

Tasks Include:
- designs and maintains computerised and other health information systems and advises on their use
- designs and revises medical record forms
- recruits and trains medical record staff and provides in-service training for clerical staff
- organises work flow, budget preparation, equipment ordering, medical transcription and ward clerk services
- controls access to information and conducts statistical studies
- facilitates communication with patients and between hospital departments and health providers
- assists with surveys, projects and evaluative studies in the hospital and health fields

Specialisations:
- Casemix Co-ordinator
- Health Data Administrator

2299-13 Records Manager

Designs, implements and administers record systems and related information services, to support efficient access, movement, updating and storage of files and other organisational records.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analyses the record-keeping needs of an organisation, and translates these needs into record management systems
- maintains computerised and other record management systems and record forms, and advises on their usage
- trains staff in the use of record management systems
- controls access to confidential information, and recommends record access code of practice and procedures
- develops record coding and classification structures, and monitors their use
- extracts statistical and other data, based on the classification of recorded information
- assists with surveys and other research requiring access to recorded information
- conducts audits to identify missing records and arranges searches to retrieve them
- develops records disposal schedules and monitors their use
- processes requests under freedom of information legislation
2299-15 Archivist

Plans and organises systems and procedures for the safekeeping of records and historically valuable documents.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- evaluates and preserves records for legal, administrative, evidential, historical and other purposes
- prepares record-keeping systems, indexes, guides and procedures for archival research and for the retention or destruction of records
- assesses records maintained by organisations and individuals and negotiates for their transfer to archival custody
- directs processes for the cataloguing, conservation, restoration and destruction of records
- administers access provisions laid down by legislation, organisational regulations and depositors' directions
- selects documents for reproduction, publication and display
- provides policy and technical advice on the management of records
- may assist users in the interpretation of record-keeping systems
- may direct the activities of library and conservation staff
- may participate in staff supervision, selection and training

Specialisations:
- Film Archivist
- Manuscripts Archivist

2299-17 Policy Analyst

Policy Advisor

Analyses and advises on policies guiding the design, implementation and modification of government and commercial operations and programs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- reviews existing policies and legislation to identify anomalies and out-of-date provisions
- researches social, economic and industrial trends and client expectations of programs and services provided
- formulates and analyses policy options, and advises on preferred options
- assesses the financial implications and equitable impact of policies
- liaises and consults with program administrators and other interested parties to identify policy needs
- prepares briefing papers and recommendations for policy changes
- may prepare and maintain policy and procedures manuals
- may advise managers or politicians on lobbying activities

2299-19 Intelligence Officer

Manages the collection and processing of data to produce intelligence for public and private sector organisations in their planning, operations and personnel functions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines organisational and client intelligence requirements
- organises the collection, collation and analysis of data and develops intelligence information
- compiles and disseminates intelligence information using briefings, maps, charts, reports and other methods
- ascertains the accuracy of data collected and reliability of sources
- maintains manual and computer-based intelligence databases
- conducts threat and risk assessments
- may conduct security surveys and inspections of buildings, installations, activities and personnel
- may produce counter-intelligence information
- may participate in field work as part of an interdisciplinary team

2299-79 Business and Information Professionals nec

This occupation group covers Business and Information Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Business Researcher
- Liaison Officer
SUB-MAJOR GROUP 23

HEALTH PROFESSIONALS

HEALTH PROFESSIONALS diagnose and treat physical and mental illnesses and conditions and recommend, administer, dispense and develop medications and treatment to promote or restore good health.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Health Professionals typically include examining patients to establish the nature of their complaint and performing or ordering diagnostic procedures; selecting and administering appropriate treatment, medication and therapy; prescribing prosthetic or corrective devices; providing nursing care for patients; and conducting research to improve diagnosis and treatment.

Occupations in this sub-major group are classified into the following minor groups:

231 MEDICAL PRACTITIONERS
232 NURSING PROFESSIONALS
238 MISCELLANEOUS HEALTH PROFESSIONALS
MINOR GROUP 231

MEDICAL PRACTITIONERS

MEDICAL PRACTITIONERS diagnose physical and mental illnesses, disorders and injuries and prescribe medications and treatment to promote or restore good health.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Medical Practitioners typically include examining patients to establish the nature of their complaints and performing or ordering tests, X-rays and other diagnostic procedures; selecting and administering appropriate treatment and therapy and advising patients of further treatment and preventive or therapeutic measures; prescribing, administering, preparing and dispensing medication and prosthetic or corrective devices; providing nursing care for patients; and conducting research to improve diagnosis and treatment.

Occupations in this minor group are classified into the following unit groups:

- 2311 GENERALIST MEDICAL PRACTITIONERS
- 2312 SPECIALIST MEDICAL PRACTITIONERS
UNIT GROUP 2311  GENERALIST MEDICAL PRACTITIONERS

GENERALIST MEDICAL PRACTITIONERS diagnose and treat physical and mental illnesses, disorders and injuries, recommend preventive action and refer patients to specialist medical practitioners.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification and one year’s hospital-based training.

Tasks Include:
• examining patients and ordering laboratory tests, X-rays and other diagnostic procedures
• prescribing and administering drugs and other remedial treatments
• inoculating patients against communicable diseases
• advising on diet, exercise and other habits which aid prevention or treatment of disease and disorders
• providing pre-natal and post-natal care
• referring patients to, and exchanging medical information with, specialists
• reporting births, deaths and notifiable diseases to government authorities

Occupations: 2311-11 General Medical Practitioner
2311-81 Medical Practitioner in Training

2311-11 General Medical Practitioner
Diagnoses, treats and prevents human physical and mental disorders and injuries.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and one year’s hospital-based training. Registration or licensing is required.

Tasks Include:
• conducts examinations and questions patients to determine the nature of disorders or illnesses and records patients’ medical information
• orders and performs laboratory tests, X-rays and other diagnostic images and procedures and analyses findings
• provides overall care for patients and prescribes and administers treatments, medications and other remedial measures
• inoculates patients to prevent communicable diseases
• advises patients on diet, exercise, hygiene and other health matters
• provides pre and post-natal care
• reports births, deaths and notifiable diseases to government authorities
• refers patients to medical specialists and exchanges relevant medical details
• arranges the admission of patients to hospital
• may deliver babies or perform minor surgical procedures

2311-81 Medical Practitioner in Training
Intern
Resident Medical Officer
Undertakes diagnosis, treatment and prevention of human physical and mental disorders and injuries, under the supervision of specialists or senior general practitioners.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• examines patients to determine nature of illness or injury
• consults with other medical practitioners to decide on treatment
• prescribes and administers treatment for patients under direction of senior medical practitioners
• monitors patients progress and response to treatment
• prepares documentation for admitting patients to hospital
UNIT GROUP 2312 SPECIALIST MEDICAL PRACTITIONERS

SPECIALIST MEDICAL PRACTITIONERS diagnose and treat physical and mental diseases and disorders using specialist testing, diagnostic, medical and surgical techniques. Medical Registrars who are training as Specialist Medical Practitioners are included in this unit group.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification, one years hospital-based training, and at least 5 years specialist study and training.

Tasks Include:
- diagnosing diseases and disorders by examining patients referred from other medical practitioners, using the results of laboratory and other tests
- taking blood and tissue samples, examining tissue, performing microscopic examination of bacterial cultures, using X-ray and other such imaging methods for diagnostic purposes
- prescribing and administering medication
- administering anaesthetic and monitoring patients throughout surgical procedures and post-operative periods
- operating on patients using specialised surgical procedures
- treating diseases and disorders of the skin
- treating organic or congenital diseases and disorders of the eye
- treating medical and developmental diseases and disorders in children and adolescents
- providing obstetric and gynaecological care
- consulting with patients to assess the nature of mental, emotional and behavioural disorders
- examining internal structure and organs using radiological techniques
- maintaining close liaison with other personnel caring for the patient

Occupations:
- 2312-11 Anaesthetist
- 2312-13 Dermatologist
- 2312-15 Emergency Medicine Specialist
- 2312-17 Obstetrician and Gynaecologist
- 2312-19 Ophthalmologist
- 2312-21 Paediatrician
- 2312-23 Pathologist
- 2312-25 Specialist Physician
- 2312-27 Psychiatrist
- 2312-29 Radiologist
- 2312-31 Surgeon
- 2312-79 Specialist Medical Practitioners nec

2312-11 Anaesthetist
Administers anaesthetics to prevent pain and maintain major body function throughout surgical and related procedures.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
- examines patients to determine appropriate anaesthetic and sedation in concurrence with physicians and surgeons
- administers inhalation, intravenous, spinal and other anaesthetics
- monitors patients throughout surgical procedures and in immediate post-operative procedures
- records details of anaesthetic and sedation administered, and the condition of the patient before, during and after anaesthesia
- liaises with other health care workers to provide diagnosis and treatment for patients with chronic pain and to diagnose or treat patients requiring intensive care or resuscitation
- may instruct medical or associated staff and students on the symptoms of anaesthetic reaction and appropriate emergency measures

2312-13 Dermatologist
Provides diagnostic, treatment and preventative medical services related to human skin disorders.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
- diagnoses and treats skin disorders including infections, genetic diseases of the skin, neoplastic disease, parasitic conditions and inflammatory and auto-immune disease
- diagnoses allergic and irritant skin conditions
- conducts microscopic and macroscopic examinations, and skin sensitivity tests
- surgically excises, irradiates and uses cryotherapy for cutaneous malignancies and other growths
- advises patients about the treatment and care of skin
- prescribes and administers treatments and medications, and monitors their effectiveness and side effect profiles
- provides consultancy and treatment services to assist with the care of patients with skin disease
- counsels patients
2312-15 Emergency Medicine Specialist

Emergency Physician

Diagnoses and manages patients with acute and urgent illness and injury.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year's hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
• provides specialised emergency medical care to patients of all ages with acute and urgent illness or injury
• treats the full range of acute and urgent physical or behavioural disorders
• examines patients who have acute and urgent illness or injury
• determines extent and nature of illness or injury
• recommends treatment for the diagnosed condition
• coordinates other emergency medical staff to treat patients
• assists in the development and maintenance of emergency medical systems

2312-17 Obstetrician and Gynaecologist

Provides diagnostic, treatment and preventative medical services related to disorders of the female genital, urinary, rectal and reproductive organs, and the care of women during pregnancy and childbirth.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year's hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
• examines patients to determine medical problems, using physical findings, diagnostic images, laboratory test results, and patient's statements as diagnostic aids
• prescribes medication, suggests methods of improving hygiene, and determines need for gynaecological surgery
• provides supporting therapy and preparation for childbirth and lactation
• examines blood pressure and urine, monitors the developing foetus and gives advice on nutrition and exercise
• treats complications such as hypertension, infection, depression or threatened abortion
• delivers babies, and performs Caesarean sections and other surgical procedures
• discusses and prescribes contraceptive methods
• may provide advice on sex education, family planning and the prevention of sexually transmitted diseases
• arranges follow up care of babies by family practitioners, child health clinics and consultant paediatricians

Specialisations:
Gynaecological Oncologist
Urogynaecologist

2312-19 Ophthalmologist

Provides diagnostic, treatment and preventative medical services related to diseases, injuries and deficiencies of the human eye and associated structures.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year's hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
• examines patients for symptoms indicative of ocular disorders
• performs tests to determine vision loss and the nature and extent of injury, disease or disorder
• performs eye surgery
• instructs patients in remedial eye exercises
• prescribes and administers medications and corrective optical appliances
• may arrange, supervise and fit artificial eyes and other orthotic aids

2312-21 Paediatrician

Provides specialist medical services to children from birth up to and including adolescence.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year's hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
• diagnoses, treats, manages and prevents medical and developmental disorders in children and adolescents
• promotes positive health and disease prevention in childhood and adolescence
• advises on immunisation against communicable diseases
• advises about preventative health practices
• liaises with other health, education and welfare agencies
• may practice as a general paediatrician or specialise in areas such as paediatric oncology, paediatric cardiology or paediatric neurology

Specialisations:
Neonatologist
Paediatric Thoracic Physician
2312-23  Pathologist

Identifies and diagnoses the presence and stages of diseases and possible sources of infection in body tissues, fluids, secretions and other specimens.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
- studies the nature, cause, development and clinical management of diseases in people, and the structural and functional changes caused by them
- prepares, or supervises the preparation of, tissue sections from surgical and diagnostic cases and autopsies
- examines bodily fluids and tissues for the presence and measurement of chemical substances, microbiological organisms, and chemical and other biological responses to disease processes
- examines tissues using scientific techniques and equipment to determine the nature, cause and progress of disease
- performs autopsies to determine causes of death, the nature and extent of disease and injury, and the effect of treatment
- supervises and coordinates the work of technical officers and technicians
- writes reports of findings for use by other medical practitioners and coroners
- may direct the activities of pathology departments in hospitals, private clinics or laboratories, or other locations

Specialisations:
Clinical Cytopathologist
Forensic Pathologist
Haematologist
Immunologist

2312-25  Specialist Physician

Investigates and diagnoses internal human disorders and diseases, and administers treatment.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
- examines patients to determine the nature and extent of problems after referral from general medical practitioners or other specialists
- records medical information and data
- orders laboratory tests and diagnostic procedures
- analyses test and other medical information to make diagnoses
- prescribes and administers drugs and remedial treatment
- reports specified contagious or notifiable diseases to government health or immigration authorities
- may admit or refers patients to hospitals
- may consult other medical specialists

Specialisations:
Cardiologist
Endocrinologist
Gastroenterologist
Geriatrician
Infectious Diseases Specialist
Intensive Care Physician
Medical Oncologist
Nephrologist
Neurologist
Palliative Medicine Specialist
Pulmonary Specialist
Renal Specialist
Respiratory Physician
Rheumatologist
Thoracic Specialist

2312-27  Psychiatrist

Diagnoses, treats and prevents human mental, emotional and behavioural disorders.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

Tasks Include:
- discusses mental and physical problems with patients to determine the nature and extent of mental, emotional or behavioural disorders
- studies patients’ medical and mental histories
- examines patients to determine general physical condition
- orders laboratory tests, imaging, assessment tests and other diagnostic procedures
- examines the results of tests and examinations to determine the most appropriate forms of treatment
- prescribes and administers medication, psychotherapy, or other treatment and rehabilitation programs, and arranges admission to hospitals
- consults and works with other health professionals

Specialisations:
Adolescent Psychiatrist
Child Psychiatrist
Medical Psychotherapist
2312-29 Radiologist

Diagnoses and treats diseases of the human body using radiant energies such as X-rays, ultrasound, gamma rays and radio waves.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

**Tasks Include:**
- Examines internal structures and functions of organ systems using X-rays and other radiant energies
- Correlates X-ray findings with other examinations and tests, and interprets images to make diagnoses
- Writes reports to accompany photographic records for use by other medical practitioners
- Treats internal and external growths by X-rays, high energy sources and natural or man-made radio-isotopes
- Administers radio-opaque substances to render internal structures and organs visible on X-ray films or fluoroscopic screens

**Specialisations:**
- Diagnostic Radiologist
- Nuclear Medicine Specialist
- Radiation Oncologist
- Sonologist

2312-31 Surgeon

Performs surgery to correct deformities, repair injuries, prevent and treat diseases and improve human body functions and appearance.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

**Tasks Include:**
- Examines patients to determine the necessity of operations, estimate risks to patients and select the best operational procedures
- Reviews reports on patients’ general physical condition, reactions to medications and medical histories
- Consults with anaesthetists
- Performs operations
- Examines instruments, equipment, and surgical setup, to ensure that antiseptic and aseptic methods have been followed
- Instructs other medical, nursing and associated staff regarding the preparation of patients and instrument and equipment requirements
- Prescribes post-operative care and observes and investigates patients’ progress
- Maintains records of operations performed
- May specialise in particular types of operations

**Specialisations:**
- Cardiothoracic Surgeon
- Neurosurgeon
- Orthopaedic Surgeon
- Otorhinolaryngologist
- Paediatric Surgeon
- Plastic and Reconstructive Surgeon
- Urologist
- Vascular Surgeon

2312-79 Specialist Medical Practitioners nec

This occupation group covers Specialist Medical Practitioners not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification, one year’s hospital-based training, and at least 5 years specialist study and training. Registration or licensing is required.

**Occupations in this group include:**
- Industrial Medicine Specialist
- Occupational Medicine Specialist
- Public Health Physician
- Specialist in Rehabilitation Medicine
MINOR GROUP 232

NURSING PROFESSIONALS

NURSING PROFESSIONALS treat and care for the physically or mentally ill, the elderly, and mothers and their babies in hospitals, nursing homes, medical centres and the community. They provide health counselling for individuals and families, manage human and material resources for a nursing group or unit and are responsible for the professional development of nurses and for researching issues concerning nursing practice.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Nursing Professionals typically include managing nursing staff within a group or unit and providing professional leadership; evaluating nurses’ ongoing educational needs and planning relevant syllabus structures; assisting in the examination of patients, administering prescribed treatment, monitoring patients’ progress and facilitating lifestyle options and service plans in conjunction with patients’ families, other carers and the community.

Occupations in this minor group are classified into the following unit groups:

2321  NURSE MANAGERS
2322  NURSE EDUCATORS AND RESEARCHERS
2323  REGISTERED NURSES
2324  REGISTERED MIDWIVES
2325  REGISTERED MENTAL HEALTH NURSES
2326  REGISTERED DEVELOPMENTAL DISABILITY NURSES
UNIT GROUP 2321  NURSE MANAGERS

NURSE MANAGERS manage a hospital nursing care unit or other sub-unit of a hospital, nursing home or health care facility, or manage the work of nursing staff on a particular unit or shift.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
- managing all nursing staff within the unit and providing professional leadership
- interpreting policies and objectives of the nursing service as it applies to the unit, to staff and community groups
- managing human and material resources for a group or unit including recruitment of staff, personnel management, preparation of budgets and fiscal management
- participating in studies to evaluate the effectiveness of nursing services in the unit in relation to objectives, costs, and nursing care

Occupations: 2321-11 Nurse Manager

2321-11 Nurse Manager
- Nursing Unit Manager
- Nursing Supervisor
- Charge Nurse
- Charge Sister

Manages a hospital nursing care unit or other sub-unit of a hospital, nursing home or health care facility, or supervises nursing staff for a particular unit or shift.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. Registration or licensing is required.

Tasks Include:
- manages nursing staff within the unit and provides professional leadership
- interprets policies and objectives of the nursing service as it applies to the unit, to staff and community groups
- manages human and material resources for a unit including recruitment of staff, personnel management, preparation of budgets and fiscal management
- participates in studies to evaluate the effectiveness of nursing services in the unit in relation to objectives, costs, and nursing care
- may promote working relationships with community agencies
- may prepare procedure manuals, record systems and reporting systems
UNIT GROUP 2322 NURSE EDUCATORS AND RESEARCHERS

NURSE EDUCATORS AND RESEARCHERS provide education and professional development of nurses and research nursing practice.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification and at least 5 years relevant experience.

Tasks Include:
- researching, planning and implementing nursing syllabus structures
- facilitating practical experience for general and specialist nurses
- evaluating ongoing and changing educational needs and monitoring course outcomes
- undertaking and promoting nursing research projects and disseminating research information
- promoting utilisation of current research findings into clinical nursing practice

Occupations:
- 2322-11 Nurse Educator
- 2322-13 Nurse Researcher

2322-11 Nurse Educator
Clinical Nurse Educator
Staff Development Nurse

Assesses, plans, implements and evaluates nursing education and professional development programs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. Registration or licensing is required.

Tasks Include:
- plans and develops syllabus structures and course programs for nursing education
- plans and participates in clinical education in hospitals, other health care facilities and community settings
- designs implements and evaluates educational programs and curricula for specialised nursing groups
- assesses and evaluates course outcomes
- monitors educational needs of nursing staff and facilitates education
- participates in the development and implementation of policies affecting nursing, nurse education and health
- undertakes nursing research
- prepares and provides educational services to health care workers
- maintains an information base on educational programs

2322-13 Nurse Researcher

Conducts research into nursing issues.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. Registration or licensing may be required.

Tasks Include:
- designs, conducts and evaluates nursing research projects
- promotes implementation of research findings into clinical nursing practice
- provides support and education for other nurses undertaking research
- promotes responsible and ethical nursing research
- may participate as a member of a multidisciplinary research team
UNIT GROUP 2323  REGISTERED NURSES

REGISTERED NURSES provide nursing care for patients in hospitals, nursing homes, extended care facilities or other health care facilities and in the community.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- assessing, planning, implementing and evaluating nursing care for patients according to accepted nursing practice and standards
- working in consultation with other health professionals and members of health teams
- assisting medical practitioners to examine patients, administer treatment and deliver babies
- administering medications and treatments
- observing, recording and reporting on patients’ conditions and their reactions to drugs and other treatments
- promoting health and assisting in the prevention of ill health by participating in health education and other health promotion activities
- supervising and coordinating the work of enrolled nurses and other health care workers

Occupations: 2323-11 Registered Nurse

2323-11  Registered Nurse

Provides nursing care for patients in hospitals, nursing homes, extended care facilities or other health care facilities and in the community.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- assesses, plans, implements and evaluates nursing care for patients according to accepted nursing practice and standards
- liaises with other health professionals and members of health teams
- assists medical practitioners to examine patients, administer treatment and deliver babies
- observes, records and reports on patients’ condition and their reactions to drugs and other treatments
- promotes health and assists in the prevention of ill health by participating in health education and other health promotion activities
- supervises and coordinates the work of enrolled nurses and other health care workers
- may specialise in a particular area of nursing care

Specialisations:
- Acute Care Nurse
- Aged Care Nurse
- Clinical Nurse Consultant
- Clinical Nurse Specialist
- Community Nurse
- Paediatrics Nurse
- Remote/Rural Area Nurse
UNIT GROUP 2324  REGISTERED MIDWIVES

REGISTERED MIDWIVES provide care and advice to women during pregnancy, labour and birth, and provide postnatal care for women and babies.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- providing advice and support to women during pre-conception, antenatal and postnatal periods
- providing care and management of pregnancy and birth
- assessing progress and recognising warning signs of abnormal or potentially abnormal pregnancies requiring referral to a medical practitioner
- monitoring the condition of the woman and foetus during pregnancy and throughout labour
- conducting health education classes and seminars to promote the health of mothers and infants

Occupations: 2324-11 Registered Midwife

UNIT GROUP 2325  REGISTERED MENTAL HEALTH NURSES

REGISTERED MENTAL HEALTH NURSES treat and care for people with mental illness, disorder or dysfunction, or those experiencing emotional difficulties, distress or crisis, in hospitals, nursing homes and the community.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- providing treatment, therapy, clinical support, continuing care, residential support and rehabilitation services in collaboration with other health care professionals and carers
- advising on structuring the client’s environment to enable clients to lead normal, healthy, functioning lives
- conducting comprehensive and specific mental health assessments relevant to care and treatment of the client, and reporting and evaluating interventions and health care services provided
- administering, supervising and monitoring medications prescribed to the client, and initiating appropriate interventions as required
- maintains records of treatment and progress
- delivers health education and health promotion programs

Specialisations:
Child and Adolescence Mental Health Nurse
Drug and Alcohol Nurse
Psychiatric Rehabilitation Nurse
Psychogeriatric Care Nurse

Occupations: 2325-11 Registered Mental Health Nurse
UNIT GROUP 2326  REGISTERED DEVELOPMENTAL DISABILITY NURSES

REGISTERED DEVELOPMENTAL DISABILITY NURSES provide nursing care to people with intellectual disabilities.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- providing care, advocacy and therapeutic and supporting relationships for people with intellectual disabilities
- providing therapeutic and supportive care to improve the quality of life of people with intellectually disabilities
- monitoring and evaluating prescribed medication and patients’ progress
- interpreting, implementing and evaluating nursing policies
- delivering relevant education, research findings and health promotion programs

Occupations:
- 2326-11 Registered Developmental Disability Nurse

2326-11  Registered Developmental Disability Nurse
Registered Mental Retardation Nurse

Provides nursing care to people with intellectual disabilities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- provides care, advocacy and therapeutic and supporting relationships for people with intellectual disabilities
- provides comprehensive assessments of people’s physical and personal growth
- gives direct nursing care to people with intellectual disabilities and encourages and develops self-help skills
- administers, supervises and monitors prescribed medications and initiates appropriate interventions as required
- maintains medical files, such as progress notes, treatment sheets and drug registers
- interprets, implements and evaluates nursing policies, codes of ethics or conduct, current legislation and statutory regulations
- delivers education, research findings and health promotion programs, within a developmental disability framework
MINOR GROUP 238

MISCELLANEOUS HEALTH PROFESSIONALS

This minor group covers Health Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

2381 DENTAL PRACTITIONERS
2382 PHARMACISTS
2383 OCCUPATIONAL THERAPISTS
2384 OPTOMETRISTS
2385 PHYSIOTHERAPISTS
2386 SPEECH PATHOLOGISTS
2387 CHIROPRACTORS AND OSTEOPATHS
2388 Podiatrists
2391 MEDICAL IMAGING PROFESSIONALS
2392 VETERINARIANS
2393 DIETITIANS
2394 NATURAL THERAPY PROFESSIONALS
2399 OTHER HEALTH PROFESSIONALS
UNIT GROUP 2381  DENTAL PRACTITIONERS

DENTAL PRACTITIONERS diagnose diseases, injuries, decay and malformations of teeth, gums, mouth tissue, jaw and other dento-facial structures, prescribe and administer restorative and preventive procedures, including surgery and other specialist techniques.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• examining teeth, gums, tissues and dento-facial structures, using dental and X-ray equipment in order to diagnose dental problems
• filling cavities and extracting decayed or deformed teeth
• constructing inlays and artificial crowns to replace teeth
• designing, constructing and fitting complete and partial dentures, orthodontic and other appliances and performing bridge work
• performing specialist examinations and tests and undertaking or arranging appropriate treatment in a specialist area

Occupations:  
2381-11  Dentist  
2381-13  Dental Specialist

2381-11  Dentist
Dental Practitioner
Diagnoses and treats diseases, injuries and abnormalities of teeth, gums and related oral structures, prescribes and administers restorative and preventive procedures, and conducts surgery or uses other specialist techniques.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• examines teeth, gums and other tissues using dental equipment and X-rays
• diagnoses dental conditions and plans treatment
• cleans teeth and cavities, fills cavities with restorative materials and extracts and replaces teeth
• constructs inlays and artificial crowns to replace portions of teeth
• designs, constructs and fits dentures, bridge work, orthodontic and other appliances
• advises patients on oral hygiene and provides preventive dental services such as applications of fluoride and sealants to teeth
• may refer patients to dentists specialising in particular methods, or medical practitioners for further examination and treatment
• may administer local and general anaesthetics
• may delegate technical construction to Dental Technicians
• may specialise in particular disorders, treatments or methods requiring additional specialist training

2381-13  Dental Specialist
Diagnoses and treats diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using surgery or other specialist techniques.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and at least 5 years relevant experience. Registration or licensing is required.

Tasks Include:
• receives referrals from dentists and medical practitioners
• examines patients and conducts X-ray examinations or special tests
• makes diagnoses on the basis of examinations and tests
• undertakes or arranges for treatment
• supervises patients’ progress after treatment

Specialisations:
Endodontist
Oral and Maxillofacial Surgeon
Oral Pathologist
Orthodontist
Paedodontist
Prosthodontist
UNIT GROUP 2382 PHARMACISTS

PHARMACISTS compound and dispense pharmaceuticals and other drugs and medicines and conduct research on production, storage, quality control and distribution of drugs and related supplies.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- preparing or directing preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions
- receiving prescriptions and checking for correct dosage and drug compatibility before dispensing
- advising on drug incompatibility and contra-indications
- maintaining prescription files and recording issue of narcotics, poisons and habit forming drugs
- conferring with chemists, engineers and other professionals about manufacturing techniques and ingredients and testing and analysing drugs to determine identity, purity and strength
- selling non-prescription drugs, sickroom supplies, toiletries, cosmetics and other commercial products

Occupations:
2382-11 Hospital Pharmacist
2382-13 Industrial Pharmacist
2382-15 Retail Pharmacist

2382-11 Hospital Pharmacist
Prepares and dispenses pharmaceuticals, drugs and medicines in hospital pharmacies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- reviews prescriptions to ensure that correct doses have been prescribed, and that the substances prescribed are compatible
- prepares or supervises the preparation of liquid medicines, ointments, powders, tablets and other medications
- compounding prescribed medicines, packages and labels them, and issues them in accordance with strict control procedures
- maintains stocks and orders supplies of drugs and medicines and maintains inventories of pharmaceuticals
- maintains control records of narcotics, poisons and habit forming drugs
- stores and preserves vaccines, serums and other drugs
- provides advice and information on the use and effects of medications
- advises medical practitioners on drug incompatibility and contra-indications
- may supervise others and manage the pharmacy as a business

2382-13 Industrial Pharmacist
Undertakes research, testing and analysis related to the development, production, storage, quality control and distribution of drugs and related supplies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and a one year traineeship. Registration or licensing is required.

Tasks Include:
- conducts research to develop or improve pharmaceuticals, cosmetics and related chemical products
- confers with Chemists, Chemical Engineers and other professionals about manufacturing techniques and ingredients
- assists with design, development and testing of production equipment
- develops standards for drugs used in pharmaceuticals
- tests and analyses drugs to determine their identity, purity and strength in relation to specified standards
- determines the most suitable packaging for medicinal substances to avoid deterioration and facilitate distribution
- sets up and supervises sterile production and packaging areas
- evaluates and advises on government controls for the use, packaging and advertising of pharmaceutical products
- supervises and coordinates the work of technical officers and technicians

2382-15 Retail Pharmacist
Community Pharmacist
Compounds and dispenses prescribed pharmaceuticals in retail outlets and sells non-prescription medicines and related goods.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification and a one year traineeship. Registration or licensing is required.

Tasks Include:
- prepares or supervises the preparation of liquid medicines, ointments, powders, tablets and other medications
- checks prescriptions for correct dosage and for drug interactions and incompatibilities
- compounds prescribed medicines, and packages and labels them
- stores and preserves vaccines, serums and other drugs subject to deterioration
- dispenses medical and surgical products as prescribed
- records prescriptions dispensed, and the issue of poisons, narcotics and other restricted drugs
- provides advice and information on the use and effects of medications
- sells non-prescription drugs, sick-room supplies, toiletries, cosmetics and related commercial products
UNIT GROUP 2383  OCCUPATIONAL THERAPISTS

OCCUPATIONAL THERAPISTS assess the function of people whose abilities and daily activities are impaired.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• conducting tests to evaluate and assess emotional, psychological developmental and physical capabilities
• testing and training patients with perceptual motor problems, learning or developmental disabilities
• assessing and training people with disabilities in self-care and daily living activities and providing aids and adaptations to assist performance, independence and productivity
• assessing patients’ vocational potential and providing work adjustment training and work experience
• planning and directing programs through the use of vocational, recreational, remedial, social and educational activities, conducted on an individual or group basis
• recording patients’ activities, responses and progress

Occupations: 2383-11 Occupational Therapist

2383-11 Occupational Therapist
Assesses the function of people whose abilities and daily activities are impaired.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

UNIT GROUP 2384  OPTOMETRISTS

OPTOMETRISTS performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, and prescribes lenses, other optical aids or therapy.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• examining patients’ eyes and setting visual tests to determine the nature and extent of vision problems and abnormalities
• prescribing lenses, contact lenses and low vision aids and checking suitability and comfort
• detecting, diagnosing and managing eye disease and referring patients to, and receiving referrals from other health providers, in particular medical practitioners
• providing advice on visual issues such as contact lens care, vision-care of the elderly, optics, visual ergonomics, occupational and industrial eye safety and research

Occupations: 2384-11 Optometrist

2384-11 Optometrist
Performs eye examinations and vision tests to determine the presence of visual, ocular and other abnormalities, and prescribes lenses, other optical aids or therapy.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.
UNIT GROUP 2385 PHYSIOTHERAPISTS

PHYSIOTHERAPISTS assess and treat disorders of movement caused by injury or disease.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- treating patients to reduce pain, improve circulation, strengthen muscles, improve cardio-thoracic, cardio-vascular and respiratory functions, restore joint mobility, improve balance and coordination
- administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients
- using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients
- instructing patients and their families in procedures to be continued at home
- recording treatments given and patients’ responses and progress

Occupations:

2385-11 Physiotherapist

Assesses, treats and prevents disorders in human movement caused by injury or disease.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- treats patients to reduce pain, improve circulation, strengthen muscles, improve cardio-thoracic, cardio-vascular and respiratory functions, restore joint mobility, improve balance and coordination
- administers muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients
- uses the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients
- instructs patients and their families in procedures to be continued at home
- records treatments given and patients’ responses and progress
- may refer to or accept referrals from medical practitioners and other health care professionals
- may specialise in sports-related injuries or treatments

Specialisations:
Sports Physiotherapist
UNIT GROUP 2386  SPEECH PATHOLOGISTS

SPEECH PATHOLOGISTS assess and treat people with communication disorders or physical problems associated with eating or swallowing.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- administering tests and observing patients to determine nature and extent of disorders
- planning and conducting programs of remedial exercises to correct stuttering, abnormal articulation and other disorders
- administering individual or group therapy for rehabilitation of patients with communication problems caused by defective hearing, cerebral palsy, surgery or injury
- advising on treatment for children slow in learning to speak
- counselling and guiding language-handicapped individuals, their families, teachers and employers

Occupations: 2386-11 Speech Pathologist

2386-11  Speech Pathologist
Speech Therapist

Assesses and treats people with communication disorders including speech, language, voice, fluency and literacy difficulties or people who have physical problems with eating or swallowing.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing may be required.

Tasks Include:
- administers tests, and observes patients to determine the nature and extent of communication, speech or voice disorders
- plans and conducts remedial exercises and programs to correct stuttering, abnormal articulation and other speech disorders
- advises on treatment for children slow in learning to speak
- provides speech training for patients with communication problems caused by defective hearing, abnormality, surgery or injury
- plans individual or group therapy in rehabilitation of patients with communication disorders
- counsels and guides language handicapped people, their families, teachers and employers
- may act as a consultant to education, medical, dental and other professional groups
- may conduct research related to the development of diagnostic techniques or the design of related apparatus
- may refer to, or accept referrals from, medical practitioners
UNIT GROUP 2387  CHIROPRACTORS AND OSTEOPATHS

CHIROPRACTORS AND OSTEOPATHS diagnose, treat and advise on prevention of physiological and mechanical disorders of the locomotor system.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- examining patients, ordering or performing X-rays and pathological tests
- diagnosing disorder by discussion, observation and testing
- manipulating peripheral joints and soft tissues of the spinal column or other parts of the body framework to restore mechanical function
- advising on diet, nutrition and lifestyle
- prescribing exercises for rehabilitation and/or prevention

Occupations:  2387-11 Chiropractor  2387-13 Osteopath

2387-11 Chiropractor
Diagnoses, treats and provides preventative advice on physiological and mechanical disorders of the human locomotor system, particularly neuro-muscular skeletal disorders.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- treats patients by adjustment of the spinal column to manipulate the peripheral joints and the soft tissues
- reduces physical interference to the nervous system, which may cause pain, impairment of normal function or lowered resistance to disease
- assesses disorders by discussion, observation, examination of patients, X-rays and pathological tests
- prescribes treatment to be followed including preventative and corrective exercise and diet
- uses diagnostic equipment such as X-rays, spinal analysis and electromyography

2387-13 Osteopath
Diagnoses, treats and provides preventative advice on physiological and mechanical disorders of the human locomotor system.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- assesses disorders by discussion, observation and examination of patients and the analysis of X-rays and pathological tests
- treats patients primarily by the application of precise manual therapy to the disordered body framework, to restore normal mechanical function and prevent further mechanical disorder and disease processes associated with mechanical dysfunction
- prescribes treatment regimes including rehabilitation and preventative exercises, advice on diet, nutrition and lifestyle
UNIT GROUP 2388    PODIATRISTS

PODIATRISTS prevent, diagnose and treat medical and surgical conditions of the feet, including those resulting from bone and joint disorders, muscular pathologies as well as neurological and circulatory diseases.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- examining patients’ feet to determine the nature and extent of conditions, deformities or injuries
- examining and treating foot disabilities of paralysis, ulceration and malfunction caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and other neuropathies
- prescribing and arranging the fabrication of footwear to correct foot disabilities
- performing minor surgery to remove or ameliorate abnormal conditions
- prescribing and fitting replaceable pads, palliative and functional supports and other devices for the protection and correction of foot abnormalities
- advising patients about continued treatment and foot care to prevent recurrences

Occupations: 2388-11 Podiatrist

2388-11 Podiatrist

Prevents, diagnoses and treats medical and surgical conditions of the feet, including those resulting from bone and joint disorders, muscular pathologies as well as neurological and circulatory diseases.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- examines patients’ feet to determine the nature and extent of conditions such as skin lesions, bunions, ingrown toenails, foot infections, and deformities such as flat feet, foot imbalance and injury
- examines and treats foot disabilities of paralysis, ulceration and malfunction caused by diseases such as diabetes, peripheral vascular disorders, rheumatoid arthritis and other neuropathies
- prescribes and arranges the fabrication of footwear to correct foot disabilities
- performs minor surgery to remove or ameliorate abnormal conditions
- prescribes and fits replaceable pads, palliative and functional supports and other devices for the protection and correction of foot abnormalities
- advises patients about continued treatment and foot care to prevent recurrences
- may provide rehabilitation services to the physically handicapped
- may refer to, or have patients referred from, medical practitioners
UNIT GROUP 2391 MEDICAL IMAGING PROFESSIONALS

MEDICAL IMAGING PROFESSIONALS operate radiation producing and other imaging equipment for diagnostic, monitoring or treatment purposes, under the direction of a radiologist or other medical practitioner.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• performing medical imaging on patients according to referral from medical practitioners
• treating patients according to prescription from medical oncology specialists, calculating length and intensity of exposure to radiation and size and strength of dosage of isotopes
• positioning patients, screens and equipment preparatory to procedure
• operating X-ray machines, radiation scanners and fluoroscopes
• compiling electronic or photographic records of tests for diagnostic purposes
• preparing radioactive materials for use in radiation scanning or radiation treatments

Occupations:
2391-11 Medical Diagnostic Radiographer
2391-13 Radiation Therapist
2391-15 Nuclear Medicine Technologist
2391-17 Sonographer

2391-11 Medical Diagnostic Radiographer
Medical Imaging Technologist

Operates X-ray and other medical imaging equipment to produce images for medical diagnostic purposes in conjunction with radiologists or other medical specialists.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• performs medical imaging on patients according to referral from medical practitioners
• calculates details of procedures such as length and intensity of exposure to radiation and settings of recording equipment
• explains procedures to patients
• positions patients and equipment to carry out procedures
• produces electronic or medical images performed by equipment such as X-ray machines, scanners, fluoroscopes and ultrasound machines for use by medical practitioners in the diagnosis of disease or injury
• assists surgeons by using radiographic equipment in operating theatres to produce immediate results

2391-13 Radiation Therapist

Operates high energy X-ray and other radiation and electron generating and monitoring equipment to administer radiation treatment for medical purposes in conjunction with radiologists or other medical specialists.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• treats patients according to prescriptions from medical oncology specialists
• calculates details of procedures such as length and intensity of exposure to radiation, size and strength of dosage of isotopes and settings of recording equipment
• explains procedures to patients
• positions patients and equipment to carry out procedures
• prepares radioactive materials for use in radiation treatments

2391-15 Nuclear Medicine Technologist

Performs or assists in the performance of diagnostic examinations using radionuclides and radiopharmaceuticals, and administers radionuclides for therapeutic purposes under the direction of nuclear medicine specialists or other specialist medical practitioners.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• performs laboratory procedures and practices, including blood and specimen collection, cell labelling, radioimmuno assays and quality control testing
• prepares radiopharmaceuticals for use in scintigraphic, laboratory or therapeutic procedures
• uses computer systems to acquire, manipulate and process patient data, carry out quality controls and develop new programs
• receives, handles, stores and disposes of radionuclides in accordance with safety regulations
• operates nuclear instrumentation
• selects appropriate equipment to be used and positions patients
• conveys findings of procedures to medical practitioners

2391-17 Sonographer

Operates ultrasound machines and related medical imaging equipment to produce images for medical diagnostic purposes in conjunction with other medical professionals.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
• performs medical imaging on patients according to referral from medical practitioners
• calculates details of procedures such as length and intensity of exposure and settings of recording equipment
• explains procedures to patients
• positions patients, and equipment to carry out procedures
• produces medical images using equipment such as ultrasound machines and scanners for use by medical practitioners in the diagnosis of disease or injury
UNIT GROUP 2392  VETERINARIANS

VETERINARIANS diagnose, treat and prevent animal diseases, ailments and injuries.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- treating animals medically and surgically, administering and prescribing drugs, analgesics, general or local anaesthetics
- determining the presence and nature of abnormal conditions by physical examination and by using diagnostic techniques including laboratory tests and X-ray examinations
- performing surgery, dressing wounds and setting broken bones
- rendering obstetric services to animals
- participating in programs designed to prevent the occurrence and spread of animal diseases
- inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases

Occupations:
2392-11 Veterinarian

2392-11 Veterinarian
Veterinary Surgeon

Diagnoses, treats and prevents animal diseases, ailments and injuries.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- treats animals medically and surgically, administering and prescribing drugs, analgesics, general or local anaesthetics
- determines the presence and nature of abnormal conditions by physical examination and by using diagnostic techniques including laboratory tests and X-ray examinations
- performs surgery, dresses wounds and sets broken bones
- renders obstetric services to animals
- participates in programs designed to prevent the occurrence and spread of animal diseases
- inoculates animals against, and tests for, infectious diseases and notifies authorities of outbreaks of infectious animal diseases
- performs autopsies to determine cause of death
- advises clients on hygiene, feeding, breeding and care of animals
- may provide professional services to commercial firms producing biological or pharmaceutical products
- may specialise with a particular animal group or in a particular specialty area

Specialisations:
Veterinary Parasitologist
Veterinary Pathologist
UNIT GROUP 2393  DIETITIANS

DIETITIANS apply the science of human nutrition to assist individuals, groups and communities attain, maintain and promote health.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- providing nutrition assessments, nutrition management, nutrition education, research and training
- collecting, organising and assessing data relating to health and nutritional status of individuals, groups and communities
- planning diets and menus and instructing people on the requirements and importance of diet, and on the planning and preparation of food
- consulting with other health professionals and related workers on nutrition, including controlled diets for people with special needs
- monitoring food intake and quality to provide nutritional care
- planning, conducting and evaluating nutrition intervention programs and compiling educational material

Occupations: 2393-11 Dietitian

2393-11 Dietitian

Assists individuals, groups and communities to attain, maintain and promote health through good diet and nutrition.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- provides nutrition assessments, nutrition management, nutrition education, research and training
- collects, organises and assesses data relating to health and nutrition
- plans diets and menus and instructs people on the requirements and importance of prescribed and normal diets, and on the planning and preparation of food
- consults with other health professionals and related workers on nutrition, including controlled diets for people with special needs
- monitors food intake and quality of food to provide nutritional care
- plans, conducts and evaluates nutrition intervention programs and compiles educational material
- may provide nutrition counselling services and act as consultants to private hospitals and nursing homes
- may conduct and evaluate dietary studies and participate in research on nutritional related matters
- may advise on product development or redevelopment, marketing and sales strategies and provide food and nutrition information
- may develop and administer food and nutrition policies

Nutritionist

Assistant • Australian Standard Classification of Occupations, 2nd Ed • 1220.0
UNIT GROUP 2394  NATURAL THERAPY PROFESSIONALS

NATURAL THERAPY PROFESSIONALS diagnose and treat diseases, ailments and injuries using natural therapies, and advise on preventive measures.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience.

Tasks Include:
• questioning and examining patients to determine the nature of the disorder or illness
• recording patients' medical information
• providing dietary guidelines and prescribing foods and nutritional supplements
• treating disorders or illnesses with applications such as herbal or homeopathic medicine, massage therapy or acupuncture

Occupations: 2394-11 Naturopath
2394-13 Acupuncturist
2394-79 Natural Therapy Professionals nec

2394-11 Naturopath
Treats internal health problems, metabolic disorders and imbalances, through treatment of the whole person, using natural therapies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience.

Tasks Include:
• questions and examines patients to determine the nature of the disorder or illness
• records patients' medical information
• uses treatment applications such as herbal medicine, homeopathic medicine, nutritional supplements or massage therapy to relieve patients' disorders or illnesses
• provides dietary guidelines and prescribes foods and nutritional supplements
• may examine patients' iris to determine state of health

2394-13 Acupuncturist
Treats disorders and illnesses by stimulating the body's defence mechanisms through fine needle insertions into the skin.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience.

Tasks Include:
• examines and questions patients to determine nature of disorder or illness
• records patients' medical information
• treats disorders and illnesses by inserting fine needles into critical points of the body to stimulate the body's defence mechanisms

2394-79 Natural Therapy Professionals nec
This occupation group covers Natural Therapy Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience.

Occupations in this group include:
Chinese Medicine Practitioner
Herbalist (Chinese)
Homeopath
UNIT GROUP 2399 OTHER HEALTH PROFESSIONALS

This unit group covers Health Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Occupations:
- 2399-11 Audiologist
- 2399-13 Orthoptist
- 2399-15 Orthotist
- 2399-79 Health Professionals nec

**2399-11 Audiologist**

Provides diagnostic assessment and rehabilitative services related to human hearing defects.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- administers and interprets a wide range of audiometric tests to determine hearing efficiency and site of detected hearing problems
- interprets audiometric test results alongside other medical, social and behavioural diagnostic data
- evaluates total response pattern and acoustic tests to distinguish between organic and non-organic hearing loss
- plans, directs and participates in counselling, speech-reading and other rehabilitative programs
- prescribes appropriate hearing aids and instructs patients in use
- records patients' condition, treatment and progress
- may conduct research into the physiology, pathology, physics, and psychophysics of the auditory system
- may design and develop clinical and research procedures and apparatus
- may design and implement industrial hearing conservation and education programs
- may design and implement school-based audiology programs within special schools for hearing-impaired children

**2399-13 Orthoptist**

Diagnoses and manages eye movement disorders and associated sensory deficiencies.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- diagnoses eye movement disorders and defects of binocular function
- tests visual acuity, including function of visual pathways, eye movements, freedom of vision and intraocular pressure, using special eye test equipment
- prescribes exercises to coordinate movement and focusing of eyes
- manages programs for eye movement disorders and instructs and counsels patients in the use of corrective techniques and eye exercise
- records patients' conditions, treatments and progress
- conducts field testing, such as glaucoma investigation and preventative screening and rehabilitation programs for the visually impaired

**2399-15 Orthotist**

Designs, builds, fits and repairs splints, braces, callipers and related appliances to restore functions or compensate for muscular or skeletal disabilities.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing may be required.

Tasks Include:
- works with doctors and therapists in the care and treatment of patients
- consults, designs and selects materials and components, taking casts and measurements, making modifications, and performing fittings
- evaluates the function and appearance of the device on the patient and advises patients on its use
- may examine patient needs and assist physicians in pre-surgical planning and design for the construction of devices
- may supervise the functions of support personnel and laboratory or workshop activities

Specialisations:
- Prosthetist

**2399-79 Health Professionals nec**

This occupation group covers Health Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Occupations in this group include:
- Dance Therapist
- Diversion Therapist
- Drama Therapist
- Hypnotherapist
- Music Therapist
- Recreational Therapist
SUB-MAJOR GROUP 24

EDUCATION PROFESSIONALS

EDUCATION PROFESSIONALS educate students in pre-primary, primary, secondary, tertiary, private or special institutions by teaching one or more of a range of subjects to students, research and develop curricula and teaching materials, and promote students’ social, emotional, intellectual and physical development.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Education Professionals typically include delivering prescribed courses of study in the formal education system or courses of study in specialised subjects such as art, music, dance or drama in establishments outside the formal education system; preparing and presenting theoretical and practical subject matter in lectures, tutorials and workshop sessions; monitoring and assessing the progress of individual students; attending to the social, emotional, intellectual and physical well-being of students and maintaining acceptable standards of behaviour; discussing individual progress, courses, academic matters and problems with other professionals, parents and students; and advising on particular areas of the education process, curriculum coordination and design.

Occupations in this sub-major group are classified into the following minor groups:

241 SCHOOL TEACHERS
242 UNIVERSITY AND VOCATIONAL EDUCATION TEACHERS
249 MISCELLANEOUS EDUCATION PROFESSIONALS
MINOR GROUP 241

SCHOOL TEACHERS

SCHOOL TEACHERS educate students in pre-primary, primary, secondary or special institutions by teaching a range of subjects within a prescribed curriculum to students and promote students’ social, emotional, intellectual and physical development.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by School Teachers typically include selecting, preparing and presenting courses, teaching materials and lessons suited to the abilities of the students; correcting and assessing students’ work; attending to the social, emotional, intellectual and physical well-being of students and maintaining acceptable standards of behaviour; assessing the abilities and level of achievement of students through direct observation and administering tests; and discussing individual progress and problems with other professionals, parents and students.

Occupations in this minor group are classified into the following unit groups:

2411 PRE-PRIMARY SCHOOL TEACHERS
2412 PRIMARY SCHOOL TEACHERS
2413 SECONDARY SCHOOL TEACHERS
2414 SPECIAL EDUCATION TEACHERS
UNIT GROUP 2411 PRE-PRIMARY SCHOOL TEACHERS

PRE-PRIMARY SCHOOL TEACHERS teach the basics of numeracy, literacy, music, art and literature to students at pre-primary schools and promote students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning activities using a variety of materials and equipment designed to facilitate the development of motor skills and cooperative social skills
- promoting language development through story telling, role play, songs, rhymes and informal discussions
- observing students to evaluate progress and to detect signs of ill health, emotional disturbance and other disabilities
- observing nutritional health, welfare and safety needs of students and identifying factors which may impede students’ progress
- attending parent interviews, staff and committee meetings

Occupations: 2411-11 Pre-Primary School Teacher

2411-11 Pre-Primary School Teacher

Kindergarten Teacher

Teaches the basics of numeracy, literacy, music, art and literature to students at pre-primary schools and promotes students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- plans and structures learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students’ development
- provides a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
- promotes language development through story telling, role play, songs, rhymes and informal discussions held individually or within groups
- observes students to evaluate their progress and to detect signs of ill health, emotional disturbance or other disabilities
- observes nutritional health, welfare and safety needs of students and identifies factors which may impede students’ progress
- discusses students’ progress with parents
- attends parent interviews, staff and committee meetings
- participates in community and family support programs as appropriate
- supervises student teachers on placement

Specialisations:
Pre-School Director
UNIT GROUP 2412 PRIMARY SCHOOL TEACHERS

PRIMARY SCHOOL TEACHERS teach a range of subjects within a prescribed curriculum to primary school students and promote students' social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- teaching literacy, numeracy, social science, creative expression and physical education skills to primary school students
- developing students' interests, abilities and coordination by way of creative activities
- presenting subject matter using a range of teaching techniques and materials
- guiding discussions and supervising work in class
- testing and evaluating students for individual progress in written and oral work
- discussing students’ progress and social, behavioural, and learning problems with parents and school counsellors

Occupations: 2412-11 Primary School Teacher

2412-11 Primary School Teacher

Teaches a range of subjects within a prescribed curriculum to primary school students and promotes students' social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- teaches literacy, numeracy, social science, creative expression and physical education skills to primary school students
- develops students' interests, abilities and coordination by way of creative activities
- presents subject matter using a range of teaching techniques and materials
- guides discussions and supervises work in class
- tests and evaluates students for individual progress in written and oral work
- encourages personal development by assisting students to use and develop their capabilities
- discusses students’ progress and social, behavioural and learning problems with parents and school counsellors
- maintains attendance records and school discipline
- participates in staff meetings, educational conferences and workshops
- performs extra-curricular tasks such as assisting with sport, school concerts, excursions and special interest programs
- supervises student teachers on placement

Specialisations:
Primary Teacher-Librarian
UNIT GROUP 2413  SECONDARY SCHOOL TEACHERS

SECONDARY SCHOOL TEACHERS teach one or more subjects within a prescribed curriculum to secondary school students and promote students' physical, mental, social, emotional and intellectual development.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- presenting subject matter using a range of teaching techniques and materials
- preparing, administering and marking tests, projects and assignments to evaluate students' progress, and recording the results
- discussing individual progress and problems with students and parents and seeking advice from student counsellors or senior teachers
- maintaining discipline in classrooms and other school areas
- participating in staff meetings, educational conferences and workshops

Occupations:  2413-11 Secondary School Teacher

2413-11 Secondary School Teacher

Teaches one or more subjects within a prescribed curriculum to secondary school students and promotes students' social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- presents subject matter using a range of teaching techniques and materials
- prepares, administers and marks tests, projects and assignments to evaluate students' progress, and records the results
- discusses individual progress and problems with students and parents and seeks advice from student counsellors or senior teachers
- maintains discipline in classrooms and other school areas
- participates in staff meetings, educational conferences and workshops
- liaises with parent, community and business groups
- maintains class and scholastic records
- supervises student teachers on placement
- may coordinate teaching in a particular subject area
- may assist with sporting activities and excursions

Specialisations:
Secondary School Teacher-Librarian
UNIT GROUP 2414  SPECIAL EDUCATION TEACHERS

SPECIAL EDUCATION TEACHERS teach primary and secondary school students with particular learning difficulties and promote students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assessing students’ abilities and limitations with regard to intellectual, physical, social or emotional handicaps, exceptional intellectual gifts, or specific problems of language and culture
- planning, organising and implementing special programs to provide remedial or advanced tuition
- administering various forms of assessment and interpreting the results
- teaching basic academic subjects, and practical and self-help skills to hearing and sight impaired students
- devising instructional materials, methods and aids to assist in the training and rehabilitation process
- advising, instructing and counselling parents and teachers on the availability and use of special techniques
- stimulating and developing interests, abilities, manual skills and coordination

Occupations:
- 2414-11 Special Needs Teacher
- 2414-13 Teacher of the Hearing Impaired
- 2414-15 Teacher of the Sight Impaired
- 2414-79 Special Education Teachers nec

2414-11  Special Needs Teacher
Special Education Teacher

Teaches primary and secondary school students with particular learning difficulties and promotes students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- diagnoses learning difficulties in students in mainstream educational programs using a variety of techniques
- assesses students’ abilities and limitations with regard to intellectual, physical, social or emotional handicaps, exceptional intellectual gifts, or specific problems of language and culture
- plans, organises and implements special programs to provide remedial tuition
- provides assistance to regular classroom teachers in designing teaching programs
- teaches students individually or in groups out of the regular classroom, or assists them within normal classroom settings
- monitors students’ progress using a variety of observational and testing techniques
- provides advice concerning community services available to assist students with special difficulties
- may work with parents in a variety of training programs
- may work with gifted students

Specialisations:
- Remedial Teacher
- Teacher of Gifted Students

2414-13  Teacher of the Hearing Impaired

Teaches academic and living skills to hearing impaired students and promotes students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- assesses students’ capabilities and designs appropriate learning activities
- assists students to develop residual hearing, lip reading and speaking ability
- instructs students in the formation of sounds for speech, using special techniques and devices such as high-powered hearing aids and visual aids
- plans curricula and prepares lessons and other instructional materials
- observes and evaluates the abilities and skills of hearing impaired students and prepares reports on their progress
- may work with parents on a variety of learning and follow-up programs
Teacher of the Sight Impaired

Teaches academic and living skills to sight impaired students and promotes students’ social, emotional, intellectual and physical development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- assesses students’ capabilities and designs appropriate learning activities
- assists students to develop their other senses and learn daily living skills
- instructs students in reading and writing Braille, using aids such as a Braille writer, typewriter and an Optacon machine to convert visual images to vibrations
- plans curricula and prepares lessons and other instructional materials
- observes and evaluates the progress of sight impaired students and prepares reports on their progress
- may work with parents on a variety of learning and follow-up programs

Special Education Teachers nec

This occupation group covers Special Education Teachers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Occupations in this group include:
- Aboriginal Teacher
- Distant Education Teacher
- Migrant Teacher
MINOR GROUP 242

UNIVERSITY AND VOCATIONAL EDUCATION TEACHERS

UNIVERSITY AND VOCATIONAL EDUCATION TEACHERS educate tertiary students in one or more subjects within a prescribed course of study at universities, technical and further education (TAFE) institutes and other vocational training providers and teach adult education courses.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by University and Vocational Education Teachers include preparing and delivering lectures to tertiary students in one or more subjects within a prescribed course of study; conducting tutorials, seminars, and laboratory sessions; preparing and marking essays, assignments and examinations; participating in course development and in meetings on departmental, budgetary, curriculum and policy matters; attending conferences and seminars, and conducting research into a particular field of knowledge; providing feedback to students on progress and advising students on courses and related matters; consulting with Librarians, Student Counsellors, Education Managers and other support staff.

Occupations in this minor group are classified into the following unit groups:

2421 UNIVERSITY LECTURERS AND TUTORS

2422 VOCATIONAL EDUCATION TEACHERS
UNIT GROUP 2421 UNIVERSITY LECTURERS AND TUTORS

UNIVERSITY LECTURERS AND TUTORS prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university and conduct research in a particular field of knowledge.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing and delivering lectures, conducting tutorials, seminars, and laboratory sessions
- preparing and marking essays, assignments and examinations
- advising students on academic and related matters
- participating in course development and in meetings on departmental, budgetary, curriculum and policy matters
- attending conferences and seminars, and conducting research into a particular field of knowledge

Occupations:
- 2421-11 University Lecturer
- 2421-13 University Tutor

2421-11 University Lecturer
Lectures students and conducts tutorials in one or more subjects within a prescribed course of study at a university and conducts research in a particular field of knowledge.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- prepares and delivers lectures and seminars
- prepares assignments, examinations and other course work to assess students
- conducts tutorials, clinical sessions, workshops and other practical classes
- supervises work programs of post-graduate and honours students and tutorial staff
- attends meetings with other staff including those meetings concerned with departmental, budgetary and policy matters
- attends conferences dealing with academic specialisation
- participates in the setting of course and degree requirements, curriculum revision and academic planning
- advises students on academic and related matters
- serves on council, senate, faculty and other committees
- conducts research in a particular field of knowledge
- may publish articles

2421-13 University Tutor
Conducts tutorials in one or more subjects within a prescribed course of study at a university.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration and licensing may be required.

Tasks Include:
- conducts tutorials, seminars and laboratory sessions under the direction of other academic staff
- stimulates and guides class discussions
- compiles bibliographies of specialised materials for reading assignments
- marks and comments on essays, assignments and examinations
- advises students on academic and related matters
- attends departmental and faculty meetings
- may conduct research in a particular field of knowledge and prepare reports of findings for publication

Specialisations:
University Demonstrator
UNIT GROUP 2422  VOCATIONAL EDUCATION TEACHERS

VOCATIONAL EDUCATION TEACHERS teach one or more subjects within a prescribed course of study at a technical and further education (TAFE) institution or other training institute to tertiary students for vocational education and training purposes.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or a post-graduate diploma in adult education. In some instances relevant industry and vocational education experience is required in addition to the formal qualification.

Tasks Include:
- teaching students through the presentation of lesson materials, discussions, workshop and laboratory sessions and the use of audio-visual aids and other classroom resources
- preparing, administering and marking activities to assess students' competencies
- providing feedback to students on progress and advising students on courses and related matters
- liaising with industry to keep up to date with current practice
- consulting with Librarians, Student Counsellors, Education Managers and other support staff

Occupations: 2422-11 Vocational Education Teacher

2422-11 Vocational Education Teacher

Teaches one or more subjects within a prescribed course of study at a TAFE or other training institute to students for vocational education and training purposes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or a post-graduate diploma in adult education. In some instances relevant industry and vocational education experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- teaches students through the presentation of lesson materials, discussions, workshop and laboratory sessions and the use of audio-visual aids and other classroom resources
- prepares, administers and marks activities to assess students’ competencies
- provides feedback and maintains records of students' progress
- liaises with industry to keep up to date with current practice
- advises students on courses and related matters
- consults with Librarians, Student Counsellors, Education Managers and other support staff
- may be involved in curriculum development and the preparation of teaching resources

Specialisations:
- Adult Education Teacher
- TAFE Lecturer
- TAFE Teacher
MINOR GROUP 249

MISCELLANEOUS EDUCATION PROFESSIONALS

This minor group covers Education Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

2491 EXTRA-SYSTEMIC TEACHERS
2492 ENGLISH AS A SECOND LANGUAGE TEACHERS
2492 EDUCATION OFFICERS
UNIT GROUP 2491 EXTRA-SYSTEMIC TEACHERS

EXTRA-SYSTEMIC TEACHERS teach students in the practice, theory and performance of subjects such as art, music, dance and drama, in private training establishments.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning programs of study for individual students and groups
- preparing and presenting material on the theory of the subject area
- instructing and demonstrating practical aspects of the subject area
- assigning problems and exercises relative to students’ training needs and talents
- assessing students and offering advice, criticism and encouragement

Occupations: 2491-11 Art Teacher (Private)  
2491-13 Music Teacher (Private)  
2491-15 Dance Teacher (Private)  
2491-17 Drama Teacher (Private)  
2491-79 Extra Systemic Teachers nec

2491-11 Art Teacher (Private)
Teaches students in the practice and theory of art, in private training establishments.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans programs of study for individual students and groups
- prepares and delivers lectures
- demonstrates the use and selection of creative media and materials
- assigns problems relative to materials, design and expression
- provides guidance by demonstration and the use of sample films and other media
- teaches theory of the particular area of study
- assesses students’ work and offers advice, criticism and encouragement
- may arrange tours of art galleries and museums
- may arrange for exhibitions of students’ work

2491-13 Music Teacher (Private)
Teaches students in the practice, theory and performance of music, in private training establishments.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines students’ interests, capabilities and potential for training through interview and observation
- develops performance skills and related disciplines
- plans programs of study for groups and individual students
- teaches by demonstration, direction and supervision
- assesses competence and provides feedback
- teaches theory of the particular area of study
- maintains student records of progress and proficiency
- assigns problems and exercises relative to students’ training needs and talents
- may arrange visits and tours to professional performances
- may organise performance of students’ work

Specialisations:
- Singing Teacher (Private)
2491-15 Dance Teacher (Private)

Teaches students in the practice, theory and performance of dance, in private training establishments.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines students’ interests, capabilities and potential for training through interview and observation
- plans programs of study for individual students and groups
- explains and demonstrates techniques and methods of regulating movements of body and feet to musical and rhythmic accompaniment
- trains students in the execution of dance steps and routines
- develops skills of musical interpretation and performance artistry
- assesses competence and provides feedback
- teaches theory of the particular area of study
- may choreograph dances for special concerts and prepare students for competitions
- may instruct other teachers of dance in methods of instructing pupils and in theories of learning, and the development of dance programs

Specialisations:
Ballet Teacher

2491-17 Drama Teacher (Private)

Teaches students in the practice, theory and performance of drama, in private training establishments.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- instructs and trains performers in camera, stage and vocal techniques and in interpretation of roles in dramatic productions
- selects suitable training methods based on the competence of performers
- conducts readings to evaluate performers’ abilities
- advises performers on basic wardrobe, grooming and manner
- teaches correct methods and techniques for auditions for parts in plays and other productions
- assesses competence and provides feedback
- teaches theory of the particular area of study
- may coach actors for specific stage, screen or television performances

Specialisations:
Elocution Teacher

2491-79 Extra-Systemic Teachers nec

This occupation group covers Extra-Systemic Teachers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Childbirth Educator
Dressmaking Teacher (Private)
Handicrafts Teacher (Private)
UNIT GROUP 2492  ENGLISH AS A SECOND LANGUAGE TEACHERS

ENGLISH AS A SECOND LANGUAGE TEACHERS teach special classes in English to students whose first language is not English.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• diagnosing and assessing the extent of language difficulties in students for whom English is a second language
• providing assistance to regular classroom teachers by designing special teaching programs for students with English language difficulties
• teaching students individually or in small groups out of the regular classroom, or by assisting students within normal classroom settings
• teaching students in basic or advanced English language skills

Occupations: 2492-11 English as a Second Language Teacher

2492-11 English as a Second Language Teacher
Teaches special classes in English to students whose first language is not English.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
• diagnoses and assesses the extent of language difficulties in students whose first language is a language other than English
• provides assistance to regular classroom teachers by designing special teaching programs for students with English language difficulties
• teaches students individually and in small groups out of the regular classroom, or by assisting students within normal classroom settings
• teaches students in basic or advanced English language skills
• may provide advice concerning the community services available to assist students with English language difficulties
UNIT GROUP 2493   EDUCATION OFFICERS

EDUCATION OFFICERS conduct educational research and develop course curricula and associated teaching materials for use by educational institutions.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- consulting with teachers, principals and administrative officials of educational institutions to coordinate educational programs and provide advice
- identifying and evaluating new developments in education by conducting research into educational systems
- serving on committees to identify present and future needs within the educational system, and plan, develop and modify facilities and programs
- documenting subjects and courses developed, and evaluating new courses
- organising and conducting workshops and conferences to train teachers in new programs and methods
- applying knowledge of learning processes and school structures to develop operational and training programs and submitting them for decision and funding

Occupations:  2493-11 Education Officers

2493-11 Education Officer

Conducts educational research and develops course curricula and associated teaching materials for use by educational institutions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- consults with teachers, principals and administrative officials of educational institutions to coordinate educational programs and provide advice
- identifies and evaluates developments in education by conducting research into educational systems
- serves on committees to identify present and future needs within the educational system, and plan, develop and modify facilities and programs
- documents subjects and courses developed, and evaluates new courses
- organises and conducts workshops and conferences to train teachers in new programs and methods
- applies knowledge of learning processes and school structures to develop operational and training programs and submits them for decision and funding
- undertakes school reviews, teacher assessment and educational planning in primary and secondary schools
- prepares reports and information papers
- reports on needs arising from subject development and student capabilities
- may assess the suitability of teachers for promotion or further training
- may provide support and advice to parents teaching their own children in remote areas

Specialisations:
Curriculum Advisory Teacher
Home-School Liaison Officer
Pre-School Adviser
School Inspector
SUB-MAJOR GROUP 25

SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS

SOCIAL, ARTS AND MISCELLANEOUS PROFESSIONALS provide social, vocational, spiritual and legal advice to clients and the community, communicate ideas and facts in a wide range of media, command and navigate aircraft and ships, and develop and implement policies regarding occupational health and safety and the conservation of materials and objects in museums and galleries.

Most occupations in this sub-major group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations in this sub-major group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks performed by Social, Arts and Miscellaneous Professionals typically include discussing social, vocational, spiritual and legal needs of individuals or the community; writing, reviewing and editing journalistic copy, literary work, musical compositions or film, television and radio scripts; presenting information and producing, directing, performing and recording various kinds of entertainment; controlling the movement of ships or aircraft; developing, implementing and evaluating policies and programs relating to environmental health and safety; and planning and organising the collection and conservation of materials and objects in museums and galleries.

Occupations in this sub-major group are classified into the following minor groups:

- 251 SOCIAL WELFARE PROFESSIONALS
- 252 MISCELLANEOUS SOCIAL PROFESSIONALS
- 253 ARTISTS AND RELATED PROFESSIONALS
- 254 MISCELLANEOUS PROFESSIONALS
MINOR GROUP 251

SOCIAL WELFARE PROFESSIONALS

SOCIAL WELFARE PROFESSIONALS provide guidance to clients, the community or members of their congregation in social, educational, vocational, relationship and spiritual matters to enable them to overcome difficulties and find and use resources to achieve particular goals.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations in this minor group may require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks performed by Social Welfare Professionals typically include assessing resources for health, welfare, recreation, housing, employment and other community services; providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse; consulting with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs; assisting clients with employment placement and matters relating to education and training; developing, administering and evaluating individual and group treatment programs; developing and conducting psychological tests and developing interview techniques; conducting surveys and research studies on job design, work groups, morale, motivation, management, mental abilities and educational performance; preparing and conducting services of public worship or acknowledgments of faith, in accordance with accepted ceremonial requirements; performing marriages, funerals and special memorial services according to ecclesiastical and civil law.

Occupations in this minor group are classified into the following unit groups:

- **2511 SOCIAL WORKERS**
- **2512 WELFARE AND COMMUNITY WORKERS**
- **2513 COUNSELLORS**
- **2514 PSYCHOLOGISTS**
- **2515 MINISTERS OF RELIGION**
UNIT GROUP 2511 SOCIAL WORKERS

SOCIAL WORKERS assess the social needs of individuals and groups, and assist people to develop and use the skills and resources needed to resolve social and other problems.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- acting as a contact between clients in need and community services
- assessing resources for health, welfare, recreation, housing, employment and other community services
- providing leadership and assistance for the implementation of pilot projects in community development and self-help
- cooperating with community organisations, social agencies and voluntary groups to improve services or developing new services
- conducting individual or family case interviews to identify the nature and extent of clients’ problems
- assisting clients to understand and resolve problems by providing information and referring them to community or self-help agencies

Occupations: 2511-11 Social Worker

2511-11 Social Worker

Assesses the social needs of individuals and groups, and assists people to develop and use the skills and resources needed to resolve social and other problems.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- acts as a contact between clients in need and community services
- assesses resources for health, welfare, recreation, housing, employment and other community services
- provides leadership and assistance for the implementation of pilot projects in community development and self-help
- assists community organisations, social agencies and voluntary groups to improve services or develop new services
- conducts individual or family case interviews to identify the nature and extent of clients’ problems
- evaluates information obtained to determine the type of assistance required
- assists clients to understand and resolve problems by providing information and referring them to community or self-help agencies
- monitors the progress of clients by maintaining contact
- compiles case records and reports
- may assist in budget preparation and policy formulation
UNIT GROUP 2512 WELFARE AND COMMUNITY WORKERS

WELFARE AND COMMUNITY WORKERS assist individuals, families and groups with social, emotional and financial difficulties to improve quality of life by educating and supporting them and working towards change in their social environment or facilitate community development initiatives and collective solutions within a community.

Skill Level:
The entry requirement for this unit group is a bachelor degree or AQF Diploma. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- providing support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse
- working with long-term problems to bring about client-directed change
- assessing risks and providing intensive short-term crisis counselling for victims of domestic violence, child abuse, disasters and other crises
- assisting to establish or administer a neighbourhood house, community group, employment training program or other service
- researching and analysing community issues, needs and problems
- developing, evaluating and maintaining community resources and programs
- evaluating resources devoted to health, welfare, recreation, housing, employment, training and other community facilities
- interpreting identified needs for community organisations, social agencies and groups, stimulating their interest and enlisting co-operation

Occupations:
- 2512-11 Welfare Worker
- 2512-13 Community Worker

2512-11 Welfare Worker
Assists individuals, families and groups with social, emotional and financial difficulties to improve quality of life by educating and supporting them and working towards change in their social environment.

Skill Level:
The entry requirement for this occupation is a bachelor degree or AQF Diploma. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- provides support while exploring alternatives with clients who experience difficulties such as marital problems, unemployment, illness and drug abuse
- assesses risks and provides intensive short-term crisis counselling for victims of domestic violence, child abuse, disasters and other crises
- assists in establishing or administering a neighbourhood house, community group, employment training program or other service
- evaluates data and writes reports including submissions requesting funding for continuing programs and new projects
- advocates on behalf of clients
- arranges for clients to be referred to other appropriate specialist professionals, support workers or community agencies
- arranges, coordinates and evaluates support services such as home and community care for elderly and disabled clients

2512-13 Community Worker
Facilitates community development initiatives and collective solutions within a community to address issues, needs and problems.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- researches and analyses community issues, needs and problems
- develops, evaluates and maintains community resources and programs
- evaluates resources devoted to health, welfare, recreation, housing, employment, training and other community facilities or programs
- interprets identified needs for community organisations, social agencies and groups, stimulates their interest and enlists cooperation
- provides leadership and coordinates programs
- prepares reports, budgets and policies

Specialisations:
- Community Development Officer
- Community Support Worker
- Housing Officer
UNIT GROUP 2513  COUNSELLORS

COUNSELLORS assess peoples’ needs and provide information and advice on educational, vocational, relationship or social difficulties and issues.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- consulting with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs
- assisting clients with employment placement and matters relating to education and training, through negotiation with community agencies, employers, unions, education and training authorities, government representatives and insurance companies
- assessing client needs in relation to treatment for drug abuse
- employing appropriate therapeutic models and interventions as a method of treatment and support for the client
- assisting the understanding and adjustment of attitudes, expectations and behaviour to develop more effective interpersonal relationships
- providing information and resources to assist clients with job-seeking skills
- contributing information, understanding and advice on the learning and behaviour of students, especially those with special needs, and assisting parents and teachers in dealing with these needs

Occupations:
- 2513-11 Rehabilitation Counsellor
- 2513-13 Drug and Alcohol Counsellor
- 2513-15 Family Counsellor
- 2513-17 Careers Counsellor
- 2513-19 Student Counsellor
- 2513-79 Counsellors nec

2513-11 Rehabilitation Counsellor
Assists physically, mentally and socially disadvantaged people to re-integrate into work and the community.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- consults with clients to develop rehabilitation plans taking account of vocational, social, medical and psychological needs
- assists clients with employment placement and matters relating to education and training, through negotiation with community agencies, employers, unions, education and training authorities, government representatives and insurance companies
- provides information and advisory services to organisations assisting the disadvantaged
- refers clients for medical examinations, psychological or psychiatric evaluation and vocational assessment
- evaluates the effectiveness of resettlement and recommends further action

2513-13 Drug and Alcohol Counsellor
Provides assessment, support and treatment for people, develops strategies which assist them to set goals, effect and maintain change, and provides community advice and education.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assesses client needs in relation to treatment for drug and alcohol abuse
- employs appropriate therapeutic models and interventions as a method of treatment and support for the client
- refers client to appropriate agencies for treatment, support and education
- facilitates the development of clients’ interpersonal and group skills through the provision of group-work programs
- counsels and supports family members
- provides information to the courts, guardians and agencies with the consent of the client
- adopts harm-minimisation principles in working with the client
- assists in community development by providing consultancy services and assists the community to attain knowledge and skills in addressing problems relating to substance use
- raises awareness regarding the prevention, early intervention and treatment of substance use
- promotes inter-organisational planning and consultation regarding the development of appropriate strategies and client management
2513-15 Family Counsellor
Assists individuals, couples or families with marriage or relationship difficulties.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assists the understanding and adjustment of attitudes, expectations and behaviour to develop more effective interpersonal and marital relationships
- conducts counselling or therapeutic interviews with individuals, couples or family groups
- collects data through observation and case histories, and discusses problems with parties involved
- presents alternative approaches and discusses potential for attitude and behaviour change
- counsels people and assists with appropriate decisions and adjustments relating to divorce

Specialisations:
Family Court Counsellor

2513-17 Careers Counsellor
Advises individuals and groups about career choices and assists individuals with self-development.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- provides information and resources to assist clients with job-seeking skills
- assists clients to develop awareness about career options by obtaining and examining information relevant to their abilities and needs
- maintains careers and labour market information
- analyses vocational information, explains alternatives and suggests possible courses of action
- may organise interview programs, surveys and careers displays
- may assist with special courses or community awareness programs
- may maintain job registers and refer clients to employers

2513-19 Student Counsellor
Provides guidance to students, parents and teachers over a wide range of matters, including students’ personal problems, learning difficulties and special requirements.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- contributes information, understanding and advice on the learning and behaviour of students, especially those with special needs, and assists parents and teachers in dealing with these needs
- diagnoses learning difficulties by the use of psychological evaluation and interpretation
- assists teachers to design, change or improve class programs
- provides assistance in the educational and behavioural adjustment or management of students
- undertakes individual counselling with students and their parents regarding educational, behavioural or emotional problems
- may organise interview programs, surveys and careers displays
- may assist with special courses or community awareness programs
- may counsel students at schools, TAFE colleges or university

2513-79 Counsellors nec
This occupation group covers Counsellors not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Grief Counsellor
Rape Crisis Counsellor
Trauma Counsellor
UNIT GROUP 2514 PSYCHOLOGISTS

PSYCHOLOGISTS investigate, assess and provide treatment or counselling to foster optimal, personal, social, educational or occupational adjustment and development.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- collecting data about individuals and assessing their cognitive, behavioural and emotional disorders
- administering and interpreting psychological tests and formulates plans for treatment
- developing, administering and evaluating individual and group treatment programs
- collecting data and analysing characteristics of students and recommending educational programs
- formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction
- conducting research studies on job design, work groups, morale, motivation, supervision and management

Occupations:
- 2514-11 Clinical Psychologist
- 2514-13 Educational Psychologist
- 2514-15 Organisational Psychologist
- 2514-79 Psychologists nec

2514-11 Clinical Psychologist
Consults with individuals and groups, assesses psychological disorders and administers programs of treatment.

Skill Level:
The entry requirement for this occupation is a bachelor degree and a post-graduate qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- collects data about individuals and assessing their cognitive, behavioural and emotional disorders
- administers and interprets psychological tests and formulates plans for treatment
- develops, administers and evaluates individual and group treatment programs
- assesses the reliability and validity of procedures used in treatment programs
- treats complex mental disorders and other health problems using specialised psychological techniques
- organises groups and conducts programs for the development of self-confidence, communication and other inter-personal skills
- may consult with other professionals in developing treatment programs

Specialisations:
- Clinical Neuropsychologist
- Forensic Psychologist
- Health Psychologist

2514-13 Educational Psychologist
Investigates learning and teaching, and develops psychological techniques to foster the development and skills of individuals and groups in educational settings.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- conducts research into motivation in learning, group performance and individual differences in mental abilities and educational performance
- collects data and analyses characteristics of students and recommends educational programs
- formulates achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction
- develops special methods of remedial instruction
- develops guidelines for the selection and development of teachers
- liaises with education specialists to plan curriculum and develop methods of organising, conducting and evaluating education programs
- may provide individuals and groups with educational and vocational guidance, training in study skills and personal counselling
2514-15 Organisational Psychologist
Industrial Psychologist
Occupational Psychologist

Applies psychological principles and techniques to study occupational behaviour, working conditions and organisational structure, and solve problems of work performance and organisational design.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- conducts job analyses and establishes job requirements by observing and interviewing employees and managers
- develops interview techniques, psychological tests and other aids in selection, placement, appraisal and promotion
- organises the design and implementation of staff training and development programs
- provides individuals with vocational and career guidance using tests and other assessment techniques
- uses statistical techniques to analyse and evaluate selection, training, job design and other organisational procedures
- conducts surveys and research studies on job design, work groups, morale, motivation, supervision and management
- provides counselling sessions for employees with work-related problems
- may advise management or unions on occupational health, organisational design or industrial relations problems

2514-79 Psychologists nec

This occupation group covers Psychologists not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Sport Psychologist
UNIT GROUP 2515 MINISTERS OF RELIGION

MINISTERS OF RELIGION perform spiritual functions associated with beliefs and practices of religious faiths and provide motivation, guidance and training in religious life for the people of a congregation, parish or community.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification. There is a requirement for high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- preparing and conducting services of public worship or acknowledgments of faith
- preparing and delivering sermons, homilies and special talks and planning music for services
- participating in the social and welfare activities of communities, encouraging people to be aware of their responsibilities, and organising participation in community projects
- conducting classes of religious instruction, and supervising prayer and discussion groups, retreats and seminars
- conducting pre-marital and family counselling and referring people to professional service agencies where necessary
- performing marriages, funerals and special memorial services according to ecclesiastical and civil law and keeping records as required by the church or local law

Occupations: 2515-11 Minister of Religion

2515-11 Minister of Religion

Performs spiritual functions associated with beliefs and practices of religious faiths and provide motivation, guidance and training in religious life for the people of a congregation, parish or community.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. There is a requirement for high levels of personal commitment and interest as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Tasks Include:
- prepares and conducts services of public worship or acknowledgments of faith
- prepares and delivers sermons, homilies and special talks and plans music for services
- participates in the social and welfare activities of communities, encourages people to be aware of their responsibilities, and organises participation in community projects
- conducts classes of religious instruction, and supervises prayer and discussion groups, retreats and seminars
- conducts pre-marital and family counselling
- refers people to professional service agencies
- visits congregation members in their homes, hospitals or other institutions to provide advice or religious comfort
- performs marriages, funerals and special memorial services according to ecclesiastical and civil law
- keeps records as required by the church or local law

Specialisations:
Aboriginal Ceremonial Celebrant
Chaplain
Priest
Rabbi
Salvation Army Officer
MINOR GROUP 252

MISCELLANEOUS SOCIAL PROFESSIONALS

This minor group covers Social Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification.

Occupations in this minor group are classified into the following unit groups:

2521 LEGAL PROFESSIONALS
2522 ECONOMISTS
2523 URBAN AND REGIONAL PLANNERS
2529 OTHER SOCIAL PROFESSIONALS
UNIT GROUP 2521 LEGAL PROFESSIONALS

LEGAL PROFESSIONALS provide legal advice, prepare and draft legal documents, conduct negotiations on behalf of clients and plead cases before civil, criminal and industrial courts and other tribunals.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- receiving written information in the form of briefs and verbal instructions concerning cases
- researching statutes and previous court decisions relevant to cases
- providing advice and written opinions on points of law
- interviewing clients and recommending or undertaking appropriate legal action
- preparing cases for court by conducting investigations, undertaking research, arranging witnesses, and giving notice of court actions
- representing clients in court
- outlining the facts to the court, calling and questioning witnesses, and making addresses to the court to argue a client’s case
- preparing contracts of sale, mortgage documents, lease documents and other documents relating to the purchase of land or buildings

Occupations:
- 2521-11 Barrister
- 2521-13 Solicitor
- 2521-79 Legal Professionals nec

2521-11 Barrister

Pleads cases before civil, criminal and industrial courts and other tribunals.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- receives written information in the form of briefs and verbal instructions concerning cases from solicitors, other specialist law professionals and clients
- provides advice and written opinions on points of law
- confers with clients and witnesses in preparation for court proceedings
- draws up pleadings, affidavits and other court documents
- researches statutes and previous court decisions relevant to cases
- outlines the facts to the court, calls and questions witnesses, and makes addresses to the court to argue a client’s case
- provides opinion on complex legal issues
- may draw up or settle documents

Specialisations:
Queen’s Counsel

2521-13 Solicitor

Provides legal advice, prepares and drafts legal documents and conducts negotiations on behalf of clients on matters associated with the law.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Tasks Include:
- interviews clients to determine the nature of problems and recommends or undertakes appropriate legal action
- prepares cases for court by conducting investigations, undertaking research, arranging witness preparation and attendance, and giving notice of court actions
- represents clients in court
- manages conveyancing and other property matters by preparing contracts of sale, mortgage documents, lease documents and other documents relating to the purchase of land or buildings
- prepares and critically reviews contracts between parties
- prepares wills
- provides advice on family law, company law, partnerships, commercial law and trusts
- may act as trustee or guardian
- may act as executor of client’s wills

2521-79 Legal Professionals nec

This occupation group covers Legal Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

Occupations in this group include:
- Administrative Lawyer
- Judges Associate
- Law Researcher
- Legal Officer
- Parliamentary Counsel
- Patent Attorney
UNIT GROUP 2522  ECONOMISTS

ECONOMISTS review and analyse economic data, study and prepare reports on subjects relating to the economy.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
• studying economic and statistical data in areas of specialisation such as finance, agriculture, labour and transport
• devising methods and procedures for collecting and processing data
• analysing interrelationships between economic variables
• selecting established economic techniques or developing new ones for analysis
• preparing reports of research findings

Occupations:  2522-11  Economist

2522-11  Economist
Economic Analyst
Reviews and analyses economic data, studies and prepares reports on subjects relating to the economy.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
• studies economic and statistical data
• devises methods and procedures for collecting and processing data
• analyses interrelationships between economic variables
• selects established economic techniques or develops new ones for analysis
• prepares reports of research findings
• analyses the efficiency of government and industry with special reference to resource allocation
• forecasts changes in the economic environment for short-term budgeting, long-term planning and investment evaluation
• formulates recommendations, policies or plans for the economy, special projects or industrial project feasibility studies

Specialisations:
Agricultural Economist
Econometrician
Economic Forecaster
Macro-economist
Micro-economist
UNIT GROUP 2523 URBAN AND REGIONAL PLANNERS

URBAN AND REGIONAL PLANNERS develop and implement plans and policies for the controlled use of urban and rural land, and advise on economic, environmental and social needs of land areas.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Tasks Include:
- compiling and analysing data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use
- conferring with government authorities, communities, architects, social scientists, lawyers, and planning, development and environmental specialists
- devising and recommending use and development of land and presenting narrative and graphic plans, programs and designs to groups and individuals
- recommending measures affecting land use, the environment, public utilities, community facilities, housing and transportation
- advising governments and organisations on urban and regional planning and resource planning

Occupations: 2523-11 Urban and Regional Planner

2523-11 Urban and Regional Planner

Develops and implements plans and policies for the controlled use of urban and rural land, and advises on economic, environmental and social needs of land areas.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- compiles and analyses data on economic, legal, political, cultural, demographic, sociological, physical and environmental factors affecting land use
- confers with government authorities, communities, architects, social scientists, lawyers, and planning, development and environmental specialists
- devises and recommends use and development of land and presents narrative and graphic plans, programs and designs to groups and individuals
- recommends measures affecting land use, the environment, public utilities, community facilities, housing and transportation
- advises governments and organisations on urban and regional planning and resource planning
- may supervise and control the work of associates and technicians

Specialisations:
- Land Planner
- Traffic and Transport Planner
- Town Planner
UNIT GROUP 2529  OTHER SOCIAL PROFESSIONALS

This unit group covers Social Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification.

Occupations:
- 2529-11 Historian
- 2529-13 Interpreter
- 2529-15 Translator
- 2529-79 Social Professionals nec

2529-11 Historian
Researches the history of human activity and prepares accounts of findings.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- undertakes research into the history of human activity
- assembles historical data by consulting sources of information such as historical indexes and catalogues, archives, court records, diaries, newspaper files and other materials
- organises and evaluates data on the basis of authenticity and significance
- prepares and presents findings
- advises individuals, institutions and commercial organisations on historical matters
- assist with the setting up and supervision of museums and exhibitions
- may trace historical development within restricted fields of research such as economics, sociology or philosophy
- may prepare and deliver history lectures and conduct tutorials

Specialisations:
- Art Historian
- Cultural Historian
- Economic Historian
- Geographical Historian

2529-13 Interpreter
Verbally renders spoken statements from one language into another.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- provides simultaneous or consecutive verbal renditions of speeches into another language
- renders the meaning and feeling of what is said in courts, hospitals and schools into another language
- may provide verbal renditions of written texts
- may specialise in one or more languages and subject areas

2529-15 Translator
Transcribes text or recorded verbal matter from one language into another.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Tasks Include:
- studies original texts or recorded verbal matter to comprehend subject matter and converts them into another language to convey the original meanings
- consults dictionaries and other reference sources to determine accurate meanings of terms
- ensures that phraseology and terminology of legal, technical or scientific texts are correctly rendered
- ensures material is translated into the other language in the appropriate register and style and that it will read as an original piece rather than as a translation
- may specialise in particular languages, or in particular types of subject matter
- may revise translations to improve them

2529-79 Social Professionals nec
This occupation group covers Social Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification.

Occupations in this group include:
- Anthropologist
- Archaeologist
- Criminologist
- Linguist
- Political Scientist
- Prehistorian
- Sociologist
MINOR GROUP 253

ARTISTS AND RELATED PROFESSIONALS

ARTISTS AND RELATED PROFESSIONALS communicate ideas, impressions and facts in a wide range of media to achieve particular effects; interpret a composition such as a musical score or a script to perform or direct the performance; and host the presentation of such performance and other media events.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations in this minor group may require high levels of creative talent or personal commitment and interest in as well as, or in place of, formal qualifications or experience.

Tasks performed by Artists and Related Professionals typically include conceiving and developing ideas for artistic presentation; determining and formulating design concepts for garment or fashion accessory, copy layout, commercial or industrial product, building interior or illustration; collecting and analysing facts about newsworthy events and writing news reports, feature stories and newspaper headlines; creating or developing ideas and themes for written works such as novels, plays, musical works, screen productions, educational texts, information texts and multimedia products; studying scripts or scenarios to determine theme and setting and assessing staging requirements for productions; auditioning and selecting music, musicians and singers for performances; reading scripts and undertaking research to gain understanding of parts, themes and characterisations.

Occupations in this minor group are classified into the following unit groups:

2531 VISUAL ARTS AND CRAFTS PROFESSIONALS
2532 PHOTOGRAPHERS
2533 DESIGNERS AND ILLUSTRATORS
2534 JOURNALISTS AND RELATED PROFESSIONALS
2535 AUTHORS AND RELATED PROFESSIONALS
2536 FILM, TELEVISION, RADIO AND STAGE DIRECTORS
2537 MUSICIANS AND RELATED PROFESSIONALS
2538 ACTORS, DANCERS AND RELATED PROFESSIONALS
2539 MEDIA PRESENTERS
UNIT GROUP 2531 VISUAL ARTS AND CRAFTS PROFESSIONALS

VISUAL ARTS AND CRAFTS PROFESSIONALS create visual forms using painting, drawing, electronic and other media or create three-dimensional forms by carving, modelling or constructing to communicate impressions or ideas.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group may require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- conceiving and developing ideas for artistic presentation, and selecting and arranging subject
- selecting artistic medium, method and materials, and preparing materials
- painting and drawing or sculpting stone, wood, clay, wax or other material into desired shape

Occupations:
2531-11 Painter (Visual Arts)
2531-13 Sculptor
2531-15 Potter or Ceramic Artist
2531-79 Visual Arts and Crafts Professionals nec

2531-11 Painter (Visual Arts) Painter (Artistic)
Conceives visual art forms such as pictures, abstract designs and similar compositions to communicate impressions or ideas.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- conceives and develops ideas for paintings or drawings
- selects medium such as oil, watercolours, pencils, pastels, acrylic or ink and prepares material to be used for painting or drawing
- applies medium to surface using appropriate techniques
- arranges objects, positions models, selects landscape or other visual forms according to chosen subject matter

2531-13 Sculptor
Creates three-dimensional forms to communicate impressions or ideas by carving or moulding materials such as wood, stone, clay or metal and assembles sculptural pieces using found or manufactured materials.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- conceives and develops designs for sculpture
- selects materials of suitable proportions, quality and texture, and decides on techniques to be used
- arranges objects, positions models or selects visual forms according to chosen subject matter
- sketches designs of proposed sculptures or makes models of wax or plaster
- carves or forms materials to desired shape using hand or power tools
- models plastic substances such as clay or wax using fingers or hand tools
- fires clay objects in kilns
- prepares moulds for casting sculptures in metal
- devises forms from metal using welding or metalworking equipment, or from stone using masonry tools
- carves or forms materials to desired shape using hand or power tools
- models plastic substances such as clay or wax using fingers or hand tools
- fires clay objects in kilns
- prepares moulds for casting sculptures in metal
- devises forms from metal using welding or metalworking equipment, or from stone using masonry tools

2531-15 Potter or Ceramic Artist
Conceives, designs and moulds clay using hand-building and wheel techniques.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- conceives, styles and shapes into which pottery pieces are to be formed
- moulds clay into functional or artistic articles by wheel-throwing, moulding and hand-building
- mixes glazing materials and applies glazes to dried pottery by dipping or painting
- places finished or decorated pieces in kilns
- sets up and operates electric, gas-fired or solid fuel kilns
- attaches other structures or materials to pottery for artistic effect
- exhibits finished items in galleries for display or sale
- may produce limited production run

2531-79 Visual Arts and Crafts Professionals nec
This occupation group covers Visual Arts and Crafts Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Occupations in this group include:
Jewellery or Precious Metal Artist
Goldsmith or Silversmith
Leadlighter
Multimedia Artist
Musical Instrument Maker
Textile Artist
UNIT GROUP 2532 PHOTOGRAPHERS

PHOTOGRAPHERS operate still cameras to take photographs.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. The occupation in this unit group requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- consulting with clients to determine objectives of photograph assignment
- studying requirements of assignment and selecting type of camera, film and lighting
- working from a studio or transporting and setting up equipment at assigned locations
- measuring light levels and determining exposure
- adjusting camera angle, aperture setting and subject to achieve desired composition
- rearranging lighting and filters to accentuate highlights and colours

Occupations: 2532-11 Photographer

2532-11 Photographer

Operates a still camera to take photographs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- consults with clients to determine objectives of photographic assignment
- studies requirements of assignment and decides on type of camera, film and lighting
- works from a studio or transports and sets up equipment at assigned locations
- measures lighting levels and determines exposure
- adjusts camera angle, aperture settings and subject to achieve desired composition
- rearranges lighting and filters to accentuate highlights and colours
- may mix photographic chemicals and processes film
- may make enlarged prints and mounts or frames prints
- may work with digital technology and manipulate resulting images on computer systems

Specialisations:
- Fashion Photographer
- News Photographer
- Photographic Artist
- Sports Photographer
- Technical Photographer
UNIT GROUP 2533 DESIGNERS AND ILLUSTRATORS

DESIGNERS AND ILLUSTRATORS create designs for clothing and accessories, commercial and industrial products and building interiors or prepare artwork and illustrations for a range of media.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- determining the objectives of the design by consulting with clients, undertaking research and analysing functional requirements or studying layouts
- formulating design concepts for garments or fashion accessories, copy layout, commercial or industrial products, building interiors or illustrations
- preparing illustrations or sketches to communicate design concept
- discussing design with clients, management, sales and manufacturing staff
- supervising the production of sample product or design illustrations, instructing other workers making models or patterns of products, or instructing finishing or layout artists assembling artwork for printing
- selecting or recommending decorative and functional materials for interiors of buildings, ships, aircraft or other transport vehicles
- examining assignment brief and related material, and preparing layouts and sketches of proposed illustrations
- using pens, ink, charcoal, crayons, paint and other materials to create drawings and illustrations

Occupations:
2533-11 Fashion Designer
2533-13 Graphic Designer
2533-15 Industrial Designer
2533-17 Interior Designer
2533-19 Illustrator

2533-11 Fashion Designer
Designs garments and accessories by pursuing original ideas or adapting existing styles.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- conceives designs for garments or fashion accessories such as handbags and shoes
- prepares detailed sketches showing front, back, seams, cut and other important features of garments
- chooses combinations of fabrics, colours and trim to complement styles
- discusses designs with management, sales departments, manufacturing staff, and buyers from retail and department stores
- assists pattern makers in the production of master patterns and supervises production of sample garments
- uses computer-aided design systems
- may showcase product at fashion shows and exhibitions

Specialisations:
Costume Designer

2533-13 Graphic Designer
Commercial Artist
Graphic Artist

Designs and presents information in a visual form for print, film, television, signs, video and computers.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- consults with clients to determine time frames, budgets and other objectives
- analyses clients’ needs, undertakes research and plans presentation of material
- prepares concepts and illustrations or other visual representation of final material
- submits designs to clients for approval
- prepares notes and instructions for finishing artists to assemble and prepares final artwork for printing, display or electronic use
- reviews final layout and suggests changes and improvements through proofing stages
- may advise on the photography and reproduction of illustrations or other graphics

Specialisations:
Calligrapher
Display Artist
Exhibition Designer
Film and Video Graphics Designer
Publication Designer
2533-15 Industrial Designer

Product Designer

Develops and implements designs for commercial and industrial products.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- undertakes research and development to determine requirements for products
- develops specifications for product design in terms of cost, availability of materials, methods of production, new technology, safety, marketing and business objectives
- prepares sketches showing style, shape, size and general appearance of products
- creates models of products for mass production
- supervises others making models and patterns of products
- produces technical drawings, schematic diagrams and reports of products to communicate manufacturing details to manufacturers
- uses design software to prepare sketches and specifications on computer
- may modify design to meet manufacturing or cost requirements

2533-17 Interior Designer

Plans and designs interiors for buildings, offices and homes, with consideration to layout, function, aesthetics and safety.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- consults with clients to determine needs, preferences and expectations
- analyses functional requirements, desired effect and purpose of the interior
- sketches plans of areas showing arrangement of space, furniture and accessories
- estimates costs and materials required and presents plans and quotes to clients for approval
- selects or recommends purchases of decorative and functional materials and accessories such as furniture, lighting fixtures and paintings
- directs workers engaged in on-site implementation of proposed scheme
- uses computer-aided design systems as part of the design process and for consultation with clients
- designs original furnishings and joinery to conform with proposed scheme
- may work with architects in the preparation of plans
- may design interiors for ships, aircraft or other transport vehicles

2533-19 Illustrator

Draws and paints pictures that assist in presentation and meaning, and explain narrative, dialogue and ideas.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- examines assignment brief and related material, and prepares layouts and sketches of proposed illustrations
- determines style, technique and medium to produce the desired effects and conform with reproduction requirements
- conceives and renders illustrations and details from models, sketches or imagination
- uses pens, ink, charcoal, crayons, paint and other materials to create drawings and illustrations
- discusses and amends illustrations with clients and production team at various stages of completion
- uses computers to develop and enhance illustrations
- illustrates children’s books, scientific work, technical manuals, reference books and other publications
- may specialise in product packaging, corporate, medical or architectural illustration
- may prepare series of drawings to illustrate an animated sequence in a television or film production

Specialisations:
- Animator
- Cartoonist
UNIT GROUP 2534  JOURNALISTS AND RELATED PROFESSIONALS

JOURNALISTS AND RELATED PROFESSIONALS write and edit news reports, commentaries and feature stories for presentation by print or electronic media or compose written material to advertise products or services.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• making decisions about the specific content of publications in conjunction with other senior editors and in accordance with editorial policies and guidelines
• collecting and analysing facts about newsworthy events from interviews, printed matter, investigations and observations
• reviewing copy for publication to ensure conformity with accepted rules of grammar, style and format, coherence of story, accuracy and legality of content
• determining advertising approach by consulting client and management, and studying product
• writing news reports, commentaries on topics of public interest, feature stories and newspaper headlines
• plans and writes text and headlines for brochures and press releases

Occupations:
2534-11 Editor
2534-13 Print Journalist
2534-15 Television Journalist
2534-17 Radio Journalist
2534-19 Copywriter
2534-21 Technical Writer
2534-79 Journalists and Related Professionals nec

2534-11 Editor
Associate Editor
Plans and directs editing of publications such as newspapers, magazines and journals prior to printing and distribution.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• makes decisions about the content of publications with other senior editors and in accordance with editorial policies and guidelines
• reviews copy to ensure that it conforms with accepted rules of style and format
• manages the day-to-day running of a newspaper or magazine
• assigns staff and photographers to stories
• writes articles, editorials or reviews
• edits copy, writes headlines and plans layout of news items in appropriate sections of publications
• may supervise journalists and undertake administrative tasks

Specialisations:
Features Editor
News Editor
Pictures Editor

2534-13 Print Journalist
Collects and analyses facts about newsworthy events by interview, investigation or observation and writes stories for newspapers, magazines and journals.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• researches and compiles news stories for newspapers, magazines and journals
• interviews people and observes events to obtain and verify facts and to develop leads for news items
• takes notes and reads publicity releases, copies of speeches or similar material to facilitate organisation and writing of story
• writes to meet deadlines, referring to reference books, newspaper files or other sources to secure additional facts
• submits news stories for approval
• reads and evaluates news reports and suggestions for future stories
• critically discusses daily news topics in the editorial columns of newspapers and review books, films or plays
• may write particular segments of the publication, such as news commentaries or sports, fashion or educational segments

Specialisations:
Columnist
Feature Writer
Leader Writer
Newspaper Reporter
2534-15 Television Journalist
Television Reporter
Collects and analyses facts about newsworthy events by interview, investigation or observation and writes stories for television news or public affairs programs.

Task Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- researches and compiles stories for television news and current affairs programs
- interviews people and observes events to obtain and verify facts and to develop leads for news items
- takes notes and reads publicity releases, copies of speeches or similar material to facilitate organisation and writing of story
- writes to deadlines, referring to reference books, newspaper files or other sources for additional facts
- submits news stories for approval
- reads and evaluates news reports and suggestions for future stories

2534-17 Radio Journalist
Radio Reporter
Collects and analyses facts about newsworthy events by interview, investigation or observation and writes stories for radio news or current affairs programs.

Task Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- researches and compiles stories for radio news and current affairs programs
- interviews people and observes events to obtain and verify facts and to develop leads for news items
- takes notes and reads publicity releases, copies of speeches or similar material to facilitate organisation and writing of story
- writes to deadlines, referring to reference books, newspaper files or other sources for additional facts
- submits news stories for approval
- reads and evaluates news reports and suggestions for future stories

2534-19 Copywriter
Designs and composes written material to advertise products or services.

Task Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studies products to establish the principal selling features
- defines themes, style and length of copy with client
- develops ideas and concepts in conjunction with the art director to sell products
- presents ideas and concepts to clients
- plans and writes text and headlines for brochures and press releases
- writes advertisements for press, radio, television, cinema screens, billboards, catalogues and shop displays
- may name products, write copy for packaging, and write other sales and promotional material
- may write scripts for radio and television announcers to provide continuity for broadcasts

2534-21 Technical Writer
Researches and writes information-based material for articles, manuals, textbooks, handbooks, and other multi-media products, usually for education or corporate purposes.

Task Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts research and collates background material
- plans and organises material and composes draft manuscripts
- revises work, ensuring technical accuracy
- ensures the work fulfills the intended purpose and meets the brief for the work
- submits work for comment and editing for publication
- formats and re-edits material

2534-79 Journalists and Related Professionals nec
This occupation group covers Journalists and Related Professionals not elsewhere classified.

Task Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Critic
Editorial Assistant
UNIT GROUP 2535  AUTHORS AND RELATED PROFESSIONALS

AUTHORS AND RELATED PROFESSIONALS write, edit and evaluate literary works for publication and scripts for radio, television, stage and film productions.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- creating or developing ideas and themes for written works, such as novels, plays, musical works, screen productions, educational texts, information texts and multimedia products
- researching subject matter through original or secondary materials, interviews and other media
- planning, organising and writing material
- reviewing and evaluating manuscripts of novels, biographies, short stories, poems, educational texts and other books
- advising publishers about potential of material for publication and conditions of publication contract
- negotiating publication details such as royalties, publication dates and numbers of copies to be printed
- reviewing and assessing stories and other material for radio, television, stage or film productions
- directing the preparation of scripts to be read by announcers to introduce and connect parts of musicals, news, sports or special events programs

Occupations:
- 2535-11 Author
- 2535-13 Book Editor
- 2535-15 Script Editor

2535-11  Author

Produces written work for publication or performance.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- creates or develops ideas and themes for written works, such as novels, plays, musical works, screen productions, educational texts, information texts and multimedia products
- researches subject matter through original or secondary materials, interviews and other media
- plans, organises and writes material
- revises work, ensuring coherence of style and development of theme, plot and characterisation
- may adapt, approve and evaluate manuscripts for radio, television, stage or film productions
- may use word processing application packages to input subject matter

Specialisations:
- Novelist
- Playwright
- Poet
- Screenwriter
- Script Writer

2535-13  Book Editor

Evaluates manuscripts of books to determine suitability for publication and supervises final manuscript preparation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience.

Tasks Include:
- reviews and evaluates manuscripts of novels, biographies, short stories, poems, educational texts and other books
- advises publishers about potential of material for publication and conditions of publication contracts
- suggests changes to manuscripts
- negotiates with authors regarding details of publications such as royalties, publication dates and numbers of copies to be printed
- organises and coordinates publishing projects to completion
- briefs and manages authors, illustrators and designers
- may develop and maintain agreed budgets

2535-15  Script Editor

Edits and supervises the preparation of script material for radio, television, stage or film productions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- reviews and assesses stories and other material for radio, television, stage or film productions
- recommends or advises on the purchase of material submitted by freelance writers
- edits material to ensure conformity with company policy
- directs the preparation of scripts to be read by announcers to introduce and connect parts of musicals, news, sports or special events programs

This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.
UNIT GROUP 2536  FILM, TELEVISION, RADIO AND STAGE DIRECTORS

FILM, TELEVISION, RADIO AND STAGE DIRECTORS direct the overall or specific aspects of the production of film, television, radio and stage productions.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- studying scripts or scenarios to determine theme and setting
- assessing staging requirements for productions in association with specialist designers
- oversighting creative aspects of film, television, radio or stage productions
- determining lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables
- viewing processed film or video tape, to evaluate and select scenes and determine which scenes need to be re-shot
- carrying out art directors instructions by supervising crew engaged in placing of scenery, equipment or properties
- planning and organising the preparation and presentation of programs
- assessing technical requirements of productions by studying scripts and discussing program content, set locations and stage directions with production team

Occupations: 2536-11 Art Director (Film, Television or Stage) 2536-13 Director (Film, Television, Radio or Stage) 2536-15 Director of Photography 2536-17 Film and Video Editor 2536-19 Stage Manager 2536-21 Program Director (Radio or Television) 2536-23 Technical Director 2536-79 Film, Television, Radio and Stage Directors nec

2536-11  Art Director (Film, Television or Stage)  
Production Designer

Plans, organises and controls artistic aspects of film, stage or television productions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- studies scripts or scenarios to determine theme and setting
- assesses staging requirements for productions in association with specialist designers
- selects or approves costumes, furnishings, lighting, props and artefacts
- confers with directors, producers and other management over design detail
- supervises and coordinates the activities of staff involved in wardrobe, make-up, lighting and property
- directs placement of items on set
- may prepare sketches, scale drawings or models of sets and scenes

2536-13  Director (Film, Television, Radio or Stage)

Interprets and approves selection of scripts, and directs and instructs cast and crew in the filming or performance of productions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- oversights creative aspects of film, television, radio or stage productions
- consults with Media Producer about aims of production content and detail and commercial considerations
- confers with other specialists to develop script, costumes and scenery designs, choreography, sound and lighting effects, and filming techniques
- explains parts to cast and articulates desired interpretation and meaning
- schedules and directs rehearsals
- coordinates the activities of production and technical staff
- supervises editing and final mix

2536-15  Director of Photography  
Cinematographer

Plans, directs and coordinates filming to control the quality and style of photography in films and videos.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- confers with the Film or Television Director regarding the filming of scenes
- surveys sets or locations, observes effects of lighting, measures lighting levels and coordinates changes prior to filming
- selects cameras, accessories, equipment and film stock
- determines lighting, film, shutter angles, filter factors, camera distance, depth of field and focus, angles of view and other variables
- instructs Camera Operators regarding camera set-up, angles, distances, movement and other variables
- signals cues to start and stop filming
- views films and videos after processing and makes adjustments to produce desired effects
2536-17 **Film and Video Editor**

Makes and implements editorial decisions regarding mood, pace and climax of films, television, video productions and commercials.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**
- trims and edits film or video segments and arranges and joins them in sequence to optimise intended message or story
- views processed film or video tape, to evaluate and select scenes and determine which scenes need to be re-shot
- works first hand with Directors and other production personnel during the editing process
- manages shot film and video tape from laboratory stage through post-production to completion
- edits and balances music and effects
- adds graphics, special effects and credits to films and video tapes
- selects stock shots from film and video library and edit and incorporate them into films
- may work with a Sound Technician

2536-19 **Stage Manager**

Plans, organises, supervises and coordinates the activities of workers responsible for placing sets and properties, operating lighting and sound equipment as part of dramatic productions.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**
- confers with production personnel to determine production requirements
- interprets stage or set diagrams to determine layout
- carries out Art Director’s instructions by supervising crew engaged in placing of scenery, equipment or properties
- implements instructions from Media Producers and Directors during course of production
- reads annotated script during rehearsals and performances and gives cues for lights, properties and sound effects using cue cards, hand signals and radio
- gives cues and directions to ensure that Actors, Singers or Dancers appear in the right place at the right time
- conducts production meetings and controls communications during productions
- administers running costs and petty cash float during rehearsals and performances

2536-21 **Program Director (Radio or Television)**

Compiles and directs programs for television and radio.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**
- plans and organises the preparation and presentation of programs including major news bulletins, current affairs programs or special coverages, both pre-recorded and live to air
- briefs program guests and interviewers on subject matter to be discussed
- confers with specialists, such as technical producers to develop suitable sound and lighting effects, set designs, costumes and choreography interest as well as, or in place of, formal qualifications or experience
- supervises the implementation of visual and dramatic effects
- monitors incoming communications from news sources such as foreign correspondents
- liaises with network editors, senior producers and directors, graphics staff, other program departments and outside news or program sources
- directs field crews on program assignments
- assists in the development of news and program policies and the presentation and style of bulletins and programs
- edits tapes and assembles program sequences

2536-23 **Technical Director**

Controls the quality of pictures and sound for radio and television programs by directing technical teams and planning and organising technical facilities.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Tasks Include:**
- assesses the technical requirements of productions by studying scripts and discussing program content, set locations and stage directions with production team
- advises Media Producers on the purchase or improvement of audio-visual equipment
- determines on-location requirements for technical production facilities
- plans and arranges for special effects requested by Media Producers
- assigns tasks to technicians engaged in maintaining, operating and controlling lights, audio and video control equipment, microphones and cameras
- evaluates picture quality using monitors and instructs Camera Operators to adjust equipment

2536-79 **Film, Television, Radio and Stage Directors nec**

This occupation group covers Film, Television, Radio and Stage Directors not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. These occupations require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

**Occupations in this group include:**
- Casting Director
- Lighting Director
- Video Producer
UNIT GROUP 2537  MUSICIANS AND RELATED PROFESSIONALS

MUSICIANS AND RELATED PROFESSIONALS write, arrange, orchestrate, perform and conduct musical compositions.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- auditioning and selecting musicians and singers, and selecting music for performances
- directing groups at rehearsals and performances to achieve effects such as tonal and harmonic balance, rhythm and tempo
- researching, preparing and rehearsing repertoire
- performing songs according to interpretation, direction and style of presentation
- playing music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score or by memory
- providing musical backing for television commercials, popular contemporary recordings, radio, television or film
- creating melodic, harmonic and rhythmic structures to express ideas and emotions in musical form
- translating ideas and concepts into standard musical signs and symbols for reproduction and performance

Occupations:
- 2537-11 Music Director
- 2537-13 Singer
- 2537-15 Instrumental Musician
- 2537-17 Composer
- 2537-79 Musicians and Related Professionals nec

2537-11  Music Director

Conducts choirs, orchestras, ensembles, opera companies and musical performances.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- auditions and selects musicians and singers
- selects music for performances
- assigns instrumental parts to musicians
- positions musicians and singers to obtain balance of instruments and voices in accordance with musical score
- directs group at rehearsals and performances to achieve desired effects such as tonal and harmonic balance, rhythm and tempo
- arranges, adapts and orchestrates musical scores
- may perform as well as direct musical performances

Specialisations:
- Band Leader
- Choral Director
- Orchestra Conductor

2537-13  Singer

Vocalist

Sings songs to entertain audiences, or for broadcast or recording.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- researches, prepares and rehearses repertoire
- performs songs according to interpretation, direction and style of presentation, using highly developed aural skills to reproduce music
- sings in a group or individually on stage, radio, television or other entertainment venue
- enhances dramatic effect with vocal expression, movement and dance
- performs for production of recordings for sale on tape, compact disc or video
- may compose own songs
- may improvise and arrange music
- may perform with a musical instrument

Specialisations:
- Chorister
- Concert Singer
- Ensemble Singer
- Opera Singer
2537-15 Instrumental Musician

Instrumentalist

Plays music to entertain audiences or for broadcast or recording.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- studies and rehearses musical scores prior to performances
- plays music in recital, as an accompanist, or as a member of an orchestra, band or other musical group, from score or by memory
- may make recordings for sale on tape or compact disc
- may make videos to represent the music
- may provide musical backing for television commercials, popular recordings, radio, television or film productions
- may improvise, transpose, compose, or arrange music
- may play under the direction of a conductor

2537-17 Composer

Creates or modifies musical compositions, such as songs, operas, symphonies, musical scores and advertising jingles.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- creates melodic, harmonic and rhythmic structures to express ideas and emotions in musical form
- translates ideas and concepts into standard musical signs and symbols for reproduction and performance
- plays musical instruments to assist with composing
- undertakes research and liaises with clients when composing film or television scores, advertising jingles and other commissioned works
- may specialise in one type of music or in compositions for particular instruments
- may work with other composers and musicians
- may conduct or perform own compositions

Specialisations:
- Orchestrator
- Music Arranger
- Songwriter

2537-79 Musicians and Related Professionals nec

This occupation group covers Musicians and Related Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Occupations in this group include:
- Ethnomusicologist
- Music Copyist
- Music Researcher
UNIT GROUP 2538 ACTORS, DANCERS AND RELATED PROFESSIONALS

ACTORS, DANCERS AND RELATED PROFESSIONALS portray roles in productions for theatre, film, radio and television productions or compose or perform dances to entertain audiences.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- reading scripts and undertaking research to gain understanding of parts, themes and characterisations
- learning lines and cues and rehearsing parts, and applying vocal and movement skills to the development of characterisation
- preparing for performances through rehearsals under the instruction and guidance of the Director
- acting parts and portraying roles as developed in rehearsals
- practicing dance routines and dancing exercises to maintain required physical condition of body and control of movements
- interpreting physically and emotionally the choreographic content of the production
- performing dances for audience entertainment, coordinating body movements and facial expression, usually with musical accompaniment
- composing ballet compositions and other dance routines

Occupations:
- 2538-11 Actor
- 2538-13 Dancer or Choreographer
- 2538-79 Actors, Dancers and Related Professionals nec

2538-11 Actor
Portrays roles in productions for theatre, film, radio and television productions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- reads scripts and undertakes research to gain understanding of parts, themes and characterisations
- learns lines and cues and rehearses part, and applies vocal and movement skills to the development of characterisation
- prepares for performances through rehearsals under the instruction and guidance of the Director
- acts parts and portrays roles as developed in rehearsals
- acts in commercials
- may sing and dance or play a musical instrument
- may undertake promotional work

Specialisations:
- Mime Artist

2538-13 Dancer or Choreographer
Performs dances, or composes dances, to entertain audiences.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- performs dances for audience entertainment, coordinating body movements and facial expression, usually with musical accompaniment
- participates in dance exercises to maintain required physical condition of body and control of movements
- interprets physically and emotionally the choreographic content of the production
- coordinates body movements that express and convey the meaning of the choreography to audiences
- rehearses dances under direction and instruction, or develops own interpretation
- composes ballet movements and other dance routines
- may sing or act

Specialisations:
- Ballet Dancer
- Contemporary or Modern Dancer
- Striptease Artist

2538-79 Actors, Dancers and Related Professionals nec
This occupation group covers Actors, Dancers and Related Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. These occupations require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Occupations in this group include:
- Busker
- Circus Artist
- Comedian
- Magician
- Stunt Performer
- Ventriloquist
UNIT GROUP 2539  MEDIA PRESENTERS

MEDIA PRESENTERS prepare and present news, sports and other information, conduct interviews and introduce music, performances and special events on radio or television.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. Some occupations in this unit group require high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- introducing programs, music, entertainment items, guests or celebrities
- preparing and reading news bulletins, making special announcements and providing commentary for sports and other events
- presenting opinions on sports, politics, social or economic matters
- researching, investigating and compiling stories and program packages
- monitoring incoming information, liaising with network Editors, Journalists, Media Producers and Directors, Graphic Designers, other program departments and outside news and program sources
- assisting in the development of news and program policies and the presentation and style of bulletins and programs

Occupations: 2539-11 Radio Presenter
2539-13 Television Presenter

2539-11 Radio Presenter
Radio Announcer
Prepares and presents news, sports and other information, conducts interviews and introduces music, performances or special events on radio.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- introduces programs, music, entertainment items, guests or celebrities
- prepares and reads news bulletins and makes special announcements
- provides commentary for sports and other events
- adjusts production equipment and plays music and advertisements
- presents opinions on sports, politics, social or economic matters
- reads advertisements or introduces and announces sponsored items
- may announce or commentate at sporting or special events, or introduce entertainment such as live or recorded music at entertainment venues

Specialisations:
Disc Jockey

2539-13 Television Presenter
Commentator
Compere
Prepares and presents news, sports and other information, conducts interviews and introduces music, performances or special events on television.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. This occupation requires high levels of creative talent or personal commitment and interest as well as, or in place of, formal qualifications or experience.

Tasks Include:
- introduces programs, music, entertainment items, guests or celebrities
- prepares and reads news bulletins, makes special announcements and provides commentary for sports and other events
- presents opinions on sports, politics, social or economic matters
- researches, investigates and compiles stories and programs
- monitors incoming information, liaises with network Editors, Journalists, Media Producers and Directors, Graphic Designers, other program departments and outside news and program sources
- assists in the development of news and program policies and the overall presentation and style of bulletins and programs
- reports live into bulletins and programs
- initiates and develops story ideas, themes and concepts for information programs
- edits stories and evaluates the accuracy and balance of information material
- suggests and generates follow-up stories
MINOR GROUP 254

MISCELLANEOUS PROFESSIONALS

This minor group covers Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

2541 AIR TRANSPORT PROFESSIONALS
2542 SEA TRANSPORT PROFESSIONALS
2543 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS
2549 OTHER PROFESSIONALS
UNIT GROUP 2541  AIR TRANSPORT PROFESSIONALS

AIR TRANSPORT PROFESSIONALS fly aircraft or perform functions such as air traffic control to ensure the safe and efficient operation of aircraft in flight and on the ground.

Skill Level:
The entry requirement for this unit group is commensurate with an AQF Diploma or higher qualification. Relevant experience in addition to the formal qualification.

Tasks Include:
- preparing and submitting flight plans giving consideration to factors such as weather conditions and aircraft performance
- flying aircraft in accordance with established air traffic control and aircraft operating procedures
- providing flight information for flight crews and air traffic services staff
- controlling aircraft movements, and directing aircraft taxiing, take-offs and landings by radio
- providing pre-flight briefings and aeronautical information service
- completing cockpit preparations and external inspections to determine that aircraft are acceptable for flight
- monitoring aircraft performance and reporting on mechanical condition
- giving in-flight instruction, supervising solo flights, accompanying students on training flights and demonstrating techniques for controlling aircraft

Occupations:
- 2541-11 Aircraft Pilot
- 2541-13 Air Traffic Controller
- 2541-15 Flight Service Officer
- 2541-17 Flight Engineer
- 2541-19 Flying Instructor
- 2541-79 Air Transport Professionals nec

2541-11  Aircraft Pilot

Flies aircraft to transport passengers, mail and freight or provide agricultural, aviation and aerial surveillance services.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and a prescribed minimum amount of flying experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- prepares and submits flight plans giving consideration to factors such as weather conditions and aircraft performance
- flies aircraft in accordance with established air traffic control and aircraft operating procedures
- examines flight plans noting the availability of navigational aids and other operational facilities
- examines number of passengers and quantity of freight to be moved, location of pick-up and destinations, assesses fuel requirements, and arranges supply
- examines maintenance releases and conducts inspections to ensure aircraft are mechanically sound, maintenance has been performed and that all equipment is operational
- signs necessary certificates and maintains official records of flight
- briefs crew on flight details and coordinates crew activities
- monitors information from instruments and other sources to keep aircraft on track and flying safely
- obtains briefings and clearances before flights and maintains contact with air traffic or flight control during flights

Specialisations:
- Helicopter Pilot

2541-13  Air Traffic Controller

Ensures the safe and efficient movement of aircraft in controlled airspace and aerodromes by directing aircraft movements.

Skill Level:
The entry requirement for this occupation is completion of a training course commensurate with an AQF Diploma and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- oversees the preparation and processing of aeronautical information necessary for the safety, regulation and efficiency of air navigation
- provides flight information for flight crews and air traffic services staff, such as wind direction and strength, details of cloud cover and temperature and altimeter settings
- checks flight plans, position reports, flight levels, estimated arrival times at reporting points or destinations and authorises changes of flight levels and altitudes
- controls aircraft movements in the air using radar or non-radar procedures and directing aircraft by radio
- controls aircraft movements on aerodromes by issuing runway clearances and directing taxiing, take-offs and landings
- controls the operation of airport lighting systems such as runway and approach lights and aerodrome beacons
- communicates with other air traffic control units to coordinate activities
- alerts airport fire crew and emergency or search and rescue services when aircraft are in difficulty
- organises search and rescue assistance to aircraft in distress
- may instruct air traffic control trainees and train licensed controllers upgrading their ratings
2541-15 Flight Service Officer
Airways Data Systems Officer

Provides advice and information required for the safe and efficient control of aircraft flying within assigned airspace.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• provides pre-flight briefings and aeronautical information service to pilots
• accepts and distributes flight plans
• advises on the operational status of facilities such as aerodromes, navigational aids and communications and changes in weather conditions
• monitors the progress of flights
• initiates search and rescue action in the event of emergencies or if aircraft are overdue
• operates communications and other facilities such as radio, radio navigational aids, airport and runway lights and telecommunications

2541-17 Flight Engineer

Liaises with Aircraft Pilots and engineering maintenance staff to advise on operational engineering matters.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• inspects aircraft documents regarding operational status of aircraft
• completes cockpit preparations and external inspections to determine whether aircraft are acceptable for flight
• operates aircraft engines and systems in accordance with flight manuals, manages fuel-feed systems and computes fuel consumption and jettison
• monitors aircraft mechanical performance and reports on mechanical condition
• monitors communications to maintain awareness of altimetry and aircraft flight paths
• maintains flight logs concerning operational data, periodical instrument readings and flight path comparisons
• reads normal and emergency checklists and alternate procedures when required
• initiates emergency procedures for aircraft engines systems in coordination with pilots or under captains’ instructions
• may service aircraft and certify airworthiness if appropriately licensed, where ground staff are not available

2541-19 Flying Instructor
Ground School Instructor

Teaches the theory and practical skills of flying aircraft.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• develops course outlines, lesson plans and resource materials
• lectures, demonstrates and provides practical exercises for students
• instructs in the operation of communications, navigational and meteorological equipment
• teaches use of aircraft controls and instruments
• teaches operational considerations such as airframe construction characteristics and engine performance
• demonstrates the use of safety equipment and pre-flight inspection of aircraft
• gives in-flight instruction, supervises solo flights, accompanies students on training flights and demonstrate techniques for controlling aircraft during taxing, take off, turns and landings
• tests students’ proficiency using written, theoretical, practical and verbal examination techniques
• makes recommendation for examining and licensing at end of training
• may give post-licensing rating and endorsement training to student and qualified pilots

Specialisations:
Helicopter Pilot Instructor
Gilding Pilot Instructor

2541-79 Air Transport Professionals nec

This occupation group covers Air Transport Professionals not elsewhere classified.

Skill Level:
The entry requirement for these occupations is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Occupations in this group include:
Airborne Electronics Analyst
Aircraft Navigator
Air Defence Officer
Air Observer (Rescue)
Airworthiness Surveyor
Flight Engineer Inspector
UNIT GROUP 2542  SEA TRANSPORT PROFESSIONALS

SEA TRANSPORT PROFESSIONALS control and manage the operation of ships, boats and marine equipment.

Skill Level:
The entry requirement for this unit group is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualifications.

Tasks Include:
- controlling and directing shipping operations to ensure the safe and efficient loading and transport of cargo and passengers
- ensuring compliance with regulations pertaining to safety at sea and protection of the marine environment
- directing fishing operations by using knowledge about the species sought, fishing grounds, seasons and the capabilities of the vessel and crew
- planning, controlling and coordinating the operational and maintenance requirements of the ship’s propulsion and domestic plant and equipment
- examining and approving design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and airconditioning plant and pumping systems
- conducting periodical surveys throughout the ship’s life to ensure standards are maintained
- monitoring the ship’s navigational situation, supervising ship’s course and speed according to predetermined passage plan and safety
- directing the activities of the deck crew for navigational support tasks, berthing and unberthing, maintenance, cleaning and painting of superstructures, and repair and replacement of defective deck gear and equipment

Occupations:
- 2542-11 Ship’s Master
- 2542-13 Master Fisher
- 2542-15 Ship’s Engineer
- 2542-17 Ship’s Surveyor
- 2542-19 Ship’s Officer
- 2541-79 Sea Transport Professionals nec

2542-11  Ship’s Master

Ship’s Captain

Controls and manages the operations of ships and boats.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- controls, directs or manoeuvres ships and boats during berthing and mooring, navigational planning and emergencies in accordance with safety rules and regulations
- ensures compliance with regulations pertaining to safety at sea and protection of the marine environment
- controls and directs operations to ensure the safe and efficient loading and transport of cargo and passengers
- controls the receipt and transmission of general and emergency information by radio, flags, morse lighting and pyrotechnic communication
- ensures the security, safety, efficiency and economic operation of vessels
- manages and controls fire hazard, abandon ship and damage control procedures
- manages and administers budgets and expenditure
- manages and maintains inventory, records and documentation
- devises and implements strategic and operational planning

Specialisations:
- Dredge Master
- Hydrofoil Captain
- Ship’s Pilot
- Tug Master

2542-13  Master Fisher

Controls fishing operations to catch and preserve fish, crustacea and molluscs.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- directs fishing operations by using knowledge about the species sought, fishing grounds, seasons and the capabilities of vessel and crew
- plots courses and computes positions using navigational aids
- operates radio, radar, sonar, echo sounder and other navigational and fishing aids
- monitors and interprets weather patterns and obtains radio weather forecasts
- uses nets, lines, poles, pots and traps at varying depths to catch fish, molluscs and crustacea
- supervises and assists crew in fishing operations and sorting, cleaning, preserving, stowing and refrigerating the catch
- supervises and assists in the loading, unloading and storage of supplies, equipment and catch
- records daily activities in ships’ logs, keeps accounts and maintains records of catch
- inspects vessels and gear to ensure proper maintenance and oversees repair or replacement of defective items
- may harvest shellfish from sea bed using towed dredges or rakes
2542-15 Ship's Engineer
Marine Engineer

Controls and manages the operation and maintenance of plant and equipment of ships.

Skill Level:
The entry requirement for this occupation is commensurate with a bachelor degree or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- plans, controls and coordinates the operational and maintenance requirements of the ship’s propulsion and domestic plant and equipment
- operates plant and equipment and performs routine maintenance on ship’s systems such as mechanical, electrical, hydraulic, pneumatic, steam generating, compressed air, domestic water generating, sewerage, fire prevention and control systems
- stands engine room watches at sea and in port
- monitors machinery operation and records operating conditions
- coordinates tests on equipment and diagnoses faults
- monitors stock requirements including consumables, spare parts and tools
- accesses and records data about plant and equipment maintenance
- provides advice on operational or budget requirements for plant and equipment maintenance
- supervises engine room personnel

2542-19 Ship's Officer
Deck Officer

Navigates and controls the safe operation of ships and supervises and coordinates the activities of deck crew.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- navigates the ship by supervising the ship’s course and speed according to passage plan and safety
- directs the activities of the deck crew for navigational support tasks, berthing and unberthing, maintenance, cleaning and painting of superstructures, and repair and replacement of defective deck gear and equipment
- stands bridge watch
- maintains a safe lookout and ensures continued protection of marine environment
- prepares and maintains a complete and fully documented ship’s passage plan and daily activity record
- plans and controls the storage and discharge of cargo and ballast
- transmits and receives routine and emergency information with shore stations and other ships by radio, morse lighting, code flags and pyrotechnics
- supervises the performance of safety drills and fire prevention and suppression activities, and ensures that firefighting, life saving, medical and signalling equipment is ready for immediate use
- monitors and advises on department budgets, physical resources and deck consumables
- may assume command in certain circumstances

Specialisations:
Ship's Navigating Officer

2542-17 Ship's Surveyor
Marine Engineer Surveyor

Surveys machinery and hulls of ships to ensure they are constructed, equipped and maintained according to safety standards, rules and regulations laid down by marine authorities.

Skill Level:
The entry requirement for this occupation is commensurate with a bachelor degree or higher qualification and relevant experience in addition to the higher qualification. Registration or licensing is required.

Tasks Include:
- examines and approves design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and airconditioning plant and pumping systems
- inspects standards of construction and witnesses tests of materials
- inspects hulls, machinery and equipment during construction to ensure standards and legislative requirements are met
- conducts periodical surveys throughout the ship’s life to ensure standards are maintained
- performs inspections required by domestic statutes and international conventions
- witnesses tests and operation of emergency and safety machinery and equipment
- measures ships for tonnage and surveys them for load line assignment
- may attend court as an expert witness and assist in coronial inquiries

2542-79 Sea Transport Professionals nec

This occupation group covers Sea Transport Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is commensurate with an AQF Diploma or higher qualification and relevant experience in addition to the formal qualification. Registration or licensing is required.

Occupations in this group include:
Marine Certification & Surveillance Manager
Marine Safety Officer
UNIT GROUP 2543 OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS

OCCUPATIONAL AND ENVIRONMENTAL HEALTH PROFESSIONALS develop, implement and evaluate policies and programs to ensure safe and healthy working conditions, assist injured staff through the workers’ compensation and rehabilitation process and monitor environmental health legislation.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- developing strategies and procedures to promote safe work practices
- developing, implementing and reviewing environmental health emergency management plans and occupational health and safety plans
- recommending job redesign strategies and procedures in the event of work-related health problems
- developing fire and accident prevention procedures, and coordinating evacuation drills
- promoting the use of ergonomic furniture and equipment to minimise exposure to work-related injuries
- preparing and implementing plans and strategies for the safe, economic and hygienic disposal of commercial, medical and household wastes
- advising on and implementing safety and prevention programs for communicable diseases, food hygiene, waste water and treatment disposal systems, swimming pools, and contaminated and hazardous substances
- overseeing all health aspects of food hygiene, such as transport, storage, preparation, serving and disposal of food

Occupations: 2543-11 Occupational Health and Safety Officer 2543-13 Environmental Health Officer

2543-11 Occupational Health and Safety Officer
Develops, implements and evaluates policies and programs to ensure safe and healthy working conditions, and assists injured staff through the workers’ compensation and rehabilitation process.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- develops strategies and procedures to promote safe work practices
- recommends job redesign strategies and procedures in the event of work-related health problems
- develops fire and accident prevention procedures, and coordinates evacuation drills
- promotes the use of ergonomic furniture and equipment to minimise exposure to work-related injuries
- inspects and assesses industrial machinery and equipment and chemical hazards, arranging repair or replacement as needed
- organises training for members of occupational health and safety committees, fire wardens and first aid officers, and coordinates health and safety education programs
- liaises with health professionals to incorporate expert advice into accident prevention, health promotion and rehabilitation practices
- investigates causes of accidents and recommends actions to reduce risk of recurrence
- maintains accident statistics and fulfills workers’ compensation reporting requirements
- advises and assists injured staff on recuperative and rehabilitation activities

2543-13 Environmental Health Officer
Health Surveyor
Develops, implements and evaluates environmental health policies, programs and issues, and oversees the implementation and monitoring of environmental health legislation.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- prepares and implements plans and strategies for the safe, economic and hygienic disposal of commercial, medical and household wastes
- advises on and implements safety and prevention programs for communicable diseases, food hygiene, waste water and treatment disposal systems, swimming pools, and contaminated and hazardous substances
- develops, implements and reviews environmental health emergency management plans and occupational health and safety plans
- oversees all health aspects of food hygiene, such as transport, storage, preparation, serving and disposal of food
- develops and implements programs minimising air, sea, water and noise pollution
- develops, implements and coordinates environmental health education and health promotion programs
- oversees and advises on environmental health legislation and recommends corrective actions
UNIT GROUP 2549 OTHER PROFESSIONALS

This unit group covers Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 2549-11 Conservator
- 2549-13 Electorate Officer
- 2549-15 Patents Examiner
- 2549-17 Oenologist
- 2549-19 Recreation Officer
- 2549-21 Museum or Gallery Curator
- 2549-79 Professionals nec

2549-11 Conservator

Plans and organises the conservation of materials and objects in libraries, archives, museums, art galleries and other institutions.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examines items to confirm and assess their identity, condition and authenticity
- analyses the causes and extent of deterioration and recommends remedial action
- implements and records conservation and restoration treatment
- advises on storage conditions, handling methods and the acquisition of materials and equipment
- assesses collections and prepares reports of conservation plans and activities
- conducts lectures, demonstrations and training programs on preservation and conservation techniques
- undertakes research and develops techniques, procedures and standards for protection, treatment, restoration and preservation
- coordinates the activities of workers engaged in the repair, treatment, restoration and preservation of items
- may specialise in the conservation of paper, audio-visual and art objects and other natural and cultural materials

Specialisations:
- Art Conservator

2549-13 Electorate Officer

Manages the electorate office of a politician.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- oversees the running of the electorate office
- liaises with constituents of the electorate
- liaises with the media on behalf of the politician
- organises aspects of election campaigns such as doorknocks, letter drops and rallies
- conducts research on issues of importance to constituents
- supervises office staff
- may act as scrutineer in election campaigns

2549-15 Patents Examiner

Investigates and reports on patent applications to assess their compliance with the requirements of the Patents Act.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- examines patent applications to assess compliance with the Australian Patents Act
- ensures patent applications do not infringe on previous patents
- searches on-line databases to discover similar patents held in Australia and overseas
- grants patent rights for inventions based on new technology
- reports findings to patent applicants or their legal representatives
- may supervise clerical or other office staff

2549-17 Oenologist

Winemaker

Plans, supervises and coordinates the production of wine or spirits from selected varieties of grapes.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- liaises with vineyard personnel or contract growers to provide grapes for processing
- examines grape samples to assess ripeness, sugar and acid content, and determines suitability for processing
- coordinates wine-making processes, directing workers in testing and crushing grapes, fermenting juices, and fortifying, clarifying, maturing and finishing wines
- blends wines according to formulae or knowledge of wine-making techniques
- arranges bottling of wines on site or at other premises
- may arrange local and export sales of wines
2549-19  Recreation Officer

Plans, organises and coordinates recreation facilities and programs.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• studies and analyses recreation needs and resources
• develops and implements recreation management policies on behalf of government and community service organisations
• encourages and assists in the implementation of recreation projects and programs through existing organisations such as schools, church bodies and youth organisations
• interprets recreation policies and programs and answers inquiries
• provides technical and professional advice to urban planners and others concerned with the provision of recreation facilities
• advises on requirements for, and procurement of, new equipment and materials, and on the design of new facilities
• prepares or assists with the preparation of budgets
• may recruit, train and supervise recreation or play leaders

Specialisations:
Activities Officer

2549-21  Museum or Gallery Curator

Plans and organises museum and gallery collections.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• drafts collection policies, arranges acquisitions and collects objects
• liaises with other curators to arrange special exhibitions
• identifies and classifies specimens or objects and arranges restoration work
• examines items or arranges examinations to determine condition and authenticity
• organises and prepares displays including travelling or loan exhibitions
• initiates and maintains research programs, and assists other professionals on request
• supervises support staff and organises administrative duties associated with the use and care of the collections
• may lecture and write about the collections and answer public inquiries

2549-79  Professionals nec

This occupation group covers Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is a bachelor degree or higher qualification or at least 5 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Electoral Officer
Ergonomist
Lobbyist
Wine Taster
MAJOR GROUP 3

ASSOCIATE PROFESSIONALS

ASSOCIATE PROFESSIONALS perform complex technical and administrative support functions which require an understanding of the underlying theories and methods of a particular field and significant practical skills. Tasks are often performed in support of professionals.

Most occupations in this major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations such as those in Unit Group 3993 Sportspersons, Coaches and Related Support Workers may require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Tasks performed by Associate Professionals typically include conducting scientific tests and experiments; administering the operational activities of an office or financial institution; organising the operations of retail, hospitality and accommodation establishments; assisting health and welfare professionals in the provision of support and advice to clients; maintaining public order and safety; inspecting establishments to ensure conformity with government and industry standards; and coordinating sports training and participating in sporting events.

Occupations in this major group are classified into the following sub-major groups:

31 SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS
32 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS
33 MANAGING SUPERVISORS (SALES AND SERVICE)
34 HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
39 OTHER ASSOCIATE PROFESSIONALS
SUB-MAJOR GROUP 31

SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS

SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS perform laboratory tests and other technical support functions to assist professionals engaged in research, design, production, diagnosis and treatment in all areas of the natural sciences; and assist engineers and building professionals in research, design, construction, operation and maintenance of equipment.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Science, Engineering and Related Associate Professionals typically include performing medical diagnostic and scientific tests, experiments and computations and collating and analysing the results; developing, operating and maintaining instruments and equipment used in clinical diagnosis and experimental research; preparing, interpreting, inspecting and revising drawings, plans, diagrams, designs, maps and charts; installing, testing, repairing and modifying electrical, electronic and mechanical equipment; and estimating materials costs and quantities.

Occupations in this sub-major group are classified into the following minor groups:

- 311 MEDICAL AND SCIENCE TECHNICAL OFFICERS
- 312 BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS
MINOR GROUP 311

MEDICAL AND SCIENCE TECHNICAL OFFICERS

MEDICAL AND SCIENCE TECHNICAL OFFICERS perform laboratory tests and other technical support functions to assist health professionals engaged in the diagnosis, monitoring and treatment of disease, and in research, design and production in all areas of the natural and physical sciences.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Medical and Science Technical Officers typically include performing medical diagnostic and scientific tests, experiments and computations, and collating and analysing the results; developing, operating and maintaining instruments and equipment used in clinical diagnosis and experimental research; collecting and testing samples of body fluids; and preparing, examining, identifying and classifying microscopic samples.

Occupations in this minor group are classified into the following unit groups:

3111 MEDICAL TECHNICAL OFFICERS
3112 SCIENCE TECHNICAL OFFICERS
UNIT GROUP 3111 MEDICAL TECHNICAL OFFICERS

MEDICAL TECHNICAL OFFICERS perform or assist with laboratory tests and operate diagnostic and monitoring equipment used in support of health professionals.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- undertaking or assisting with medical analytical procedures
- observing and interpreting the morphological features of peripheral blood smears in consultation with medical scientists
- preparing and staining slides for microscopic examination
- performing diagnostic tests on tissues and body fluids
- operating equipment used in diagnosing disorders of hearing, heart, kidneys, nervous system or in anaesthesia
- may supervise laboratory staff

Occupations:
3111-11 Medical Laboratory Technical Officer
3111-79 Medical Technical Officers nec

3111-11 Medical Laboratory Technical Officer
Medical Laboratory Technician
Performs or assists with routine laboratory tests and complex analytical procedures in support of medical professionals engaged in the diagnosis, monitoring, and treatment of disease.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- undertakes or assists with analytical procedures in the disciplines of clinical biochemistry, haematology, medical microbiology, histology, and clinical immunology
- observes and interprets the morphological features of peripheral blood smears in consultation with medical scientists
- prepares and stains slides for microscopic examination
- performs diagnostic tests on tissues and body fluids
- maintains and calibrates laboratory equipment and instrumentation
- maintains quality assurance procedures undertaken in the laboratory
- may supervise laboratory staff
- may supervise or assist with specimen collection
- may undertake pharmaceutical testing and analysis

Specialisations:
Clinical Biochemistry Technician
Clinical Microbiology Technician
Cytology Technician
Haematology Technician
Histopathology Technician

3111-79 Medical Technical Officers nec

This occupation group covers Medical Technical Officers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Anaesthetic Technician
Audiometrist
Cardiac Technician
Dialysis Technician
Electrocardiographic Technician
Electroencephalographic Technician
Neurophysiological Technician
Renal Technician
UNIT GROUP 3112 SCIENCE TECHNICAL OFFICERS

SCIENCE TECHNICAL OFFICERS perform technical support functions to assist with research, design and production in chemistry, earth sciences, life sciences, agriculture and physical sciences.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- making observations and measurements, recording and plotting information, collecting and analysing samples and maintaining collections and equipment
- collecting, collating and analysing information from geological field surveys, seismic surveys, meteorological observations and other earth science surveys
- examining the topographical, physical and soil characteristics of farmland to determine its most effective utilisation and identify nutrient deficiencies, and providing advice in areas of agriculture such as research, production, servicing and marketing
- studying chemical and physical problems and developing solutions, controlling experimental procedures, testing samples and monitoring usage for quality and quantity control of laboratory supplies
- performing tests, experiments and analyses, preparing, plotting and graphing data, performing routine mathematical calculations, and computations of measurements

Occupations:
3112-11 Chemistry Technical Officer
3112-13 Earth Science Technical Officer
3112-15 Life Science Technical Officer
3112-17 Agricultural Technical Officer
3112-79 Science Technical Officers nec

3112-11 Chemistry Technical Officer
Performs chemical laboratory tests on solid materials, liquids and gases, analyses test data and carries out technical functions in support of chemists or chemical engineers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- conducts complex experiments, test and analyses according to procedures
- prepares charts, sketches, diagrams and flow-charts and compiles data
- participates in fabricating, installing and modifying equipment, to ensure that critical standards are met
- controls the quality and quantity of laboratory supplies by testing samples and monitoring usage
- may assist in preparing technical reports and documents for publication
- may be responsible for maintaining standards of raw material supplies and ensuring prescribed procedures are followed in production environments

Specialisations:
Chemical Instrumentation Officer
Chemical Process Analyst

3112-13 Earth Science Technical Officer
Collects and tests earth and water samples, records observations and analyses data in support of Geologists and Geophysicists professionals.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- collects and collates information from geological field surveys, seismic surveys, meteorological observations and other earth science surveys
- prepares and tests samples
- analyses data using methodologies prescribed by earth scientists to interpret survey results
- presents results in graphic or written form by preparing maps, charts, diagrams or reports
- checks, calibrates and maintains testing equipment
- may investigate various geographical, geophysical or geological specialties such as water resources, climate and weather, mineral extraction, magnetic measures or gravity measurement

Specialisations:
Geological Technical Officer
Hydrographer
Hydrographical Technical Officer
Hydrological Technical Officer
Meteorological Observer
Seismology Technical Officer
Soil Science Technical Officer
Water Resources Technical Officer
3112-15 Life Science Technical Officer

Identifies and collects living organisms and conducts field and laboratory studies in support of life scientists.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- isolates, identifies and collects living organisms and maintains collections of specimens
- conducts field and laboratory studies of life forms
- observes living organisms to study appearance, behaviour and life cycles
- conducts experiments and observes their results, to detail the reactions of living organisms to stimuli such as light and temperature, and the effect of environment, nutrition and chemical agents
- prepares specimens for microscopic observation by freezing, dehydrating, smearing, slicing and staining material and mounting it on glass slides
- may use irradiation and radioactive isotopes and trace elements to conduct experiments
- may assist in research into genetic engineering

Specialisations:
- Biological Technical Officer
- Botanical Technical Officer
- Ecological Technical Officer
- Environmental Technical Officer
- Fisheries Technical Officer
- Forestry Technical Officer
- Wood Technologist
- Zoology Technical Officer

3112-17 Agricultural Technical Officer

Examines the characteristics of farm produce, livestock and farm land and identifies problems in support of agricultural scientists.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examines the topographical, physical and soil characteristics of farmland to determine its most effective utilisation and identify nutrient deficiencies
- assists in developing new methods of planting, fertilising, harvesting, processing and transporting crops to achieve optimum land usage
- identifies pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assists in devising methods of control
- analyses produce to set and maintain standards of quality
- inspects livestock to gauge the effectiveness of feed formulae
- assists in controlled breeding experiments to develop improved strains
- arranges the supply of drugs, vaccines and other chemicals to producers and gives advice on their use
- collects and collates data for research
- plans slaughtering, harvesting and other aspects of production processes
- may advise producers on farming techniques and management

Specialisations:
- Artificial Insemination Technical Officer
- Dairy Technician
- Field Crop Technical Officer
- Herd Tester
- Horticultural Technical Officer
- Poultry Technical Officer

3112-79 Science Technical Officers nec

This occupation group covers Science Technical Officers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Fibre Technologist
- Optics Technical Officer
- Physics Technical Officer
- Textile or Fabrics Technical Officer
MINOR GROUP 312

BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS

BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS assist engineers and building professionals in research, design, construction, operation and maintenance of equipment, distribution systems and installations, and resource estimation and site inspection.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Building and Engineering Associate Professionals typically include preparing, interpreting, inspecting and revising drawings, plans, diagrams, designs, maps and charts; performing complex computations and field and laboratory tests, and recording the results; installing, testing, repairing and modifying electrical, electronic and mechanical equipment; and estimating materials costs and quantities.

Occupations in this minor group are classified into the following unit groups:

3121 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATE PROFESSIONALS
3122 CIVIL ENGINEERING ASSOCIATE PROFESSIONALS
3123 ELECTRICAL ENGINEERING ASSOCIATE PROFESSIONALS
3124 ELECTRONIC ENGINEERING ASSOCIATE PROFESSIONALS
3125 MECHANICAL ENGINEERING ASSOCIATE PROFESSIONALS
3129 OTHER BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS
UNIT GROUP 3121 BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATE PROFESSIONALS

BUILDING, ARCHITECTURAL AND SURVEYING ASSOCIATE PROFESSIONALS perform technical support functions to assist builders, architects and surveyors in time, cost and resource estimation, data evaluation, design mapping construction, site supervision and inspection.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting builders, architects and surveyors in planning and organisation
- interpreting plans, regulations and codes of practice
- preparing preliminary sketches, working drawings and specifications
- preparing, editing and revising plans, maps, charts and drawings
- inspecting work and materials for compliance with specifications, regulations and standards
- calculating costs and estimating time scales
- coordinating works programs
- collecting data using surveying instruments and photogrammetric equipment
- performing routine computations and plotting preliminary data

Occupations:
- 3121-11 Building Associate
- 3121-13 Architectural Associate
- 3121-15 Surveying and Cartographic Associate
- 3121-17 Building Inspector
- 3121-19 Plumbing Inspector
- 3121-21 Plumbing Engineering Associate

3121-11 Building Associate

Assists in the planning and organisation of material and human resources used in the construction and maintenance of buildings.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists professional builders in the planning and organising of building projects, arranges supplies of building materials and equipment, and directs the progress of building work
- interprets building plans, building regulations and codes of practice
- calculates building costs and estimates completion times to prepare tenders and to support contract bids and contract variations
- draws up detailed programs for site works and coordination of tradespersons
- inspects building work to ensure compliance with plans, specifications and regulations and that proper techniques and materials are used
- negotiates with subcontractors and others on commercial and technical matters
- keeps records of building progress and departures from design drawings or specifications
- makes reports to builders and architects
- may supervise or coordinate the work of sub-contractors, tradespersons and other workers
- may perform building work

Specialisations:
Building Construction Supervisor
Building Estimator
Clerk of Works

3121-13 Architectural Associate

Implements architects’ concepts by preparing drawings and plans and liaising with builders and contractors.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- analyses architects’ designs and prepares preliminary sketches, working drawings and detailed instructions
- prepares detailed drawings of plans showing internal, external and other features of buildings
- prepares working drawings of plans showing elevations, sections, materials, finishes and other aspects of building projects such as layouts, plumbing, drainage, carparking and landscaping as directed by architects
- represents architects on building sites to clarify plans and specifications
- may assist in the preparation of building specifications
- may make inquiries of local governments and other authorities, and investigate pertinent codes and by-laws

Specialisations:
Architectural Draftsperson
Building Drafting Officer
3121-15 Surveying and Cartographic Associate
Surveying Technologist

Collects, records and evaluates survey data and prepares maps, charts and plans in support of surveyors and cartographers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- prepares design drawings and develops design specifications under the direction of surveyors and cartographers
- sets up scientific equipment and calibrates precision instruments, and diagnoses and corrects faults in equipment
- uses land and geographical information data bases
- uses surveying instruments, aerial photographs and satellite and remote sensing technology to obtain data for surveying and cartographic purposes
- records data, performs routine computations and plots preliminary data
- collects and analyses source maps, survey data, photographs, computer records and other information
- manipulates data to fit mapping formats
- prepares, edits and revises plans, maps, charts and other drawings
- may prepare finished material for reproduction and publication using desktop publishing software and computer aided drafting applications

Specialisations:
Aerial Survey Technician
Engineering Survey Drafting Technician
Photogrammetrist
Topographic Drafting Officer

3121-17 Building Inspector

Inspects buildings to ensure compliance with laws and regulations and advises on building requirements.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- interprets building plans, building regulations and codes of practice
- inspects building works in progress to ensure compliance with plans, specifications and regulations, and that proper techniques and materials are used
- maintains records of building progress and departures from design drawings or specifications
- may inspect existing buildings to assess the condition
- may give advice on building matters

Specialisations:
Electrical Installation Inspector

3121-19 Plumbing Inspector

Inspects plumbing work to ensure compliance with relevant standards and regulations.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- interprets plumbing specifications, regulations and codes of practice
- inspects plumbing works in progress to ensure compliance with plans, specifications and regulations, and that proper techniques and materials are used
- maintains records of plumbing progress and departures from design drawings or specifications
- provides advice to consumers and tradespersons
- assesses plumbing specifications submitted for approval
- may inspect existing plumbing to assess condition

Specialisations:
Drainage Inspector
Gas Plumbing Inspector
Sanitary Plumbing and Water Supply Inspector

3121-21 Plumbing Engineering Associate
Plumbing Engineering Technician

Surveys and designs plumbing and water supply systems and prepares drawings and reports.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- carries out surveys and prepares survey reports
- prepares working drawings and specifications
- designs sanitary plumbing and water supply systems including fire service systems
- represents owners, project managers, architects and civil engineers on construction sites to ensure compliance with design specifications
- identifies and solves problems in buildings and civil engineering projects
- assists with the preparation of estimates of quantities and costs of materials and labour required for projects
- may supervise other workers

Specialisations:
Sewage, Water and Fire Services Associate
UNIT GROUP 3122  CIVIL ENGINEERING ASSOCIATE PROFESSIONALS

CIVIL ENGINEERING ASSOCIATE PROFESSIONALS assist in civil engineering research, design, construction, operations and maintenance.

Skill Level:
The entry requirement for this unit group is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- performing and directing fieldwork and laboratory testing
- collecting and analysing data, and carrying out computations
- preparing sketches, charts, tabulations, plans and designs for construction work
- estimating material costs and ensuring finished works are within specifications, regulations and contract provisions
- inspecting civil engineering works and organising and supervising maintenance and repair work

Occupations:
- 3122-11 Civil Engineering Associate
- 3122-13 Civil Engineering Technician

3122-11  Civil Engineering Associate
Civil Engineering Technical Officer
Prepares drawings and plans, estimates costs and checks engineering work in support of civil engineers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- prepares diagrams, drawings, plans and designs for construction work under the direction of civil engineers and engineering technologists
- interprets work assignment instructions, applies appropriate procedures and selects equipment
- performs and directs fieldwork and laboratory testing
- analyses data and carries out computations
- estimates material costs and ensures finished works are within specifications, regulations and contract provisions
- inspects civil engineering works and organises and supervises maintenance and repair work

Specialisations:
- Civil Engineering Design Draftsperson
- Road Design Draftsperson
- Sewage Reticulation Drafting Officer
- Structural Engineering Drafting Officer

3122-13  Civil Engineering Technician

Conducts tests of construction materials and prepares sketches and tabulations in support of civil engineers and civil engineering associates.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- interprets work assignment instructions, applies appropriate procedures and selects equipment under the direction of civil engineers, engineering technologists and engineering associates
- conducts field and laboratory tests of construction materials and soils, and collects data for traffic surveys
- prepares computations, sketches, charts and tabulations for civil engineering works such as drainage, water supply, sewage reticulation systems, roads, airports, dams, bridges and other structures

Specialisations:
- Civil Engineering Assistant
UNIT GROUP 3123  ELECTRICAL ENGINEERING ASSOCIATE PROFESSIONALS

ELECTRICAL ENGINEERING ASSOCIATE PROFESSIONALS assist in electrical engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting Electrical Engineers and Engineering Technologists in design and layout of electrical installations and circuitry on switchyards, substations, switchgear, cabling systems and motor control systems
- preparing drawings, plans and diagrams of electrical installations and circuitry
- performing tests, graphing results, preparing charts and tabulations
- estimating materials costs and quantities
- inspecting designs and finished products for compliance with specifications and regulations
- assembling, installing, testing, calibrating, modifying and repairing electrical equipment and installations to conform with regulations and safety requirements
- assisting with research and experimentation programs

Occupations:
- 3123-11 Electrical Engineering Associate
- 3123-13 Electrical Engineering Technician

3123-11  Electrical Engineering Associate
Electrical Engineering Technical Officer
Prepares drawings and plans of electrical installations and circuitry, collects data and estimates costs in support of electrical engineers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists electrical engineers and engineering technologists in the design and layout of electrical installations and circuitry on switchyards, substations, switchgear, cabling systems and motor control systems
- prepares drawings, plans and diagrams of electrical installations and circuitry under the direction of electrical engineers and engineering technologists
- estimates material costs and quantities
- ensures that designs and finished products are within specifications, regulations and contract provisions
- collects data, performs complex computations and prepares diagrams
- assists in testing and commissioning of electrical equipment and installations and in the supervision of operations and maintenance
- assists with research and experimentation programs

3123-13  Electrical Engineering Technician
Conducts tests of electrical systems and prepares charts and tabulations in support of electrical engineers and electrical engineering associates.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- performs tests, graphs results, prepares charts and tabulations under the direction of electrical engineers, engineering technologists and engineering associates
- undertakes electrical workshop functions, such as installing assemblies for protection relays, metering and indicating devices
- assembles, installs, tests and calibrates and modifies electrical installations to conform with regulations and safety requirements

Specialisations:
- Electrical Engineering Detail Draftsperson
- Electrical Instrument Technician

Specialisations:
- Electrical Engineering Design Draftsperson
- Electrical Engineering Drafting Officer
- Relays Draftsperson
- Substation Design Draftsperson
UNIT GROUP 3124  ELECTRONIC ENGINEERING ASSOCIATE PROFESSIONALS

ELECTRONIC ENGINEERING ASSOCIATE PROFESSIONALS assist in electronic engineering research, design, manufacture, assembly, construction, operation and maintenance of equipment, facilities and distribution systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- developing, constructing and testing electronic equipment and associated circuitry
- preparing drawings, plans and diagrams for electronic engineering work
- assembling circuitry for electronic equipment
- performing tests, graphing results, preparing charts and tabulations
- estimating material costs and quantities
- evaluating performance of equipment
- inspecting designs and finished products for compliance with specifications and regulations
- installing, testing, repairing and modifying electronic equipment

Occupations:
- 3124-11 Electronic Engineering Associate
- 3124-13 Electronic Engineering Technician

3124-11  Electronic Engineering Associate

Prepares drawings and plans of electronic engineering work and collects and analyses data in support of electronic engineers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists electronics engineers in the evaluation, selection, development, design, testing, manufacture, assembly and maintenance of electronic equipment and associated circuitry
- prepares drawings, plans and diagrams for electronic engineering work under the direction of electronics engineers and engineering technologists
- undertakes complex calibrations, tests and adjustments
- collects and analyses data, carries out complex computations and prepares reports
- estimates material costs and quantities
- inspects designs and installations for compliance with specifications, drawings, contracts and regulations
- develops specifications for and assists electronics engineers in the commissioning of non-standard systems and equipment
- may operate and maintain complex telecommunications equipment, including computer-controlled equipment

Specialisations:
- Aircraft Electronics Technical Officer
- Communications and Data Systems Drafting Officer
- Communications Engineering Technical Officer
- Computer-Numeric Control Technical Officer
- Control Systems Drafting Officer
- Digital Controls Technical Officer
- Flight Surveyor

3124-13  Electronic Engineering Technician

Conducts tests of electronic systems and assembles circuitry in support of electronic engineers and electronic engineering associates.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assembles circuitry for electronic equipment in accordance with technical manuals and electronics engineers’ instructions
- performs tests, graphs results, prepares charts and tabulations under the direction of electronics engineers, engineering technologists and engineering associates
- calibrates electronic measuring and indicating instruments according to established standards
- installs, tests, repairs and modifies electronic equipment, following technical manuals or electronics engineers’ instructions

Specialisations:
- Communications Engineering Technician
- Electronics Detail Draftsperson
- Printed Circuit Board Designer
- Process Control Technician
- Telemetry Technician
UNIT GROUP 3125  MECHANICAL ENGINEERING ASSOCIATE PROFESSIONALS

MECHANICAL ENGINEERING ASSOCIATE PROFESSIONALS assist in mechanical engineering research, design, manufacture, construction, operation and maintenance of machines, manufacturing equipment, mechanical installations and facilities.

Skill Level:
The entry requirement for this unit group is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assisting mechanical engineers in the design of mechanical equipment and plant
- preparing drawings, plans and designs for mechanical engineering work under the direction of mechanical engineers and engineering technologists
- assembling and installing new or modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems
- estimating material costs and quantities, and machinery requirements
- performing or directing field or laboratory tests
- collecting and analysing data, and carrying out computations
- organising and supervising inspection and maintenance of machinery and plant

Occupations: 3125-11 Mechanical Engineering Associate 3125-13 Mechanical Engineering Technician

3125-11 Mechanical Engineering Associate
Mechanical Engineering Technical Officer
Prepares drawings and plans of mechanical engineering work and collects and analyses data in support of mechanical engineers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assists mechanical engineers and engineering technologists in the design of mechanical equipment and plant
- ensures that designs and finished work are within specifications, regulations and contract provisions
- performs or directs field and laboratory testing
- collects and analyses data, carries out complex computations and prepares diagrams
- prepares drawings, plans and designs for mechanical engineering work under the direction of mechanical engineers and engineering technologists
- estimates material costs, quantities and machinery requirements
- selects tools and equipment
- organises and supervises inspection and maintenance of machinery and plant

Specialisations:
Airconditioning Drafting Officer
Heating and Ventilating Technical Officer
Tool Design Draftsperson

3125-13 Mechanical Engineering Technician
Conducts tests of mechanical systems and assembles and installs mechanical assemblies in support of mechanical engineers and mechanical engineering associates.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assembles and installs new or modified mechanical assemblies, components, machine tools, controls and hydraulic power systems under the direction of mechanical engineers, engineering technologists and engineering associates
- performs workshop and field tests using standard instruments and methods
- assists in developing quality control tests for products and components

Specialisations:
Boiler Testing Technician
Hydraulic Controls Technician
Pipe Testing Technician
UNIT GROUP 3129 OTHER BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS

This unit group covers Building and Engineering Associate Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 3129-11 Biomedical Engineering Associate
- 3129-13 Metallurgical and Materials Technician
- 3129-15 Mine Deputy
- 3129-79 Building and Engineering Associate Professionals nec

3129-11 Biomedical Engineering Associate
Biomedical Engineering Technician

Designs and evaluates biomedical devices and monitors their performance and cost.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- designs, constructs or modifies biomedical devices to meet special requirements
- evaluates biomedical technologies
- monitors, controls, tracks and reports on performance and costs of biomedical devices
- participates in the installation and commissioning of biomedical equipment
- performs preventative and breakdown maintenance of biomedical devices
- investigates and reports on incidences and injuries involving biomedical devices
- performs or assists in clinical procedures and measurements
- trains users in the correct and safe use of equipment

3129-13 Metallurgical and Materials Technician

Tests materials as part of mineral and metal processing and refining, or for research into metals, ceramics, polymers and other materials in support of metallurgists and other professionals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- obtains, measures and prepares samples for testing
- subjects materials to test procedures often using complex equipment under the direction of metallurgists and other professionals
- analyses, records and reports results
- compiles charts, graphs and other data for reports
- sets up, operates and cleans laboratory and other scientific equipment

Specialisations:
- Dye Penetrant Testing Technician
- Heat Treatment Technician
- Magnetic Testing Technician
- Non-Destructive Testing Technician
- Pressure Testing Technician
- Ultrasound Technician

3129-15 Mine Deputy

Oversees the safety of mining operations and supervises miners.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- inspects mining operations to ensure safety requirements of the Mines Regulation Act are met
- ensures roadways and machinery are in safe condition
- conducts tests to detect the presence of gas and ensure underground ventilation is adequate
- oversees the storage and use of explosives
- supervises mine workers in underground or open cut mines
- reports to mine managers on necessary improvements to efficiency or safety

Specialisations:
- Mining Technician

3129-79 Building and Engineering Associate Professionals nec

This occupation group covers Building and Engineering Associate Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate IV, AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Occupations in this group include:
- Aircraft Detail Draftsperson
- Aircraft Systems Technician (Air Force)
- Airframe Technical Officer
- Avionics Systems Technician (Air Force)
- Mining Detail Draftsperson
- Shipbuilding Draftsperson
SUB-MAJOR GROUP 32

BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS manage and administer the operational activities of an office or financial institution; provide financial advice to clients; plan and undertake administration of special projects or organisational programs or support services; and provide support to computing professionals.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Business and Administration Associate Professionals typically include administering the accounting and operational activities of financial institutions; obtaining information on securities, market conditions, government regulations and financial circumstances of clients; analysing clients’ financial status and discussing financial options; executing orders in the market place on behalf of clients; explaining insurance policies; accepting bets on the outcome of racing and other events; planning and undertaking administrative projects; arranging the sale or lease of real estate; and conducting computing operations.

Occupations in this sub-major group are classified into the following minor groups:

321 FINANCE ASSOCIATE PROFESSIONALS
329 MISCELLANEOUS BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS
FINANCE ASSOCIATE PROFESSIONALS

FINANCE ASSOCIATE PROFESSIONALS manage and administer accounting processes and the operational activities of branches of financial institutions; conduct financial market transactions; sell insurance; accept bets on the outcome of racing and other events; develop and implement financial plans; and advise on financial matters, tax and investment strategies, securities, insurance, pension plans and real estate.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Finance Associate Professionals typically include controlling the accounting and operational activities of financial institutions; analysing clients’ financial status and discussing financial options; offering advice on financial matters; planning buying and selling activities; explaining insurance policy conditions and advising on amount and type of insurance cover; accepting bets on the outcome of racing and other events.

Occupations in this minor group are classified into the following unit groups:

3211 BRANCH ACCOUNTANTS AND MANAGERS (FINANCIAL INSTITUTION)
3212 FINANCIAL DEALERS AND BROKERS
3213 FINANCIAL INVESTMENT ADVISERS
UNIT GROUP 3211  BRANCH ACCOUNTANTS AND MANAGERS (FINANCIAL INSTITUTION)

BRANCH ACCOUNTANTS AND MANAGERS (FINANCIAL INSTITUTION) manage and administer accounting processes and the operational activities of branches of banks, building societies, credit unions and similar financial institutions.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- receiving and analysing regular reports of branch accounting activities
- investigating discrepancies in customer service officers’ balances
- ensuring branch procedures for the clearance of funds, security and general operations are maintained
- developing and implementing business plans, budgets, policies and procedures for the branch
- maintaining and monitoring business records and preparing financial statements and reports
- training and supervising staff

Occupations: 3211-11 Branch Accountant (Financial Institution)
3211-13 Financial Institution Branch Manager

3211-11 Branch Accountant (Financial Institution)
Administers the accounting processes and related operational activities of branches of banks, building societies, credit unions or similar financial institutions.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- receives and analyses regular reports of branch accounting activities and reports to the branch manager
- investigates discrepancies in customer service officers’ balances
- ensures branch procedures for the clearance of funds, security and general operations are maintained
- may grant or approve loans within limits set by the institutions’ regulations
- may supervise clerical and administrative staff

Specialisations:
Bank Accountant

3211-13 Financial Institution Branch Manager
Manages the general operational activities of branches of banks, building societies, credit unions or similar financial institutions.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- develops and implements business plans, budgets, policies and procedures for the branch
- maintains and monitors business records and prepares financial statements and reports
- implements displays and promotes branch functions and business development
- deals with customer inquiries to provide quotes and advice, and handles complaints
- advises clients about interest rates, and investment and loan products
- implements company policy covering compliance with security regulations
- ensures compliance with occupational health and safety regulations
- ensures that funds balance at the close of business
- may interview applicants for loans
- may review loan and credit applications and refer them to a centralised processing department

Specialisations:
Bank Manager
Building Society Manager
Credit Union Manager
UNIT GROUP 3212  FINANCIAL DEALERS AND BROKERS

FINANCIAL DEALERS AND BROKERS conduct financial market transactions on behalf of clients, offer advice on financial matters, sell insurance, buy and sell commodities, determine risks and accept bets on the outcome of racing and other events.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• obtaining information on securities, market conditions, government regulations and financial circumstances of clients
• executing orders in the market place on behalf of clients and offering advice on financial matters such as stocks and bonds, market conditions and the history and prospects of corporations
• recording and transmitting buy or sell orders
• calculating and recording costs of transactions
• developing lists of investments for clients
• planning buying and selling activities
• interviewing prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and making recommendations on the amount and type of cover
• offering and varying odds on competitors after considering the type of event, handicaps, weather conditions, and odds offered by other bookmakers

Occupations:  
3212-11 Stockbroking Dealer
3212-13 Futures Trader
3212-15 Financial Market Dealer
3212-17 Commodities Trader
3212-19 Insurance Broker
3212-21 Bookmaker
3212-79 Financial Dealers and Brokers nec

3212-11  Stockbroking Dealer
Stockbroker
Buys and sells stocks and bonds on behalf of clients.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• obtains information on securities, market conditions, government regulations and financial circumstances of clients
• interprets data from securities reports, financial periodicals and stock-quotation viewer screens
• gives information and offers advice regarding stocks, bonds, market conditions and the history and prospects of corporations
• records and transmits buy and sell orders
• calculates and records costs of transactions
• develops lists of investments for clients

Specialisations:
Trading Floor Operator (Stock Exchange)
Securities Dealer

3212-13  Futures Trader
Buys and sells commodity futures on behalf of clients.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• executes orders in the market on behalf of their clients
• monitors futures prices and market changes and bids for commodity futures contracts
• relays trade information to clients, including the number of contracts bought or sold and the price
• completes trade records, such as trading slips
• provides completed records to the Futures Exchange Clearing House for registration
3212-15 **Financial Market Dealer**  
*Money Market Dealer*

Buys and sells securities within financial markets, and trades and distributes financial securities on behalf of financial institutions.

**Skill Level:**  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**  
- obtains information on securities, market conditions, government regulations and financial circumstances of clients  
- trades securities within the wholesale treasury markets or inter-bank arena  
- distributes securities  
- makes prices within a dealing room environment  
- interprets data from securities reports, financial periodicals and stock-quotation viewer screens  
- provides information and offers advice on financial market matters, market conditions and the history and prospects of corporations  
- records and transmits buy and sell orders  
- calculates and records costs of transactions  
- develops lists of investments for clients

**Specialisations:**  
- Derivatives Dealer  
- Foreign Exchange Dealer

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3212-17 **Commodities Trader**  
*Commodities Broker*

Brings together buyers and sellers of commodities to negotiate private sales and arrange sales through established market places.

**Skill Level:**  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Tasks Include:**  
- plans buying and selling activities  
- negotiates the purchase and sale of commodities such as grains, wool, minerals or metals  
- monitors local and international commodity prices, market trends and other factors affecting the supply and demand for commodities  
- may inspect crops during growth and negotiate production requirements with producers  
- may arrange transport, storage and initial processing of products purchased  
- may arrange arbitration of stocks and contracts

**Specialisations:**  
- Grain Buyer  
- Livestock Trader  
- Wool Broker  
- Mineral Broker

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3212-19 **Insurance Broker**

Operates as an independent agent to sell life, fire, accident, industrial and marine insurance for a range of insurance companies.

**Skill Level:**  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

**Tasks Include:**  
- compiles lists of prospective clients from directories and other sources  
- makes contact with prospective clients to seek interviews and gauge interest  
- interviews prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and to make recommendations on the amount and type of cover  
- researches and reviews available insurance products to ensure the most appropriate are offered to clients  
- markets their services to increase client base  
- may collect premiums and keep records of payments, including appropriate commissions

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3212-21 **Bookmaker**

Determines risk, offers odds and accepts bets on the outcome of racing and other events.

**Skill Level:**  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

**Tasks Include:**  
- attends races or other events to provide betting services  
- obtains information on the form of competitors by research, attending trials, viewing films or liaising with contacts  
- offers and varies odds on competitors after considering the type of event, handicaps, weather conditions and odds offered by other bookmakers  
- writes or operates computer equipment to produce tickets detailing the subject of bets, odds given and payout details  
- may place lay off bets with other bookmakers to offset potential losses  
- may supervise Bookmaker’s Clerks

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3212-79 **Financial Dealers and Brokers nec**

This occupation group covers Financial Dealers and Brokers not elsewhere classified.

**Skill Level:**  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

**Occupations in this group include:**  
- Corporate Finance Officer  
- Finance Broker  
- Finance Officer  
- Investment Broker  
- Investment Dealer
UNIT GROUP 3213  

FINANCIAL INVESTMENT ADVISERS

FINANCIAL INVESTMENT ADVISERS develop and implement financial plans for individuals, businesses and organisations, and advise on tax and investment strategies, securities, insurance, pension plans and real estate.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- interviewing prospective clients to determine financial status and objectives
- analysing clients financial status, discussing financial options and developing financial strategies
- reviewing and revising plans based on modified needs and changes in investment markets

Occupations: 3213-11 Financial Investment Adviser

3213-11  Financial Investment Adviser

Develops and implements financial plans for individuals, businesses and organisations, and advises on tax and investment strategies, securities, insurance, pension plans and real estate.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- interviews prospective clients to determine financial status and objectives
- analyses client’s financial status, discusses financial options and develops financial strategies
- reviews and revises plans based on modified needs and changes in investment markets
- recommends and arranges insurance cover for clients
- may refer clients to other establishments to obtain services outlined in financial plan
- may arrange to buy and sell stocks and bonds for client
- may rent, buy and sell property under clients’ instructions
MINOR GROUP 329

MISCELLANEOUS BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

This minor group covers Business and Administration Associate Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

3291 OFFICE MANAGERS
3292 PROJECT AND PROGRAM ADMINISTRATORS
3293 REAL ESTATE ASSOCIATE PROFESSIONALS
3294 COMPUTING SUPPORT TECHNICIANS
UNIT GROUP 3291   OFFICE MANAGERS

OFFICE MANAGERS organise and control the activities of an office including administrative systems and office personnel.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- developing and maintaining recording and information systems
- overseeing and controlling office functions
- arranging office accommodation
- liaising with other departments in the organisation
- ensuring compliance with occupational health and safety regulations
- training and supervising staff

Occupations: 3291-11 Office Manager

3291-11 Office Manager

Organises and controls the activities of an office including administrative systems and office personnel.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- develops and maintains recording and information systems
- oversees and controls office functions
- arranges office accommodation
- liaises with other departments in the organisation
- ensures compliance with occupational health and safety regulations
- trains and supervises staff
- may deal with inquiries from outside the organisation, particularly complaints
- may deal with salary, termination and other employment matters
UNIT GROUP 3292  PROJECT AND PROGRAM ADMINISTRATORS

PROJECT AND PROGRAM ADMINISTRATORS plan and undertake administration of special projects, organisational programs and support services.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- undertaking administrative projects and coordinating activities in support of organisational objectives
- responding to inquiries concerning services provided and related information access policies and procedures
- preparing and reviewing submissions and reports concerning the organisation’s activities
- collecting and analysing data associated with projects undertaken, and reporting on project outcomes
- advising senior management on matters requiring attention, and implementing management decisions
- overseeing work by contractors and reporting on variations to work orders

Occupations:

3292-11 Project or Program Administrator

Plans and undertakes administration of special projects, organisational programs and support services.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- undertakes administrative projects and coordinates activities in support of organisational objectives
- responds to inquiries concerning services provided and related information access policies and procedures
- prepares and reviews submissions and reports concerning the organisation’s activities
- collects and analyses data associated with projects undertaken, and reports on project outcomes
- resolves problems concerning services or programs provided or persons affected
- advises senior management on matters requiring their attention, and implements their decisions
- reviews and develops administrative systems and procedures
- oversees work by contractors and reports on variations to work orders
- reviews and arranges new office accommodation, and oversees and coordinates building maintenance
- may manage administrative support functions and project or program funds
UNIT GROUP 3293  REAL ESTATE ASSOCIATE PROFESSIONALS

REAL ESTATE ASSOCIATE PROFESSIONALS manage real estate agencies, supervise the leasing of rental properties, arrange the sale and lease of real estate and assist clients to find suitable properties.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assessing client needs and locating properties for consideration
- accepting properties for listing, conducting inspections and advising clients on the merits of the property and terms of sale or lease
- developing and implementing business plans, budgets, policies and procedures for the agency
- identifying and implementing competitive advertising and marketing techniques
- arranging leasing of properties and ensuring lease agreements and conditions are observed
- conducting regular inspections of property and reporting on condition
- collecting and holding rent monies from tenants, and remitting to owner on agreed basis
- monitoring and addressing any non-compliance with terms and conditions of tenancy and pursuing any rental arrears

Occupations:
- 3293-11 Real Estate Agency Manager
- 3293-13 Property Manager
- 3293-15 Real Estate Salesperson

3293-11 Real Estate Agency Manager

Coordinates the activities of agency salespersons in selling and leasing real estate.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- develops and implements business plans, budgets, policies and procedures for the agency
- maintains and monitors business records and prepares financial statements and reports
- arranges the purchase of supplies and maintains office support systems and facilities
- selects, trains and supervises staff
- identifies and implements competitive advertising and marketing techniques
- implements and monitors customer service standards and strategies
- maintains and monitors sales and property management systems
- ensures that real estate practices, statutory duties and legal requirements are observed
- authorises listings of properties for sale or rent
- monitors the security and operation of trust accounts
- ensures compliance with occupational health and safety regulations

3293-13 Property Manager

Supervises the leasing of rental properties on the behalf of owners.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- arranges leasing of properties and ensures lease agreements and conditions are observed
- conducts regular inspections of property and reports on condition
- collects and holds rent monies from tenants, and remits to owners on agreed basis
- monitors and addresses any non-compliance with terms and conditions of tenancy and pursues any rental arrears
- arranges repairs and maintenance of property as required, and negotiates and executes maintenance contracts
- arranges payment of outgoings on behalf of owner, such as mortgage, insurance, land tax and the like
- lodges claims for refund of bond monies
- represents owner in proceedings before the tenancies tribunal
- conducts regular reviews of the rental market to assess appropriateness of current rent

3293-15 Real Estate Salesperson

Arranges the sale and lease of real estate and assists buyers to find suitable properties.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- assesses clients’ needs and locates properties for consideration
- accepts properties, conducts inspections and advises clients on the merits of the property and terms of sale or lease
- shows properties to buyers and advises vendors of sale and marketing options such as auction or open house
- identifies, catalogues and details land or buildings for sale or lease and arranges the advertising of properties
- may arrange finance, land brokerage, conveyancing and rent collection, and the maintenance of premises
- may advise vendors on property values and asking prices

Specialisations:
- Property Portfolio Officer
UNIT GROUP 3294   COMPUTING SUPPORT TECHNICIANS

COMPUTING SUPPORT TECHNICIANS provide technical advice and support to users of computer software and hardware.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determining software and hardware requirements to provide solutions to problems
- adapting existing programs to meet users' requirements
- answering queries on software and hardware problems
- installing and downloading appropriate software
- ensuring efficient use of applications and equipment

Occupations: 3294-11 Computing Support Technician

3294-11 Computing Support Technician

Provides technical advice and support to users of computer software and hardware.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines software and hardware requirements to provide solutions to problems
- adapts existing programs to meet users' requirements
- answers queries on software and hardware problems
- installs and downloads appropriate software
- ensures efficient use of applications and equipment

Specialisations:
Help Desk Technician
Network Support Technician
MANAGING SUPERVISORS (SALES AND SERVICE)

MANAGING SUPERVISORS (SALES AND SERVICE) organise and control the operations of establishments which provide retail, hospitality, accommodation and other services. They coordinate all functions of such establishments, formulating policies and objectives and ensure that finance, staffing, training and marketing arrangements operate efficiently.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Managing Supervisors (Sales and Service) typically include directing and participating in the operations of the establishment; promoting and advertising the products and services; controlling selection, supervision and training of staff; formulating purchasing and marketing policies and setting prices; and ensuring that premises, equipment and furnishings are kept clean, well maintained and secure.

Occupations in this sub-major group are classified into the following minor groups:

331  SHOP MANAGERS
332  HOSPITALITY AND ACCOMMODATION MANAGERS
339  MISCELLANEOUS MANAGING SUPERVISORS (SALES AND SERVICE)
MINOR GROUP 331

SHOP MANAGERS

SHOP MANAGERS organise and control the operations of retail trading establishments.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Shop Managers typically include planning, directing and participating in the operations of the establishment; controlling the selection and training of staff and supervising their work; determining purchasing and marketing policies and prices, maintaining records of stock levels and financial transactions; providing information about merchandise to staff and customers; and displaying and selling merchandise.

Occupations in this minor group are classified into the following unit group:

3311 SHOP MANAGERS
UNIT GROUP 3311  SHOP MANAGERS

SHOP MANAGERS organise and control the operations of retail trading establishments.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning, directing and participating in the operations of the establishment
- determining product mix, stock levels and service standards
- selling products and services to customers and advising them on product use
- selecting, training and supervising staff
- maintaining records of stock levels and financial transactions
- developing and implementing marketing and promotion of goods and services

Occupations:  3311-11 Shop Manager

3311-11 Shop Manager

Organises and controls the operations of a retail trading establishment.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans, directs and participates in the operations of the establishment
- determines product mix, stock levels and service standards
- sells products and services to customers and advises them on product use
- selects, trains and supervises staff
- maintains records of stock levels and financial transactions
- undertakes business planning and budgeting for the store
- develops and implements marketing and promotion of goods and services
- ensures merchandise is well presented to enhance the shop's image
- ensures that shop premises, fixtures and fittings are cleaned and maintained
- supervises store security and cash handling procedures
- arranges the purchase and pricing of goods for sale
MINOR GROUP 332

HOSPITALITY AND ACCOMMODATION MANAGERS

HOSPITALITY AND ACCOMMODATION MANAGERS organise and control the operations of establishments involved in providing accommodation, hospitality and leisure services.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Hospitality and Accommodation Managers typically include planning menus; arranging the purchase of food and supplies; monitoring quality at all stages of preparation and presentation of food and services; planning, supervising and participating in activities such as reservations, reception and room service; arranging the cleaning and maintenance of rooms, kitchens, gardens, grounds and other buildings and facilities; selecting and training staff and supervising their work.

Occupations in this minor group are classified into the following unit groups:

3321 RESTAURANT AND CATERING MANAGERS
3322 CHEFS
3323 HOTEL AND MOTEL MANAGERS
3324 CLUB MANAGERS (LICENSED PREMISES)
3325 CARAVAN PARK AND CAMPING GROUND MANAGERS
3329 OTHER HOSPITALITY AND ACCOMMODATION MANAGERS
UNIT GROUP 3321  RESTAURANT AND CATERING MANAGERS

RESTAURANT AND CATERING MANAGERS organise and control the operations of establishments involved in catering and dining, such as restaurants, cafeterias, canteens and bistros.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning menus in consultation with chefs
- planning and organising special functions
- arranging the purchase and pricing of goods and services according to budget
- maintaining records of stock levels and financial transactions
- inspecting dining facilities to ensure they comply with health regulations and are clean, functional and of suitable appearance
- conferring with customers to assess their satisfaction with meals and service

Occupations: 3321-11 Restaurant and Catering Manager

3321-11 Restaurant and Catering Manager
Food and Beverage Manager

Organises and controls the operations of establishments involved in catering and dining, such as restaurants, cafeterias, canteens and bistros.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans menus in consultation with chefs
- plans and organises special functions
- arranges the purchase and pricing of goods and services according to budget
- inspects dining facilities to ensure they comply with health regulations and are clean, functional and of suitable appearance
- confers with customers to assess their satisfaction with meals and service
- selects, trains and supervises waiting and kitchen staff
- maintains records of stock levels and financial transactions
- may take reservations, greet guests and assist in taking orders in conjunction with junior staff

Specialisations:
- Bistro Manager
- Canteen Manager
- Caterer
- Mess Supervisor
- Restaurateur
UNIT GROUP 3322  CHEFS

CHEFS plan and organise the preparation and cooking of food in dining or catering establishments. Apprentice Chefs are excluded from this unit group. They are included in User Group 4513, Cooks.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning menus and ordering food supplies and monitoring quality at all stages of preparation and presentation
- discussing food preparation issues with managers, dietitians and other staff members
- demonstrating techniques and advising on cooking procedures
- preparing and cooking food

Occupations:
- 3322-01 Head Chef
- 3322-11 Chef

3322-01  Head Chef
Plans menus, estimates costs and supervises and coordinates the activities of chefs and cooks who prepare and cook food in catering and dining establishments.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans menus and advises chefs and cooks on sizes of portions and servings
- reviews labour and food costs and arranges menus according to budgets
- confers with customers regarding plans for special occasions, such as weddings and banquets
- arranges for equipment purchases and repairs
- examines supplies of foodstuffs to ensure quality
- consults with establishment management to discuss problems and plans
- demonstrates techniques and advises on cooking procedures
- may perform the tasks of a Chef

Specialisations:
Executive Chef

3322-11  Chef
Plans and organises the preparation and cooking of food in dining or catering establishments.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans menus and estimates food and labour costs in consultation with the Head Chef
- implements staff rosters and supervises the activities of cooks and assistants
- discusses food preparation issues with managers, dietitians and other staff members
- requisitions food, kitchen supplies and equipment
- demonstrates techniques to cooks and advises them on cooking procedures
- prepares and cooks food
- portions food, adds gravies, sauces and garnishes
- explains and enforces hygiene regulations
- may select and train staff
- may freeze and preserve foods

Specialisations:
Chef de Partie
Commis Chef
Demi Chef
Second Chef
Sous Chef
UNIT GROUP 3323    HOTEL AND MOTEL MANAGERS

HOTEL AND MOTEL MANAGERS organise and control the operations of hotels or motels in providing guest accommodation, meals and other services.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- overseeing reservation, reception, room service and housekeeping activities
- planning and supervising entertainment activities
- supervising security arrangements and garden and property maintenance
- planning and supervising bar, restaurant, function and conference activities
- observes liquor, gaming and other laws and regulations
- ensuring compliance with occupational health and safety regulations
- assessing and reviewing customer satisfaction and preferences
- overseeing accounting and purchasing activities

Occupations: 3323-11 Hotel or Motel Manager

3323-11 Hotel or Motel Manager

Organises and controls the operations of hotels or motels in providing guest accommodation, meals and other services.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- oversees reservation, reception, room service and housekeeping activities
- plans and supervises entertainment activities
- supervises security arrangements, and garden and property maintenance
- plans and supervises bar, restaurant, function and conference activities
- observes liquor, gaming and other laws and regulations
- assesses and reviews customer satisfaction and preferences
- oversees accounting and purchasing activities
- ensures compliance with occupational health and safety regulations
- may provide guests with local tourism information, arrange tours and transportation
- may manage the entire range of services provided by the establishment or may manage a specialised service area

Specialisations:
Accommodation Manager
Functions Manager
Resort Manager
UNIT GROUP 3324 CLUB MANAGERS (LICENSED PREMISES)

CLUB MANAGERS (LICENSED PREMISES) organise and control the operations of licensed clubs in providing food, drink, entertainment, sporting and other amenities for members.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning and supervising sporting, gaming and entertainment activities
- supervising security arrangements and property maintenance
- planning and supervising bar, restaurant and function activities
- arranging member subscriptions
- observes liquor, gaming and other laws and regulations
- ensuring compliance with occupational health and safety regulations
- compiling and organising distribution of newsletters and other information to keep members informed of forthcoming events and facilities available

Occupations: 3324-11 Club Manager (Licensed Premises)

3324-11 Club Manager (Licensed Premises)

Organises and controls the operation of licensed clubs in providing food, drink, entertainment, sporting and other amenities for members.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- plans and supervises sporting, gaming and entertainment activities
- supervises security arrangements and property maintenance
- plans and supervises bar, restaurant and function activities
- selects, trains and supervises staff
- arranges member subscriptions
- observes liquor, gaming and other laws and regulations
- ensures compliance with occupational health and safety regulations
- compiles and organises distribution of newsletters and other information to keep members informed of forthcoming events and facilities available
- assesses and reviews member satisfaction and preferences
- liaises with community groups sponsored and assisted by the club

Specialisations: Gaming Manager
UNIT GROUP 3325  CARAVAN PARK AND CAMPING GROUND MANAGERS

CARAVAN PARK AND CAMPING GROUND MANAGERS organise and control the operations of caravan parks and camping grounds in providing accommodation and leisure services.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- taking reservations, assigning accommodation, registering guests and collecting payments
- arranging cleaning, maintenance and hire of caravans, cabins, amenities blocks, leisure facilities and grounds
- informing guests of local tourist attractions and recreational facilities and attending to complaints lodged by customers
- liaising with local government to ensure compliance with regulations and ordinances

Occupations:  3325-11 Caravan Park and Camping Ground Manager

3325-11 Caravan Park and Camping Ground Manager
Organises and controls the operations of caravan parks and camping grounds in providing accommodation and leisure services.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- takes reservations, assigns accommodation, registers guests and collects payments
- arranges cleaning, maintenance or hire of caravans, cabins, amenities blocks, leisure facilities and grounds
- informs guests of local tourist attractions and recreational facilities and attends to complaints lodged by customers
- liaises with local government to ensure compliance with regulations and ordinances
- may sign, supervise and enforce terms of tenancy agreements in accordance with State legislation and may obtain enforcement orders where tenants are in breach of requirements
- may operate a shop, bistro or restaurant to meet guest requirements
- may act as licensee for the purchase and sale of liquor
UNIT GROUP 3329  OTHER HOSPITALITY AND ACCOMMODATION MANAGERS

OTHER HOSPITALITY AND ACCOMMODATION MANAGERS organise and control the operations of establishments such as boarding houses and hostels, in providing guest accommodation, meals and other hospitality services.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- plans and supervises activities in areas such as guest accommodation, meals and other services
- ensures observance of liquor, gaming and other laws and regulations
- ensures compliance with occupational health and safety regulations
- assesses and reviews customer satisfaction and preferences

Occupations: 3329-11 Other Hospitality and Accommodation Managers

3329-11 Other Hospitality and Accommodation Managers

Organises and controls the operations of establishments such as boarding houses and hostels, in providing guest accommodation, meals and other hospitality services.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and supervises activities in areas such as guest accommodation, meals and other services
- ensures observance of liquor, gaming and other laws and regulations
- ensures compliance with occupational health and safety regulations
- assesses and reviews customer satisfaction and preferences
- may provide guests with local tourism information, arrange tours and transportation, or provide other tourism-related services
- may plan and supervise activities in areas such as accounting, purchasing, gardening, functions and conferences, gaming, entertainment, housekeeping, property maintenance and security

Occupations in this group include:
- Boarding House Manager
- Guest House Manager
- Hostel Manager
- Retirement Village Manager
MINOR GROUP 339

MISCELLANEOUS MANAGING SUPERVISORS (SALES AND SERVICE)

This minor group covers Managing Supervisors (Sales and Service) not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

3391 SPORT AND RECREATION MANAGERS
3392 CUSTOMER SERVICE MANAGERS
3393 TRANSPORT COMPANY MANAGERS
3399 OTHER MANAGING SUPERVISORS (SALES AND SERVICE)
SPORT AND RECREATION MANAGERS plan, promote and control the activities, facilities and resources of fitness, sports, recreation and amusement centres, showgrounds and theme parks.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- ensuring that facilities are properly maintained and conform to safety standards
- organising publicity to promote facilities and attract clients
- selecting, training and supervising staff
- undertaking coaching and fitness instruction
- planning and organising the range and mix of entertainment, attractions or amusement machines

Occupations:
- 3391-11 Fitness Centre Manager
- 3391-13 Other Sports Centre Manager
- 3391-15 Amusement Centre Manager
- 3391-79 Sport and Recreation Managers nec

Fitness Centre Manager
Plans, promotes and controls the activities, facilities and resources of fitness centres.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- ensures that all fitness facilities are properly maintained and conform to safety standards
- organises publicity to promote fitness facilities and attract clients
- selects, trains and supervises staff
- plans fitness programs to be offered by the centre and implements new procedures
- undertakes coaching and fitness instruction
- manages handling of cash receipts
- may plan and organise catering facilities

Other Sports Centre Manager
Plans, promotes and controls the activities, facilities and resources of sports centres such as squash, ten-pin bowling, indoor cricket and basketball.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- ensures that all sporting and recreational facilities are properly maintained and conform to safety standards
- organises publicity to promote sporting and recreational facilities and attract clients
- schedules games and competitions
- undertakes coaching and training of clients
- selects, trains and supervises staff
- manages handling of cash receipts
- may plan and organise catering facilities

Specialisations:
Pool Superintendent

Amusement Centre Manager
Plans, promotes and controls the activities, facilities and resources of amusement centres, showgrounds and theme parks.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and organises the range and mix of entertainment, attractions or amusement machines
- selects, trains and supervises staff
- monitors and controls accounting operations and the security of cash or valuables
- ensures compliance with occupational health and safety regulations
- oversees security and ensures that required standards of behaviour are maintained
- plans and implements advertising, promotional and development activities

Amusement Centre Manager
Entertainment Centre Manager
Plans, promotes and controls the entertainment activities for amusement centres, showgrounds and theme parks.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- plans and organises the range and mix of entertainment, attractions or amusement machines
- selects, trains and supervises staff
- monitors and controls accounting operations and the security of cash or valuables
- ensures compliance with occupational health and safety regulations
- oversees security and ensures that required standards of behaviour are maintained
- plans and implements advertising, promotional and development activities

Specialisations:
Pool Superintendent

Racecourse Manager
This occupation group covers Sport and Recreation Managers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Racecourse Manager
UNIT GROUP 3392 CUSTOMER SERVICE MANAGERS

CUSTOMER SERVICE MANAGERS plan, administer and review customer services and after-sales services and maintain sound customer relations.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- managing, motivating and developing staff providing customer services
- developing and reviewing policies, programs and procedures concerning customer relations and goods and services provided
- planning and implementing after-sales services, to maintain operating performance of goods purchased and to modify and improve services rendered
- liaising with other organisational units, service agents and customers to identify and respond to customer expectations

Occupations: 3392-11 Customer Service Manager

3392-11 Customer Service Manager
Client Service Manager
Service Manager
Plans, administers and reviews customer services and after-sales services and maintains sound customer relations.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- manages, motivates and develops staff providing customer services
- develops and reviews policies, programs and procedures concerning customer relations and goods and services provided
- plans and implements after-sales services, to maintain operating performance of goods purchased and to modify and improve services rendered
- liaises with other organisational units, service agents and customers to identify and respond to customer expectations
- reviews compliance with established product and service quality standards, and reports on faulty products and deficient services
- distributes product and service literature to service agents and customers

UNIT GROUP 3393 TRANSPORT COMPANY MANAGERS

TRANSPORT COMPANY MANAGERS organise and control the operations of a business which provides transport vehicles and transports goods.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- organising the purchase and maintenance of transport vehicles, equipment and fuel
- liaising with clients to determine requirements
- receiving orders and bookings and planning and implementing transportation schedules
- ensuring goods are stored and transported in conditions which will maintain their quality
- arranging collection and delivery of vehicles and goods
- introducing and maintaining quality control procedures

Occupations: 3393-11 Transport Company Manager

3393-11 Transport Company Manager
Organises and controls the operations of a business which provides transport vehicles and transports goods.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- organises the purchase and maintenance of transport vehicles, equipment and fuel
- liaises with clients to determine requirements
- devises and implements transportation schedules and receives orders and bookings
- ensures goods are stored and transported in conditions which will maintain their quality
- arranges collection and delivery of vehicles and goods
- introduces and maintains quality control procedures
- may organise and arrange promotional campaigns for the transportation of goods
UNIT GROUP 3399  OTHER MANAGING SUPERVISORS (SALES AND SERVICE)

This unit group covers Managing Supervisors (Sales and Service) not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 3399-11 Post Office Manager
- 3399-13 Railway Station Manager
- 3399-15 Betting Agency Branch Manager
- 3399-17 Hair and Beauty Salon Manager
- 3399-19 Car Rental Agency Manager
- 3399-21 Fleet Manager
- 3399-23 Stock and Station Agent
- 3399-25 Travel Agency Manager
- 3399-27 Theatre or Cinema Manager
- 3399-29 Funeral Director
- 3399-79 Managing Supervisors (Sales and Service) nec

3399-11 Post Office Manager
Organises and controls the operations of a post office.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Implements and monitors security procedures in post offices for dealing with mail, cash and valuables
- Implements marketing plans and budgets for the post office
- Maintains and monitors business records, accounts and reports
- Arranges the purchase and pricing of ancillary goods for sale and the promotion of goods and services
- Selects, trains and supervises post office staff
- Provides advice to customers on postal matters and handles complaints
- Ensures compliance with occupational health and safety regulations

3399-13 Railway Station Manager
Organises and controls the operations of a railway station.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Coordinates activities associated with the arrival, departure, loading and unloading of trains
- Maintains business records and prepares operational statements and reports
- Selects, trains and supervises railway staff
- Deals with customer inquiries, provides advice to customers and handles complaints
- Ensures compliance with occupational health and safety regulations

3399-15 Betting Agency Branch Manager
Organises and controls the operations of a betting agency.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- Promotes betting agencies’ services
- Monitors and controls accounting and the security of cash
- Provides reports to bodies such as the TAB and to regulatory authorities
- Selects, trains and supervises betting agency staff
- Ensures compliance with occupational health and safety regulations
- Ensures equipment is maintained
- Receives over-the-counter bets, enters bets onto computer systems, accepts payments, issues tickets and change

3399-17 Hair and Beauty Salon Manager
Organises and controls the operations of a hairdressing or beauty salon.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- Arranges and schedules client appointments
- Attends to hairdressing or beauty treatment requirements of clients
- Sells haircare and beauty products and services to clients and advises them on product use
- Selects, trains and supervises salon staff
- Ensures merchandise is well presented to enhance the salon’s image and increase sales
- Ensures that salon premises, fixtures and fittings are cleaned and maintained
- Manages cash handling and reconciliation
- Ensures compliance with occupational health and safety regulations
3399-19 Car Rental Agency Manager
Organises and controls the operations of a car rental agency.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• answers rental inquiries, takes bookings and telephone calls
• provides information regarding vehicle type, hire rates and rental regulations
• arranges for vehicles to be delivered to customers
• selects, trains and supervises agency staff
• organises accounts and budgets
• liaises with fleet manager
• may check returned vehicles, initiate procedures for retrieval of overdue vehicles, and arrange for cars to be cleaned and serviced

3399-21 Fleet Manager
Organises the buying and selling of vehicles for a rental agency and coordinates the leasing of vehicles

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• organises and oversees the purchase of vehicles for hire
• sells vehicles
• organises the assemblage, maintenance and use of fleet vehicles
• liaises with the rental agency manager
• may train and supervise staff

3399-23 Stock and Station Agent
Provides advice to, and acts on behalf of, clients on the sale and purchase of rural land, livestock and crops.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• purchases and sells livestock for wool production, meat production and breeding purposes for clients
• purchases and sells land for agricultural purposes on behalf of clients
• advises clients on matters of rural land, livestock, crop and produce markets and usage
• acts as an insurance agent for rural clients
• sells agricultural produce such as seed, grains and livestock feeds
• sells crop sprays, dips, drenches and livestock veterinary requirements in accordance with statutory requirements
• liaises between farmers and government instrumentalities in the case of outbreaks of crop and livestock diseases

3399-25 Travel Agency Manager
Organises and controls the operations of a travel agency.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• provides advice on travel options, transport and accommodation costs and travel documentation
• liaises with tour operators and transport providers such as airlines, to develop packages and negotiate prices and tour inclusions
• plans and implements budgets, policies and procedures
• selects, trains and supervises staff
• markets package deals such as tours and group travel
• may arrange and confirm transport, accommodation bookings, travellers cheques, visas and associated documentation

3399-27 Theatre or Cinema Manager
Organises and controls the operations of a theatre or cinema.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• develops and implements business plans, budgets, policies and procedures
• researches, selects and schedules programs
• arranges promotional displays and advertising
• determines and sets seating prices
• maintains and monitors business records and prepares financial statements and reports
• selects, trains and supervises staff
• ensures compliance with occupational health and safety regulations
• ensures that cash handling and security procedures are observed
• may plan and oversee the operations of facilities such as retail stores and supplementary entertainment areas
3399-29  Funeral Director
Undertaker
Mortician

Arranges and conducts funerals.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
• interviews families and associates of the deceased to advise on funeral arrangements such as the selection of coffin, type of service and publication of death notices
• advises on funeral costs and welfare provisions
• coordinates and supervises staff and makes funeral arrangements
• collects bodies from mortuaries
• ensures death certificates have been issued, burial and cremation certificates processed and that other legal requirements are met
• prepares bodies for viewing and burial, by washing, draining body fluids, applying padding and cosmetics, dressing bodies and placing them in coffins
• liaises with clergy and cemetery and crematorium staff
• coordinates the movement of coffins and funeral cars, arranges floral displays and collects attendance and tribute cards
• keeps records and accounts of transactions and services performed
• may arrange the construction of memorials and the disposal of ashes
• may provide specialist embalming services

Specialisations:
Embalmmer

3399-79  Managing Supervisors (Sales and Service) nec

This occupation group covers Managing Supervisors (Sales and Service) not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
Abattoir Manager
Brothel Keeper
Civic Centre Manager
Equipment Hire Manager
Laundromat Manager
Marina Manager
Social Security Office Manager
Taxi Proprietor
SUB-MAJOR GROUP 34

HEALTH AND WELFARE ASSOCIATE PROFESSIONALS

HEALTH AND WELFARE ASSOCIATE PROFESSIONALS assist health professionals in the provision of patient care in hospitals, nursing homes and other health care facilities, and provide support, information and advice to clients on a range of social welfare matters.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Health and Welfare Associate Professionals typically include monitoring and testing patients’ health; attending to the general comfort and personal needs of patients; advising clients on emotional, financial, recreational, health, housing and other social welfare matters; attending accidents and providing pre-hospital care and transport; examining and treating ailments of the teeth and gums and constructing and repairing dental devices.

Occupations in this sub-major group are classified into the following minor groups:

341 ENROLLED NURSES
342 WELFARE ASSOCIATE PROFESSIONALS
349 MISCELLANEOUS HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
MINOR GROUP 341

ENROLLED NURSES

ENROLLED NURSES assist registered nurses, doctors and other health professionals in the provision of patient care in hospitals, nursing homes and other health care facilities.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Enrolled Nurses typically include monitoring and recording vital signs and fluid intake, applying dressings, and attending to the general comfort and personal needs of patients.

Occupations in this minor group are classified into the following unit group:

3411  ENROLLED NURSES
UNIT GROUP 3411  ENROLLED NURSES

ENROLLED NURSES assist registered nurses, doctors and other health professionals in the provision of patient care in hospitals, nursing homes and other health care facilities.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• carrying out basic observations such as temperature, pulse rate, blood pressure and blood glucose levels
• maintaining an accurate written record of the patients’ condition and fluid intake and output, and collecting specimens as required
• applying dressings and performing routine care such as changing and bathing patients
• attending to the personal needs and general comfort of patients

Occupations: 3411-11 Enrolled Nurse

3411-11 Enrolled Nurse

Assists registered nurses, doctors and other health professionals in the provision of patient care in hospitals, nursing homes and other health care facilities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
• carries out basic observations such as temperature, pulse rate, blood pressure and blood glucose levels
• maintains an accurate written record of the patients’ condition and fluid intake and output, and collects specimens as required
• applies dressings and performs routine care such as changing and bathing patients
• attends to the personal needs and general comfort of patients, particularly attending to pressure area care and toileting of patients in need of special care
• assists with the maintenance of a safe environment for both patients and other staff
• may assist patients with feeding and cleaning after meals
• may specialise in a particular area of enrolled nursing care
MINOR GROUP 342

WELFARE ASSOCIATE PROFESSIONALS

WELFARE ASSOCIATE PROFESSIONALS provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters and evaluate and coordinate the services of welfare and community service agencies.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Welfare Associate Professionals typically include assessing clients’ needs and planning, developing and implementing educational, training and support programs; interviewing disadvantaged clients and assessing nature and extent of difficulties; referring clients to agencies which can provide additional help; monitoring and reporting on the progress of clients; assessing community need and resources for health, welfare, housing, employment, training and other facilities and services.

Occupations in this minor group are classified into the following unit group:

3421 WELFARE ASSOCIATE PROFESSIONALS
UNIT GROUP 3421  WELFARE ASSOCIATE PROFESSIONALS

WELFARE ASSOCIATE PROFESSIONALS provide support, information and advice to clients on emotional, financial, recreational, health, housing and other social welfare matters and evaluate and coordinate the services of welfare and community service agencies.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• assessing client needs and planning, developing and implementing educational, training and support programs
• advising on available community services to aid rehabilitation
• monitoring and reporting on the progress of clients
• interviewing disadvantaged clients and assessing nature and extent of difficulties
• referring clients to agencies which can provide additional help
• assessing community need and resources for health, welfare, housing, employment, training and other facilities and services

Occupations:
3421-11 Parole or Probation Officer
3421-13 Youth Worker
3421-15 Residential Care Officer
3421-17 Disabilities Services Officer
3421-19 Family Support Worker

3421-11 Parole or Probation Officer
Supervises parolees who have been placed on probation by court order or released conditionally from corrective service institutions.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• submits reports and recommendations on whether offenders should be granted parole or put on probation
• interviews parolees, their families, employers and teachers, investigating their history, both before and during detention
• arranges for treatment or employment of parolees as directed by the courts
• supervises parolees and advises them on such matters as education, employment, finance, housing and other community services
• conducts regular interviews and reports on progress
• maintains contact with families to resolve problems of readjustment and rehabilitation
• may assist in determining which cases fall in the jurisdiction of the court system and which should be referred to other agencies

3421-13 Youth Worker
Assists young people as individuals or groups to solve social, emotional and financial problems in an agency framework.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• provides support and information to young people about welfare and other youth accommodation and community services
• plans, designs and supervises activities for young people such as sports, handicrafts, dancing, drama, hiking and bushwalking
• provides counselling, support and crisis services
• may plan and organise activities for young people in the community, such as establishing and supervising clubs
• may work under the supervision of a health, sport, recreation or welfare worker

Specialisations:
Juvenile Justice Officer
Youth Accommodation Support Worker
3421-15 Residential Care Officer

Provides care and supervision for children or disabled persons in group housing or government institutions.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- ensures residents are washed, dressed, fed and ready for educational and recreational activities
- organises and participates in educational and recreational activities
- supervises residents during domestic activities such as dining and showering
- assists with social and living skills, and trains residents unable to live independently or work in open employment
- enforces behavioural standards, compile disciplinary reports and assist in implementing remedial measures
- may assist in serving meals and performing other housekeeping tasks

3421-17 Disabilities Services Officer

Works in a range of adult service units which provide education and community access to people with intellectual, physical, social and emotional disabilities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- assesses client training needs and plans, develops, implements and evaluates education and training programs
- liaises with community groups, parents and residential workers in the development of training programs for community orientation, independent living skills, daily living activities, literacy and numeracy, communication and vocational training
- liaises with employers and employment agencies to place clients in jobs and provide intensive on-the-job training and continuing monitoring in competitive or integrated supported employment programs
- may establish recreation and support networks and provide recreation and community orientation training for their clients
- may negotiate work contracts, manage the business aspects of the operation and provide occupational training and on-going support in segregated supported employment programs

3421-19 Family Support Worker

Assists the work of social and welfare workers by providing services and support to families.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- talks to families to determine their problems
- assesses client needs and plans and evaluates support and counselling requirements
- provides support and information to families regarding welfare and other support services
- may liaise with community groups and assist in the development of support networks for families in need of emotional, financial or social welfare assistance
MINOR GROUP 349

MISCELLANEOUS HEALTH AND WELFARE ASSOCIATE PROFESSIONALS

This minor group covers Health and Welfare Associate Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

3491 AMBULANCE OFFICERS AND PARAMEDICS
3492 DENTAL ASSOCIATE PROFESSIONALS
3493 ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKERS
3494 MASSAGE THERAPISTS
UNIT GROUP 3491 AMBULANCE OFFICERS AND PARAMEDICS

AMBULANCE OFFICERS AND PARAMEDICS provide emergency health care and transport for injured, sick, infirm and aged persons to medical facilities.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- attending accidents and emergencies to provide pre-hospital care and transporting casualties to medical facilities
- transporting sick and disabled persons to and from centres of specialised treatment or rehabilitation
- instructing community groups and essential service workers in first aid
- attending public gatherings and sporting events where accidents and other health emergencies may occur

Occupations:
3491-11 Ambulance Officer
3491-13 Intensive Care Ambulance Paramedic

3491-11 Ambulance Officer
Provides specialised transport services and emergency health care for injured, sick, infirm and aged persons.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- attends accidents and emergencies
- assesses health of patients and determines need for assistance
- liaises with hospital staff about patients’ condition
- provides pre-hospital care and transports patients to medical facilities
- resuscitates patients and operates life-support equipment
- administers drugs according to protocol
- transports sick and disabled persons to and from centres of specialised treatment or rehabilitation
- instructs community groups and essential service workers in first aid
- attends public gatherings and sporting events where accidents and other health emergencies may occur
- may consult with medical and emergency professionals about type of care and assistance

3491-13 Intensive Care Ambulance Paramedic
Provides specialised pre-hospital health care to injured, sick, infirm and aged persons and emergency transport to medical facilities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- attends accidents, emergencies and requests for medical assistance
- assesses specialised needs and factors affecting patient’s condition
- performs therapies and administers drugs according to protocol
- resuscitates and defibrillates patients
- transports accident victims to medical facilities
- transports sick and disabled persons to and from centres of specialised treatment or rehabilitation
- instructs community groups and essential service workers in first aid
- attends public gatherings and sporting events where accidents and other health emergencies may occur
UNIT GROUP 3492  DENTAL ASSOCIATE PROFESSIONALS

DENTAL ASSOCIATE PROFESSIONALS examine and treat ailments of the teeth and gums under the supervision of dentists, carry out preventative therapy, and construct and repair dentures and other dental devices.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- carrying out oral examinations and checking teeth and gums for signs of decay and disease
- providing educational programs to motivate children, parents and the community in matters relating to oral health
- issuing pre- and post-operative instructions to patients
- applying therapeutic agents and fissure sealants to teeth
- scaling, polishing and root planing teeth
- polishing dental restorations
- constructing dentures

Occupations:
- 3492-11 Dental Therapist
- 3492-13 Dental Hygienist
- 3492-15 Dental Technician

3492-11 Dental Therapist
Examines and treats ailments of the teeth and gums, mainly among pre-school and primary school age children, under the supervision of dentists.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- carries out oral examinations and checks teeth and gums for signs of decay and disease
- provides educational programs to motivate children, parents and the community in matters relating to oral health
- cleans calcareous deposits and stains from teeth and the gum margins using specialised dental equipment
- applies fluorides and other cavity preventing agents to arrest dental decay
- applies rubber dams and temporary restorations
- extracts teeth where necessary
- may conduct dental health clinics for community groups to augment local or infrequent dental practice
- may perform dental radiography
- may administer local anaesthesia and analgesics

3492-13 Dental Hygienist
Carries out preventative therapy related to dental hygiene under the direction of dentists.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- instructs patients in dental health and hygiene
- applies and removes periodontal packs
- selects, applies and removes orthodontic bands
- issues pre- and post-operative instructions to patients
- removes sutures
- applies therapeutic agents and fissure sealants to teeth
- scales, polishes and root planes teeth
- polishes dental restorations
- takes impressions for mouthguard construction
- may assist with dental radiography

3492-15 Dental Technician
Constructs and repairs dentures and other dental devices.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- receives and interprets written orders from dentists
- fabricates full and partial dentures
- constructs metal clasps, inlays, bridgework and other aids
- repairs, makes additions or relines denture bases
- constructs maxillofacial appliances
- may fit dentures

Specialisations:
Orthodontic Technician
UNIT GROUP 3493  ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKERS

ABORIGINAL AND TORRES STRAIT ISLANDER HEALTH WORKERS liaise with patients, clients and visitors to hospitals and health clinics and work as team members to arrange, coordinate or provide health care delivery in Aboriginal and Torres Strait Islander community health clinics.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- maintaining health records and statistics
- acting as an advocate in the community they serve and as a communicator and interpreter on behalf of clients and other health personnel
- providing clinical functions, including case management and follow-up, independently or in consultation with other health care providers
- providing health education to individual clients and health staff
- providing cultural education to persons outside the cultural community and life skills education to the community they serve

Occupations: 3493-11 Aboriginal and Torres Strait Islander Health Worker

3493-11 Aboriginal and Torres Strait Islander Health Worker

Liaises with patients, clients and visitors to hospitals and health clinics and works as a team member to arrange, coordinate and provide health care delivery in Aboriginal and Torres Strait Islander community health clinics.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- maintains health records and statistics
- acts as an advocate in the community they serve
- acts as a communicator and interpreter on behalf of clients and other health personnel
- provides clinical functions, including case management and follow-up, independently or in consultation with other health care providers
- provides health education to individual clients and health staff
- provides cultural education to persons outside the cultural community and life skills education to the community they serve
- provides counselling and referral for crisis problem cases
- provides input to the planning, development, implementation, monitoring and evaluation of all health programs in the community
- may perform a management role, providing staff counselling, facilitation, orientation, induction and development
- may carry out administrative duties including budgeting and correspondence
- may liaise with government and non-government agencies
UNIT GROUP 3494  MASSAGE THERAPISTS

MASSAGE THERAPISTS perform therapeutic massage and administer body treatments for health, fitness and remedial purposes.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- massaging the soft tissues of the body to assist healing, promote relaxation and relieve tension
- assessing and treating specific soft tissue dysfunction and providing rehabilitation advice
- employing other techniques, such as acupressure or Shiatsu, and complimentary aids such as infra red lamps, wet compresses, ice, essential oils and herbal and mineral therapies, to assist recovery

Occupations:  
3494-11 Massage Therapist

3494-11 Massage Therapist

Performs therapeutic massage and administers body treatments for relaxation, health, fitness and remedial purposes.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assesses and treats specific soft tissue dysfunction and provides rehabilitation advice
- massages injured and inactive soft tissues of the body to assist in the healing process
- massages the soft tissues of the body to relax the client and lessen tension
- uses techniques such as muscle stretching in the treatment of sporting injuries
- may employ other techniques, such as acupressure or Shiatsu, and complimentary aids such as infra red lamps, wet compresses, ice, essential oils and herbal and mineral therapies, to assist recovery

Specialisations:
Chinese (Tui-Na) Masseur
Remedial Masseur
Shiatsu Therapist
Sports Medicine Masseur
SUB-MAJOR GROUP 39

OTHER ASSOCIATE PROFESSIONALS

This sub-major group covers Associate Professionals not elsewhere classified.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations such as those in Unit Group 3993 Sportspersons, Coaches and Related Support Workers may require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Occupations in this sub-major group are classified into the following minor groups:

391 POLICE OFFICERS

399 MISCELLANEOUS ASSOCIATE PROFESSIONALS
MINOR GROUP 391

POLICE OFFICERS

POLICE OFFICERS protect and preserve property, public order and safety through the enforcement of laws.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Police Officers typically include maintaining public order and safety; patrolling assigned areas; investigating offences and complaints; gathering evidence; pursuing, arresting and interviewing suspects; maintaining records and preparing reports.

Occupations in this minor group are classified into the following unit group:

3911 POLICE OFFICERS
UNIT GROUP 3911  POLICE OFFICERS

POLICE OFFICERS protect and preserve property, public order and safety through the enforcement of laws.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- maintaining public order and safety
- patrolling assigned areas to minimise potential for public disturbance and crime
- investigating accidents, crimes, minor offences and citizens’ complaints, gathering evidence, pursuing, arresting and interviewing suspected criminals
- testing persons suspected of driving under the influence of alcohol and drugs and issuing infringement notices for traffic offences
- attending community meetings and answering queries from the public
- providing counselling to victims of crime and their families
- supervising and coordinating the activities of police officers
- maintaining records and preparing reports

Occupations:  3911-01 Supervisor, Police Officers
               3911-11 Police Officer

3911-01  Supervisor, Police Officers
         Police Station Sergeant

Supervises and coordinates the activities of Police Officers.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Police Officers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- recommends promotions
- interviews victims and suspects
- provides counselling to victims of crime and their families
- attends community meetings and answers queries from the public
- prepares briefs and gives evidence in court
- may perform the tasks of a Police Officer

Specialisations:
Detective Sergeant

3911-11  Police Officer

Protects and preserves property, public order and safety through the enforcement of laws.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- maintains public order and safety
- patrols assigned areas minimising potential for public disturbance and crime
- investigates accidents, crimes, minor offences, citizens’ complaints and interviews victims
- gathers evidence, pursues, arrests and interviews suspected criminals
- searches property, vehicles and persons for illegal items
- tests persons suspected of driving under the influence of alcohol and drugs, and issues infringement notices for traffic and other offences
- provides counselling to victims of crime and their families
- checks establishments to ensure licensing and other laws are followed
- maintains records and prepares reports
- may prepare briefs and give evidence in court
- may provide specialised responses in emergency situations and guard designated people and buildings

Specialisations:
Bomb Squad Officer
Detective
Mounted Police Officer
Search and Rescue Officer
Tactical Response Group Officer
MINOR GROUP 399

MISCELLANEOUS ASSOCIATE PROFESSIONALS

This minor group covers Associate Professionals not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Some occupations such as those in Unit Group 3993 Sportspersons, Coaches and Related Support Workers may require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Occupations in this minor group are classified into the following unit groups:

- 3991 PRIMARY PRODUCTS INSPECTORS
- 3992 SAFETY INSPECTORS
- 3993 SPORTSPERSONS, COACHES AND RELATED SUPPORT WORKERS
- 3994 SENIOR NON-COMMISSIONED DEFENCE FORCE OFFICERS
- 3995 SENIOR FIRE FIGHTERS
- 3996 RETAIL BUYERS
- 3997 LIBRARY TECHNICIANS
- 3999 OTHER MISCELLANEOUS ASSOCIATE PROFESSIONALS
UNIT GROUP 3991   PRIMARY PRODUCTS INSPECTORS

PRIMARY PRODUCTS INSPECTORS conduct inspections of animals, plants, agricultural produce and facilities to ensure conformity with government and industry standards with respect to quality, health and licensing.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- inspecting animals, plants, agricultural produce and facilities to ensure conformity with government and industry standards with respect to quality, health and licensing
- providing advice to producers with respect to quality, health and hygiene issues, and pest and disease eradication
- testing samples of produce for quality, size and purity

Occupations:
3991-11 Primary Products Inspector

3991-11 Primary Products Inspector

Inspects animals, plants, agricultural produce and facilities to ensure conformity with government and industry standards with respect to quality, health and licensing.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- inspects animals, plants and agricultural produce to identify product quality issues and provides advice to producers
- audits and monitors quality procedures at farms, food handling and food processing facilities to ensure compliance with required standards
- tests samples of produce for quality, size and purity
- ensures that required standards of hygiene are observed at storage, processing and packing facilities and in transport vehicles
- advises primary producers on economic aspects of disease eradication and informs producers and the general public of the health implications of diseases and impurities
- advises on the identification of pests and diseases and on regulations pertaining to grading, packing and loading of products
- may examine imported plants and animals, and products such as timber, seeds and dried fruits and make quarantine arrangements
- may initiate or assist in legal action to enforce regulations

Specialisations:
- Dairy Quality Assurance Officer
- Fish Inspector
- Fruit and Vegetable Inspector
- Meat Inspector
- Quarantine Inspector
UNIT GROUP 3992  SAFETY INSPECTORS

SAFETY INSPECTORS inspect machinery, equipment, working conditions and public places to ensure conformity with government and industry standards and regulations, in relation to occupational health and safety.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- Examining equipment specifications, and inspecting and testing machinery, equipment and clothing to ensure conformity with safety standards and serviceability
- Inspecting factories and other work sites to ensure conformity with government and industry standards and regulations
- Inspecting public places and working conditions, investigating accidents, studying causes and recommending action
- Inspecting insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programs

Occupations: 3992-11 Safety Inspector

3992-11 Safety Inspector
Inspect machinery, equipment, working conditions and public places to ensure conformity with government and industry standards and regulations, in relation to occupational health and safety.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- Examines equipment specifications, and inspects and tests machinery, equipment and clothing to ensure conformity with safety standards and serviceability
- Inspects factories and other work sites to ensure conformity with government and industry standards and regulations
- Inspects public places and working conditions, investigates accidents, studies causes and recommends action
- Inspects insured buildings, vehicles and commercial and industrial establishments to evaluate conditions and practices affecting insurance risk and to develop safety programs
- Observes workers to ensure protective devices are being utilised according to regulations and that combustible and other hazardous materials are used and stored in accordance with approved procedures
- Conducts tests in work areas to detect toxic fumes, explosive gas-air mixtures and other work hazards
- Ensures fire prevention equipment and other safety supplies such as first aid kits, stretchers and blankets conform to standards
- Assists in conducting safety meetings and campaigns, organises training in general safety principles in keeping with regulations
- May report unsafe conditions and careless actions of workers

Specialisations:
- Boilers and Pressure Vessels Inspector
- Gas Examiner
- Lifts and Cranes Inspector
- Mines Inspector
UNIT GROUP 3993  SPORTSPERSONS, COACHES AND RELATED SUPPORT WORKERS

SPORTSPERSONS, COACHES AND RELATED SUPPORT WORKERS participate in sporting events for monetary gain or recognition, coach, train and instruct sporting competitors, and officiate at sporting events.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. Some occupations may require high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience.

Tasks Include:
- competing in and training for sporting events
- coaching, training and instructing sportspersons by analysing performances and developing abilities
- planning and directing game strategies, developing play patterns, analysing game progress and motivating players
- promoting sports and skills development, and overseeing the participation of young people in sport
- officiating at sporting events to enforce rules
- coordinating and directing sporting activities, and liaising with other officials to interpret and enforce rules and regulations relating to sport

Occupations:
- 3993-11 Jockey
- 3993-13 Golfer
- 3993-15 Footballer
- 3993-17 Other Sportsperson
- 3993-19 Gymnastics Coach
- 3993-21 Tennis Coach
- 3993-23 Swimming Coach
- 3993-25 Horse Riding Coach
- 3993-27 Other Sports Coach
- 3993-29 Sports Development Officer
- 3993-31 Sports Umpire
- 3993-33 Horse or Dog Racing Official
- 3993-35 Other Sports Official

3993-11 Jockey
Rides horses in competitive races, race trials, and in exercises.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
- rides horses in exercises, race trials and races
- receives racing instructions from trainers before races
- determines race tactics with reference to a horse’s abilities and track conditions
- monitors the health and condition of assigned horses
- reports to trainers on the performance of the horse after races and exercises
- advises trainers on factors affecting horses
- observes safety requirements relating to equipment and race riding conduct
- may assist with training of horses and undertake stable tasks

Specialisations:
- Apprentice Jockey
- Steeplechase Jockey

3993-13 Golfer
Plays golf professionally in tournaments or as a resident professional, organises golf related activities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
- plays golf in tournaments for prize money
- trains in the skills and techniques required for playing golf
- organises competitions, collects green fees and hires out golfing equipment
- observes performances of golf players
- coaches and instructs golf players by demonstrating techniques
- oversees training and evaluates golf players’ physical condition
- prescribes routines and corrective exercises to strengthen muscles and improve fitness
- operates golf related retail operations
3993-15 Footballer

Plays football professionally in competitions.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. This occupation requires high levels of physical fitness, sporting ability and personal commitment as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
• participates in football competitions for payment
• trains in skills and drills required for team performance under the guidance of coaches
• undertakes individualised training regimes designed for maximum personal effectiveness
• may coach junior and other teams, and conduct coaching clinics and development activities
• may undertake promotional and media duties
• may participate in representative matches and undertake promotional and media duties

Specialisations:
Australian Rules Footballer
Soccer Player
Rugby League Footballer
Rugby Union Footballer

3993-19 Gymnastics Coach

Coaches, trains and instructs gymnasts by analysing their performances and developing their abilities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Tasks Include:
• observes and analyses performances of gymnasts
• coaches or instructs gymnasts by demonstrating techniques
• oversees training and evaluates gymnasts' physical condition
• prescribes routines and corrective exercises to strengthen muscles and improve fitness
• may plan and direct routines for elite gymnasts
• may teach and demonstrate skills, techniques and use of gymnastic apparatus to children and others
• may recommend special diets
• may render first aid to injured persons

Specialisations:
Callisthenics Instructor
Rhythmic Gymnastics Coach

3993-21 Tennis Coach

Coaches, trains and instructs tennis players by analysing their performances and developing their abilities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
• observes and analyses performances of tennis players
• coaches or instructs tennis players by demonstrating techniques
• oversees training and evaluates tennis players' physical condition
• prescribes routines and corrective exercises to strengthen muscles and improve fitness
• plans and directs match strategies, develops play patterns, analyses match progress and motivates and instructs players
• conducts post-match analysis of play, evaluates performances and makes changes in strategy
• may recommend special diets
• may render first aid to injured persons

Specialisations:
Athlete
Cricketer
Cyclist
Lifeguard
Racing Driver
Surfer
Tennis Player
3993-23 **Swimming Coach**

Coaches, trains and instructs swimmers by analysing their performances and developing their abilities.

**Skill Level:**
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

**Tasks Include:**
- observes performances of swimmers
- coaches or instructs swimmers by demonstrating techniques
- oversees training and evaluates swimmers’ physical condition
- prescribes routines and corrective exercises to strengthen muscles and improve fitness
- plans race strategies, analyses race progress, motivates and instructs swimmers
- conducts after-race analysis, evaluates performances and makes changes in strategy
- may teach water confidence and water awareness to children and non-swimmers
- may organise facilities for learn-to-swim classes
- may recommend special diets
- may render first aid to injured persons

**Specialisations:**
- Diving Coach

3993-25 **Horseriding Coach**

Horseriding Instructor

Coaches, trains and instructs horse riders by analysing their performances and developing their abilities.

**Skill Level:**
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

**Tasks Include:**
- observes performances of riders
- coaches or instructs riders by demonstrating techniques
- oversees training and evaluates riders’ physical condition
- prescribes routines and corrective exercises to strengthen muscles and improve fitness
- evaluates performances and makes changes in strategy
- may teach animal care and equipment maintenance
- may plan and direct contest strategies, analyse riding progress and motivate riders
- may render first aid to injured persons

**Specialisations:**
- Dressage Instructor
- Polo Coach
- Show Jumping Instructor

3993-27 **Other Sports Coach**

Coaches, trains and instructs other sportspersons by analysing their performances and developing their abilities.

**Skill Level:**
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

**Tasks Include:**
- observes performances of sportspersons
- coaches or instructs sportspersons by demonstrating techniques
- oversees practices and evaluates sportspersons’ physical condition
- prescribes routines and corrective exercises to strengthen muscles and improve fitness
- plans and directs game strategies, develops play patterns, analyses game progress and motivates and instructs players
- conducts after game analysis of play, evaluates performances and makes changes in strategy
- may demonstrate and teach body movements and skills, and explain safety measures
- may recommend special diets
- may render first aid to injured persons

**Specialisations:**
- Basketball Coach
- Cricket Coach
- Football Coach
- Ski Instructor
- Sports Trainer

3993-29 **Sports Development Officer**

Promotes sports and skills development, and oversees the participation of young people in sport.

**Skill Level:**
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

**Tasks Include:**
- promotes sports and skills development, and oversees the participation of young people in sport
- provides administrative and organisational support to schools or clubs
- advises teachers and coaches, conducts coaching clinics and training camps, and disseminates information and materials from parent sporting bodies
- develops training exercises to enhance skills
- may act as coach of individuals or teams in representative competitions
- may act as a talent scout for clubs within parent sporting bodies
- may schedule competitions and allocate venues
- may be responsible for the maintenance of sports grounds, courts and venues
3993-31  Sports Umpire

Referee

Officiates at sporting events such as netball, hockey, football, basketball, cricket, boxing and wrestling matches.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
- observes the actions of participants in sporting events to detect infractions of rules and awards penalties
- inspects team sheets, players' apparel and the safety of equipment
- starts and stops games and events
- acts to ensure the safety of players
- awards points scored
- reports unsporting conduct and dangerous play to controlling bodies
- may keep scores and time games

Specialisations:
- Linesperson

3993-33  Horse or Dog Racing Official

Race Steward

coordinates and directs horse or dog racing activities, and liaises with other officials to interpret and enforce racing rules and regulations.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing is required.

Tasks Include:
- supervises employees at racing events
- controls acceptances and participation of competitors in sports events
- determines violations of rules and regulations and determines penalties for breaches of rules
- may decide on results, and record and announce scores
- may be involved in the administration of teams and sportspersons
- may be responsible for equipment

Specialisations:
- Handicapper (Racing)

3993-35  Other Sports Official

Coordinates and directs sporting activities, and liaises with other officials to interpret and enforce sporting rules and regulations.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required as well as, or in place of, formal qualifications or experience. Registration or licensing may be required.

Tasks Include:
- supervises sports events
- controls acceptances and participation of competitors in sports events
- determines violations of rules and regulations and determines penalties for breaches of rules
- may allocate weight in order to create a competitive contest
- may manage progress of horses through designated classes

Specialisations:
- Timekeeper
UNIT GROUP 3994  SENIOR NON-COMMISSIONED DEFENCE FORCE OFFICERS

SENIOR NON-COMMISSIONED DEFENCE FORCE OFFICERS implement and enforce directives of commissioned officers of the Australian Defence Forces.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- instructing military personnel in dress, deportment, demeanour, behaviour, drill, and devotion to duty to maintain military standards
- conducting military drills and inspections
- monitoring the morale, welfare and behaviour of subordinates, and advising commanding officers accordingly
- teaching military traditions and customs

Occupations: 3994-11 Senior Non-Commissioned Defence Force Officer

3994-11 Senior Non-Commissioned Defence Force Officer

Implements and enforces directives of commissioned officers of the Australian Defence Forces.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- instructs military personnel in dress, deportment, demeanour, behaviour, drill, and devotion to duty to maintain military standards
- conducts military drills and inspections
- monitors the morale, welfare and behaviour of subordinates, and advises commanding officers accordingly
- teaches military traditions and customs
- advises superior officers on the application of discipline

Specialisations:
- Chief Petty Officer (Navy)
- Petty Officer (Navy)
- Flight Sergeant (Air Force)
- Sergeant (Army)
- Staff Sergeant (Army)
- Warrant Officer

UNIT GROUP 3995  SENIOR FIRE FIGHTERS

SENIOR FIRE FIGHTERS supervise and coordinate the activities of fire fighters and participate in fire fighting activities.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- supervising and coordinating the activities of fire fighters
- monitoring and leading fire fighting teams at fires and emergencies
- coordinating training drills, joint exercises and inspections of buildings to ensure fire prevention standards are maintained
- writing or supervising the writing of reports on shift activities and specific incidents

Occupations: 3995-11 Senior Fire Fighter

3995-11 Senior Fire Fighter

Supervises and coordinates the activities of fire fighters and participates in fire fighting activities.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- accompanies fire-fighting appliances and other vehicles to scenes of fire or accident
- monitors and leads fire fighting teams at fires and emergencies
- coordinates training drills, joint exercises and inspections of buildings to ensure fire prevention standards are maintained
- visits buildings and potential fire hazards to study access points and locations of hydrants
- writes or supervises the writing of reports on shift activities and specific incidents
- may supervise salvage operations

Specialisations:
- Fire Risk Assessor
- Fire Safety Officer
UNIT GROUP 3996  RETAIL BUYERS

RETAIL BUYERS select and buy goods for resale in a retail establishment.

Skill Level:  
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:  
- monitoring sales data and stock levels  
- considering profitability, marketability and suitability of goods to fit company image  
- designing and implementing pricing, marketing, promotional and display strategies  
- liaising with management on long-term planning and sales promotions  
- establishing working plans according to seasonal and budgetary requirements

Occupations:  
3996-11 Retail Buyer

3996-11 Retail Buyer  
Selects and buys goods for resale in a retail establishment.

Skill Level:  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:  
- monitors sales data and stock levels  
- considers profitability, marketability and suitability of goods to fit company image  
- inspects, compares and selects goods  
- negotiates purchase, promotion and supply arrangements with suppliers  
- designs and implements pricing, marketing, promotion and display strategies  
- compiles budget requirements of departments under control  
- liaises with management on long-term planning and sales promotions  
- establishes working plans according to seasonal and budgetary requirements  
- anticipates consumer trends and determines quantity, style and quality of goods to be purchased  
- may specify original products, source raw materials and arrange manufacturing to specifications

UNIT GROUP 3997  LIBRARY TECHNICIANS

LIBRARY TECHNICIANS assist librarians to organise and operate systems for handling recorded material and files.

Skill Level:  
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:  
- maintaining library records and circulation systems  
- cataloguing printed and recorded material  
- entering data into databases and editing computer records  
- operating audiovisual and reprographic equipment  
- orders new library materials and maintains library records  
- maintains library circulation systems  
- catalogues printed and recorded material  
- searches and verifies bibliographic data  
- enters data into databases and edits computer records  
- assists librarians to answer inquiries  
- operates audiovisual equipment and performs simple maintenance  
- produces display and publicity material  
- operates reprographic equipment  
- arranges inter-library loans under supervision

Occupations:  
3997-11 Library Technician

3997-11 Library Technician  
Assists librarians to organise and operate systems for handling recorded material and files.

Skill Level:  
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.
UNIT GROUP 3999 OTHER MISCELLANEOUS ASSOCIATE PROFESSIONALS

This unit group covers Miscellaneous Associate Professionals not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 3999-11 Interior Decorator
- 3999-13 Museum or Art Gallery Technician
- 3999-15 Radio Operator
- 3999-17 Private Investigator
- 3999-19 Security Adviser
- 3999-79 Associate Professionals nec

3999-11 Interior Decorator
Plans the interior design of commercial and residential premises and arranges for decorating work to be done.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- inspects premises and plans of premises to be decorated
- consults with clients to determine decorating requirements
- draws preliminary decoration schemes for approval
- prepares final decoration plans including quotes and costs for work and materials
- supervises decorating work or performs work personally
- prepares accounts and arranges payment for subcontractors
- may operate a retail outlet for furnishings and related items

3999-13 Museum or Art Gallery Technician
Prepares specimens, artefacts and artworks for collections, and arranges and constructs gallery exhibits.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- mounts and prepares objects for display
- designs and arranges exhibit furnishings, display cases and display areas
- assists in setting up lighting and display equipment
- receives, ships, packs and unpacks exhibits
- constructs protective containers for travelling exhibits
- maintains museum and gallery files
- supervises and assists other workers cleaning, cataloguing, labelling and storing specimens
- may construct models and make castings or moulds of artefacts and objects for display purposes
- may clean rock matrix from fossil specimens, mould and restore skeletal parts, construct skeletal mounts, reassemble fragmented specimens and fabricate substitute pieces

Specialisations:
- Taxidermist

3999-15 Radio Operator
Radio Telegraphist
Transmits and receives radio messages by use of morse code, voice and radio teletype.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- selects circuits to contact receiving stations
- transmits messages by use of voice, hand key or teletype
- receives messages by interpreting code and converting to plain language, and writes or types messages for transmission
- monitors radio traffic, transmits and receives voice messages
- maintains records of messages sent and received

Specialisations:
- Signaller (Army)

3999-17 Private Investigator
Private Inquiry Agent
Conducts investigations for clients and prepares evidence for court proceedings.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- seeks missing persons and locates witnesses
- collects statements from witnesses
- collects photographs for use as evidence
- works undercover to gather information for commercial, retail and service establishments
- prepares reports of investigations
- may investigate insurance claims
3999-19 Security Adviser

Advises clients on security requirements, recommends and designs security specifications.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Tasks Include:
- carries out threat assessments on properties or companies
- audits existing security systems
- makes recommendations to rectify and improve security
- conducts surveillance
- designs specifications to meet security requirements
- monitors security installations to ensure compliance
- may carry out electronic debugging or information security operations
- may carry out internal audits or other security functions
- may evaluate security system tenders

3999-79 Associate Professionals nec

This occupation group covers Associate Professionals not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Diploma or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing may be required.

Occupations in this group include:
- Mortuary Assistant
- Paramedical Aide
- Forms Designer
- Ship’s Purser
MAJOR GROUP 4

TRADESPERSONS AND RELATED WORKERS

TRADESPERSONS AND RELATED WORKERS perform a variety of tasks, applying a body of trade or industry specific technical knowledge and operate a wide variety of complex precision machinery or plant to complete several stages in the fabrication and maintenance of products.

Most occupations in this major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Tradespersons and Related Workers typically include fabricating, repairing and maintaining individual metal, wood, glass and textile products; repairing and maintaining motor vehicles and electrical and electronic machinery and equipment; constructing buildings, ships and boats; applying protective and decorative finishes to surfaces; operating printing and binding equipment; preparing and cooking food; propagating and cultivating plants; hairdressing; operating chemical, petroleum, gas and power generation plant and equipment; and providing technical and other assistance for the production, recording and broadcasting of artistic performances.

Occupations in this major group are classified into the following sub-major groups:

41 MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS
42 AUTOMOTIVE TRADESPERSONS
43 ELECTRICAL AND ELECTRONICS TRADESPERSONS
44 CONSTRUCTION TRADESPERSONS
45 FOOD TRADESPERSONS
46 SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS
49 OTHER TRADESPERSONS AND RELATED WORKERS
SUB-MAJOR GROUP 41

MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS

MECHANICAL AND FABRICATION ENGINEERING TRADESPERSONS cut, shape, cast, join and finish metal and metal parts and sub-assemblies, aircraft systems and precision instruments, excluding motor vehicles.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Mechanical and Fabrication Engineering Tradespersons typically include marking and cutting out metal stock; shaping stock using hand or machine tools; shaping metal in moulds; joining stock or components by welding, soldering, brazing, riveting, bolting, screwing or gluing; fitting and testing components, and applying protective or decorative finishes to metal products.

Occupations in this sub-major group are classified into the following minor groups:

411 MECHANICAL ENGINEERING TRADESPERSONS
412 FABRICATION ENGINEERING TRADESPERSONS
MINOR GROUP 411

MECHANICAL ENGINEERING TRADESPERSONS

MECHANICAL ENGINEERING TRADESPERSONS machine and prepare metal parts, sub-assemblies, aircraft systems and precision instruments. Motor Mechanics are excluded from this minor group. They are included in Minor Group 421, Automotive Tradespersons.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Mechanical Engineering Tradespersons typically include forming metal stock or castings to fine tolerances using machine tools; checking fabricated or assembled metal parts for fit; making and repairing tools and equipment; fitting parts into machinery using hand tools; dismantling, inspecting, testing and reassembling aircraft components and systems, and assembling, maintaining and repairing precision instruments.

Occupations in this minor group are classified into the following unit groups:

4111 GENERAL MECHANICAL ENGINEERING TRADESPERSONS
4112 METAL FITTERS AND MACHINISTS
4113 TOOLMAKERS
4114 AIRCRAFT MAINTENANCE ENGINEERS
4115 PRECISION METAL TRADESPERSONS
UNIT GROUP 4111  GENERAL MECHANICAL ENGINEERING TRADESPERSONS

GENERAL MECHANICAL ENGINEERING TRADESPERSONS machine, fit, assemble and repair metal parts, sub-assemblies and manufactured parts.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- reading and interpreting drawings and specifications
- setting up and adjusting metalworking machines and equipment
- operating machines to produce parts or tools by turning, boring, milling, planing, shaping, slotting, grinding or drilling metal stock or components
- fitting and assembling metal parts, tools or sub-assemblies, including welding or brazing parts
- cutting, threading, bending and installing fluid power pipes and lines
- checking accuracy and quality of finished parts, tools or sub-assemblies

Occupations:
4111-01 Supervisor, General Mechanical Engineering Tradespersons
4111-11 General Mechanical Engineering Tradesperson
4111-81 Apprentice General Mechanical Engineering Tradesperson

4111-01  Supervisor, General Mechanical Engineering Tradespersons

Supervises and coordinates the activities of General Mechanical Engineering Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to General Mechanical Engineering Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a General Mechanical Engineering Tradesperson

4111-11  General Mechanical Engineering Tradesperson

Machines, fits, assembles and repairs metal parts, sub-assemblies and manufactured parts using a range of processes, tools and machines.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- operates machines to produce parts or tools by turning, boring, milling, planing, shaping, slotting, grinding or drilling metal stock or components
- fits and assembles metal parts, tools or sub-assemblies, including welding or brazing parts
- cuts, threads, bends and installs fluid power pipes and lines
- checks accuracy and quality of finished parts, tools or sub-assemblies
- fabricates tools, dies, plastic moulds and jigs, or lays out and finishes cavities in die blocks
- dismantles faulty tools and assemblies and repairs or replaces defective parts
- may control electroplating processes and maintains solutions to coat metal articles or other parts with non-ferrous metals
- may program, set up and operate computer and numerically controlled machines

4111-81  Apprentice General Mechanical Engineering Tradesperson

Works and studies under a contractual training agreement to learn the skills of a General Mechanical Engineering Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a General Mechanical Engineering Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4112  METAL FITTERS AND MACHINISTS

METAL FITTERS AND MACHINISTS set up machining tools, production machines and textile machines, operate machining tools and machines to shape metal stock and castings and fit and assemble the fabricated metal parts into products.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studying drawings or specifications to determine suitable material, method and sequence of operations, and machine settings
- setting guides, stops and other controls on machining tools, setting up prescribed cutting or shaping tools or dies in machines or presses, or setting controls for textile machines
- forming metal stock or castings to fine tolerances using machining tools to press, cut, grind, plane, bore or drill metal
- fitting fabricated metal parts into products and assembling metal parts and sub-assemblies to produce machinery and equipment
- checking fabricated and assembled metal parts for accuracy, clearance and fit using precision measuring instruments
- preparing pattern mechanisms to control the operation of textile machines used to spin, weave, knit, sew and tuft fabric

Occupations:

4112-01 Supervisor, Metal Fitters and Machinists
4112-11 Fitter
4112-13 Metal Machinist (First Class)
4112-15 Textile, Clothing or Footwear Mechanic
4112-81 Apprentice Fitter
4112-83 Apprentice Metal Machinist
4112-85 Apprentice Textile, Clothing or Footwear Mechanic

4112-01 Supervisor, Metal Fitters and Machinists
Supervises and coordinates the activities of Metal Fitters and Machinists.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Metal Fitters and Machinists
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Metal Fitter and Machinist

4112-11 Fitter
Fits and assembles metal parts and sub-assemblies to fabricate production machinery and other equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies drawings or specifications to determine methods and sequences of operations
- checks prepared metal components for accuracy, using measuring instruments such as micrometers, callipers and rules
- lifts and hoists components on to working surface, lays out and marks reference points, and aligns parts using measuring instruments
- drills holes and taps threads for bolting parts together, and assembles parts and sub-assemblies
- cuts, threads, bends and installs hydraulic and pneumatic pipes and lines
- verifies alignment of, and clearances between, components using measuring instruments
- cleans and lubricates assembled articles
- may mark out stock to be shaped and formed into metal parts by other workers
- may shrink-fit parts during assembly, using oxyacetylene torches and presses
- may fit and assemble non-metallic parts
- may erect machinery and equipment on-site
- may test-assemble articles in workshops to ensure accuracy of fit

Specialisations:
Diesel Fitter-Mechanic
Fitter and Turner
Fitter-Mechanic
Fitter-Machinist
Maintenance Fitter
Mechanic (Diesel and Heavy Earthmoving Equipment)
Plant Mechanic
4112-13  Metal Machinist (First Class)
Sets up and operates machine tools to shape and form metal stock and castings to fine tolerances, using detailed drawings and specifications.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• studies drawings or specifications to determine suitable materials, and methods and sequences of operations, using knowledge of metal properties, machining techniques and workshop mathematics
• lifts or hoists and secures metal stock onto machine tools, and measures and marks out reference points using measuring instruments
• selects cutting tools and speed, pressure and depth of cuts
• adjusts guides, stops and controls on machine tools to ensure that stock is machined to specifications
• operates machine tools to produce articles by turning, boring, milling, planing, shaping, slotting, grinding or drilling metal stock
• controls the flow of lubricant on to cutting tool edges or surfaces
• may clean, lubricate and maintain machine tools
• may sharpen or true-cut tools or machining surfaces
• may use tracer attachments to copy model workpieces
• may machine non-metallic materials, such as plastic
• may set up, program and operate numerically controlled machine tools

Specialisations:
Aircraft Machinist
Automotive Machinist
Metal Machine Setter
Metal Turner
Milling Machinist
Radial Driller
Vertical Borer

4112-15  Textile, Clothing or Footwear Mechanic
Sets up, adjusts and maintains industrial and domestic sewing machines, and machines used in the production of yarn, textiles and footwear.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• diagnoses faults and performs operational maintenance of machines
• overhauls and repairs mechanical parts or fluid power equipment
• installs or commissions machines according to specifications
• may program, diagnose and repair computer controlled machines

Specialisations:
Loom Turner
Sewing Machine Mechanic
Textile Machine Mechanic

4112-81  Apprentice Fitter
Works and studies under a contractual training agreement to learn the skills of a Fitter.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Fitter
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre

4112-83  Apprentice Metal Machinist
Works and studies under a contractual training agreement to learn the skills of a Metal Machinist (First Class).

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Metal Machinist (First Class)
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre

4112-85  Apprentice Textile, Clothing or Footwear Mechanic
Works and studies under a contractual training agreement to learn the skills of a Textile, Clothing or Footwear Mechanic.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Textile, Clothing or Footwear Mechanic
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
Apprentice Sewing Machine Mechanic
Apprentice Textile Machine Mechanic
UNIT GROUP 4113  TOOLMAKERS

TOOLMAKERS make and repair tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studying drawings or specifications to determine dimensions and tolerances of articles to be manufactured
- measuring and marking out metal stock or casting using various gauges
- shaping metal stock using machine tools
- checking accuracy of manufactured articles to fine tolerances, using precision measuring instruments
- testing and modifying manufactured articles

Occupations:
- 4113-01 Supervisor, Toolmakers
- 4113-11 Toolmaker
- 4113-81 Apprentice Toolmaker

4113-01  Supervisor, Toolmakers
Supervisor, Toolroom

Supervises and coordinates the activities of Toolmakers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Toolmakers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Toolmaker

4113-11  Toolmaker
Tool and Die Maker

Makes and repairs tools, dies, jigs, fixtures and other precision parts and equipment to fine tolerances for machine tools and other production machinery.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies drawings or specifications to determine dimensions and tolerances of articles to be manufactured
- positions, measures and marks out metal stock or castings
- sets up and operates machine tools to form workpieces by shaping stock
- checks the accuracy of fabricated items to close tolerances
- fits and assembles tool or article parts, test-operates and modifies them
- sets up, programs and operates numerically controlled, computer-numerically controlled and electrical discharge machine tools
- fabricates press tools, dies, plastic moulds or jigs
- may dismantle faulty machine tools and machines, and repair or replace defective tools, dies and fixtures
- may heat-treat tools, dies and fixtures during fabrication
- may braze or weld parts during assembly
- may design tools and precision equipment

Specialisations:
- Die Caster
- Die Sinker
- Jigmaker (Metal)
- Plastic Mould Maker
- Press-Tool Maker

4113-81  Apprentice Toolmaker

Works and studies under a contractual training agreement to learn the skills of a Toolmaker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Toolmaker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4114  AIRCRAFT MAINTENANCE ENGINEERS

AIRCRAFT MAINTENANCE ENGINEERS maintain and repair aircraft structures, and avionic and mechanical systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- dismantling, inspecting and reassembling aircraft engines, ancillary motors and engine accessories, electrical systems, or sub-assemblies of aircraft frames
- testing aircraft communication equipment, aircraft instrumentation and electronic systems using electronic testing equipment and specialised test apparatus
- assembling parts and sub-assemblies of aircraft frames
- installing electrical circuits and equipment
- conducting routine pre-flight inspections of engines, aircraft frames and mechanical systems

Occupations:
- 4114-01 Supervisor, Aircraft Maintenance Engineers
  Licensed Aircraft Maintenance Engineer
  Supervises and coordinates the activities of Aircraft Maintenance Engineers.

  Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing is required.

  Tasks Include:
  - determines work requirements and allocates duties to Aircraft Maintenance Engineers
  - confers with managers to coordinate activities with other organisational units
  - maintains attendance records and rosters
  - explains and enforces safety regulations
  - oversees the work of the unit and suggests improvements and changes
  - confers with workers to resolve grievances
  - may perform the tasks of an Aircraft Maintenance Engineer

  Specialisations:
  - Licensed Aircraft Maintenance Engineer (Airframe)
  - Licensed Aircraft Maintenance Engineer (Electrical)
  - Licensed Aircraft Maintenance Engineer (Engines)
  - Licensed Aircraft Maintenance Engineer (Instruments)
  - Licensed Aircraft Maintenance Engineer (Radio)

- 4114-11 Aircraft Maintenance Engineer (Mechanical)
  Airframe Fitter
  Aircraft Engine Fitter
  Aircraft Mechanic (Engines)
  Inspects, tests, repairs and installs aircraft hydromechanical and flight system components and aircraft engines, sub-assemblies and components.

  Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

  Tasks Include:
  - inspects, tests, repairs and installs aircraft hydromechanical, piston and gas turbine engine systems and components
  - inspects, tests, repairs and installs flight control system components, rotary and fixed wing
  - submits engines to final tests in specially designed testing facilities, and makes adjustments
  - treats engines with anti-corrosion agents
  - services auxiliary motors and engine accessories such as generators, starters and thermocouples
  - conducts routine pre-flight engine inspections
  - maintains records of action taken
  - maintains and overhauls aircraft systems and sub-assemblies, in accordance with established maintenance schedules, and rectifies defects or malfunctions recorded by test or flight crews
  - dismantles sub-assemblies and checks parts for wear using test apparatus to simulate flying conditions
  - checks fuel and oil lines, control cables and other aircraft systems
  - reassembles components and checks them for operating efficiency
  - conducts routine pre-flight aircraft inspections

  Specialisations:
  - Aircraft Maintenance Engineer (Airframes)
  - Aircraft Maintenance Engineer (Engines)
**4114-13 Aircraft Maintenance Engineer (Structures)**

Inspect, disassembles and reassembles aircraft structures, and repairs and replaces components of aircraft frames.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

**Tasks Include:**
- positions parts and sub-assemblies such as fuselage, wing or tail components, fuel tanks, landing gear, safety systems and internal fittings on working surfaces, part-assembled airframes or assembly jigs, using hoists
- lays out and marks reference points or guidelines, and aligns parts
- assembles parts and sub-assemblies
- supervises welding of components
- verifies alignments, clearances and quality of finish after final assembly, by visual inspection and measurement, and rectifies faults
- replaces and repairs worn and damaged structural parts
- maintains records of action taken

**4114-15 Aircraft Maintenance Engineer (Avionics)**

Inspect, tests, aligns, repairs and installs aircraft electrical and avionic system components.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

**Tasks Include:**
- studies drawings and specifications to determine layout and location of aircraft electrical and avionic systems and components
- installs and tests aircraft avionic hardware and components
- replaces and tests aircraft panel and rack mounted avionic system components
- replaces and tests aircraft oxygen system components
- inspects and tests aircraft electrical, avionics, instrument, display, radio-frequency, navigation and communications systems, flight director, automatic flight control and pulse systems and components
- may manufacture aircraft electrical, instrument and radio hardware components

**Specialisations:**
- Aircraft Maintenance Engineer (Electrical)
- Aircraft Maintenance Engineer (Instruments)
- Aircraft Maintenance Engineer (Radio)

**4114-81 Apprentice Aircraft Maintenance Engineer (Mechanical)**

Apprentice Aircraft Mechanic (Mechanical)

Works and studies under a contractual training agreement to learn the skills of an Aircraft Maintenance Engineer (Mechanical).

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Aircraft Maintenance Engineer (Mechanical)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

**Specialisations:**
- Apprentice Aircraft Maintenance Engineer (Airframes)
- Apprentice Aircraft Maintenance Engineer (Engines)

**4114-83 Apprentice Aircraft Maintenance Engineer (Structures)**

Works and studies under a contractual training agreement to learn the skills of an Aircraft Maintenance Engineer (Structures).

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Aircraft Maintenance Engineer (Structures)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

**4114-85 Apprentice Aircraft Maintenance Engineer (Avionics)**

Works and studies under a contractual training agreement to learn the skills of an Aircraft Maintenance Engineer (Avionics).

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Aircraft Maintenance Engineer (Avionics)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

**Specialisations:**
- Apprentice Aircraft Maintenance Engineer (Electrical)
- Apprentice Aircraft Maintenance Engineer (Instrument)
- Apprentice Aircraft Maintenance Engineer (Radio)
UNIT GROUP 4115  PRECISION METAL TRADESPERSONS

PRECISION METAL TRADESPERSONS fabricate, assemble, maintain and repair metal precision instruments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assembling parts and sub-assemblies of precision implements, locks, timepieces and firearms
- calibrating precision instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights
- dismantling precision instruments, locks, timepieces and fire arms, repairing or replacing defective parts and reassembling article using hand or power tools or specially designed machines
- testing circuits in electronic timepieces
- installing security systems, changing tumblers in locks, changing locks, cutting keys and opening locks by manipulation
- making blades for circular, band or other power saws or repairing, setting and sharpening blades for hand or power saws
- inscribing letters, figures and designs on surfaces of jewellery, trophies or other ornamental items

Occupations:
- 4115-01 Supervisor, Precision Metal Tradespersons
- 4115-11 Precision Instrument Maker and Repairer
- 4115-13 Watch and Clock Maker and Repairer
- 4115-15 Locksmith
- 4115-17 Saw Maker and Repairer
- 4115-19 Gunsmith
- 4115-21 Engraver
- 4115-81 Apprentice Precision Metal Tradesperson

4115-01  Supervisor, Precision Metal Tradespersons
Supervises and coordinates the activities of Precision Metal Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Precision Metal Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Precision Metal Tradesperson

4115-11  Precision Instrument Maker and Repairer  Instrument Fitter
Assembles, calibrates, installs and overhauls mechanical precision instruments and equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- fits and assembles instrument parts and sub-assemblies such as springs, valves, plates, bearings, lenses and glass faces
- calibrates instruments using standard weights and measures, jigs and fixtures and hand tools to adjust and align parts and small balancing weights
- installs industrial instruments and equipment such as control panels, meters and fixed cameras
- overhauls instruments and equipment
- dismantles instruments, and repairs or replaces defective parts
- monitors performance using testing and measuring instruments, and makes adjustments
- records action taken

Specialisations:
- Camera Repairer
- Scalemaker
- Scientific Instrument Maker and Repairer

4115-13  Watch and Clock Maker and Repairer
Makes, repairs, cleans and adjusts watches and clocks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines timepieces to determine sources of malfunctions
- disassembles, repairs and reassembles timepieces fitting and adjusting parts as required
- diagnoses faults and repairs or replaces defective parts using hand tools and specialised equipment
- lubricates moving parts and demagnetises mechanisms
- replaces watch and clock faces
- sets and checks timing
- may estimate costs and prepare quotes for repairs
- may make new timepieces
4115-15  **Locksmith**
Installs and maintains locks and related security devices and systems.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

**Tasks Include:**
- determines customer’s security requirements by discussion and site inspection
- designs or recommends security and locking systems
- fits and installs locks and security systems and devices
- diagnoses, modifies, repairs or replaces locks and security systems and devices
- tests performance of locks and security systems
- cuts new or duplicate keys for locks and other security systems and devices
- opens locked safes, doors or padlocks by manipulation
- may install and repair computerised security systems and devices
- may keep records of specifications of installed locking systems
- may fabricate, fit and assemble parts for customised locks and security systems
- may estimate costs and prepare quotes for repairs

**Specialisations:**
Safemaker

4115-17  **Saw Maker and Repairer**
Saw Doctor
Makes, repairs, sets and sharpens blades for circular, band and other saws.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

**Tasks Include:**
- selects sheetmetal stock appropriate to the size and type of blades to be manufactured
- straightens and stretches stock to desired shape using rolling machines
- installs dies in power presses and operates presses to cut teeth
- operates grinding and boring machines to trim and sharpen pressed teeth, and to install mounting pinholes in blades
- welds or brazes ends of bandsaws
- checks blade and teeth dimensions against specifications using precision measuring instruments such as micrometers and gauges
- cuts broken teeth from saws using power shears, bevels sheared joints, and brazes or welds new teeth to blades, using grinding machines and brazing or welding equipment
- sets teeth to ensure specified width of cuts using hand tools
- adjusts saw-sharpening machines to obtain required distances between saw teeth, angles of bevel and depths of cut
- operates machines to sharpen teeth
- may manually sharpen teeth

**Specialisations:**
Saw Sharpener

4115-19  **Gunsmith**
Armourer
Modifies, services and repairs rifles, revolvers and other firearms.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

**Tasks Include:**
- examines firearm parts and sub-assemblies such as barrels, triggers, bolts, ejectors and magazines for condition and accuracy of fit
- dismantles and corrects by chiselling, filing, scraping, grinding, boring or otherwise machining firearms
- replaces worn and broken parts and reassembles firearms
- treats and polishes metal to limit corrosion and improve finish
- test-operates firearms to ensure smooth operation of moving parts, determine and correct sighting errors, or detect faulty parts and assemblies
- may fabricate, fit and assemble parts for custom-built or other specialised small arms
- may modify guns to customer specifications by re-boring barrels to enlarge calibre, or fitting new stocks
- may make ammunition or refill spent cartridges using special tools and machines
- may shape and fit gunstocks

4115-21  **Engraver**
Inscribes letters, figures and designs on metal, glass, wood, rubber, plastic and other surfaces.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

**Tasks Include:**
- lays out lettering or designs on objects by sketching on paper or in powder on the objects to be engraved
- marks outlines of designs using scribes, mounts objects in vices and cuts designs with engraving tools
- cleans and polishes engraved areas
- may sketch original designs or copy sketches or photographs
- may brush powder or solutions on to surfaces of dies or plates which imprint designs
- may use pantographs to enlarge or reduce designs
- may operate engraving machines to cut standard designs

4115-81  **Apprentice Precision Metal Tradesperson**
Works and studies under a contractual training agreement to learn the skills of a Precision Metal Tradesperson.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Precision Metal Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

**Specialisations:**
Apprentice Engraver
Apprentice Gunsmith
Apprentice Locksmith
Apprentice Precision Instrument Maker and Repairer
Apprentice Saw Maker and Repairer
Apprentice Watch and Clock Maker and Repairer
MINOR GROUP 412

FABRICATION ENGINEERING TRADESPERSONS

FABRICATION ENGINEERING TRADESPERSONS cut, shape, cast, join and finish metal. Panel Beaters and Vehicle Body Makers are excluded from this minor group. They are included in Minor Group 421, Automotive Tradespersons.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Fabrication Engineering Tradespersons typically include drawing or marking out patterns; heating metal stock and shaping it using hammers; cutting stock or mould components to shape using hand tools, cutting torches or machine tools; joining components by welding, soldering, brazing, riveting, bolting, screwing or gluing; moulding molten metal, and applying protective or decorative finishes to metal products.

Occupations in this minor group are classified into the following unit groups:

4121 GENERAL FABRICATION ENGINEERING TRADESPERSONS
4122 STRUCTURAL STEEL AND WELDING TRADESPERSONS
4123 FORGING TRADESPERSONS
4124 SHEETMETAL TRADESPERSONS
4125 METAL CASTING TRADESPERSONS
4126 METAL FINISHING TRADESPERSONS
UNIT GROUP 4121     GENERAL FABRICATION ENGINEERING TRADESPERSONS

GENERAL FABRICATION ENGINEERING TRADESPERSONS manipulate and form sheet metal, structural steel and other metal stock to fabricate, maintain or repair metal products and structures.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• reads and interprets drawings and specifications
• cuts, rolls, bends, shapes, moulds, spins, heats or hammers metal products to fabricate parts or sub-assemblies
• heat treats metal parts and components
• sets up and operates welding equipment to complete welding tasks
• fits and assembles metallic components by riveting, bolting, welding, brazing or soldering
• finishes products by cleaning, polishing, filling or bathing them in acidic solutions

Occupations:  
4121-01 Supervisor, General Fabrication Engineering Tradespersons
4121-11 General Fabrication Engineering Tradesperson
4121-81 Apprentice General Fabrication Engineering Tradesperson

4121-01     Supervisor, General Fabrication Engineering Tradespersons
coordinates and supervises the activities of General Fabrication Engineering Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
• determines work requirements and allocates duties to General Fabrication Engineering Tradespersons
• confers with managers to coordinate activities with other organisational units
• maintains attendance records and rosters
• explains and enforces safety regulations
• oversees the work of the unit and suggests improvements and changes
• confers with workers to resolve grievances
• may perform the tasks of a General Fabrication Engineering Tradesperson

4121-11     General Fabrication Engineering Tradesperson
Manipulates and forms sheet metal, structural steel and other metal stock to fabricate, maintain or repair metal products and structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• reads and interprets drawings and specifications
• cuts, rolls, bends, shapes, moulds, spins, heats or hammers metal products to fabricate parts or sub-assemblies
• heat treats metal parts and components
• sets up and operates welding equipment to complete welding tasks
• fits and assembles metallic components by riveting, bolting, welding, brazing or soldering
• finishes products by cleaning, polishing, filling or bathing them in acidic solutions
• measures quality of fabricated parts or sub-assemblies
• marks out metal stock with reference points and lines and makes templates
• may set up and operate spinning lathes to spin shaped articles from sheet or structural metal
• may plan, lay out and fabricate mould patterns for producing metal castings and form sand moulds and cores for the production of metal castings

4121-81     Apprentice General Fabrication Engineering Tradesperson
Works and studies under a contractual training agreement to learn the skills of a General Fabrication Engineering Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a General Fabrication Engineering Tradesperson
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4122  STRUCTURAL STEEL AND WELDING TRADESPERSONS

STRUCTURAL STEEL AND WELDING TRADESPERSONS cut, shape, join and repair metal parts of iron and steelwork structures, pressure pipes, ships, boilers or other vessels.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- cutting marked-out metal sections and shapes using hand tools, flame cutting torches or metal cutting machines
- shaping and bending metal sections and pipes using hand and machine tools or by heating and hammering
- aligning parts to be joined using hand tools and measuring instruments
- joining metal sections by using various welding techniques, bolting or riveting
- cleaning and smoothing welds by filing, chiselling and grinding

Occupations:
- 4122-01 Supervisor, Structural Steel and Welding Tradespersons
- 4122-11 Metal Fabricator
- 4122-13 Pressure Welder
- 4122-15 Welder (First Class)
- 4122-81 Apprentice Metal Fabricator
- 4122-83 Apprentice Welder

4122-01  Supervisor, Structural Steel and Welding Tradespersons

Supervises and coordinates the activities of Structural Steel and Welding Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Structural Steel and Welding Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Structural Steel and Welding Tradesperson

4122-11  Metal Fabricator

Marks off and fabricates structural steel and other metal stock to make or repair metal products and structures including boilers and pressure vessels.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies drawings or specifications to determine job requirements
- selects, cleans and prepares metal stock, fabrication tools and equipment
- cuts, rolls, bends, shapes, moulds, spins, heats or hammers metal products to fabricate parts or sub-assemblies
- fits and assembles metal components by riveting, bolting, welding, brazing or soldering
- finishes products by cleaning, polishing, filing or bathing them in acidic solutions
- measures quality of fabricated parts or sub-assemblies
- may set up and operate spinning lathes to spin shaped articles from sheet or structural metal
- may plan, layout and fabricate mould patterns or templates for producing metal castings or articles

Specialisations:
- Boilermaker-Welder
- Brass Finisher
- Metal Fabricator-Welder
- Structural Steel Tradesperson
- Template Maker
4122-13 Pressure Welder

Assembles, welds and repairs pressure vessels and pipes to pressure test standards.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies drawings or specifications to determine job requirements
- cleans and prepares metal surfaces by gouging, bevelling, grinding or filing
- cuts metal shapes using thermal cutting equipment
- aligns surfaces to be joined and secures by tack-welding or jigging
- selects welding techniques appropriate to type and thickness of metal
- connects electrode holders to power sources and adjusts controls on electrode holders or welding equipment to regulate currents
- forms arcs which generate heat to melt metal from electrodes, and deposits metal on workpieces to fuse joints
- cleans and smooths welds by filing, chiselling or grinding, and examines welds for width of bead, penetration and precision
- cuts metal shapes using thermal cutting equipment
- may weld mild steel, alloy steel, stainless steel, aluminium and copper

4122-15 Welder (First Class)

Fabricates and repairs metal products by welding metals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies blueprints, drawings or specifications to determine appropriate welding processes and other job requirements
- cleans and prepares metal surfaces for welding by flame-cutting, thermal cutting, gouging, bevelling, grinding or filing
- preheats thick materials to required temperatures
- fits attachments, connects hoses to gas tanks, or wires to power sources of equipment used in welding operations
- adjusts controls to regulate gas pressure, voltage or amperage
- opens valves or switches and lights torches, strikes arcs or starts machines
- guides torches or electrodes along lines of weld manually or by operating machine controls
- cleans and smooths welds by filing, chiselling or grinding
- cuts metal shapes using flame and thermal cutting torches
- may set up welding machines for other operators

Specialisations:
Special Class Welder

4122-81 Apprentice Metal Fabricator

Works and studies under a contractual training agreement to learn the skills of a Metal Fabricator.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Metal Fabricator
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
Apprentice Boilermaker
Apprentice Structural Steel Tradesperson
Apprentice Template Maker

4122-83 Apprentice Welder

Works and studies under a contractual training agreement to learn the skills of a Welder (First Class).

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Welder (First Class)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4123  FORGING TRADESPERSONS

FORGING TRADESPERSONS heat and hammer metal to shape, and make or repair metal articles, including horseshoes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- selecting metal stock for job requirements
- heating metal in forges or furnaces
- hammering, punching or cutting metal to join parts using hand tools or machine presses
- tempering and hardening finished articles by quenching in oil or water baths or by cooling gradually in air
- preparing horses’ hooves for shoeing, nailing horseshoes to hoofs and trimming hoofs

Occupations:
- 4123-01 Supervisor, Forging Tradespersons
- 4123-11 Blacksmith
- 4123-13 Farrier
- 4123-81 Apprentice Blacksmith
- 4123-83 Apprentice Farrier

4123-01  Supervisor, Forging Tradespersons

Supervises and coordinates the activities of Forging Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Forging Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Forging Tradesperson

4123-11  Blacksmith

Shapes bars, rods and blocks of metal by heating and hammering to produce or repair metal articles.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies drawings or specifications to determine job requirements
- selects metal stock and heats it in forges
- observes the colour and temperature of metal in furnaces and removes and positions metal on anvils or other working surfaces
- hammers, punches or cuts metal to size and shape using hand tools or presses
- verifies the dimensions of forging visually and using measuring instruments
- forge-welds parts together by heating, applying flux and hammering
- anneals, tempers and hardens finished articles by heating and quenching in oil or water bath, or cooling gradually in air
- directs other workers to hold tools and assist in lifting and holding workpieces during hammering
- may make and repair agricultural or mining and quarrying machinery
- may forge cold metal

Specialisations:
- Hammer Smith
- Spring Maker
- Tool Smith
4123-13  **Farrier**
Inspects, trims and shapes horse’s hooves, and forms, fits and nails horseshoes.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

**Tasks Include:**
- inspects horses to check for deviations in motion, interference, peculiarities in gait or abnormalities in size and shape of hooves
- removes worn or defective shoes
- trims and shapes hooves
- measures hooves and estimates metal requirements
- makes shoes by heating, shaping and hammering and fits them to horse’s hooves
- may specialise in corrective or surgical shoeing

4123-83  **Apprentice Farrier**
Works and studies under a contractual training agreement to learn the skills of a Farrier.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Farrier
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4123-81  **Apprentice Blacksmith**
Works and studies under a contractual training agreement to learn the skills of a Blacksmith.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

**Tasks Include:**
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Blacksmith
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4124  SHEETMETAL TRADESPERSONS

SHEETMETAL TRADESPERSONS mark out, shape, form and join sheetmetal and other materials to make products or components.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- selecting metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, copper and other materials, and checking sizes, gauges and other dimensions of material relative to specifications
- marking out stock with reference points and lines, using templates, gauges and other measuring instruments
- cutting material along guidelines using hand or power shears, guillotines or drills
- shaping, forming and assembling cut material into products using folding or bending machines, rollers, presses or hammers, welding, riveting, soldering or brazing

Occupations:
- 4124-01  Supervisor, Sheetmetal Tradespersons
- 4124-11  Sheetmetal Worker (First Class)
- 4124-81  Apprentice Sheetmetal Worker

4124-01  Supervisor, Sheetmetal Tradespersons
Supervises and coordinates the activities of Sheetmetal Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Sheetmetal Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Sheetmetal Tradesperson

Specialisations:
- Metal Spinner
- Sheetmetal Patternmaker

4124-11  Sheetmetal Worker (First Class)
Marks out, shapes, forms and joins sheetmetal and other materials to make products or components.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies blueprints, drawings or specifications to determine job, material and equipment requirements
- selects metal stock, such as stainless steel, galvanised iron, mild steel, aluminium, copper and other materials, and checks sizes, gauges and other dimensions of material relative to specifications
- marks out stock with reference points and lines, using templates, gauges and other measuring instruments
- cuts material along guidelines using hand or power shears, guillotines or drills
- shapes and forms cut material into products using folding or bending machines, rollers, presses or hammers
- fits and assembles components into final products by welding, riveting, soldering or brazing
- polishes, files, sands or cleans assembled products
- may repair damaged sheetmetal products and components
- may specialise in fabrication, or on-site assembly and installation, of sheetmetal products
- may produce aircraft sheet metal components requiring advanced drawing and calculating skills
- may specialise in decorative copperwork

Specialisations:
- Apprentice Coppersmith
- Apprentice Metal Spinner

4124-81  Apprentice Sheetmetal Worker
Works and studies under a contractual training agreement to learn the skills of a Sheetmetal Worker (First Class).

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Sheetmetal Worker (First Class)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
- Apprentice Coppersmith
- Apprentice Metal Spinner
UNIT GROUP 4125  METAL CASTING TRADESPERSONS

METAL CASTING TRADESPERSONS fabricate mould patterns and form sand moulds and cores for the production of metal castings.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- cutting and shaping stock to form mould patterns
- filling boxes with sand and setting patterns in place
- pouring molten metal into moulds
- separating moulding boxes and removing patterns
- trimming, smoothing and shaping surfaces
- applying refractory paint and positioning cores in moulds
- finishing patterns by applying shellac, lacquer, paint or other finish

Occupations:
- 4125-01 Supervisor, Metal Casting Tradespersons
- 4125-11 Metal Casting Tradesperson
- 4125-81 Apprentice Metal Casting Tradesperson

4125-01  Supervisor, Metal Casting Tradespersons
Supervises and coordinates the activities of Metal Casting Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Metal Casting Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Metal Casting Tradesperson
- sets lower half of pattern on moulding boards and encloses with frame of lower half of moulding boxes
- turns moulding boxes over and secures top half of pattern, and fixes top half of moulding box and repeats moulding operation
- pours molten metal into moulds
- separates moulding boxes, removes patterns, and trims, smooths and shapes surfaces of castings
- repairs or rebuilds worn or broken patterns and mould surfaces
- finishes patterns by applying shellac, lacquer, paint or other finish
- may carry out sweep moulding by rotating templates to scrape moulds to circular shapes

Specialisations:
Coremaker
Metal Moulder

4125-11  Metal Casting Tradesperson
Forms sand moulds and cores for the production of metal castings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- makes full-size section drawings on layout boards to assist in planning for construction and moulding of patterns
- makes core boxes for sand cores, and fits and fastens parts to form patterns or sections
- applies parting agents to patterns and positions vents to allow gases to escape
- fills boxes with sand and packs it in place using hand ramming tools or pneumatic hammers
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
Apprentice Metal Casting Patternmaker
Apprentice Moulder and Coremaker
UNIT GROUP 4126       METAL FINISHING TRADESPERSONS

METAL FINISHING TRADESPERSONS coat metal parts and articles using electrolytic processes, or polish metal articles.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- polishing and buffing sheet or other metal to finish metal parts or articles
- preparing electrolytic and silver solutions for electroforming and applying silver solution to the objects to be coated
- setting and adjusting controls to regulate electric current and depositing of coating on objects
- rinsing solutions from coated articles
- checking depth of coating

Occupations:  
- 4126-01 Supervisor, Metal Finishing Tradespersons  
- 4126-11 Metal Polisher  
- 4126-13 Electroplater (First Class)  
- 4126-81 Apprentice Metal Polisher  
- 4126-83 Apprentice Electroplater

4126-01       Supervisor, Metal Finishing Tradespersons

Supervises and coordinates the activities of Metal Finishing Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Metal Finishing Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Metal Finishing Tradesperson

4126-11       Metal Polisher

Polishes metal to impart smooth, reflective or other finishes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- polishes and buffs sheet and other metal using processes such as emery buffing, grease mopping, burnishing and scratch brushing
- selects continuous abrasive bands or polishing heads, such as wire brushes, wheels or bobs of felt, leather or fibre, or polishing mops of calico, cotton or chamois
- positions and attaches polishing heads to machines
- sets controls to regulate speeds and angles of polishing heads and feed rate of lubricants
- dresses polishing heads with abrasives or finishing materials such as emery, grease or rouge, or applies buffing compounds to surfaces to be polished
- operates controls to rotate polishing heads
- holds surfaces against polishing heads until desired finishes are obtained
- removes imperfections or polishes less accessible areas by hand

4126-13       Electroplater (First Class)

Controls plating processes and maintains solutions used to coat metal articles or other parts with non-ferrous metals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- prepares and maintains plating solutions
- cleans, prepares and descales surfaces of parts or articles with cleaning solutions such as acids or alkalis or by using blasting cabinets
- masks areas not to be plated with waxes, lacquers or resistant adhesive tapes
- places parts in fixtures, jigs or racks and immerses them in plating solutions or uses procedures such as selective brush plating
- sets and adjusts controls to pass electric current between anodes and cathodes
- examines articles or parts to check progress of plating and monitor quality of finish
- checks instruments and adjusts current flow
- adds water or other materials to maintain mixture and level of cleaning, rinsing and plating solutions
- removes parts or articles at completion of plating and rinses and dries them
- removes masking substances from articles
- may work to military or manufacturing specifications and work on such items as telecommunications components, printed circuitry, aircraft engine components and gravure printing cylinders
- may undertake high level electroforming and anodising operations

Specialisations:
Anodiser
Electroformer
4126-81  Apprentice Metal Polisher
Works and studies under a contractual training agreement to learn the skills of a Metal Polisher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Metal Polisher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4126-83  Apprentice Electroplater
Works and studies under a contractual training agreement to learn the skills of an Electroplater (First Class).

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Electroplater (First Class)
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SUB-MAJOR GROUP 42

AUTOMOTIVE TRADESPERSONS

AUTOMOTIVE TRADESPERSONS repair and maintain motor vehicle engines, electrical and electronic systems and bodies, paint vehicles, construct specialised vehicle bodies, and fit or replace interior trim and upholstery in vehicles.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Automotive Tradespersons typically include diagnosing electrical or mechanical faults in motor vehicles; dismantling engines or electrical systems, or removing damaged panels or interior trim; repairing or replacing worn or defective parts; painting repaired vehicle surfaces; and constructing, modifying, painting and upholstering prototype or specialised vehicle bodies.

Occupations in this sub-major group are classified into the following minor group:

421 AUTOMOTIVE TRADESPERSONS
MINOR GROUP 421

AUTOMOTIVE TRADESPERSONS

AUTOMOTIVE TRADESPERSONS repair and maintain motor vehicle engines, electrical and electronic systems and bodies, paint vehicles, construct specialised vehicle bodies, and fit or replace interior trim and upholstery in vehicles.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Automotive Tradespersons typically include diagnosing electrical or mechanical faults in motor vehicles; dismantling engines or electrical systems, or removing damaged panels or interior trim; repairing or replacing worn or defective parts; painting repaired vehicle surfaces; and constructing, modifying, painting and upholstering prototype or specialised vehicle bodies.

Occupations in this minor group are classified into the following unit groups:

4211 MOTOR MECHANICS
4212 AUTOMOTIVE ELECTRICIANS
4213 PANEL BEATERS
4214 VEHICLE PAINTERS
4215 VEHICLE BODY MAKERS
4216 VEHICLE TRIMMERS
UNIT GROUP 4211  MOTOR MECHANICS

MOTOR MECHANICS repair, maintain and test vehicle or other engines and related mechanical components.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- diagnosing faults in motor vehicles
- dismantling or removing engine assemblies, transmissions, steering mechanisms or other components, and checking parts
- repairing or replacing worn or defective parts, and reassembling mechanical components
- tuning engines to achieve smoother running and ensure compliance with pollution regulations

Occupations:
- 4211-01 Supervisor, Motor Mechanics
- 4211-11 Motor Mechanic
- 4211-81 Apprentice Motor Mechanic

4211-01  Supervisor, Motor Mechanics
Supervises and coordinates the activities of Motor Mechanics.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Motor Mechanics
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Motor Mechanic

4211-11  Motor Mechanic
Repairs, maintains and tests vehicle or other engines and related mechanical components.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- diagnoses faults in motor vehicles
- raises vehicles, using hydraulic hoists or jacks
- dismantles or removes engine assemblies, transmissions, steering mechanisms or other components, and checks parts
- repairs or replaces worn or defective parts, and reassembles mechanical components
- tests and adjusts repaired sub-assemblies, and re-installs them
- services or overhauls engines
- tunes engines to achieve smoother running and ensure compliance with pollution regulations
- re-lines and adjusts brakes and aligns wheels
- changes oil and filters, and lubricates vehicles or fuelled motor appliances
- may inspect vehicles and issue roadworthiness certificates or detail work required to achieve roadworthiness

Specialisations:
- Automatic Transmission Mechanic
- Automotive Airconditioning Mechanic
- Brake Mechanic
- Diesel Motor Mechanic
- Motorcycle Mechanic
- Outboard Motor Mechanic

4211-81  Apprentice Motor Mechanic
Works and studies under a contractual training agreement to learn the skills of a Motor Mechanic.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Motor Mechanic
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
- Apprentice Automatic Transmission Mechanic
- Apprentice Automotive Airconditioning Mechanic
- Apprentice Brake Mechanic
- Apprentice Diesel Motor Mechanic
- Apprentice Motorcycle Mechanic
UNIT GROUP 4212  AUTOMOTIVE ELECTRICIANS

AUTOMOTIVE ELECTRICIANS install, maintain and repair electrical wiring and electronic components in motor vehicles.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- installing electrical equipment and electronic components in motor vehicles
- using test equipment to locate electrical and electronic malfunctions
- testing and replacing defective alternators, generators, voltage regulators and starter motors
- repairing or replacing faulty ignition and electrical wiring, and defective parts, such as fuses, lamps and switches

Occupations:
- 4212-01 Supervisor, Automotive Electricians
- 4212-11 Automotive Electrician
- 4212-81 Apprentice Automotive Electrician

4212-01  Supervisor, Automotive Electricians
Supervises and coordinates the activities of Automotive Electricians.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Automotive Electricians
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Automotive Electrician

4212-11  Automotive Electrician
Automotive Electrical Fitter
Installs, maintains and repairs electrical wiring and electronic components in motor vehicles.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- installs electrical equipment and electronic components in motor vehicles
- connects power-operated vehicle equipment and accessories to power supply
- uses test equipment to locate electrical and electronic malfunctions
- adjusts engine control systems and timing
- tests and replaces defective alternators, generators, voltage regulators and starter motors
- repairs or replaces faulty ignition and electrical wiring
- replaces defective parts, such as fuses, lamps and switches

4212-81  Apprentice Automotive Electrician
Works and studies under a contractual training agreement to learn the skills of an Automotive Electrician.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Automotive Electrician
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4213  PANEL BEATERS

PANEL BEATERS repair damage to metal body work on vehicles and form replacement vehicle panels.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- removing damaged panels and parts, or removing upholstery and accessories to gain access
- using panel-beating hammers to remove dents
- straightening damaged vehicles and parts using mechanical and hydraulic equipment
- filling depressions with plastic filler, and filing, grinding and sanding repaired surfaces
- repairing panels by welding on new sections

Occupations:
- 4213-01 Supervisor, Panel Beaters
- 4213-11 Panel Beater
- 4213-81 Apprentice Panel Beater

4213-01 Supervisor, Panel Beaters
Supervisor, Vehicle Refinishers

Supervises and coordinates the activities of Panel Beaters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Panel Beaters
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Panel Beater

4213-11 Panel Beater
Vehicle Refinisher

Repairs damage to metal body work on vehicles and forms replacement vehicle panels.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- removes damaged panels and parts, or removes upholstery and accessories to gain access
- uses panel-beating hammers to remove dents
- straightens damaged vehicles and parts using mechanical and hydraulic equipment
- fills depressions with plastic filler, and files, grinds and sands repaired surfaces
- repairs panels by welding on new sections
- may assist vehicle body builders in constructing or restoring custom-designed, vintage or other specialty vehicles
- may spray-paint vehicles
- may form panels using metal presses, guillotines and cutters, according to dimensional drawings

4213-81 Apprentice Panel Beater
Apprentice Vehicle Finisher

Works and studies under a contractual training agreement to learn the skills of a Panel Beater.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Panel Beater
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4214  VEHICLE PAINTERS

VEHICLE PAINTERS prepare surfaces of vehicles, match and mix colours and apply paint.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing vehicle surfaces by filing, chiselling or sanding
- masking areas not to be painted by covering with masking tape and paper
- selecting or mixing paint shades to match vehicle colour
- applying primer and finish coats with spray-guns, and rubbing down surfaces between coats
- removing masking papers, waxing and polishing finished paintwork

Occupations:  
4214-01 Supervisor, Vehicle Painters  
4214-11 Vehicle Painter  
4214-81 Apprentice Vehicle Painter

4214-01  Supervisor, Vehicle Painters
Supervises and coordinates the activities of Vehicle Painters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Vehicle Painters
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Vehicle Painter

4214-11  Vehicle Painter
Prepares surfaces of vehicles, matches and mixes colours and applies paint.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- removes rough spots on vehicle panels
- sands surfaces by hand or with power sanders
- covers area not to be painted with masking tape and paper
- colour matches and mixes paints to match paint shades, or selects pre-mixed paint
- applies primer and finish coats using spray guns, and rubs down surfaces between coats
- touches up paintwork and applies polish to vehicles
- removes masking papers, waxes and polishes finished paintwork
- may paint signs or artwork on vehicles
- may treat vehicles with rust-proofing chemicals

4214-81  Apprentice Vehicle Painter
Works and studies under a contractual training agreement to learn the skills of a Vehicle Painter.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Vehicle Painter
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4215  VEHICLE BODY MAKERS

VEHICLE BODY MAKERS manufacture and repair prototype production units and specialised vehicle bodies, such as buses, fire engines and caravans.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- constructing framework sections in metal, wood, fibreglass or substitute materials using stretching and shrinking machinery and welding equipment
- bolting, screwing, riveting or welding sections together to form complete frameworks
- cutting and shaping panels of sheetmetal, aluminium or reinforced plastic and attaching to frameworks using hand and power tools
- altering assembly line vehicles to special requirements

Occupations:
- 4215-01 Supervisor, Vehicle Body Makers
- 4215-11 Vehicle Body Maker
- 4215-81 Apprentice Vehicle Body Maker

4215-01  Supervisor, Vehicle Body Makers
Supervises and coordinates the activities of Vehicle Body Makers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Vehicle Body Makers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Vehicle Body Maker

4215-11  Vehicle Body Maker
Vehicle Body Builder

Manufactures and repairs prototype production units and specialised vehicle bodies such as buses, fire engines and caravans.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies vehicle body drawings, body drafts and specifications
- constructs vehicle framework sections in metal and other materials, using stretching and shrinking machinery and welding equipment
- bolts, screws, rivets or welds sections together
- cuts, shapes and attaches panels of sheetmetal, aluminium or reinforced plastic to frameworks
- may alter assembly line vehicles to special requirements

Specialisations:
Coach Builder

4215-81  Apprentice Vehicle Body Maker

Works and studies under a contractual training agreement to learn the skills of a Vehicle Body Maker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Vehicle Body Maker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4216  VEHICLE TRIMMERS

VEHICLE TRIMMERS install, repair and replace the interior trim of vehicles, such as seats, linings, floor coverings and door trims.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing new vehicle trim work according to drawings or sketches, or removing old coverings and fittings from vehicles and taking new measurements
- selecting and cutting pieces of fabric, vinyl or leather and sewing pieces together using heavy-duty sewing machines
- installing internal trim in vehicles such as lining, floor coverings and armrests
- attaching door trims, rubber seals, locks and handles

Occupations:
- 4216-01 Supervisor, Vehicle Trimmers
- 4216-11 Vehicle Trimmer
- 4216-81 Apprentice Vehicle Trimmer

4216-01  Supervisor, Vehicle Trimmers
Supervises and coordinates the activities of Vehicle Trimmers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Vehicle Trimmers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Vehicle Trimmer

4216-11  Vehicle Trimmer
Installs, repairs and replaces the interior trim of vehicles, such as seats, linings, floor coverings and door trims.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- prepares new vehicle trim work according to drawings and sketches
- removes old coverings or fittings from used vehicles and takes new measurements of trim requirements
- selects and cuts out pieces of fabric, vinyl or leather using shears or electrical cutting tools
- sews pieces together using heavy-duty sewing machines
- installs internal trim in vehicles such as lining, floor coverings and armrests
- attaches door trims, rubber seals, locks and handles

Specialisations:
Vehicle Upholsterer

4216-81  Apprentice Vehicle Trimmer
Works and studies under a contractual training agreement to learn the skills of a Vehicle Trimmer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Vehicle Trimmer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SUB-MAJOR GROUP 43

ELECTRICAL AND ELECTRONICS TRADESPERSONS

ELECTRICAL AND ELECTRONICS TRADESPERSONS assemble, install, test and repair electrical and electronic systems and equipment, telecommunications and transmission equipment, refrigeration and airconditioning equipment, and electrical distribution networks. Automotive Electricians are excluded from this sub-major group. They are included in Sub-Major Group 42, Automotive Tradespersons.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Electrical and Electronics Tradespersons typically include testing for, locating and repairing electrical malfunctions; cutting and connecting wiring and cables; assembling, fabricating and installing electrical and electronic components and appliances; installing and maintaining refrigeration and airconditioning equipment, and connecting electrical systems and appliances to power supplies.

Occupations in this sub-major group are classified into the following minor group:

431 ELECTRICAL AND ELECTRONICS TRADESPERSONS
MINOR GROUP 431

ELECTRICAL AND ELECTRONICS TRADESPERSONS

ELECTRICAL AND ELECTRONICS TRADESPERSONS assemble, install, test and repair electrical and electronic systems and equipment, telecommunications and transmission equipment, refrigeration and airconditioning equipment, and electrical distribution networks. Automotive Electricians are excluded from this minor group. They are included in Minor Group 421, Automotive Tradespersons.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Electrical and Electronics Tradespersons typically include testing for, locating and repairing electrical malfunctions; cutting and connecting wiring and cables; assembling, fabricating and installing electrical and electronic components and appliances; installing and maintaining refrigeration and airconditioning equipment, and connecting electrical systems and appliances to power supplies.

Occupations in this minor group are classified into the following unit groups:

4311 ELECTRICIANS
4312 REFRIGERATION AND AIRCONDITIONING MECHANICS
4313 ELECTRICAL DISTRIBUTION TRADESPERSONS
4314 ELECTRONIC INSTRUMENT TRADESPERSONS
4315 ELECTRONIC AND OFFICE EQUIPMENT TRADESPERSONS
4316 COMMUNICATIONS TRADESPERSONS
UNIT GROUP 4311  ELECTRICIANS

ELECTRICIANS assemble, install, test and maintain electrical equipment and components, domestic and commercial electrical appliances and equipment, and service and repair lifts.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examining blueprints, wiring diagrams and specifications
- measuring and laying out installation reference points
- selecting, cutting and connecting wire or cable to terminals or connectors
- using electrical and electronic test instruments to trace and diagnose faults
- repairing or replacing faulty wiring and defective parts
- installing, testing and adjusting electric and mechanical parts of lifts

Occupations:
- 4311-01 Supervisor, Electricians
- 4311-11 General Electrician
- 4311-13 Electrician (Special Class)
- 4311-15 Lift Mechanic
- 4311-81 Apprentice Electrician
- 4311-83 Apprentice Lift Mechanic

4311-01  Supervisor, Electricians
Leading Hand Electrician

Supervises and coordinates the activities of Electricians.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing is required.

Tasks Include:
- determines work requirements and allocates duties to Electricians
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Electrician

Specialisations:
- Supervisor, Electricians (Special Class)
- Supervisor, General Electricians
- Supervisor, Lift Mechanics

4311-11  General Electrician
Electrical Fitter
Electrical Mechanic
Electrician

Installs, tests, connects, commissions, maintains and modifies electrical equipment, wiring and control systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- examines wiring diagrams and installation areas to plan layout of wiring systems
- responds to break downs, diagnoses and repairs electrical systems and ancillary equipment
- positions and installs electrical switchboards
- installs sheathed cables
- measures, cuts and installs plastic conduit and pulls wires through
- splices, twists and solders wires and applies tape or terminal caps
- connects installed wires to circuit breakers, transformers, timers and other electrical equipment
- installs and connects items such as switches, lighting fixtures and earthing systems
- connects electrical systems to power supply
- tests continuity of circuit
- may install, modify, maintain and repair electrical equipment such as storage heaters, water heaters, lighting, motors, electric signs or switchboards

Specialisations:
- Armature Winder
- Electrical Contractor
- Heavy Coil Winder
4311-13  Electrician (Special Class)

Services and repairs intricate and complex electrical or
electronic circuitry.

Skill Level:
The entry requirement for this occupation is an AQF Certificate
III or higher qualification. Registration or licensing is required.

Tasks Include:
• diagnoses and repairs faults in electrical circuitry which is of a
  complex nature
• analyses drawings and specifications to determine sequences
  and methods of operation
• uses electrical and electronic test instruments to trace faults
• dismantles units, repairs or replaces defective components
  and re-assembles them
• test-operates and monitors the performance of systems, and
  adjusts settings
• records causes of malfunctioning and action taken
• may service and repair circuitry in prototype and other
  non-standard units
• may service and repair components of electrical equipment
  powered by hydraulic, pneumatic or other non-electrical
  energy sources

4311-15  Lift Mechanic

Assembles, installs, adjusts, maintains and repairs electric and
hydraulic lifts and escalators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate
III or higher qualification. Registration or licensing is required.

Tasks Include:
• interprets specifications and drawings and lays out lift site
• installs guides and verifies alignment of lifts
• installs cables, counterweights, pumps, motor foundations,
  escalator drives, elevator cars, doors, entrance frames and
  control panels
• installs safety and control devices
• connects lift wiring
• tests and adjusts lift assemblies, components, controls and
  safety devices
• conducts maintenance programs on lifts and escalators
• diagnoses and repairs faults in lifts
• repairs lift brakes

4311-81  Apprentice Electrician

Apprentice Electrical Mechanic
Apprentice Electrical Fitter

Works and studies under a contractual training agreement to
learn the skills of an Electrician.

Skill Level:
The entry requirement for this occupation is completion of
compulsory secondary education. Registration or licensing is
required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the
  apprenticeship under the guidance of an Electrician
• may attend classes at a TAFE institute, or other vocational
  training provider to learn the theory and application of the
  trade
• may attend periods of structured off-the-job training provided
  by employers in a formal training centre

4311-83  Apprentice Lift Mechanic

Apprentice Lift Electrician

Works and studies under a contractual training agreement to
learn the skills of a Lift Mechanic.

Skill Level:
The entry requirement for this occupation is completion of
compulsory secondary education. Registration or licensing is
required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the
  apprenticeship under the guidance of a Lift Mechanic
• may attend classes at a TAFE institute, or other vocational
  training provider to learn the theory and application of the
  trade
• may attend periods of structured off-the-job training provided
  by employers in a formal training centre
UNIT GROUP 4312  REFRIGERATION AND AIRCONDITIONING MECHANICS

REFRIGERATION AND AIRCONDITIONING MECHANICS assemble, install, maintain and repair refrigeration and air conditioning systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- drilling holes, installing mounting brackets and cutting, bending and threading piping
- installing components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, fuel, oil and chilled water
- bolting, soldering, riveting, welding or brazing pipes to connect equipment, and checking alignment and accuracy of fit
- filling systems with gas or fluid to check for leaks and test operating systems, checking mechanisms and making adjustments

Occupations:
- 4312-01 Supervisor, Refrigeration and Airconditioning Mechanics
- 4312-11 Refrigeration and Airconditioning Mechanic
- 4312-81 Apprentice Refrigeration and Airconditioning Mechanic

4312-01  Supervisor, Refrigeration and Airconditioning Mechanics
Supervises and coordinates the activities of Refrigeration and Airconditioning Mechanics.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Refrigeration and Airconditioning Mechanics
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Refrigeration and Airconditioning Mechanic

4312-11  Refrigeration and Airconditioning Mechanic
Refrigeration Fitter

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- establishes job requirements from drawings and specifications, and lays out installation reference points
- drills holes, installs mounting brackets and cuts, bends and threads piping
- installs components such as compressors, motors, condensers, evaporators, switches and gauges, and copper lines for steam, gas, refrigerant, compressed air, fuel, oil and chilled water
- bolts, solders, rivets, welds or brazes pipes to connect equipment, and checks alignment and accuracy of fit
- fills systems with gas or fluid to check for leaks
- removes test gas or fluid using vacuum pumps and fills with refrigerant
- test-operates refrigeration systems, checks mechanisms and makes adjustments
- checks and overhauls refrigeration systems, diagnoses faults and repairs or replaces defective components
- adjusts system controls and mechanisms and reassembles systems
- records causes of malfunctioning and action taken

4312-81  Apprentice Refrigeration and Airconditioning Mechanic

Works and studies under a contractual training agreement to learn the skills of a Refrigeration and Airconditioning Mechanic.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Refrigeration and Airconditioning Mechanic
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4313  ELECTRICAL DISTRIBUTION TRADESPERSONS

ELECTRICAL DISTRIBUTION TRADESPERSONS prepare, install, repair, maintain and patrol electric power distribution networks.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- joining overhead and underground cables
- splicing conductors, insulating splices and connecting cable sheathing
- testing performance of installed cables and checking insulation of cables
- installing and servicing aerial equipment such as cross arms, insulators, transformers, street lights and customer supply points
- covering energised conductors with insulating materials
- performing emergency repairs and de-energising of conductors

Occupations: 4313-01 Supervisor, Electrical Distribution Tradespersons
4313-11 Electrical Powerline Tradesperson
4313-13 Cable Jointer
4313-81 Apprentice Electrical Powerline Tradesperson
4313-83 Apprentice Cable Jointer

4313-01  Supervisor, Electrical Distribution Tradespersons

Supervises and coordinates the activities of Electrical Distribution Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Electrical Distribution Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Electrical Distribution Tradesperson

4313-13  Cable Jointer

Joins insulated electric power cables installed in underground conduits and trenches and prepares cable terminations for connection to electrical equipment and overhead lines.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- repairs, maintains and joins cables
- splices conductors, insulates splices and connects cable sheathing
- checks insulation and performance of installed cables
- maintains location diagrams
- ensures that electrical conductors are correctly connected between substations and customers' premises
- may dig trenches and service pits or tunnels for cables
- may test for the presence of gas
- may encase cables in armoured or other protective covers

4313-11  Electrical Powerline Tradesperson

Installs, maintains, repairs and patrols electrical sub-transmission and distribution systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- installs earth stakes, poles and guy wires
- checks safety of operating conditions for working on electrical equipment and distribution systems of all voltages
- installs or services aerial equipment such as cross arms, insulators, transformers, street lights and customer supply points
- covers conductors with insulating materials
- joins overhead conductors using compression fittings, and adjusts tension
- performs emergency repairs and de-energising of conductors

4313-81  Apprentice Electrical Powerline Tradesperson

Works and studies under a contractual training agreement to learn the skills of an Electrical Powerline Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Electrical Powerline Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
4313-83  Apprentice Cable Jointer

Works and studies under a contractual training agreement to learn the skills of a Cable Jointer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Cable Jointer
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4314  ELECTRONIC INSTRUMENT TRADESPERSONS

ELECTRONIC INSTRUMENT TRADESPERSONS install, modify, maintain and repair electronic instruments and control systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• installing electronic instruments and control systems
• examining and testing faulty electronic instruments and control systems to diagnose faults
• repairing and maintaining electronic instruments and control systems
• applying knowledge of electrical, electronic, mechanical, hydraulic and pneumatic principles in control system commissioning and maintenance.

Occupations:
4314-01 Supervisor, Electronic Instrument Tradespersons
4314-11 General Electronic Instrument Tradesperson
4314-13 Electronic Instrument Tradesperson (Special Class)
4314-81 Apprentice Electronic Instrument Tradesperson

4314-01  Supervisor, Electronic Instrument Tradespersons
Supervises and coordinates the activities of Electronic Instrument Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
• determines work requirements and allocates duties to Electronic Instrument Tradespersons
• confers with managers to coordinate activities with other organisational units
• maintains attendance records and rosters
• explains and enforces safety regulations
• oversees the work of the unit and suggests improvements and changes
• confers with workers to resolve grievances
• may perform the tasks of an Electronic Instrument Tradesperson

4314-11  General Electronic Instrument Tradesperson
Installs, modifies, maintains and repairs electronic instruments and control systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
• installs, maintains and repairs electronic instruments and control systems
• examines and tests faulty electronic instruments and control systems and diagnoses faults
• services and tests equipment on industrial sites
• may provide technical advice to clients or staff
• may estimate cost to install, maintain and repair electronic instruments

4314-13  Electronic Instrument Tradesperson (Special Class)
Installs, modifies, maintains and repairs complex electronic instruments and control systems which involve a combination of electrical, electronic, mechanical, hydraulic, and pneumatic principles.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
• installs, modifies, maintains and repairs instruments within a complex control system
• commissions, calibrates, and diagnoses faults in instruments
• services and tests equipment on industrial sites
• may provide technical advice to clients or staff
• may estimate cost to install, modify, maintain and repair electronic instruments

Specialisations:
Instrument and Controls Tradesperson

4314-81  Apprentice Electronic Instrument Tradesperson
Works and studies under a contractual training agreement to learn the skills of an Electronic Instrument Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of an Electronic Instrument Tradesperson
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4315  ELECTRONIC AND OFFICE EQUIPMENT TRADESPERSONS

ELECTRONIC AND OFFICE EQUIPMENT TRADESPERSONS maintain, adjust and repair video and audio equipment, typewriters, calculators, cash registers and other commercial and office machines.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- monitoring radio and television reception to diagnose faults
- performing voltage and resistance tests and waveform check using electronic testing equipment
- adjusting, repairing and replacing worn or defective parts using hand tools and soldering equipment
- cleaning machine parts and interiors of machines
- repairing and replacing defective wiring
- reassembling, test-operating and adjusting machinery

Occupations:
- 4315-01 Supervisor, Electronic and Office Equipment Tradespersons
- 4315-11 Electronic Equipment Tradesperson
- 4315-13 Business Machine Mechanic
- 4315-81 Apprentice Electronic Equipment Tradesperson
- 4315-83 Apprentice Business Machine Mechanic

4315-01  Supervisor, Electronic and Office Equipment Tradespersons

Supervises and coordinates the activities of Electronic and Office Equipment Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Electronic and Office Equipment Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Electronic and Office Equipment Tradesperson

4315-11  Electronic Equipment Tradesperson

Maintains, adjusts and repairs radio and television receivers, and related audio and visual reproduction equipment such as tape recorders and video cassette recorders.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- identifies nature of equipment malfunction
- monitors radio and television reception to assist in diagnosing faults
- removes protective coverings to gain access to equipment
- performs voltage and resistance tests and waveform checks, using electronic test equipment
- adjusts or replaces faulty parts
- tests electronic circuitry, resistors and capacitors
- records servicing time and replacement parts used
- installs television sets and antennas on clients’ premises
- adjusts controls of colour receivers using colour bar generators
- may accept payment and issue receipt for service
- may examine and repair motors of record turntables and tape recorders

4315-13  Business Machine Mechanic

Maintains, adjusts and repairs typewriters, calculators, cash registers and other commercial and office machines.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines and operates machines, and consults customers to determine causes of malfunctions
- disassembles machines and examines components
- repairs or replaces defective parts
- reassembles, test-operates and adjusts machines
- cleans machine parts and interiors of machines
- undertakes routine work on electrical or electronic components by repairing or replacing faulty parts or wiring
- uses electrical and electronic testing equipment
- advises users of correct operating procedures to prevent malfunctions

4315-81  Apprentice Electronic Equipment Tradesperson

Works and studies under a contractual training agreement to learn the skills of an Electronic Equipment Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Electronic Equipment Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
- Apprentice Computer Technician
4315-83  Apprentice Business Machine Mechanic
          Apprentice Office Equipment Maintenance Tradesperson

Works and studies under a contractual training agreement to learn the skills of a Business Machine Mechanic.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Business Machine Mechanic
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4316 COMMUNICATIONS TRADESPERSONS

COMMUNICATIONS TRADESPERSONS install, maintain and repair telecommunications equipment and appliances, data transmission equipment, aerial lines, conduits, cables and radio antennae.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examining drawings, specifications and work areas to determine positioning and connections for equipment to be installed
- attaching wires and cables to appliances
- locating faults in telecommunications equipment using instruments such as ohmmeters, voltmeters, ammeters and transmission measuring equipment
- adjusting, replacing and repairing faulty items
- testing equipment using electronic instruments
- installing underground cables for telephone, radio, pay TV and computer transmission

Occupations: 4316-01 Supervisor, Communications Tradespersons
4316-11 General Communications Tradesperson
4316-13 Communications Linesperson
4316-81 Apprentice General Communications Tradesperson
4316-83 Apprentice Communications Linesperson

4316-01 Supervisor, Communications Tradespersons
Supervises and coordinates the activities of Communications Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Communications Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Communications Tradesperson

4316-11 General Communications Tradesperson
Installs, maintains and repairs telecommunications equipment and appliances such as telephones, mobile telephones, switchboards and data transmission equipment, in homes or at business or telephone exchanges or other network sites.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- examines drawings, specifications and work areas to determine positioning and connections for equipment to be installed
- attaches wires and cables to appliances
- locates faults in telecommunications equipment using instruments such as ohmmeters, voltmeters, ammeters and digital and analogue transmission measuring equipment
- adjusts, replaces and repairs faulty items of line concentrating equipment, telephone exchanges, telephone installation centres and fault control centres
- repairs telephones and telecommunications equipment in homes, or installs computerised switchboards and commanders in offices
- tests equipment using electronic instruments
- may assist installation of aerial or underground telephone cables or radio antennae
- may install and maintain a full range of mobile radio and personal access radio equipment
4316-13 Communications Linesperson

Installs, maintains and repairs external telecommunication equipment, including aerial lines, conduits and underground cables, radio antennae and limited items of terminal equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- examines drawings, specifications and work areas to determine positioning and connections for equipment to be installed
- attaches outgoing and incoming cables to appliances being installed
- locates faults and tests external plant equipment using instruments such as transmission measuring equipment, ohmmeters, voltmeters and ammeters
- adjusts, replaces and repairs faulty items at telephone installation centres or fault control centres
- replaces telephones, fax machines, answering machines and other telephone equipment in homes or small offices
- erects, tests and maintains aerial wires, cables and radio antennae
- installs underground cables for telephone and other communications transmissions
- joins cables and seals sheaths with lead or thermoplastic
- distributes cable pairs from exchanges or pillars
- runs telephone cables underground
- may install lead-ins, internal wiring and equipment at customers' premises

4316-81 Apprentice General Communications Tradesperson

Works and studies under a contractual training agreement to learn the skills of a General Communications Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a General Communications Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4316-83 Apprentice Communications Linesperson

Works and studies under a contractual training agreement to learn the skills of a Communications Linesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Communications Linesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SUB-MAJOR GROUP 44

CONSTRUCTION TRADESPERSONS

CONSTRUCTION TRADESPERSONS construct and repair buildings and other structures, provide plumbing, drainage and mechanical services, and apply final finishes such as painting and flooring.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Construction Tradespersons typically include erecting frameworks, roof frames, roofs and walls; laying flooring, carpets and tiles; applying plaster or cement coatings to walls; building and installing fittings; painting or wallpapering surfaces; making signs; excavating and installing plumbing and drainage systems; installing gas appliances and airconditioning; and installing guttering and other rainwater goods.

Occupations in this sub-major group are classified into the following minor groups:

441 STRUCTURAL CONSTRUCTION TRADESPERSONS
442 FINAL FINISHES CONSTRUCTION TRADESPERSONS
443 PLUMBERS
MINOR GROUP 441

STRUCTURAL CONSTRUCTION TRADESPERSONS

STRUCTURAL CONSTRUCTION TRADESPERSONS construct or erect buildings and other structures, of timber, brick or stone, add roofs, and apply plaster or other coatings to structures.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Structural Construction Tradespersons typically include erecting frameworks and roof framing, and laying sub-floors and floorboards; assembling prepared wood to form structures ready to install; attaching fibrous plaster panels to walls or ceilings; layering roof tiles, sheets or shingles on roofs; laying bricks or stone blocks in rows and securing with mortar to construct walls; applying decorative or protective coats of plaster or cement to walls of structures, and spreading adhesive over surfaces before setting tiles into position.

Occupations in this minor group are classified into the following unit groups:

- 4411 CARPENTRY AND JOINERY TRADESPERSONS
- 4412 FIBROUS PLASTERERS
- 4413 ROOF SLATERS AND TILERS
- 4414 BRICKLAYERS
- 4415 SOLID PLASTERERS
- 4416 WALL AND FLOOR TILERS AND STONEMASONS
UNIT GROUP 4411  CARPENTRY AND JOINERY TRADESPERSONS

CARPENTRY AND JOINERY TRADESPERSONS construct and install structures and fixtures of wood, plywood or wallboard and cut, shape and fit timber parts to form structures and fittings.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- ordering and selecting timbers and materials, and preparing layouts
- cutting materials, and assembling or nailing cut and shaped parts
- erecting frameworks and roof framing, laying sub-flooring and floorboards and verifying trueness of structures
- nailing fascia panels, sheathing roofs and fitting exterior wall cladding, door and window frames
- assembling prepared wood to form structures and fittings ready to install
- cutting wood joints using wood cutting machines or hand and power tools

Occupations:
4411-01 Supervisor, Carpentry and Joinery Tradespersons
4411-11 Carpenter and Joiner
4411-13 Carpenter
4411-15 Joiner
4411-81 Apprentice Carpenter and Joiner
4411-83 Apprentice Carpenter
4411-85 Apprentice Joiner

4411-01 Supervisor, Carpentry and Joinery Tradespersons
Supervises and coordinates the activities of Carpentry and Joinery Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Carpentry and Joinery Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Carpenter and Joinery Tradesperson

4411-11 Carpenter and Joiner
Constructs and installs structures and fixtures of wood, plywood, or wallboard and cuts, shapes and fits timber parts to form structures and fittings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies drawings and specifications to determine materials required, dimensions and installation procedures
- orders and selects timbers and materials, and prepares layouts
- cuts materials, and assembles or nails cut and shaped parts
- erects framework and roof framing, lays sub-flooring and floorboards and verifies trueness of structures
- nails fascia panels, sheathes roofs and fits exterior wall cladding, door and window frames
- assembles prepared wood to form structures and fittings ready to install
- cuts wood joints
- may construct concrete formwork
- may repair existing fittings
- may work with plastic laminates, perspex or metals

Specialisations:
Shopfitter
4411-13 Carpenter

Constructs, erects, installs, renovates and repairs structures and fixtures of wood, plywood, wallboard and other materials.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies drawings and specifications to determine materials required, dimensions and installation procedures
- orders and selects timbers and materials, and prepares layouts
- cuts materials with hand and power tools, and assembles or nails cut and shaped parts
- erects framework, lays sub-flooring and verifies trueness of structures
- assembles ceiling joists and rafters to construct roof framing, or nails prefabricated roof trusses into place
- nails fascia panels, sheathes roofs and fits exterior wall cladding to enclose structures
- cuts and nails frames around windows and doors, hangs doors, installs prefabricated units and other structures, and nails floor-boards over sub-floor
- may examine and remove parts of existing structures, do minor preparatory work and install building supports
- may erect scaffolding and steel studding

Specialisations:
- Fixing Carpenter
- Formwork Carpenter
- Prop and Scenery Maker

4411-15 Joiner

Cuts, shapes and fits timber parts in workshops to form structures and fittings, ready for installation.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- assembles prepared timber to form structures and fittings ready to install
- cuts timber joints
- cuts timber to template size and shape
- may repair existing fittings
- may work with plastic laminates, perspex or metals
- may fit aluminium window frames, and glaze windows of units for sectional timber buildings

Specialisations:
- Joinery Machiner
- Joinery Patternmaker
- Joinery Setter-out

4411-81 Apprentice Carpenter and Joiner

Works and studies under a contractual training agreement to learn the skills of a Carpentry and Joinery Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Carpenter and Joinery Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4411-83 Apprentice Carpenter

Works and studies under a contractual training agreement to learn the skills of a Carpentry Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Carpenter Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4411-85 Apprentice Joiner

Works and studies under a contractual training agreement to learn the skills of a Joinery Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Joinery Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4412  FIBROUS PLASTERERS

FIBROUS PLASTERERS apply and fix suspended ceilings and plasterboard partitions, fire rating systems, acoustic tiles, and composite wall linings to buildings.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determining plasterboard layout, and installing insulation and vapour barriers
- measuring, marking and cutting plasterboard, lifting and positioning panels and securing them to walls and ceilings, or to battens
- preparing corner beads and securing them in position
- fixing pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- covering joins and nail holes with wet plaster or sealing compounds, and smoothing them using wet brushes and sandpaper

Occupations:
- 4412-01 Supervisor, Fibrous Plasterers
- 4412-11 Fibrous Plasterer
- 4412-81 Apprentice Fibrous Plasterer

4412-01  Supervisor, Fibrous Plasterers

Supervises and coordinates the activities of Fibrous Plasterers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Fibrous Plasterers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Fibrous Plasterer

4412-11  Fibrous Plasterer

Applies and fixes suspended ceilings and plasterboard partitions, fire rating systems, acoustic tiles, and composite wall linings to buildings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- determines plasterboard layout, and installs insulation and vapour barriers
- measures and marks reference points on plasterboard
- cuts plasterboard, lifts and positions panels and secures them to walls and ceilings, or to battens
- prepares corner beads and secures them in position
- fixes pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- covers joins and nail holes with wet plaster or sealing compounds, and smooths them using wet brushes and sandpaper
- may spray fibrous materials over surfaces to be covered

Specialisations:
Dry Wall Plasterer

4412-81  Apprentice Fibrous Plasterer

Works and studies under a contractual training agreement to learn the skills of a Fibrous Plasterer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Fibrous Plasterer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4413    ROOF SLATERS AND TILERS

ROOF SLATERS AND TILERS cover roofs with tiles, sheets or shingles to form a waterproof surface.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- placing and securing waterproof sheets over eaves
- nailing or stapling roofing underlay to roofs
- aligning starter rows of roofing material with edges of roofs, securing with wire, staples or nails, and overlapping successive layers of tiles
- sizing and cutting roofing material to fit around vents, chimney edges, corners and ridges
- fixing edge and ridge tiles in cement mortar

Occupations:
- 4413-01 Supervisor, Roof Slaters and Tilers
- 4413-11 Roof Slater and Tiler
- 4413-81 Apprentice Roof Slater and Tiler

4413-01    Supervisor, Roof Slaters and Tilers
Supervises and coordinates the activities of Roof Slaters and Tilers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Roof Slaters and Tilers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Roof Slater and Tiler

4413-11    Roof Slater and Tiler
Cover roofs with tiles, sheets or shingles to form a waterproof surface.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies drawings, specifications and work sites to determine materials required
- erects ladders and scaffolds
- places and secures waterproof sheets over eaves
- nails or staples roofing underlay to roofs
- aligns starter rows of roofing material with edges of roofs, and secures with wire, staples or nails
- overlaps successive layers of tiles
- sizes and cuts roofing material to fit around vents, chimney edges, corners and ridges
- slips roofing material under pre-fabricated flashing and nails it down
- fixes edge and ridge tiles in cement mortar
- caulks exposed nail heads and flashing to prevent leaks
- may lay aluminium or steel tiles

Specialisations:
Roof Fixer
Roof Shingler
Roof Slater

4413-81    Apprentice Roof Slater and Tiler
Works and studies under a contractual training agreement to learn the skills of a Roof Slater and Tiler.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Roof Slater and Tiler
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

MAJOR GROUP 4    TRADESPERSONS AND RELATED WORKERS
UNIT GROUP 4414   BRICKLAYERS

BRICKLAYERS lay bricks, precut stone, concrete blocks and other types of building blocks in mortar to construct and repair veneer and solid walls, foundations, partitions, arches and other structures.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- sealing foundations with damp-resistant materials
- spreading layers of mortar to serve as base and binder for blocks, using trowels
- laying bricks or blocks in rows, designs or shapes and spreading mortar between joints
- checking vertical and horizontal alignment
- shaping bricks to fit irregular spaces and constructing arches and ornamental brickwork

Occupations: 
- 4414-01 Supervisor, Bricklayers
- 4414-11 Bricklayer
- 4414-81 Apprentice Bricklayer

4414-01   Supervisor, Bricklayers
Supervises and coordinates the activities of Bricklayers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Bricklayers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Bricklayer

4414-11   Bricklayer
Lays bricks, pre-cut stone and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- studies plans and specifications
- erects scaffolding
- seals foundations with damp-resistant materials
- spreads layers of mortar to serve as base and binder for blocks, using trowels
- lays bricks in rows, designs or shapes, spreading mortar between joints
- embeds blocks in mortar and removes excess mortar
- checks vertical and horizontal alignment
- shapes bricks to fit irregular spaces and constructs arches and ornamental brickwork
- repairs and maintains brick, cement block and related structures
- may operate brick cutting machines
- may lay paving bricks, tiles or other materials in sand

4414-81   Apprentice Bricklayer
Works and studies under a contractual training agreement to learn the skills of a Bricklayer.

Task Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Bricklayer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4415  SOLID PLASTERERS

SOLID PLASTERERS apply decorative and protective coverings of plaster, cement or similar materials to the interiors and exteriors of structures.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- mixing plaster and cement
- applying coats of plaster to structures using trowels, and levelling and smoothing coats to uniform thickness
- plumbing and straightening corners, angles and wall and ceiling surfaces
- creating decorative textures in finishing coats
- applying and finishing acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials

Occupations:
- 4415-01 Supervisor, Solid Plasterers
- 4415-11 Solid Plasterer
- 4415-81 Apprentice Solid Plasterer

4415-01  Supervisor, Solid Plasterers

Supervises and coordinates the activities of Solid Plasterers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Solid Plasterers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Solid Plasterer

4415-11  Solid Plasterer

Applies decorative and protective coverings of plaster, cement or similar materials to the interiors and exteriors of structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- mixes plaster and cement
- applies coats of plaster to structures using trowels, and levels and smooths coats to uniform thickness
- plumbs and straightens corners, angles and wall and ceiling surfaces
- applies finishing coats of plaster and smooths surfaces
- creates decorative textures in finishing coats
- applies and finishes acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials
- may spray or apply protective glazes, water-proofing coats or vermiculite to structures or covered surfaces
- may fix pre-cast cornices, panel mouldings, ceiling centres and other plaster fittings
- may lay floors of granolithic, terrazzo, cement or similar composition or finish concrete floors
- may erect scaffolds and trestles

4415-81  Apprentice Solid Plasterer

Works and studies under a contractual training agreement to learn the skills of a Solid Plasterer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Solid Plasterer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4416  WALL AND FLOOR TILERS AND STONEMASONS

WALL AND FLOOR TILERS AND STONEMASONS lay tiles on walls and floors, and cut and shape stone for construction.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing surfaces by removing old tiles, grout and adhesive, and cleaning with soap and water
- spreading adhesive onto surfaces, setting tiles in position and aligning using levels, squares, plumb lines and straight-edges
- cleaning tiles and removing excess grout
- operating machines and hand tools to cut, shape and polish stone
- designing and cutting monumental masonry, including lettering
- constructing walls using stone slabs and large masonry slab blocks

Occupations:
4416-01 Supervisor, Wall and Floor Tilers and Stonemasons
4416-11 Wall and Floor Tiler
4416-13 Stonemason
4416-81 Apprentice Wall and Floor Tiler
4416-83 Apprentice Stonemason

4416-01 Supervisor, Wall and Floor Tilers and Stonemasons
Supervises and coordinates the activities of Wall and Floor Tilers and Stonemasons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Wall and Floor Tilers and Stonemasons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Wall and Floor Tiler and Stonemason

4416-11 Wall and Floor Tiler
Wall and Floor Tile Fixer
Lays ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- examines plans, measures and marks surfaces and lays out work
- prepares wall and floor surfaces by removing old tiles, grout and adhesive, and cleaning and dry polishing
- spreads adhesive onto prepared surfaces and tiles, and sets tiles in position
- ensures tiles are aligned
- grouts tiles and cleans and removes excess grout
- may lay floors of granolithic, terrazzo, cement or similar composition

Specialisations:
Ceramic Tiler
Mosaic Tiler

4416-13 Stonemason
Cuts and shapes hard and soft stone blocks and masonry slabs for the construction and renovation of stone structures and monumental masonry.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- operates machines and hand tools to cut, shape and polish stone
- designs and cuts monumental masonry including lettering
- constructs walls using stone slabs and large masonry slab blocks
- may lay stone paving
- may work on-site or in stoneyards
- may fix stone facades to buildings

Specialisations:
Construction Stonemason
Monumental Stonemason

4416-81 Apprentice Wall and Floor Tiler
Works and studies under a contractual training agreement to learn the skills of a Wall and Floor Tiler.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Wall and Floor Tiler
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
4416-83 Apprentice Stonemason

Works and studies under a contractual training agreement to learn the skills of a Stonemason.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Stonemason
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 442

FINAL FINISHES CONSTRUCTION TRADESPERSONS

FINAL FINISHES CONSTRUCTION TRADESPERSONS install and repair soft and resilient floor coverings, apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures, and design and make signs for displays and structures.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Final Finishes Construction Tradespersons typically include preparing surfaces by removing old paint and wallpaper, fixing woodwork, filling holes and cracks, and smoothing and sealing surfaces; selecting and preparing paints to required colours by mixing portions of pigment, oil, thinning and drying additives; applying paints, varnishes or stains to surfaces using brushes, rollers or sprays and hanging wallpaper; painting signs and lettering, making three-dimensional signs and creating murals and other art, and laying underlay and covering materials on floors.

Occupations in this minor group are classified into the following unit groups:

- 4421 PAINTERS AND DECORATORS
- 4422 SIGNWRITERS
- 4423 FLOOR FINISHERS
UNIT GROUP 4421  PAINTERS AND DECORATORS

PAINTERS AND DECORATORS apply paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- erecting scaffolding and ladders, and placing drop sheets to protect adjacent areas from paint splattering
- preparing surfaces by removing old paint and wallpaper, fixing woodwork, filling holes and cracks, and smoothing and sealing surfaces
- selecting and preparing paints to required colours by mixing portions of pigment, oil, thinning and drying additives
- applying paints, varnishes or stains to surfaces using brushes, rollers or sprays
- hanging wallpaper
- cleaning equipment and work areas

Occupations:  
4421-01  Supervisor, Painters and Decorators
4421-11  Painter and Decorator
4421-81  Apprentice Painter and Decorator

4421-01  Supervisor, Painters and Decorators
Supervises and coordinates the activities of Painters and Decorators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Painters and Decorators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Painter and Decorator

4421-11  Painter and Decorator
Applies paint, varnish, wallpaper and other finishes to protect, maintain and decorate the surfaces of buildings and structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- erects scaffolding and ladders, and places drop sheets to protect adjacent areas from paint splattering
- prepares surfaces by removing old paint and wallpaper, fixing woodwork, filling holes and cracks, and smoothing and sealing surfaces
- selects and prepares paints to required colours by mixing portions of pigment, oil, thinning and drying additives
- applies paints, varnishes or stains to surfaces using brushes, rollers or sprays
- hangs wallpaper
- cleans equipment and work areas
- may repair windows and replace glass in wooden and metal frames
- may lay and repair wall and floor tiles

Specialisations:
Paperhanger

4421-81  Apprentice Painter and Decorator
Works and studies under a contractual training agreement to learn the skills of a Painter and Decorator.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Painter and Decorator
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

MAJOR GROUP 4  TRADESPERSONS AND RELATED WORKERS
UNIT GROUP 4422 SIGNWRITERS

SIGNWRITERS design, draw, make and paint signs for displays, buildings, hoardings, boats and structures.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- painting signs and lettering using lacquers, varnishes, paints and other materials
- making and erecting three dimensional signs
- designing and creating wall murals, screen prints, gold leaf work and custom vehicle art

Occupations:
- 4422-01 Supervisor, Signwriters
- 4422-11 Signwriter
- 4422-81 Apprentice Signwriter

4422-01 Supervisor, Signwriters
Supervises and coordinates the activities of Signwriters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Signwriters
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Signwriter

4422-11 Signwriter
Designs, draws, makes and paints signs for displays, buildings, hoardings, boats and structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- confers with clients or responds to proposals, sketches and written instructions to determine composition of signs
- paints signs and lettering using lacquers, varnishes, paints and other materials
- paints signs on brick, metal, timber, glass, plastic and other surfaces
- makes and erects three dimensional signs
- may erect and work on scaffolding
- may design and create wall murals, screen prints, gold leaf work and custom vehicle art

Specialisations:
Sign Manufacturer

4422-81 Apprentice Signwriter
Works and studies under a contractual training agreement to learn the skills of a Signwriter.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Signwriter
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

TRADESPERSONS AND RELATED WORKERS MAJOR GROUP 4
UNIT GROUP 4423  FLOOR FINISHERS

FLOOR FINISHERS measure, cut, install and repair soft and resilient floor coverings.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing surfaces for covering and removing baseboard trims
- measuring, cutting and fixing underlay materials
- laying covering materials over floor, matching patterns, cutting shapes around fixtures and trimming edges
- securing floor coverings and fitting edge trims in doorways

Occupations:
- 4423-01 Supervisor, Floor Finishers
- 4423-11 Floor Finisher
- 4423-81 Apprentice Floor Finisher

4423-01  Supervisor, Floor Finishers
Supervises and coordinates the activities of Floor Finishers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Floor Finishers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Floor Finisher

4423-11  Floor Finisher
Measures, cuts, installs and repairs soft and resilient floor coverings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- prepares surface for covering and removes baseboard trims
- measures areas to be covered or consults plans to estimate quantities of floor covering materials required
- measures, cuts and fixes underlay materials
- lays covering materials over floor, matches patterns, cuts shapes around fixtures and trims edges
- secures floor coverings and fits edge trims in doorways
- may install wall, ceiling, counter and bench coverings
- may lay parquetry blocks or resilient floor coverings

Specialisations:
- Carpet Layer
- Parquetry Layer

4423-81  Apprentice Floor Finisher
Works and studies under a contractual training agreement to learn the skills of a Floor Finisher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Floor Finisher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 443

PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, cladding, mechanical services and related equipment for water supply, gas, drainage, sewage, heating and cooling and other systems.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Plumbers typically include excavating for below ground sewage and drainage systems; measuring, cutting and assembling pipes, connecting pipelines to various components, equipment and appliances; installing gas appliances, flues and pressure regulating devices; fabricating and installing metal gutters, downpipes and other rainwater products; and fabricating and installing equipment for mechanical services and airconditioning.

Occupations in this minor group are classified into the following unit group:

4431 PLUMBERS
UNIT GROUP 4431  PLUMBERS

PLUMBERS install, maintain and repair pipes, drains, cladding, mechanical services and related equipment for water supply, gas, drainage, sewage, heating and cooling and other systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- excavating for below ground sewage and drainage systems
- measuring, cutting, and assembling pipes
- assembling and installing pipelines, connecting pipes to various components, equipment and appliances
- installing gas appliances, flues and pressure regulating devices
- fabricating and installing metal gutters, downpipes and other rainwater products
- fabricating, assembling or installing equipment for mechanical services and airconditioning

Occupations:
- 4431-01 Supervisor, Plumbers
- 4431-11 General Plumber
- 4431-13 Gasfitter
- 4431-15 Drainer
- 4431-17 Roof Plumber
- 4431-19 Mechanical Services and Airconditioning Plumber
- 4431-81 Apprentice General Plumber
- 4431-83 Apprentice Gasfitter
- 4431-85 Apprentice Drainer
- 4431-87 Apprentice Roof Plumber
- 4431-89 Apprentice Mechanical Services and Airconditioning Plumber

4431-01  Supervisor, Plumbers

Supervises and coordinates the activities of Plumbers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing is required.

Tasks Include:
- determines work requirements and allocates duties to Plumbers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of Plumbers

4431-11  General Plumber

Installs and repairs water, drainage, gas and sewerage pipes and systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- sets out and installs hot and cold water systems and associated equipment
- installs fire hydrants and hose reel systems
- designs sanitary plumbing and water supply systems including residential sprinkler systems
- installs discharge pipes and sanitary fixtures
- fabricates and installs soil and waste stacks
- installs sewerage and effluent pumping equipment and disposal systems
- installs below-ground drainage systems and associated ground support systems
- assembles and installs mechanical services machinery, air handling and conditioning equipment and small bore heating systems
- fabricates and installs rainwater goods and flashings
- may install roof and wall cladding
- may install and maintain approved domestic and commercial appliances and ancillary equipment

Specialisations:
- Fire Services Plumber
- Sanitary Plumber
- Water Plumber
4431-13 Gasfitter
Installs, maintains and repairs piping systems downstream of the billing meter and appliances associated with the use of fuel gases, including Liquified Petroleum Gas systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- tests piping systems for gas appliances
- installs piping systems for combustible gases
- installs gas appliances and ancillary equipment
- installs appliance flues
- installs gas pressure regulating devices and gas detection systems
- provides consumer about the operation and maintenance of appliances
- installs Liquified Petroleum Gas systems in caravans and marine craft
- undertakes maintenance of gas appliances
- may maintain pipes, appliances, and ancillary equipment associated with the use of fuel gases

Specialisations:
Gas Main and Line Fitter
Liquid Petroleum Gasfitter

4431-15 Drainer
Installs, maintains and designs below-ground drainage systems and associated sewerage or effluent disposal systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- sets out and installs below ground sanitary and stormwater drainage systems
- carries out site drainage and de-watering procedures, employing stormwater, sub-soil and pumped systems
- installs septic tanks, effluent disposal and disinfection systems
- locates and clears blockages in drainage systems
- replaces sections of below ground drains
- excavates and levels to line, depth and grade
- installs excavation supports in accordance with Occupational Health and Safety requirements
- cuts and joints piping
- tests drainage systems
- may construct brick or concrete pits

Specialisations:
Septic Tank Installer

4431-17 Roof Plumber
Installs, maintains and repairs flashings, metallic roof and wall claddings and rainwater products such as gutters and downpipes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- fabricates and installs roofing and cladding components
- fabricates and installs metal gutters, downpipes and other rainwater products
- installs flashing around roof fittings such as chimneys and flues
- installs external metal ceilings, soffits and fascias
- erects and installs roof ventillator units
- erects restricted height scaffolding
- may design and size industrial roof draining components
- may carry out asbestos removal

Specialisations:
Industrial Roof Plumber

4431-19 Mechanical Services and Airconditioning Plumber
Installs, maintains and repairs piping, ducting and equipment for heating, cooling and ventilation of buildings or vessels.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- fabricates and installs piping for steam, water and other services
- installs small bore heating systems
- installs ducting constructed from sheet materials for heating, ventilation and airconditioning (HVAC) systems and exhaust systems
- assembles and installs fabricated components and equipment for mechanical services
- assembles and installs machinery, air handling equipment and unitary air-conditioning equipment
- installs flexible duct systems and air terminal devices
- may install non-flammable medical gas systems
- may carry out basic commissioning of air and water systems
- may install thermal or acoustic insulation materials to ducting, piping or air handling equipment
- may carry out leak testing of duct systems
- may carry out maintenance of mechanical services and airconditioning equipment

Specialisations:
Ductfixing Plumber

4431-81 Apprentice General Plumber
Works and studies under a contractual training agreement to learn the skills of a General Plumber.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a General Plumber
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
4431-83  Apprentice Gasfitter

Works and studies under a contractual training agreement to learn the skills of a Gasfitter.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Gasfitter
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4431-85  Apprentice Drainer

Works and studies under a contractual training agreement to learn the skills of a Drainer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Drainer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4431-87  Apprentice Roof Plumber

Works and studies under a contractual training agreement to learn the skills of a Roof Plumber.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Roof Plumber
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4431-89  Apprentice Mechanical Services and Airconditioning Plumber

Works and studies under a contractual training agreement to learn the skills of a Mechanical Services and Airconditioning Plumber.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Mechanical Services and Airconditioning Plumber
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SUB-MAJOR GROUP 45

FOOD TRADESPERSONS

FOOD TRADESPERSONS perform the more complex tasks at various stages of food preparation, applying technical expertise and knowledge of the properties of food.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Food Tradespersons typically include slaughtering livestock in abattoirs; preparing and curing meat; producing bread, cakes and pastries; cooking foodstuffs; milling grains; producing butter and cheese, and cooking confectionery.

Occupations in this sub-major group are classified into the following minor group:

451 FOOD TRADESPERSONS
MINOR GROUP 451

FOOD TRADESPERSONS

FOOD TRADESPERSONS prepare food, applying technical expertise and knowledge.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Food Tradespersons typically include slaughtering livestock and preparing carcasses for further processing; preparing meat for sale by removing bones, trimming fat, cutting to shape and size, and crumbing, marinating and seasoning; curing meat; kneading, maturing, cutting, moulding, mixing and shaping dough; glazing buns and pastries, and decorating cakes with cream or icing; cooking foodstuffs using ovens, hotplates, grills and similar equipment; milling grains; producing butter and cheese, and cooking confectionery.

Occupations in this minor group are classified into the following unit groups:

4511 MEAT TRADESPERSONS
4512 BAKERS AND PASTRYCOOKS
4513 COOKS
4519 OTHER FOOD TRADESPERSONS
UNIT GROUP 4511 MEAT TRADESPERSONS

MEAT TRADESPERSONS slaughter livestock, and select, cut, trim and prepare meat and smallgoods.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- operating machinery to grind, mix, mince or tenderise meat
- preparing meat for sale by removing bones, trimming fat and cutting meat to shape and size for display or as ordered
- preparing crumbed cuts of meat, and marinating and seasoning special cuts
- making seasonings and pickles by mixing spices, salt and other ingredients according to recipes
- adding seasonings to ground meat and curing meat
- operating filling machines, smoking chambers and cooking kettles and vats
- slaughtering livestock in abattoirs and preparing carcasses for further processing

Occupations:
4511-01 Supervisor, Meat Tradespersons
4511-11 Butcher
4511-13 Smallgoods Maker
4511-15 Slaughterperson
4511-81 Apprentice Butcher
4511-83 Apprentice Smallgoods Maker
4511-85 Apprentice Slaughterperson

4511-01 Supervisor, Meat Tradespersons
Supervises and coordinates the activities of Meat Tradespersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Meat Tradespersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Meat Tradesperson

Specialisations:
Supervisor, Abattoir Workers
Supervisor, Smallgoods Makers

4511-11 Butcher
Selects, cuts, trims, prepares and arranges meat for sale or supply.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- advises customers on the suitability and uses of cuts of meat
- operates machinery to grind, mix, mince or tenderise meat
- prepares meat for sale by removing bones, trimming fat and cutting meat to shape and size for display or as ordered
- prepares crumbed cuts of meat and marinates and seasons special cuts
- selects and prepares meat to produce smallgoods
- may assist in menu planning and scheduling, and in estimating food production costs

4511-13 Smallgoods Maker
Selects and prepares meat, operates meat or smallgoods processing machinery and manages the processes in the production of smallgoods.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- prepares meat by removing bones and trimming fat
- cuts, minces and grinds meat and fat
- makes seasonings and pickles by mixing spices, salt and other ingredients
- adds seasonings to ground meat
- operates filling machines, smoking chambers and cooking kettles and vats
- cures meat

4511-15 Slaughterperson
Meat Processor
Slaughters livestock in abattoirs and prepares carcasses for further processing.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- operates restrainer and stunning equipment
- severs jugular veins of stunned animals to drain blood and facilitate dressing
- trims and removes head meat or severs animal heads
- skins or shaves carcasses
- slits open, eviscerates and trims animal carcasses
- trims, sorts and washes viscera to prepare and separate edible portions for further processing
- scribes, saws or splits carcasses into smaller portions for easier handling
- cleans work areas
- may slaughter livestock according to procedures required by religious customs
4511-81 Apprentice Butcher
Works and studies under a contractual training agreement to learn the skills of a Butcher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Butcher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4511-83 Apprentice Smallgoods Maker
Works and studies under a contractual training agreement to learn the skills of a Smallgoods Maker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Smallgoods Maker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4511-85 Apprentice Slaughterperson
Works and studies under a contractual training agreement to learn the skills of a Slaughterperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Slaughterperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4512  BAKERS AND PASTRYCOOKS

BAKERS AND PASTRYCOOKS prepare and bake bread loaves and rolls, buns, cakes, biscuits and pastry goods.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- checking the cleanliness and operation of equipment and premises before production runs ensuring compliance with occupational health and safety regulations
- kneading, maturing, cutting, moulding, mixing and shaping dough
- monitoring oven temperatures and product appearance to determine baking times
- coordinating the forming, loading, baking and unloading of batches of bread, rolls and pastry products
- glazing buns and pastries, and decorating cakes with cream or icing
- operating machines which roll and mould dough or cut biscuits

Occupations:
- 4512-01 Supervisor, Bakers and Pastrycooks
- 4512-11 Baker
- 4512-13 Pastrycook
- 4512-81 Apprentice Baker
- 4512-83 Apprentice Pastrycook

4512-01  Supervisor, Bakers and Pastrycooks

Supervises and coordinates the activities of Bakers and Pastrycooks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Bakers and Pastrycooks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Baker and Pastrycook

4512-11  Baker

Prepares and bakes bread loaves and rolls, including specialty breads.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- checks the cleanliness and operation of equipment and premises before production runs to ensure compliance with occupational health and safety regulations
- checks the quality of raw materials and weighs ingredients for making dough
- mixes and kneads dough
- loads tins or trays into proofers and then into ovens
- monitors oven temperatures and bread appearance to determine baking times
- unloads ovens and arranges de-panning and cooling of bread
- coordinates the forming, loading and baking of batches of bread and rolls
- may maintain and clean equipment and premises

Specialisations:
- Doughmaker

4512-13  Pastrycook

Prepares and bakes buns, cakes, biscuits and pastry goods.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- weighs and mixes ingredients, and prepares pastry fillings and shapes pastry goods
- kneads, matures, cuts, moulds and shapes pastry dough and operates dough baking and rolling equipment
- controls mixing times and transfers dough to tempering rooms
- glazes buns and pastries, and decorates cakes with cream or icing
- monitors forming machines for crumpets, muffins and wafers
- operates machines which roll and mould dough or cut biscuits
- loads buns, pastries and cakes into ovens, and unloads cooked products
- controls baking times and monitors the temperature and appearance of products
- empties, cleans and greases baking trays, tins and other cooking equipment

Specialisations:
- Cake Decorator

4512-81  Apprentice Baker

Works and studies under a contractual training agreement to learn the skills of a Baker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Baker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
4512-83  Apprentice Pastrycook

Works and studies under a contractual training agreement to learn the skills of a Pastrycook.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Pastrycook
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4513 COOKS

COOKS prepare, season and cook food in catering and dining establishments. Chefs, Kitchenhands and Fast Food Cooks are excluded from this unit group. Chefs are included in Unit Group 3322, Chefs. Kitchenhands and Fast Food Cooks are included in Minor Group 993, Elementary Food Preparation and Related Workers.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• examining foodstuffs to ensure quality
• regulating temperatures of ovens, grills and other cooking equipment
• preparing and cooking food
• seasoning food during cooking
• portioning food, placing it in dishes, adding gravies or sauces, and garnishes
• storing food in temperature controlled facilities

Occupations:
4513-11 Cook
4513-81 Apprentice Cook or Chef

4513-11 Cook
Prepares, seasons and cooks food in catering and dining establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• examines food to ensure quality
• regulates temperatures of ovens, grills and other cooking equipment
• prepares and cooks food
• seasons food during cooking
• portioning food, places it in dishes, adds gravies or sauces, and garnishes
• stores food in temperature controlled facilities
• may plan menus and estimate food requirements
• may prepare food to meet special dietary requirements
• may train other kitchen staff and apprentices

4513-81 Apprentice Cook or Chef
Works and studies under a contractual training agreement to learn the skills of a Cook or Chef.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
• performs tasks of increasing complexity during the apprenticeship under the guidance of a Cook or Chef
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
• may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4519  OTHER FOOD TRADESPERSONS

This unit group covers Food Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- **4519-11** Miller
- **4519-13** Buttermaker or Cheesemaker
- **4519-15** Confectioner
- **4519-81** Apprentice Miller
- **4519-83** Apprentice Buttermaker or Cheesemaker
- **4519-85** Apprentice Confectioner

4519-11  Miller

Controls the mixing, milling and treating of grains and by-products to produce flour or stockfeed.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- sets up milling flow and processing systems
- controls and adjusts feed gates or rolling machines to provide the required mixtures and flow rates of grain
- ensures formulae and moisture content of products are met
- monitors the bagging of products and by-products
- implements and monitors grain infestation control programs
- maintains production data and checks the quantities of ingredients used and in storage
- changes processing batches ensuring machinery and implements are cleaned
- mixes and mills ingredients to produce stockfeed pellets and mash
- may take samples and conduct tests for factors which affect storage and production

Specialisations:
Stockfeed Miller

4519-13  Buttermaker or Cheesemaker

Controls the processes and equipment to produce butter or cheese.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- sterilises equipment
- starts flow of cream to churns or continuous buttermakers
- observes separation of buttermilk from butter and pumps buttermilk from churns
- tests butter for moisture, salt content and consistency
- removes butter from churns, tests and grades, and loads it into moulding and packaging machine hoppers
- adds measured amounts of bacterial culture to milk
- adds and stirs rennet into mixtures
- starts agitators and mixes ingredients
- observes thermometers, adjusts steam valves and starts agitators to stir and cook curds
- separates curds and releases whey
- samples cheese after manufacture and during maturation for taste, smell and texture to determine grade

4519-15  Confectioner

Prepares ingredients and shapes and cooks confectionery.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines production schedules to determine confectionery types and quantities to be produced
- checks the cleanliness and operation of equipment
- weighs and mixes batches of ingredients
- controls temperature and pressure in boilers used to make boiled sweets
- cools, folds, coasts, slices, moulds and wraps sweets by hand or machine
- operates equipment which makes chocolate from beans and refines and tempers chocolate
- operates coating and moulding machines

4519-81  Apprentice Miller

Works and studies under a contractual training agreement to learn the skills of a Miller.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Miller
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4519-83  Apprentice Buttermaker or Cheesemaker

Works and studies under a contractual training agreement to learn the skills of a Buttermaker or Cheesemaker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Buttermaker or a Cheesemaker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
4519-85  Apprentice Confectioner

Works and studies under a contractual training agreement to learn the skills of a Confectioner.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Confectioner
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS

SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS supervise and coordinate the activities of farm hands; shear animals and inspect and grade wool, skins and hides; train animals; propagate plants; establish and maintain parks and gardens and surfaces used for sport; and inspect, diagnose and treat trees and shrubs.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Skilled Agricultural and Horticultural Workers typically include organising agricultural activities such as seeding and harvesting; shearing animals and grading wool, hides and skins; training animals; preparing soil, potting media and containers; selecting and planting seeds, bulbs or cuttings; performing budding or grafting; watering plants and applying chemicals to control pests, disease, weeds and plant disorders; establishing and maintaining turf or synthetic surfaces for sporting events; planning, constructing and maintaining parks, gardens and other landscapes.

Occupations in this sub-major group are classified into the following minor groups:

461 SKILLED AGRICULTURAL WORKERS
462 HORTICULTURAL TRADESPERSONS
MINOR GROUP 461

SKILLED AGRICULTURAL WORKERS

SKILLED AGRICULTURAL WORKERS supervise and coordinate the activities of farm hands engaged in agricultural activities, shear animals, inspect and grade wool, skins, hides or tanned leather, and train animals.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Skilled Agricultural Workers typically include organising agricultural activities such as seeding and harvesting, ensuring that these activities are completed within deadlines; shearing wool or hair from animals; grading wool, hair, hides and skins and maintaining records; and training animals.

Occupations in this minor group are classified into the following unit groups:

4611 FARM OVERSEERS
4612 SHEARERS
4613 WOOL, HIDE AND SKIN CLASSERS
4614 ANIMAL TRAINERS
UNIT GROUP 4611  FARM OVERSEERS

FARM OVERSEERS supervise and coordinate the activities of farm hands.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- organising farming activities and allocating duties to Farm Hands
- ensuring deadlines are met for activities such as seeding and harvesting
- organising transportation for livestock and crops
- conferring with managers to coordinate activities with other farming or organisational units
- maintaining attendance records and rosters, and explaining and enforcing safety regulations
- overseeing the work of farming units and suggesting improvements and changes

Occupations:
4611-11 Farm Overseer

4611-11 Farm Overseer

Supervises and coordinates the activities of Farm Hands.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- organises farming activities and allocates duties to Farm Hands
- ensures deadlines are met for activities such as seeding and harvesting
- organises transportation for livestock and crops
- confers with managers to coordinate activities with other farming or organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of farming units and suggests improvements and changes
- confers with workers to resolve grievances
- may hire casual workers during peak seasonal activity
- may perform the tasks of a Farm Hand
UNIT GROUP 4612 SHEARERS

SHEARERS remove wool and hair from animals.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
• selecting and preparing shearing equipment
• catching and positioning animals for shearing
• shearing and removing wool and hair from animals
• identifying contaminated fibre and injured, infected or diseased animals
• treating skin cuts
• returning shorn animals to let-out counting pens

Occupations: 4612-11 Shearer

4612-11 Shearer

Removes wool and hair from animals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• selects and prepares shearing equipment
• catches and positions animals for shearing
• shears and removes wool and hair from animals
• identifies contaminated fibre and injured, infected or diseased animals
• treats skin cuts
• returns shorn animals to let-out counting pens
• may service, maintain and repair shearing equipment
UNIT GROUP 4613 WOOL, HIDE AND SKIN CLASSERS

WOOL, HIDE AND SKIN CLASSERS inspect and grade wool, skins, hides or tanned leather.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- classifying wool and advising on matters pertaining to the clip and its preparation for sale
- instructing and supervising shearing shed hands concerned with piece picking, picking up the fleeces, woolrolling and other aspects of wool handling
- inspecting and testing green skins or hides, for size, cleanliness, colour, markings and quality, and sorting into lots for fellmongering, drying, salting or tanning
- inspecting and sorting dried or salted skins for baling or tanning, and wet blue leather hides or tanned skins for thickness, size and quality
- maintaining, or overseeing the recording of details of the quantity and quality of hides, or the stations’ clip in shed wool books

Occupations:
- 4613-11 Wool Classer
- 4613-13 Hide and Skin Classer

4613-11 Wool Classer
Classes wool to industry standards or market requirements.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- classifies wool and advises on matters pertaining to the clip and its preparation for sale
- instructs shearing shed hands concerned with woolrolling, and supervises the skirting and rolling of fleece
- instructs and supervises hands concerned with piece picking, picking up the fleeces, and other aspects of wool handling
- instructs wool pressers and supervises the pressing, weighing and branding of bales
- maintains or oversees the recording of details of the stations’ clip in shed wool books
- writes summaries of how clips were prepared for market
- may order wool packs and pressers’ requisites

4613-13 Hide and Skin Classer
Inspects and assigns gradings to skins, hides or tanned leather.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- inspects and tests green skins or hides, for size, cleanliness, colour, markings and quality, and sorts into lots for fellmongering, drying, salting or tanning
- inspects and sorts dried or salted skins for baling or tanning
- inspects wet blue leather hides or tanned skins for thickness, size and quality and sorts into lots for further tanning or despatch
- directs assistants in artificial drying, stacking, folding and baling
- consults with stock clerks to verify bale stencilling
- directs assistants in the collection and laying out of hides, skins or leather
- records information such as quantity and quality of hides

Specialisations:
- Fur Grader
- Leather Grader
UNIT GROUP 4614 ANIMAL TRAINERS

ANIMAL TRAINERS direct and participate in the training of animals for work or recreational purposes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- teaching animals to obey oral and other commands
- training animals to accept riders and pull vehicles
- training animals to perform in competitions

Occupations: 4614-11 Horse Trainer 4614-79 Animal Trainers nec

4614-11 Horse Trainer

Prepares horses for riding, racing, show, work or competitions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- accustoms horses to the feel of equipment used and human contact
- places bridles, collars, harness or other equipment on horses
- re-educates horses to break habits such as kicking, bolting and resisting bridling and grooming
- accustoms horses to being ridden and to respond to oral, leg or rein command
- teaches horses to pull vehicles in a single or multiple hitch
- trains horses to carry pack loads and work as part of pack train
- may instruct jockeys and other riders, drivers or handlers

Specialisations:
Horse Breaker

4614-79 Animal Trainers nec

This occupation group covers Animal Trainers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
Dog Handler
MINOR GROUP 462

HORTICULTURAL TRADESPERSONS

HORTICULTURAL TRADESPERSONS propagate and nurture plants; establish and maintain parks and gardens and surfaces used for sport; and inspect, diagnose and treat trees and shrubs.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Horticultural Tradespersons typically include preparing soil, potting media and containers before planting; selecting and planting seeds, bulbs or cuttings; performing budding or grafting activities; watering plants and applying chemicals to control pests, disease, weeds and plant disorders; establishing and maintaining turf or synthetic surfaces for sporting events; planning, constructing and maintaining parks, gardens and other landscapes.

Occupations in this minor group are classified into the following unit groups:

4621  NURSERYPERSONS
4622  GREENKEEPERS
4623  GARDENERS
UNIT GROUP 4621   NURSEYPersons

NURSEYPersons plant, cultivate and harvest trees, shrubs, ornamental and flowering plants in plant nurseries.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- preparing potting media and containers before planting
- selecting seeds, bulbs or cuttings and planting them in beds, lawn areas or tubs
- performing budding or grafting activities
- watering plants manually and controlling automatic watering operations
- applying pesticides to control pests, diseases, weeds and nutritional and environmental plant disorders
- keeping records of soil mixtures, plantings, treatments, losses and yields

Occupations: 4621-11 Nurseryperson
4621-81 Apprentice Nurseryperson

4621-11 Nurseryperson
Nurseryman/woman
Plants, cultivates and harvests trees, shrubs, ornamental and flowering plants in plant nurseries.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- prepares potting media and containers before planting
- selects seeds, bulbs or cuttings and plants them in beds, lawn areas or tubs
- performs budding or grafting activities
- waters plants manually and controls automatic watering operations
- applies pesticides to control pests, diseases, weeds and nutritional and environmental plant disorders
- keeps records of soil mixtures, plantings, treatments, losses and yields
- selects plants and packages them for presentation or delivery
- advises customers on the care of plants and the most appropriate plants for local conditions
- may plan sales area layouts and visual merchandise presentation

Specialisations:
Plant Propagator

4621-81 Apprentice Nurseryperson
Works and studies under a contractual training agreement to learn the skills of a Nurseryperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Nurseryperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4622 GREENKEEPERS

GREENKEEPERS establish and maintain fine turf, grassed areas, associated plantings and synthetic surfaces used for sport.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- preparing seedbeds for new turf
- establishing and maintaining turf by watering, oversowing or overseeding, and repairing green damage
- mowing, rolling and levelling turf
- pegging and marking out lines and logos, installing nets, posts and stumps, and placing sports equipment on playing areas
- operating and maintaining hand and power driven equipment
- constructing cricket wickets, tennis courts, bowling, croquet or golf greens

Occupations:
4622-11 Greenkeeper
4622-81 Apprentice Greenkeeper

4622-11 Greenkeeper
Turf Curator
Groundsman/woman

Establishes and maintains fine turf, grassed areas, associated plantings and synthetic surfaces used for sport.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- prepares seedbeds for new turf
- establishes and maintains turf by watering with sprinkler systems, oversowing or overseeding damaged areas, and repairing green damage with sods
- mows, rolls and levels turf
- pegs and marks out lines and logos, installs nets, posts and stumps, and places sports equipment on playing areas
- replants, repairs, aerates, fertilises and top dresses lawns
- operates, maintains and adjusts hand and power driven equipment
- constructs cricket wickets, tennis courts, bowling, croquet or golf greens
- installs and maintains synthetic surfaces
- may maintain buildings, fences and surrounding gardens

4622-81 Apprentice Greenkeeper

Works and studies under a contractual training agreement to learn the skills of a Greenkeeper.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Greenkeeper
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4623  GARDENERS

GARDENERS cultivate and maintain parks and gardens, and inspect, diagnose and treat trees and shrubs.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing and maintaining seedbeds and growing sites
- propagating and planting trees, bushes and hedges, flowers and bulbs
- preparing and maintaining lawn areas by spreading top soil and planting grass, or by laying instant turf
- preparing plans and drawings, selecting materials and plants and scheduling landscape construction
- setting out and installing hardscape and softscape structures
- examining trees to assess their condition and determine treatment
- lopping trees, and spraying and dusting to control insects and disease

Occupations:
- 4623-01 Head Gardener
- 4623-11 General Gardener
- 4623-13 Landscape Gardener
- 4623-15 Tree Surgeon
- 4623-81 Apprentice General Gardener
- 4623-83 Apprentice Landscape Gardener
- 4623-85 Apprentice Tree Surgeon

4623-01  Head Gardener

Supervises and coordinates the activities of workers engaged in the cultivation and maintenance of gardens.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- organises and allocates work and assesses task performance
- monitors, reviews and reports on changing conditions to management
- implements and monitors purchasing plans
- provides on-the-job training
- plans establishment of new areas and develops environmental management strategies
- conducts site analyses and designs soil profiles
- plans planting and maintenance programs
- trials species, treatments and applications
- develops plant health, weed, pest and disease control programs

4623-11  General Gardener

Plants, cultivates and maintains parks and gardens.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- conducts site assessments and soil analyses
- prepares and maintains seedbeds and growing sites
- propagates and plants trees, bushes and hedges, flowers and bulbs
- prepares lawn areas by spreading top soil and planting grass, or by laying instant turf
- maintains planted and grassed areas by weeding, trimming, fertilising, watering and mowing
- identifies and treats weeds, pests and diseases
- prunes trees and hedges, and installs plant support and protection devices
- installs, operates and maintains drainage and irrigation systems
- may grow and maintain indoor plants and conservatory displays
- may construct features and facilities within gardens, such as paths or paved areas, rockeries, ponds and water features, and planter boxes
4623-13 Landscape Gardener
Landscape Horticulturist

Plans and constructs garden landscapes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- prepares plans and drawings, and schedules landscape construction
- prepares specifications and quotations
- prepares areas for landscape constructions by analysing sites and clearing debris
- estimates and orders landscaping materials
- selects materials and plants to create landscapes
- sets out and installs hardscape and softscape structures
- constructs or refaces steps, garden walls, fences, trellises, pergolas, ponds and fountains
- constructs paths, steps and paved areas with paving materials, gravels and timber
- performs formative pruning

4623-15 Tree Surgeon
Arboriculturalist
Tree Doctor
Arborist

Inspects, diagnoses, advises on and treats trees and shrubs to improve their health and appearance.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines trees to assess their condition and determine treatment
- lops limbs off trees and shapes branches using chain or handsaws
- paints protective materials over cut surfaces
- scrapes decayed materials from cavities in trees and inserts plastic to prevent further deterioration
- sprays and dusts trees to control insects and disease
- fells diseased trees, grubs out stumps and removes material
- plants and transplants trees

4623-81 Apprentice General Gardener

Works and studies under a contractual training agreement to learn the skills of a General Gardener.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a General Gardener
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4623-83 Apprentice Landscape Gardener

Works and studies under a contractual training agreement to learn the skills of a Landscape Gardener.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Landscape Gardener
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4623-85 Apprentice Tree Surgeon

Works and studies under a contractual training agreement to learn the skills of a Tree Surgeon.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Tree Surgeon
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
SUB-MAJOR GROUP 49

OTHER TRADESPERSONS AND RELATED WORKERS

This sub-major group covers Tradespersons and Related Workers not elsewhere classified.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this sub-major group are classified into the following minor groups:

- 491 PRINTING TRADESPERSONS
- 492 WOOD TRADESPERSONS
- 493 HAIRDRESSERS
- 494 TEXTILE, CLOTHING AND RELATED TRADESPERSONS
- 498 MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS
MINOR GROUP 491

PRINTING TRADESPERSONS

PRINTING TRADESPERSONS compose and set type prior to printing, set up and operate printing presses, bind and finish printed products, or prepare stencils and operate screen printers.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Printing Tradespersons typically include operating photographic, plate making and computer screen based equipment to reproduce camera ready copy on to films, images from film to printing plates and to transfer copy to film and produce film for plate or cylinder productions; setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material; performing routine finishing operations and machine maintenance; and preparing stencils and operating screen printers.

Occupations in this minor group are classified into the following unit groups:

4911 GRAPHIC PRE-PRESS TRADESPERSONS
4912 PRINTING MACHINISTS AND SMALL OFFSET PRINTERS
4913 BINDERS AND FINISHERS
4914 SCREEN PRINTERS
UNIT GROUP 4911  GRAPHIC PRE-PRESS TRADESPERSONS

GRAPHIC PRE-PRESS TRADESPERSONS compose and set type and graphics into a format for printing or other visual media.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- operating graphic cameras or other photographic equipment to reproduce camera ready copy onto films
- operating plate making equipment to reproduce images from film to printing plates
- operating computer screen based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, or other processes used to transfer copy to film and produce film for plate or cylinder productions
- developing film manually or by film processor
- carrying out chemical proofing from negative or positive film
- printing proofs and checking them for quality
- preparing and exposing carbon tissue for laying on cylinders by transfer method, then developing image

Occupations:
- 4911-11 Graphic Pre-Press Tradesperson
- 4911-81 Apprentice Graphic Pre-Press Tradesperson

4911-11  Graphic Pre-Press Tradesperson
Sets and composes type and graphics into a format for printing or other visual media.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- operates graphic cameras or other photographic equipment to reproduce camera ready copy onto films
- operates plate making equipment to reproduce images from film to printing plates
- operates computer screen based equipment for scanning, colour separation, colour correction, masking, creative design, combining, imposing, retouching, or other processes used to transfer copy to film and produce film for plate or cylinder productions
- develops film manually or by film processor
- carries out dot etching, retouching, planning, combining, colour correction, colour separation, opaquing or stripping
- carries out chemical proofing from negative or positive film
- prints proofs and checks them for quality
- prepares and exposes carbon tissue for laying on cylinders by transfer method, then develops images
- chrome-plates, polishes and coats cylinders with light sensitive coatings
- produces film positives or negatives, or bromides, by contact printing

4911-81  Apprentice Graphic Pre-Press Tradesperson
Works and studies under a contractual training agreement to learn the skills of a Graphic Pre-Press Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Graphic Pre-Press Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4912  PRINTING MACHINISTS AND SMALL OFFSET PRINTERS

PRINTING MACHINISTS AND SMALL OFFSET PRINTERS set up and operate letterpress, lithographic, flexographic, gravure, newspaper or small offset printing presses.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:

- setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other machine functions
- mixing ink and solvents to standard and regulating paper and ink supply during print runs
- monitoring press operations manually or by computer to check print quality and detect malfunctions
- preparing plates, blankets and impression cylinders on small offset lithographic printing presses
- loading paper into feeding mechanisms
- monitoring machine operations and quality of printing
- producing a variety of printed products using relief, lithographic, in-line finishing systems, flexographic or gravure printing presses
- undertaking maintenance, repair and cleaning of machines

Occupations:

4912-11 Printing Machinist
4912-13 Small Offset Printer
4912-81 Apprentice Printing Machinist
4912-83 Apprentice Small Offset Printer

4912-11  Printing Machinist

Produces books, magazines, newspapers, brochures, posters, leaflets, packaging materials and stationary using printing presses.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:

- produces embossed and embellished products using relief printing presses
- produces posters, leaflets, brochures and books using single or multicolour sheet-fed lithographic presses
- produces packages, stationery, magazines and newspapers using single or multicolour web-fed lithographic presses and in-line finishing systems
- produces packaging materials on a variety of substrates using flexographic or gravure printing presses
- sets and adjusts substrate-feed mechanisms, delivery mechanisms, inking systems and other machine functions
- prepares substrates for loading into feeder mechanisms
- mixes ink and solvents to standard and regulates paper and ink supply during print runs
- monitors press operations to check print quality and detect malfunctions
- undertakes maintenance, adjustment and repair

Specialisations:
Flexographic Printing Machinist
Gravure Printing Machinist
Letterpress Printing Machinist
Flexographic Printing Machinist

4912-13  Small Offset Printer

Sets up and operates small offset printing presses used in instant print shops or for in-house printing.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

4912-81  Apprentice Printing Machinist

Works and studies under a contractual training agreement to learn the skills of a Printing Machinist.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:

- prepares plates, blankets and impression cylinders on small offset lithographic printing presses
- loads paper into feeding mechanisms
- monitors machine operations and quality of printing
- undertakes maintenance, repair and cleaning of machines
- may collate, trim and staple documents
- may keep production records

Specialisations:

4912-83  Apprentice Small Offset Printer

Works and studies under a contractual training agreement to learn the skills of a Small Offset Printer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:

- performs tasks of increasing complexity during the apprenticeship under the guidance of a Printing Machinist
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4913 BINDERS AND FINISHERS

BINDERS AND FINISHERS bind books and other publications, or finish printed products by hand or machine.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- setting up and supervising the operation of automatic binding and finishing equipment
- binding full, half-bound, quarter-bound and limp-bound books, and repairing bindings
- folding, collating and sewing signatures by machine or hand
- operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically-operated units

Occupations:
- 4913-11 Binder and Finisher
- 4913-81 Apprentice Binder and Finisher

4913-11 Binder and Finisher

Binds books and other publications, or finishes printed products by hand or machine.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- sets up and supervises the operation of automatic binding and finishing equipment
- binds full, half-bound, quarter-bound and limp-bound books, and repairs bindings
- folds, collates and sews signatures by machine or hand
- operates paper guillotines for pre-press and post-press paper cutting and trimming, and programs electronically-operated units
- may edge-gild, bevel and marble bindings using hand tools

Specialisations:
Paper Guillotine Operator (Bookbinding)

4913-81 Apprentice Binder and Finisher

Works and studies under a contractual training agreement to learn the skills of a Binder and Finisher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Binder and Finisher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4914 SCREEN PRINTERS

SCREEN PRINTERS prepare stencils and set up and operate power-driven or hand-operated screen printers.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- operating photographic or electronic reproduction devices
- preparing stencils using computer or hand-cut methods
- selecting, mixing and matching coloured inks and loading into presses
- loading paper, fabric, plastic or other material stock
- controlling machines and inspecting quality of printing
- loading printed items into drying racks, unloading and stacking dry items
- performing routine finishing operations and machine maintenance

Occupations: 4914-11 Screen Printer
4914-81 Apprentice Screen Printer

4914-11 Screen Printer

Prepares stencils and sets up and operates power-driven or hand-operated screen printers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- operates photographic or electronic reproduction devices
- prepares stencils using computer or hand-cut methods
- selects, mixes and matches coloured inks and loads into presses
- loads paper, fabric, plastic or other material stock and adjusts registers of feeder mechanisms
- controls machines and inspects quality of printing
- loads printed items into drying racks, and unloads and stacks dry items
- carries out general finishing operations
- performs routine maintenance of machines and attachments
- reclaims screens
- may prepare artwork and set type
- may supervise other screen printers and printing hands

Specialisations:
Screen Printing Stencil Preparer
Textiles Printer

4914-81 Apprentice Screen Printer

Works and studies under a contractual training agreement to learn the skills of a Screen Printer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Screen Printer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 492

WOOD TRADESPERSONS

WOOD TRADESPERSONS set up and operate woodworking machines and wood turning lathes to shape wood stock, fabricate, repair or finish wooden furniture and fit and assemble prepared wooden parts to make furniture, picture frames and other wood products.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Wood Tradespersons typically include examining drawings, work orders or sample parts to determine specifications; selecting and working with materials such as timber, veneers, particle board and synthetic wood; marking out, cutting and shaping wood using tools ranging from hand tools to large timber cutting machinery; determining tooling and machinery requirements; assembling parts to form sections of furniture and completed articles; repairing or finishing furniture; fitting hinges, locks, catches, drawers and shelves; and making picture frames and other wood products.

Occupations in this minor group are classified into the following unit groups:

4921 WOOD MACHINISTS AND TURNERS
4922 CABINETMAKERS
4929 OTHER WOOD TRADESPERSONS
UNIT GROUP 4921  WOOD MACHINISTS AND TURNERS

WOOD MACHINISTS AND TURNERS set up and operate woodworking machines and wood turning lathes to shape wood stock.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- studying drawings, work orders or sample parts to determine specifications
- determining tooling and machinery requirements and sequence of operations
- setting up woodworking machines and wood stock for correct cutting, planing, turning, shaping and sanding
- operating machines to cut, plane, turn, shape and sand workpieces

Occupations:
- 4921-11 Wood Machinist (A-Grade)
- 4921-13 Wood Turner
- 4921-81 Apprentice Wood Machinist
- 4921-83 Apprentice Wood Turner

4921-11  Wood Machinist (A-Grade)
Machine Woodworker
Cuts, planes, turns, shapes and sands wood stock to specifications.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies drawings, work orders or sample parts to determine specifications
- determines tooling and machinery requirements and sequence of operations
- sets up woodworking machines and wood stock for cutting, planing, turning, shaping and sanding
- observes operations to detect defects, make adjustments and maintain feed rates, cutting speeds and dimensions of cut
- cuts tenons for joints, grooves, slots and recesses in timber
- sharpens knives and cutters of woodworking machines
- may operate wood turning lathes to turn and shape wood stock for furniture making and other purposes
- may measure, cut and assemble jigs to be used as templates for assembling timber products
- may operate panel sawing equipment
- may operate computer aided manufacturing (CAM) machines

Specialisations:
- Automatic Profile Sander Operator
- Copy Lathe Operator
- Edge Bander Operator
- Jigmaker (Wood)
- Panel Saw Operator
- Woodworking Machine Setter

4921-13  Wood Turner
Wood Lathe Turning Operator
Operates wood turning lathes to turn and shape wood stock.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- positions and clamps tool rests
- starts machines, places gauge chisels on tool rests in contact with stock and reduces square stock to rough cylinders
- lays out cutting lines according to drawings
- resets speed control to speed appropriate for diameter of workpieces
- places chisels against rotating workpieces to cut shapes
- may smooth surfaces of work by holding sandpaper against rotating workpieces
- may apply wax or other finishes to workpieces

4921-81  Apprentice Wood Machinist
Works and studies under a contractual training agreement to learn the skills of a Wood Machinist.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Wood Machinist
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4921-83  Apprentice Wood Turner
Works and studies under a contractual training agreement to learn the skills of a Wood Turner.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Wood Turner
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4922 CABINETMAKERS

CABINETMAKERS fabricate or repair wooden furniture and fit and assemble prepared wooden parts to make furniture.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- examining drawings, work orders or sample parts to determine specifications
- selecting and working with materials such as timber, veneers, particle board and synthetic wood
- marking out, cutting and shaping wood
- working from drawings or specifications to make furniture
- making fittings for boats, caravans or other items where fine detail is required
- assembling parts to form sections of furniture and completed articles
- fitting hinges, locks, catches, drawers and shelves

Occupations:
- 4922-01 Supervisor, Cabinetmakers
- 4922-11 Cabinetmaker
- 4922-81 Apprentice Cabinetmaker

4922-01 Supervisor, Cabinetmakers
Supervises and coordinates the activities of Cabinetmakers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Cabinetmakers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Cabinetmaker

4922-11 Cabinetmaker
Fabricates or repairs wooden furniture and fits and assembles prepared wooden parts to make furniture.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines drawings, work orders or sample parts to determine specifications
- selects and works with materials such as timber, veneers, particle board and synthetic wood
- marks out, cuts and shapes wood
- works from drawings or specifications to make furniture
- makes fittings for boats, caravans or other items where fine detail is required
- assembles parts to form sections of furniture and completed articles
- fits hinges, locks, catches, drawers and shelves
- may repair and refurbish furniture and antiques
- may make frames for chairs and couches

Specialisations:
Antique Furniture Reproducer
Antique Furniture Restorer
Coffin Maker
Chair and Couch Maker
Metal Furniture Maker

4922-81 Apprentice Cabinetmaker
Works and studies under a contractual training agreement to learn the skills of a Cabinetmaker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Cabinetmaker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

TRADESPERSONS AND RELATED WORKERS MAJOR GROUP 4

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UNIT GROUP 4929 OTHER WOOD TRADESPERSONS

This unit group covers Wood Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Occupations:
- 4929-11 Picture Framer
- 4929-13 Furniture Finisher
- 4929-79 Wood Tradespersons nec
- 4929-81 Apprentice Picture Framer
- 4929-83 Apprentice Furniture Finisher
- 4929-99 Apprentice Wood Tradespersons nec

4929-11 Picture Framer
Picture Frame Maker
Cuts out and assembles mouldings to make picture frames, and frames paintings, photographs, needlework and other artwork.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- consults customers to determine style, size, materials and cost for frames
- cuts frame pieces to size and prepares corner joints
- determines location, size and angle of holes to be drilled
- clamps pieces in vices and glues mitred ends
- fits and fastens frame pieces
- mounts backing materials and subjects for framing
- butts mitres pieces of moulding
- may cut glass to size
- may fit prints, photographs or paintings to ready-made frames

4929-13 Furniture Finisher
Furniture Polisher
Finishes, polishes or refinishes furniture.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- sands and smooths furniture surfaces
- mixes stains by stirring in base colours to match colour or shade and applies to furniture
- applies varnish, shellac, lacquer or paint to surfaces
- polishes and waxes finished surfaces
- dismantles furniture, masks areas not being finished and removes accessories such as knobs and hinges to prepare articles for refinishing
- removes old finishes by stripping with steel wool or glasspaper, or by applying solvents or paint strippers and removing softened finishes by scraping
- removes excess solvent and indentations
- may restore wood surfaces to natural colour using acid and neutralisers
- may hand polish and restore antique furniture

4929-79 Wood Tradespersons nec
This occupation group covers Wood Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
- Cane Furniture Maker
- Cooper
- Wood Model Maker

4929-81 Apprentice Picture Framer
Works and studies under a contractual training agreement to learn the skills of a Picture Framer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Picture Framer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4929-83 Apprentice Furniture Finisher
Works and studies under a contractual training agreement to learn the skills of a Furniture Finisher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Furniture Finisher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4929-99 Apprentice Wood Tradespersons nec
This occupation group covers Apprentice Wood Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Occupations in this group include:
- Apprentice Cane Furniture Maker
- Apprentice Cooper
- Apprentice Wood Model Maker
MINOR GROUP 493

HAIRDRESSERS

HAIRDRESSERS cut, style, colour and treat hair.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Hairdressers typically include providing advice on hair care, beauty products and hairstyles; shampooing, colouring or scalp conditioning; cutting and styling hair; shaving and trimming beards and moustaches; cleaning work areas and instruments; and arranging appointments and collecting payments.

Occupations in this minor group are classified into the following unit group:

4931 HAIRDRESSERS
UNIT GROUP 4931  HAIRDRESSERS

HAIRDRESSERS cut, style, chemically reform and colour hair, and treat hair and scalp conditions.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- providing advice on hair care, beauty products and hairstyles
- providing treatments such as shampooing, colouring or scalp conditioning
- cutting and styling hair
- shaving and trimming beards and moustaches
- arranging appointments and collecting payments
- cleaning work areas and instruments

Occupations:
- 4931-01 Supervisor, Hairdressers
- 4931-11 Hairdresser
- 4931-81 Apprentice Hairdresser

4931-01  Supervisor, Hairdressers
Supervises and coordinates the activities of Hairdressers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Hairdressers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Hairdresser

4931-11  Hairdresser
Hairstylist
Cuts, styles, chemically reforms and colours hair, and treats hair and scalp conditions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- provides advice on hair care, beauty products and hairstyles
- provides treatments such as shampooing, colouring or scalp conditioning
- cuts, styles and straightens hair
- shaves and trims beards and moustaches
- arranges appointments and collects payments
- cleans work areas and instruments
- may provide services such as manicures, facials, eyelash and eyebrow tinting, make up, wax treatments and ear piercing
- may clean, colour, cut and style wigs and hairpieces

4931-81  Apprentice Hairdresser
Apprentice Hairstylist
Works and studies under a contractual training agreement to learn the skills of a Hairdresser.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Hairdresser
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 494

TEXTILE, CLOTHING AND RELATED TRADESPERSONS

TEXTILE, CLOTHING AND RELATED TRADESPERSONS prepare patterns and materials for the fabrication and repair of garments, shoes, covers for furniture and other fabric, leather or canvas goods.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Textile, Clothing and Related Tradespersons typically include conferring with clients to determine styles, designs and articles to be fabricated or repaired; cutting out master patterns; sewing, fitting and altering garments; measuring, cutting and covering furniture with materials; padding and covering spring units to upholster mattresses; lasting shoes and providing modifications and repairs to footwear; cutting and preparing leather, canvas or sail-cloth; and sewing, gluing or riveting leather or canvas.

Occupations in this minor group are classified into the following unit groups:

4941 CLOTHING TRADESPERSONS
4942 UPHOLSTERERS AND BEDDING TRADESPERSONS
4943 FOOTWEAR TRADESPERSONS
4944 LEATHER GOODS, CANVAS GOODS AND SAIL MAKERS
UNIT GROUP 4941  CLOTHING TRADESPERSONS

CLOTHING TRADESPERSONS prepare garment patterns and materials and make and repair garments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- conferring with customers to determine material, styles and designs of garments
- interpreting designs, sketches and samples to determine pattern specifications
- cutting out master patterns
- laying up and cutting fabric
- pinning, basting or draping garment parts
- sewing garments
- pressing and finishing work
- fitting basted garments on customers and marking areas requiring alteration
- sewing buttonholes, and sewing on buttons, hooks and eyes or press fasteners to finish garments

Occupations:
4941-11 General Clothing Tradesperson
4941-13 Tailor
4941-15 Dressmaker
4941-17 Apparel Cutter
4941-19 Patternmaker-Grader (Clothing)
4941-79 Clothing Tradespersons nec
4941-81 Apprentice Clothing Tradesperson

4941-11 General Clothing Tradesperson
Garment Construction Tradesperson

Makes, alters and repairs women's or men's tailored garments, formal wear, couturier clothing, or special occasion wear, such as suits, dresses, coats, evening wear and bridal wear.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- lays up fabric for cutting
- cuts fabric
- pins, bastes or drapes garment parts
- sews garments
- presses and finishes work

Specialisations:
Costume Maker
Wardrobe Assistant
Wardrobe Co-ordinator

4941-13 Tailor

Makes, alters and repairs made-to-measure or ready-to-wear garments such as suits, dresses, coats and other clothing.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- confers with customers to determine material, styles and designs of garments
- takes measurements
- drafts garments according to pictures or specifications, or modifies or uses ready-made garment patterns
- grades garment patterns manually or with computerised equipment
- lays out, marks and cuts fabric to specification using cutting machines or scissors
- pins or bastes garment parts and fits basted garments to customers
- adjusts and sews garments
- finishes garments, sews buttonholes, fixes buttons, hooks and other fasteners
- may perform specialised hand and machine sewing
- may operate specialised machinery for designing, cutting and assembling and pressing purposes
4941-15 Dressmaker

Makes women’s garments such as dresses, coats and suits.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- confers with customers to determine material, styles and designs of garments
- takes measurements
- drafts or modifies patterns
- positions and pins patterns to fabric and cuts fabric
- pins or bastes fabric parts
- fits basted garments on customers and marks areas requiring alteration
- sews fabric parts together using sewing machines and presses seams
- sews felling stitches in hems of garments to conceal threads
- sews buttonholes, and sews on buttons, hooks and eyes or press fasteners to finish garments
- may make garments according to pictures provided by customers

Specialisations:
- Apparel Sample Hand

4941-17 Apparel Cutter

Lays out, marks and cuts fabric to form parts of garments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- unrolls and spreads fabric in layers on tables
- arranges patterns on fabric and marks outlines of patterns
- sets and operates cutting machines
- labels and ties bundles of parts
- drills holes through layers of fabric or cuts notches in edges
- operates automatic machines which use computerised patterns
- cuts fabric using laser cutters
- may mark and cut cloth, leather or synthetic fabric into pieces to be used in vehicle trimming or upholstery

4941-19 Patternmaker-Grader (Clothing)

Draws sets of master patterns following sketches, sample articles and design specifications, and cuts out patterns for garments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- interprets designs, sketches and samples to determine pattern specifications
- creates or drafts blocks or master patterns
- grades patterns by hand or computer
- draws final design details and production guides on master patterns
- cuts out master patterns
- marks size, identification and style information on patterns

4941-79 Clothing Tradespersons nec

This occupation group covers Clothing Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
- Fur Cutter
- Fur Matcher
- Furrier
- Milliner

4941-81 Apprentice Clothing Tradesperson

Apprentice Garment Construction Tradesperson

Works and studies under a contractual training agreement to learn the skills of a Clothing Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Clothing Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4942  UPHOLSTERERS AND BEDDING TRADESPERSONS

UPHOLSTERERS AND BEDDING TRADESPERSONS make, rebuild and repair upholstered articles such as chairs, sofas, beds and mattresses.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- conferring with clients to determine materials and cost of furniture items to be made or repaired
- making and repairing wooden frames, and removing and replacing defective springs
- removing coverings, webbing and padding from old furniture
- measuring, cutting and covering furniture with materials
- seaming cushions and joining sections of covering material
- attaching ornamental trims, braids and buttons
- padding and covering spring units to upholster mattresses

Occupations: 4942-11 Furniture Upholsterer
4942-79 Upholsterers and Bedding Tradespersons nec
4942-81 Apprentice Upholsterer or Bedding Tradespersons

4942-11  Furniture Upholsterer
Makes, rebuilds and repairs upholstered furniture such as chairs, sofas and beds.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- confers with clients or supervisors to determine style, size, materials and cost for furniture items
- measures and cuts covering and padding materials
- seams cushions and joins sections of covering material
- secures material, padding, springs and webbing to articles to be upholstered
- attaches ornamental trims, braids and buttons to covers or frames
- removes coverings, webbing and padding from old furniture items
- removes and replaces defective springs or installs new ones
- makes and repairs wooden frames
- may finish wooden surfaces on furniture
- may remove stains from fabric

4942-79  Upholsterers and Bedding Tradespersons nec
This occupation group covers Upholsterers and Bedding Tradespersons not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
Mattress Maker

4942-81  Apprentice Upholsterer or Bedding Tradespersons
Works and studies under a contractual training agreement to learn the skills of an Upholsterer or Bedding Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of an Upholsterer or Bedding Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4943  FOOTWEAR TRADESPERSONS

FOOTWEAR TRADESPERSONS make and repair boots or shoes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- designing patterns or prototypes
- making and grading patterns using manual or computerised methods
- clicking synthetics, corrected grains, leather linings and leather outers by hand or machine
- lasting shoes by hand or machine
- cleaning and finishing shoes
- altering and repairing footwear
- assessing client needs and advising on appropriate medical grade footwear or appliance
- supplying semi-orthopaedic and extra-depth footwear, post-operative shoes and ready-made or therapeutic footwear

Occupations:
4943-11 Shoemaker
4943-13 Medical Grade Shoemaker
4943-81 Apprentice Shoemaker

4943-11 Shoemaker
Makes and repairs boots or shoes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- designs patterns or prototypes
- makes and grades patterns using manual or computerised methods
- clicks synthetics, corrected grains, leather linings and leather outers by hand or machine
- grades leather
- lasts shoes by hand or machine
- cleans and finishes shoes
- machines uppers using hand and machine techniques
- constructs components by hand or machine and put shoes together using cement, moulding or other methods
- may carry out minor maintenance on machinery

Specialisations:
Shoe Repairer

4943-13 Medical Grade Shoemaker
Medical Grade Footwear Technician
Surgical Bootmaker

Makes medical grade footwear and associated appliances.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- assesses client needs and advises on appropriate footwear or appliance
- designs and manufactures medical grade lasts, casts, footwear and integrated appliances
- provides orthotic management of the foot and ankle, including design and manufacture of orthoses
- provides modifications to footwear
- supplies semi-orthopaedic and extra-depth footwear, post-operative shoes and ready-made or therapeutic footwear

4943-81 Apprentice Shoemaker
Works and studies under a contractual training agreement to learn the skills of a Shoemaker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Shoemaker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4944  LEATHER GOODS, CANVAS GOODS AND SAIL MAKERS

LEATHER GOODS, CANVAS GOODS AND SAIL MAKERS fabricate and repair leather, canvas and sail-cloth articles, excluding footwear, clothing and furniture.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- cutting and preparing leather, canvas or sail-cloth to design specifications, patterns or drawings
- joining parts of leather articles using rivets, hand sewing, sewing machine, tools or adhesive
- restoring and repairing leather articles
- sewing, gluing or riveting sections of canvas together to make articles such as awnings, tents, tarpaulins and horse rugs
- attaching grommets, fastenings and other fittings to canvas goods
- fabricating sails

Occupations: 4944-11 Leather Goods Maker
4944-13 Canvas Goods Maker
4944-15 Sail Maker
4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker

4944-11 Leather Goods Maker
Leather Worker
Fabricates and repairs leather articles such as wallets, cases, harnesses and saddlery.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- cuts and prepares leather to design specifications or drawings
- sews, rivets or glues leather and fastens sections together
- attaches fasteners, eyelets and other fittings or decorations
- finishes edges and surfaces with beeswax or other preparations
- restores and repairs leather articles
- embosses with patterns, or dyes leather
- prepares linings, fillings and other shaping or finishing materials
- may insert card holders, plastic windows, other accessories and price tags or manufacturers’ labels and care instructions into articles

Specialisations:
Saddler

4944-13 Canvas Goods Maker
Fabricates and repairs canvas and related products such as awnings, tents, tarpaulins, horse rugs and caravan annexes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- lays out drawings for products such as awnings, tents and tarpaulins
- marks and cuts pattern outlines
- sews, glues or rivets sections together
- attaches grommets, fastenings, and other fittings
- secures ropes or cables to finished articles
- may stitch or stencil names or other identification on articles
- may make frames for awnings, tents and other articles
- may install finished products
- may draw designs for customers and prepare cost estimates and quotations

4944-15 Sail Maker
Fabricates and repairs sail-cloth.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- analyses sail requirements for type, size and usage of boats
- calculates sail dimensions using sail-calculation tables
- computes dimensional allowances for hemming and stretching of sail-cloth and for draft and roach of sails
- draws full size patterns of sails on floors
- spreads sail-cloth over floor patterns, marks pattern outlines on cloth and cuts into parts for assembly
- supervises or performs sewing of cloth to make sails

4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker
Works and studies under a contractual training agreement to learn the skills of a Leather Goods, Canvas Goods or a Sail Maker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Leather Goods Maker, a Canvas Goods Maker or a Sail Maker
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 498

MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS

This minor group covers Tradespersons and Related Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

- 4981 MARINE CONSTRUCTION TRADESPERSONS
- 4982 GLASS TRADESPERSONS
- 4983 JEWELLERS AND RELATED TRADESPERSONS
- 4984 FLORISTS
- 4985 FIRE FIGHTERS
- 4986 DRILLERS
- 4987 CHEMICAL, PETROLEUM AND GAS PLANT OPERATORS
- 4988 POWER GENERATION PLANT OPERATORS
- 4991 DEFENCE FORCE MEMBERS NOT ELSEWHERE INCLUDED
- 4992 PERFORMING ARTS SUPPORT WORKERS
- 4999 OTHER MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS
UNIT GROUP 4981 MARINE CONSTRUCTION TRADESPERSONS

MARINE CONSTRUCTION TRADESPERSONS construct, fit out and repair ships and boats.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- studying plans and specifications and preparing templates or scale plans for fabrication or cutting of hull sections
- marking reference points and lines on drydocks or slipways
- assembling shell of boat or erecting hull sections of ship
- installing masts, frames, decking, fittings, machinery, shafts and safety equipment
- building and installing structures such as cabins, machinery mountings, propeller supports and rudders
- determining repair requirements and procedures

Occupations:
- 4981-11 Shipwright
- 4981-13 Boat Builder and Repairer
- 4981-81 Apprentice Shipwright
- 4981-83 Apprentice Boat Builder and Repairer

4981-11 Shipwright
Constructs, fits out and repairs ships.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- studies plans and specifications and prepares templates or scale plans for fabrication or cutting of hull sections
- marks reference points and lines on drydocks or slipways
- checks position and functioning of slipway apparatus
- builds bilge and keel block supports, cradles and shoring
- directs the erection, alignment and securing of hull sections
- organises the welding or fixing of hull sections
- erects and prepares launching platforms, conducts pre-launch tests and supervises launching procedures
- installs masts, frames, decking, fittings, machinery, shafts and safety equipment
- determines repair requirements and procedures
- repairs or replaces faulty plating, fittings or accessories
- may make hull moulds and fabricate or repair vessels using materials such as aluminium, wood, glass reinforced plastics, carbon fibre, kevlar, fibreglass or concrete

Specialisations:
- Loftsmen/women (Marine)
- Metal Liner-Off
- Ship’s Carpenter

4981-13 Boat Builder and Repairer
Builds, repairs or modifies boats.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- examines drawings and constructs templates from full-scale outlines
- scribes lines from templates and cuts and forms parts such as keels, stern posts, ribs and sidings
- assembles boat shells, fastens sidings or ribs to keels and covers with planking
- builds and installs structures such as cabins, machinery mountings, propeller supports and rudders
- installs decking, masts, booms and ladders
- determines repair requirements and procedures
- may make hull moulds and fabricate or repair vessels using materials such as aluminium, wood, glass reinforced plastics, carbon fibre, kevlar, fibreglass or concrete
- may order materials, prepare cost estimates and quotations

4981-81 Apprentice Shipwright
Works and studies under a contractual training agreement to learn the skills of a Shipwright.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Shipwright
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
- Apprentice Ship’s Carpenter

4981-83 Apprentice Boat Builder and Repairer
Works and studies under a contractual training agreement to learn the skills of a Boat Builder and Repairer.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Boat Builder and Repairer
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4982  GLASS TRADESPERSONS

GLASS TRADESPERSONS measure, cut, finish, fit and install flat glass and mirrors, and blow and shape free-form glass objects and standard shaped glassware.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- examining sketches and drawings, develops specifications, conceives shapes for objects and determines type of glass to be used
- measuring, marking and cutting glass
- installing glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- dipping ends of blowpipes into molten glass and blowing through pipes to inflate gobs of molten glass to create forms

Occupations:
- 4982-11 Flat Glass Tradesperson
- 4982-13 Glass Blower
- 4982-81 Apprentice Flat Glass Tradesperson
- 4982-83 Apprentice Glass Blower

4982-11 Flat Glass Tradesperson

Glazier

Measures, cuts, finishes, fits and installs flat glass and mirrors.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- determines type and dimensions of glass required
- lays glass over patterns on padded tables or in jigs
- measures and marks glass for cutting
- examines glass and marks defective areas
- cuts along patterns and templates
- breaks off sheets or excess glass with notched tools or glass pliers
- installs glass and mirrors in windows, skylights, display cases, interior walls and ceilings
- smooths rough edges, using belt sanders or smoothing wheels
- may coat, cut, etch, trim or treat glass to achieve special effects

Specialisations:
- Beveller
- Glass Embosser
- Glass Etcher
- Glass Silverer

4982-13 Glass Blower

Blows and shapes free-form glass objects and standard shaped glassware.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- examines sketches and drawings, develops specifications, conceives shapes for objects and determines type of glass to be used
- dips ends of blowpipes into molten glass tanks and blows through pipes to inflate gobs of molten glass
- rotates pipes to form shapes, prevent sagging, and maintain density and colour
- reheats, shapes, forms and joins tubing or individual parts of objects to create forms
- draws, shapes and shears extended sections
- measures products or checks against patterns to verify dimensions
- blows objects inside moulds
- uses compressed air to form shapes

4982-81 Apprentice Flat Glass Tradesperson

Glazier

Works and studies under a contractual training agreement to learn the skills of a Flat Glass Tradesperson.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Flat Glass Tradesperson
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4982-83 Apprentice Glass Blower

Blows and shapes free-form glass objects and standard shaped glassware.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Glass Blower
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 4983  JEWELLERS AND RELATED TRADESPERSONS

JEWELLERS AND RELATED TRADESPERSONS make and repair jewellery such as rings, brooches, chains and bracelets, and cut, shape and polish rough gemstones to produce fashion or industrial jewels.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- examining designs and specifications for jewellery
- shaping moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools
- securing precious stones in retaining prongs or ridges and smoothing and checking final settings
- repairing jewellery by soldering, replacing or rebuilding worn and broken parts
- appraising the quality and value of jewellery
- cutting or dividing stones to approximate final shape, using precision hand and power tools and jigs
- securing stones and shapes, cutting angles, smoothing and polishing

Occupations:
4983-11 Jeweller
4983-13 Gem Cutter and Polisher
4983-81 Apprentice Jeweller
4983-83 Apprentice Gem Cutter and Polisher

4983-11 Jeweller
Makes and repairs jewellery such as rings, brooches, chains and bracelets.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- studies designs and specifications for jewellery
- prepares wax moulds and pours molten precious metal into moulds for jewellery
- shapes moulded metal by cutting, filing, beating, turning and bending, using specialised hand and power tools
- secures precious stones in retaining prongs or ridges and smooths and checks final settings
- assembles articles by soldering, screwing together or otherwise attaching parts
- finishes articles using files, emery paper or buffing machines
- repairs jewellery by soldering, replacing or rebuilding worn and broken parts
- examines designs, shapes mountings and decorates and finishes jewellery settings
- appraises the quality and value of jewellery
- restyles old jewellery
- may design jewellery

Specialisations:
Gem Setter
Ring Maker

4983-13 Gem Cutter and Polisher
Cuts, shapes and polishes rough gemstones to produce fashion or industrial jewels.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- assesses job requirements and studies rough stones using magnifying equipment
- marks out cutting guidelines with ink and stylus
- cuts or divides stones to approximate final shape, using precision hand and power tools and jigs
- secures stones and shapes, cuts angles, smooths and polishes
- checks cutting progress and accuracy
- resecures cut stones and applies fine polishing equipment
- may polish stones in tumblers

Specialisations:
Diamond Cutter
Faceter
Lapidary
Opal Polisher

4983-81 Apprentice Jeweller
Works and studies under a contractual training agreement to learn the skills of a Jeweller.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Jeweller
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

4983-83 Apprentice Gem Cutter and Polisher
Works and studies under a contractual training agreement to learn the skills of a Gem Cutter and Polisher.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education. Registration or licensing is required through the relevant State Training Authority.

Tasks Include:
- performs tasks of increasing complexity during the apprenticeship under the guidance of a Gem Cutter and Polisher
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the trade
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
Apprentice Diamond Cutter
UNIT GROUP 4984  FLORISTS

FLORISTS prepare and sell floral arrangements and flowers.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- planning and designing floral arrangements
- arranging supply and storage of flowers, greenery, decorations and other items
- selecting, trimming and arranging flowers and other materials
- packing, wrapping, attaching message cards and organising delivery of completed arrangements
- serving customers and accepting payments

Occupations: 4984-11 Florist

4984-11 Florist
Floral Artist
Prepares and sells floral arrangements and flowers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- plans and designs floral arrangements
- arrange supply and storage of flowers, greenery, decorations and other items
- selects, trims and arranges flowers and other materials
- packs, wraps, attaches message cards and organises delivery of completed arrangements
- serves customers and accepts payments
- may decorate churches, halls or other facilities for special events
UNIT GROUP 4985  FIRE FIGHTERS

FIRE FIGHTERS control and extinguish fires and protect life and property.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Tasks Include:
- operating pumps, spraying water, foam or chemicals from hoses, portable extinguishers or other appliances to extinguish fires or to disperse or neutralise dangerous substances
- rescuing people stranded or trapped in dangerous situations
- cutting openings in buildings and crashed vehicles to free occupants
- administering first aid
- participating in fire drills, demonstrations and courses in fire-fighting techniques
- visiting buildings and potential fire hazards to study access points and locations of hydrants

Occupations:  4985-11  Fire Fighter

4985-11  Fire Fighter

Controls and extinguishes fires and protects life and property.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- responds to fire alarms and emergency calls
- drives or accompanies fire-fighting appliances or other vehicles to scenes of fire or accident
- operates pumps, sprays water, foam or chemicals from hoses, portable extinguishers or other appliances to extinguish fires or to disperse or neutralise dangerous substances such as petroleum and chemicals
- rescues people stranded or trapped in dangerous situations using ladders or elevating platforms
- cuts openings in buildings and crashed vehicles to free occupants
- administers first aid
- participates in fire drills, demonstrations and courses in fire-fighting techniques
- advises on fire safety
- visits buildings and potential fire hazards to study access points and locations of hydrants
- services and maintains equipment and hydrants
- may inspect buildings for fire hazards

Specialisations:
Fire Engineer (Army)
Fire Prevention Officer
UNIT GROUP 4986  DRILLERS

DRILLERS move, set up and operate drilling rigs and related equipment used in extracting ore, liquids and gases from the earth.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- dismantling, moving and re-assembling drilling rigs and accessory equipment
- monitoring equipment and progress during drilling operations
- taking samples of ore, liquids and gases and packaging them
- operating auxiliary equipment such as pumps for the expulsion of air, water or mud
- recording performance details and information obtained from wells and keeping logs detailing operations
- carrying out minor maintenance and repairs, lubricating and cleaning equipment

Occupations: 4986-01 Supervisor, Drillers
4986-11 Driller

4986-01 Supervisor, Drillers
  Master Driller

Supervises and coordinates the activities of Drillers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines work requirements and allocates duties to Drillers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Driller

Specialisations:
  Development Drilling Supervisor
  Mineral Exploration Drilling Supervisor
  Mine Site Drilling Supervisor
  Off-Shore Drilling Supervisor
  On-Shore Drilling Supervisor
  Rig Manager

4986-11 Driller
  Contract Driller
  Drilling Plant Operator

Moves, sets up and operates drilling rigs and related equipment used in extracting ore, liquids and gases from the earth.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- dismantles, moves and re-assembles drilling rigs and accessory equipment
- starts and stops drills and directs the assembly and disassembly of pipes, casings and drill heads
- monitors equipment and progress during drilling operations
- takes samples of ore, liquids and gases and packages them
- operates auxiliary equipment such as pumps for the expulsion of air, water or mud
- records performance details and information obtained from wells and keeps logs detailing operations
- carries out minor maintenance and repairs, lubricates and cleans equipment
- may construct and test wells for oil, gas or water extraction
- may operate equipment to drill shot holes, and set and detonate explosives
- may operate equipment to construct mine workings

Specialisations:
  Development Driller
  Directional Driller
  Jumbo Operator
  Power Tong Operator
  Raise Drill Operator
  Rock Drill Operator
  Stope Miner
UNIT GROUP 4987  CHEMICAL, PETROLEUM AND GAS PLANT OPERATORS

CHEMICAL, PETROLEUM AND GAS PLANT OPERATORS control the operation of chemical production equipment, or pump oil and gas from wellheads and refine and process petroleum products.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- controlling equipment performing continuous or batch processes to process chemicals, natural gas, manufacture refined petroleum products or blend petroleum base stocks to produce commercial fuels, lubricating oils and asphalt
- controlling the preparation, measuring and feeding of raw material and processing agents such as catalysts and filtering media into plant
- patrolling and inspecting equipment to ensure proper operation and setting operating controls on equipment
- analysing samples and readings and recording test data
- controlling records of production, quantities transferred and details of blending and pumping operations
- checking equipment for malfunctions and arranging maintenance


4987-01  Supervisor, Chemical, Petroleum and Gas Plant Operators

Team Leader, Chemical, Petroleum and Gas Plant Operators.

Supervises and coordinates the activities of Chemical, Petroleum and Gas Plant Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience.

Tasks Include:
- determines work requirements and allocates duties to Chemical, Petroleum and Gas Plant Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Chemical, Petroleum and Gas Plant Operator

4987-11  Chemical Plant Operator

Controls the operation of chemical production equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- observes and controls the operation of continuous or batch processing chemical plant using field controls and computer control systems
- determines and obtains materials and supplies
- controls the preparation, measuring and feeding of raw material and processing agents such as catalysts and filtering media into plant
- operates controls to regulate machinery, temperature, pressure and rate of flow
- takes samples and reviews quality and quantity of work undertaken
- patrols plant and inspects equipment to ensure proper operation and detect abnormalities
- issues permits for maintenance work and ensures work is performed in accordance with safety standards
- cleans and maintains equipment
- may operate equipment to generate, compress, refrigerate, liquefy and solidify gases or equipment such as furnaces, dissolving tanks and evaporators

Specialisations:
- Chemicals Distiller
- Chemicals Fermentation Operator
- Industrial Gas Production Operator
- Paint Maker
- Pharmaceutical Plant Operator
- Pilot Plant Operator

4987-13  Petroleum and Gas Plant Operator

Oil and Gas Well Treatment Operator
Oil, Gas and Pipe Tester
Petroleum and Gas Refining and Pumping Operator

Operates equipment to pump oil and gas from wellheads and refine and process petroleum products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- positions and connects plant to wellheads
- operates pumping equipment to transfer oil and gas from wellheads to refineries, to transfer stocks within refineries and to transfer finished products to terminals
- controls equipment performing continuous or batch processes to process natural gas, manufacture refined petroleum products or blend petroleum base stocks to produce commercial fuels, lubricating oils and asphalt
- sets operating controls on equipment
- observes gauges, instruments and meters indicating operating conditions such as pressure, temperature and rate of flow
- analyses samples and readings and records test data
- records details of production, quantities transferred and of blending and pumping operations
- checks equipment for malfunctions, tests well pipes for leaks and fractures and arranges maintenance
- liaises with terminal operators to control flow of products to terminals

Specialisations:
- Gas Compressor Turbine Operator
- Petroleum Blending Plant Operator
- Petroleum Terminal Plant Operator
- Refinery Pipeline Operator
UNIT GROUP 4988  POWER GENERATION PLANT OPERATORS

POWER GENERATION PLANT OPERATORS operate boilers, turbo generators and associated plant to generate electrical power.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- operating plant controls to produce required load
- monitoring operation of plant and interpreting instrument readings
- authorising procedures to isolate high voltage and low voltage electrical apparatus and plant
- writing reports and maintaining records on equipment performance, instrument readings and switching operations
- carrying out routine operating tests

Occupations:
4988-01  Supervisor, Power Generation Plant Operators
4988-11  Power Generation Plant Operator

4988-01  Supervisor, Power Generation Plant Operators

Supervises and coordinates the activities of Power Generation Plant Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification and at least 3 years relevant experience. Registration or licensing is required.

Tasks Include:
- determines work requirements and allocates duties to Power Generation Plant Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Power Generation Plant Operator

4988-11  Power Generation Plant Operator

Operates boilers, turbo generators and associated plant to generate electrical power.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- operates plant controls to produce required load
- monitors operation of power generation plant and interprets instrument readings
- authorises procedures to isolate high voltage and low voltage electrical apparatus and plant
- writes reports and maintains records on equipment performance, instrument readings and switching operations
- carries out routine operating tests
- cleans and services equipment and plant
- coordinates the activities of assistant power plant operators
- may train other staff
- may control automated power plant

Specialisations:
Hydro-electric Station Operator
Power Generation Turbine Room Operator
UNIT GROUP 4991  DEFENCE FORCE MEMBERS NOT ELSEWHERE INCLUDED

This unit group covers Defence Force Members not elsewhere included.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Occupations:
4991-11  Defence Force Member Not Elsewhere Included
4991-81  Trainee Defence Force Member Not Elsewhere Included

4991-11  Defence Force Member Not Elsewhere Included

This occupation group covers Defence Force Members not elsewhere included.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Specialisations:
- Ammunition Technician
- Armament Fitter
- Armament Mechanic
- Explosive Ordnance Demolition Technician
- Weapons Specialist (Aircraft)
- Weapons Specialist (Avionic)

4991-81  Trainee Defence Force Member Not Elsewhere Included

Recruit

This occupation group covers Trainee Defence Force Members not elsewhere included.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education.
UNIT GROUP 4992 PERFORMING ARTS SUPPORT WORKERS

PERFORMING ARTS SUPPORT WORKERS provide technical and other assistance for the production, recording and broadcasting of artistic performances.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- operating audio equipment to record, enhance, mix and amplify sound in support of television, radio, film, video and the performing arts
- operating film projection equipment or television equipment in support of technicians recording, editing, mixing and preparing material for broadcast
- operating consoles to control radio or television broadcast transmitters
- positioning and controlling lighting equipment for stage performances or television, video or film productions
- setting up and operating cameras to photograph scenes for film, television and video productions
- ensuring availability of locations, sets, props, catering, crew and technical equipment
- assisting production managers with scheduling
- liaising with production managers regarding designing and applying appropriate make up to actors, presenters or other performing artists

Occupations:
- 4992-11 Sound Technician
- 4992-13 Camera Operator (Film, Television or Video)
- 4992-15 Television Equipment Operator
- 4992-17 Broadcast Transmitter Operator
- 4992-19 Motion Picture Projectionist
- 4992-21 Light Technician
- 4992-23 Production Assistant (Film, Television or Radio)
- 4992-25 Production Assistant (Theatre)
- 4992-27 Make Up Artist
- 4992-79 Performing Arts Support Workers nec

4992-11 Sound Technician
Audio Technician
Operates audio equipment to record, enhance, mix and amplify sound in support of television, radio, film and video productions, and the performing arts.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- determines sound requirements for productions as directed by production management
- sets up equipment and selects, places and adjusts microphones
- monitors audio signals and operates console controls to adjust the output of microphones, tape feeds and other sources
- adjusts controls to maintain correct sound levels
- prepares equipment and performs minor maintenance
- operates sound mixing consoles and associated equipment to regulate volume and quality of sound
- instructs performers and production personnel on usage of microphones and other equipment
- obtains tapes and records from libraries to assist with mixing and special effects
- may perform dubbing and editing tasks
- may record and edit sound tracks for film and video productions

Specialisations:
- Audio Operator
- Dubbing Machine Operator
- Dubbing Projectionist (Sound Mixing)
- Re-recording Mixer
- Sound Editor
- Sound Effects Person
- Sound Mixer
- Sound Recordist
- Video and Sound Recorder

4992-13 Camera Operator (Film, Television or Video)
Sets up and operates cameras to photograph scenes for film, television and video productions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- confers with production management to receive instructions on positioning of cameras and the types of film and equipment to be used
- selects and attaches lenses and film magazines or video tape to cameras and adjusts focus and distance settings
- ensures cameras and associated equipment are fully operational
- views scenes through view finders and monitors and makes final adjustments to cameras
- starts cameras and photographs scenes
- moves cameras and adjusts controls to follow action of scenes being photographed
- liaises with other technical staff to achieve optimum picture quality

Specialisations:
- Focus Puller (Film)
4992-15 Television Equipment Operator
Operates television equipment to record, edit, mix and prepare material for broadcast.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• selects and sets up television recording, editing and mixing equipment and accessories
• adjusts controls of technical equipment as directed by technicians and production management
• monitors equipment during operation
• consults with other technical workers such as Light Technicians to obtain required results
• may instruct other workers to move and set up equipment
• may transport equipment and set it up on location

Specialisations:
Vision Mixer

4992-17 Broadcast Transmitter Operator
Operates consoles to control radio or television broadcast transmitters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• observes meters and indicators to monitor broadcast transmitters
• ensures that equipment operating levels such as power output, frequency and modulation meet standards
• adjusts console controls to correct discrepancies in transmission
• operates controls to switch program origination from one studio or location to another
• responds to changes to program schedule on signal from studio manager
• operates microwave equipment to transmit video information to transmitter site or receives video signal from remote location
• maintains and repairs radio transmitters and associated equipment

4992-19 Motion Picture Projectionist
Operates film projection equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• threads film into projectors or makes up program platters
• switches on equipment, adjusts focus and sound, and changes over or closes down projectors
• performs minor repairs and basic maintenance to projection equipment, and makes safety checks
• ensures compliance with safety regulations for cinemas
• may operate slide projectors, spotlights or similar equipment
• may assist with general theatre maintenance

4992-21 Light Technician
Lighting Electrician
Lighting Assistant
Positions and controls lighting equipment for stage performances or television, video or film productions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• confers with production personnel to determine lighting effects
• determines lighting layout and positions equipment, such as spotlights and floodlights
• arranges cables into groups and connects conduits to electricity supply
• operates lights during filming, broadcasting or stage performance
• varies intensity and colour of light by placing filters over light source
• uses special lighting effects
• maintains and repairs lighting equipment
• may arrange for transportation of lighting equipment to remote locations

4992-23 Production Assistant (Film, Television or Radio)
Assists film, television and radio production managers with administration and coordination tasks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• acts as messenger or liaison person for production crew
• prepares and distributes daily shooting schedules
• notifies crew of changes in script and production arrangements
• records production shot sheets and timing
• assists in the setting up and dismantling of film and television sets
• assists with the research, development, co-ordination and finalisation of program scripts
• compiles files and records such as stills, personnel work-sheets and talent releases

4992-25 Production Assistant (Theatre)
Assists theatrical production managers with administration and co-ordination tasks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
• distributes scripts
• organises audition times and venues
• organises production facilities
• coordinates production schedules
• ensures availability of locations, sets, props, catering, crew and technical equipment
• assists in the setting up and dismantling of sets
• assists with the research, development, co-ordination and finalisation of scripts
4992-27  Make Up Artist

Designs and applies make up to actors, presenters or other performing artists.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- liaises with production managers regarding design and make up for actors, presenters or other performing artists
- applies and retouches make up during shooting or performance and ensures make up continuity
- applies special effects make up such as scars and wounds

4992-79  Performing Arts Support Workers nec

This occupation group covers Performing Arts Support Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
- Continuity Person
- Microphone Boom Operator
- Performing Arts Road Manager
- Special Effects Person
- Theatrical Dresser
UNIT GROUP 4999  OTHER MISCELLANEOUS TRADESPERSONS AND RELATED WORKERS

This unit group covers Tradespersons and Related Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification.

Occupations:
- 4999-11 Optical Mechanic
- 4999-13 Diver
- 4999-15 Aircraft Safety Equipment Worker
- 4999-17 Piano Tuner
- 4999-79 Tradespersons and Related Workers nec

4999-11 Optical Mechanic
Ophthalmic Lens Surfacer and Fitter
Optical Technician

Operates machines to grind, polish and surface optical lenses to meet prescription requirements, and fits lenses to spectacle frames.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing is required.

Tasks Include:
- interprets prescription details and produces or selects prescribed lenses
- locates and marks axes and optical centres on lens blanks, makes calculations to grind lenses to specifications and sets machines
- checks and tests polished lenses for quality
- grinds special shape and size lenses and multifocal lenses which include bifocal, trifocal and progressive lenses
- modifies frames, edges lenses and fits glasses and contact lenses
- applies lens treatments such as toughening of glass lenses and tinting of plastic lenses

Specialisations:
Optical Dispenser

4999-13 Diver

Swims underwater to undertake tasks such as research, salvage and construction.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- inspects, tests, repairs and uses surface supplied air and mixed gas diving equipment
- performs underwater activities such as salvaging, photography, exploration, construction, maintenance and repair
- operates underwater power tools, sonar, sound and video recording and other equipment
- may use explosives
- may carry out research and collect scientific or exploration samples
- may use non destructive magnetic particle and ultra sonic testing techniques
- may use diving bells or decompression chambers
- may carry out underwater rigging, airlifting and jetting activities

Specialisations:
- Abalone Diver
- Fisheries Diver
- Hyperbaric Welder Diver
- Offshore Diver
- Onshore Diver
- Pearl Diver
- Saturation Diver
- Scientific Diver
4999-15 Aircraft Safety Equipment Worker
Aircraft Life Support Fitter
Maintains aircrew rescue and survival equipment and installs aircraft soft furnishings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification. Registration or licensing may be required.

Tasks Include:
- removes, inspects, repairs and installs aircraft rescue, protection and survival equipment
- installs and repairs aircraft soundproofing materials, interior trims and other soft furnishings
- coordinates activities with aircrew and other tradespersons
- maintains registers of equipment and supplies, repair orders and other records
- manufactures, tests, repairs and maintains equipment including protective flying helmets, oxygen masks, parachute assemblies, life rafts, restraint harnesses and survival kits
- may inspect and test rescue procedures and related equipment
- may instruct aircrew in the operation of safety and survival equipment
- may handle explosive ordnance

Specialisations:
Parachute Rigger

4999-17 Piano Tuner
Tunes and repairs pianos and pianolas.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Tasks Include:
- tests piano components using specialised hand tools, gauges and electronic equipment
- detaches mechanisms and replaces faulty parts, strings, tuning pins and joint connections
- examines, repairs and replaces wooden parts such as bridges and soundboards
- levels keys by inserting paper and felt shims
- aligns hammers and turn-screws to adjust striking action of keys
- places strips between strings to mute them
- turns tuning pins, strikes notes and compares pitch with those of tuning forks
- tunes remaining strings by aural comparison with tuned strings
- may perform complete restoration projects
- may tune and repair organs

4999-79 Tradespersons and Related Workers nec
This occupation group covers Tradespersons and Related Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification.

Occupations in this group include:
Architectural Model Maker
Chainsaw Mechanic
Lawnmower Mechanic
Musical Instrument Repairer
Pyrotechnician
Surfboard Maker
MAJOR GROUP 5

ADVANCED CLERICAL AND SERVICE WORKERS

ADVANCED CLERICAL AND SERVICE WORKERS perform a range of complex organisational, administrative, service and liaison tasks requiring a degree of independence, discretion, and judgement.

Most occupations in this major group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Advanced Clerical and Service Workers typically include performing secretarial and other administrative tasks; recording and maintaining financial, credit and insurance information; recording proceedings of meetings and hearings; compiling and preparing documents, texts and technical information for distribution and publication; providing liaison and communication services and sales support.

Occupations in this major group are classified into the following sub-major groups:

51 SECRETARIES AND PERSONAL ASSISTANTS
59 OTHER ADVANCED CLERICAL AND SERVICE WORKERS
SUB-MAJOR GROUP 51

SECRETARIES AND PERSONAL ASSISTANTS

SECRETARIES AND PERSONAL ASSISTANTS perform clerical, secretarial, stenographic and other administrative tasks in support of managers and professionals.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Secretaries and Personal Assistants typically include maintaining appointment books and making travel arrangements, preparing reports and correspondence, processing mail, filing correspondence and maintaining records, answering telephone calls and maintaining confidential files and documents.

Occupations in this sub-major group are classified into the following minor group:

511 SECRETARIES AND PERSONAL ASSISTANTS
MINOR GROUP 511

SECRETARIES AND PERSONAL ASSISTANTS

SECRETARIES AND PERSONAL ASSISTANTS perform clerical, secretarial, stenographic and other administrative tasks in support of managers and professionals.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Secretaries and Personal Assistants typically include maintaining appointment books and making travel arrangements, preparing reports and correspondence, processing mail, filing correspondence and maintaining records, answering telephone calls and maintaining confidential files and documents.

Occupations in this minor group are classified into the following unit group:

5111 SECRETARIES AND PERSONAL ASSISTANTS
UNIT GROUP 5111 SECRETARIES AND PERSONAL ASSISTANTS

SECRETARIES AND PERSONAL ASSISTANTS perform secretarial, stenographic and other administrative tasks in support of managers and professionals.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing reports, briefing notes, memoranda and correspondence, and proofreading work for typographical and grammatical errors
- processing incoming and outgoing mail, filing correspondence and maintaining records
- operating telephone switch, answering telephone calls and answering queries or redirecting callers
- maintaining appointment books and making travel arrangements
- liaising with other staff on matters pertaining to company operations
- maintaining confidential files and documents

Occupations:  
5111-11 Secretary
5111-13 Personal Assistant

5111-11 Secretary
Performs secretarial, stenographic and other administrative tasks in support of managers and professionals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- prepares reports, briefing notes, memoranda and correspondence, and proofreads work for typographical and grammatical errors
- processes incoming and outgoing mail, files correspondence and maintains records
- operates telephone switch, answers telephone calls and answers queries or redirects callers
- greets visitors, ascertains nature of business and conducts visitors to appropriate persons
- maintains appointment books and makes travel arrangements
- takes and transcribes dictation of letters and other documents
- liaises with other staff to arrange meetings and deliveries, or to gain or provide information
- may implement management decisions and maintain records of meetings
- may handle bookkeeping and petty cash functions

Specialisations:
Legal Secretary

5111-13 Personal Assistant
Performs liaison, coordination and organisational tasks in support of managers and professionals.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- liaises with other staff on matters pertaining to the organisation’s operations
- assists in researching and assembling information for the preparation of reports
- prepares reports, briefing notes, memoranda, correspondence and other routine documents
- maintains confidential files and documents
- attends meetings and acts as secretary if required
- maintains appointment books and makes travel arrangements
- processes incoming and outgoing mail, files correspondence and maintains records
- screens telephone calls and answers inquiries
- takes and transcribes dictation of letters and other documents
- may supervise other secretarial or clerical staff
This sub-major group covers Advanced Clerical and Service Workers not elsewhere classified.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this sub-major group are classified into the following minor groups:

591 ADVANCED NUMERICAL CLERKS
599 MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS
MINOR GROUP 591

ADVANCED NUMERICAL CLERKS

ADVANCED NUMERICAL CLERKS maintain and evaluate records of financial transactions.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Advanced Numerical Clerks typically include recording accounting, financial, credit or loan information; preparing budget reports, financial statements or credit ratings and reports; verifying the accuracy of financial records or authorising the approval of loan applications and conditions.

Accounting Clerks, Payroll Clerks, Insurance Clerks, and Money Market and Statistical Clerks are excluded from this minor group. They are included in Minor Group 614 Intermediate Numerical Clerks. Registry and Filing Clerks, Mail Sorting Clerks, Betting Clerks, and Other Elementary Clerks are also excluded from this minor group. They are included in Minor Group 811 Elementary Clerks.

Occupations in this minor group are classified into the following unit groups:

5911 BOOKKEEPERS

5912 CREDIT AND LOANS OFFICERS
UNIT GROUP 5911  BOOKKEEPERS

BOOKKEEPERS maintain and evaluate records of financial transactions in account books or computerised accounting systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing end of month postings in books of account such as sales, purchases, cash journals and ledgers or in computerised accounting systems
- verifying the accuracy of documents and records relating to financial transactions
- preparing budget or income and expenditure reports, profit and loss statements and trial balances
- assisting in the preparation of accounts and management reports

Occupations: 5911-11 Bookkeeper

5911-11 Bookkeeper

Maintains and evaluates records of financial transactions in account books or computerised accounting systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- prepares end of month postings in books of account such as sales, purchases and cash journals or in computerised accounting systems
- posts and balances ledgers
- verifies the accuracy of documents and records relating to financial transactions
- prepares budget or income and expenditure reports
- prepares profit and loss statements and trial balances
- assists in the preparation of accounts and management reports
- may assist in the supervision of accounts staff

UNIT GROUP 5912  CREDIT AND LOANS OFFICERS

CREDIT AND LOANS OFFICERS analyse and evaluate loan applications.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- assessing credit ratings and investment risks against predetermined policy standards
- obtaining and analysing information about clients
- providing information about customers’ standing to financial and credit institutions
- authorising the approval of loan or credit applications or recommending loan or credit conditions and limits
- maintaining records and preparing reports on findings and defaulting customers
- supplying information to financial and credit institutions on customers’ credit standing
- may recommend or approve and arrange mortgages

Occupations: 5912-11 Credit and Loans Officer

5912-11 Credit and Loans Officer

Analyses and evaluates loan or credit applications.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.
MINOR GROUP 599

MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS

This minor group covers Advanced Clerical and Service Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Occupations in this minor group are classified into the following unit groups:

5991 ADVANCED LEGAL AND RELATED CLERKS
5992 COURT AND HANSARD REPORTERS
5993 INSURANCE AGENTS
5994 INSURANCE RISK SURVEYORS, INVESTIGATORS AND LOSS ADJUSTORS
5995 DESKTOP PUBLISHING OPERATORS
5996 TRAVEL ATTENDANTS
5999 OTHER MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS
UNIT GROUP 5991  ADVANCED LEGAL AND RELATED CLERKS

ADVANCED LEGAL AND RELATED CLERKS provide administrative support to legal professionals by performing clerical work associated with the functions of a court, a legal practice or the administration of trusts and estates.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- listing actions for hearing by courts and processing documentation for court actions
- documenting details of court proceedings, actions and decisions
- attending court, assisting court officials and giving advice on court procedures
- assisting solicitors in areas of conveyancing, contracts, common law, probate and other legal practice matters
- searching property titles for evidence of ownership, encumbrances and lodging legal documents at government offices
- satisfying statutory requirements, establishing beneficial entitlements and distributing assets
- maintaining probate and trust files, investing trust funds and administering accounts

Occupations:
- 5991-11 Clerk of Court
- 5991-13 Law Clerk
- 5991-15 Trust Officer

5991-11 Clerk of Court

Administers court registry services and performs administrative functions in support of judges and magistrates.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- lists actions for hearing by courts
- processes documentation for court actions
- documents details of court proceedings, actions and decisions
- attends court and assists judges and magistrates
- provides advice on court procedures
- performs financial dealings required by courts
- may supervise other court officers and clerks

5991-13 Law Clerk

Performs specialised clerical work associated with legal practice or law courts.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- assists solicitors in areas of conveyancing, contracts, common law, probate and other legal practice matters
- searches property titles for evidence of ownership and encumbrances
- lodges legal documents at government offices
- may attend property settlements
- may undertake searches at titles offices for details of property, company and business names
- may assist in court or attend court offices dealing with documentation and administration procedures

Specialisations:
Conveyancing Clerk
Title Searcher

5991-15 Trust Officer

Trust Clerk

Administers trusts, estates and settlements.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- identifies assets and liabilities
- establishes beneficial entitlements and distributes assets according to statutory requirements
- maintains probate and trust files, invests trust funds and administers accounts
- prepares probate papers and income tax and State duty returns
- collects and realises assets, pays debts and taxes and attends to outstanding estate or settlement matters
UNIT GROUP 5992  COURT AND HANSARD REPORTERS

COURT AND HANSARD REPORTERS prepare verbatim reports of court, parliamentary, committee or tribunal proceedings by taking high speed shorthand.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- attending courts of law, parliamentary sittings and other proceedings, to make verbatim records in rapid shorthand or using shorthand-writing machines or computerised equipment
- reading portions of transcripts during trials or other proceedings, on request of judges or other officials

Occupations: 5992-11 Court or Hansard Reporter

5992-11 Court or Hansard Reporter

Prepares verbatim reports of court, parliamentary, committee or tribunal proceedings by taking high speed shorthand.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- attends courts of law, parliamentary sittings and other proceedings, to make verbatim records in rapid shorthand or using shorthand-writing machines or computerised equipment
- reads portions of transcripts during trials or other proceedings, on request of judges or other officials
- dictates shorthand notes to word processing operator or into dictating machine
- may transcribe own notes of proceedings
- may perform word processing tasks

UNIT GROUP 5993  INSURANCE AGENTS

INSURANCE AGENTS liaise between insurance companies and clients and organise the completion of documentation to provide insurance cover for new and existing clients.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- interviewing customers to explain insurance policies and conditions, risks covered, premium rates and benefits, and making recommendations on the amount and type of cover
- compiling lists of prospective clients from directories and other sources and making contact with prospective clients to seek interviews and gauge interest
- researching new insurance products to assist current and potential clients

Occupations: 5993-11 Insurance Agent

5993-11 Insurance Agent

Liaises between insurance companies and clients and organises the completion of documentation to provide insurance cover for new and existing clients.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- interviews customers to explain insurance policies and conditions, risks covered, premium rates and benefits, and to make recommendations on the amount and type of cover
- compiles lists of prospective clients from directories and other sources
- makes contact with prospective clients to seek interviews and gauge interest
- researches new insurance products to assist current and potential clients
- may collect premiums and keep records of payments

Specialisations:
- Insurance Underwriter
- Life Assurance Representative
UNIT GROUP 5994  INSURANCE RISK SURVEYORS, INVESTIGATORS AND LOSS ADJUSTERS

INSURANCE RISK SURVEYORS, INVESTIGATORS AND LOSS ADJUSTERS inspect insured properties to evaluate conditions affecting underwriting standards, conduct investigations into insurance claims to ensure their validity, or inspect and assess the damage or loss to insured property or business, and estimate insurance costs.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- inspecting property, buildings and operations of commercial and industrial establishments, to assess physical conditions and work practices
- evaluating the adequacy of security, fire and related systems
- preparing reports and recommending action to reduce risks
- compiling data which influence the determination of premium rates
- inspecting the scenes of accidents and other incidents to determine causes and effects
- interviewing witnesses, preparing statements and reports
- inspecting damaged buildings, equipment or motor vehicles and estimating the cost of repairs
- estimating business losses resulting from fire, theft or other business disruptions
- reporting the extent of damage and estimated costs to the insurer

Occupations:
5994-11 Insurance Risk Surveyor
5994-13 Insurance Investigator
5994-15 Insurance Loss Adjuster

5994-11  Insurance Risk Surveyor

Inspects items or properties to evaluate conditions affecting underwriting standards and develops and promotes safety programs.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- inspects the property, buildings and operations of commercial and industrial establishments, to assess physical conditions and work practices
- evaluates the adequacy of security, fire and related systems
- compiles data which influence the determination of premium rates
- prepares reports and recommends action to reduce risks
- analyses claims and accident history data
- develops safety programs compatible with the needs and resources of the policy holders
- may conduct meetings to promote safety programs among educational, civic and industrial groups, by informing them of government and company safety standards and regulations

5994-13  Insurance Investigator

Conducts investigations into insurance claims to ensure their validity.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Registration or licensing is required.

Tasks Include:
- inspects the scenes of accidents and other incidents to determine causes and effects
- interviews claimants to obtain details and information required to assess the validity of claims and identify the parties responsible for accidents, damage or loss
- interviews witnesses and prepares statements
- prepares reports on the findings of investigations
- may work undercover to gather information
- may perform surveillance
- may compile photographic evidence

5994-15  Insurance Loss Adjuster

Insurance Loss Assessor

Inspects and assesses the damage or loss to insured property or business, estimates insurance costs, and acts to minimise the cost of claims for an insurance company.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- inspects damaged buildings, equipment or motor vehicles to estimate the cost of repairs
- estimates business losses resulting from fire, theft or other business disruptions
- reports the extent of damage and estimated costs to the insurer
- approves repairers' quotes, authorises repair work and supervises the progress of repairs
- may call tenders for repair work
- may interpret insurance policies and advise insurers whether claims are valid
- may identify and select experts or consultants to advise on specialist areas
- may negotiate settlements between the insurer and the insured
UNIT GROUP 5995  DESKTOP PUBLISHING OPERATORS

DESKTOP PUBLISHING OPERATORS prepare and assemble the layout of books, newsletters, magazines, and advertisements for publication using desktop publishing software, according to specified design and presentation requirements.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- liaising with clients to specify requirements and advising on ways to solve potential problems
- planning designs of layouts using desktop publishing software in accordance with clients’ requirements by studying drawings, illustrations, photographs, texts and artwork to be reproduced
- using desktop publishing software to amend layout, select fonts and integrate text with graphics to create a balanced and readable document
- producing graphics from originals through computer imaging, merging photographs with computer images, scanning and adjusting colours by computer
- executing approved designs, arranging drawings, photographs and texts to meet client requirements

Occupations:  5995-11  Desktop Publishing Operator

5995-11  Desktop Publishing Operator

Prepares and assembles the layout of books, newsletters, magazines, and advertisements for publication using desktop publishing software, according to specified design and presentation requirements.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- liaises with clients to specify requirements and advise on ways to solve potential problems
- plans designs of layouts using desktop publishing software in accordance with clients’ requirements by studying drawings, illustrations, photographs, texts and artwork to be reproduced
- uses desktop publishing software to amend layout, select fonts, and integrate text with graphics to create a balanced and readable document
- produces graphics from originals through computer imaging, merges photographs with computer images, scans and adjusts colours by computer
- executes approved designs, arranging drawings, photographs and texts to meet client requirements
- may provide explanatory legends for printing or reproduction
UNIT GROUP 5996  TRAVEL ATTENDANTS

TRAVEL ATTENDANTS provide services for the safety and comfort of passengers in aircraft, ships and railway sleeping cars. They may supervise occupations in this unit group.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience may substitute for the formal qualification.

Tasks Include:
- managing the provision of service to passengers during the aircraft flight, ship passage or train journey
- managing safety and emergency procedures and making public announcements
- coordinating the sale of goods to passengers and completion of any customs and immigration documentation which may be required
- conducting safety checks and demonstrations of safety equipment and procedures, assisting passengers in emergency drills, carrying out emergency procedures, assisting and directing passengers in emergencies
- checking passengers’ tickets and directing them to cabins or seats
- tidying aircraft, ship or railway cabins, receiving and stowing food, equipment and cabin baggage
- operating galleys, preparing and heating food for passengers, and serving refreshments and meals

Occupations:
- 5996-11 Flight Service Director
- 5996-13 Flight Attendant
- 5996-79 Travel Attendants nec

5996-11  Flight Service Director
Aircraft Purser

Supervises and coordinates the activities of flight attendants providing services for the safety and comfort of aircraft passengers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- manages the provision of service to passengers during the aircraft flight
- manages safety and emergency procedures
- makes public announcements
- coordinates the sale of goods to passengers and completion of any customs and immigration documentation which may be required
- provides additional information to passengers such as ground transport arrangements and special handling procedures
- trains or arranges training of team members in work methods and procedures, new procedures and new technology

5996-13  Flight Attendant

Provides services for the safety and comfort of aircraft passengers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- conducts pre-flight cabin safety checks
- tidies aircraft cabins, receives and stows food, equipment and cabin baggage
- conducts demonstrations of aircraft safety equipment and procedures, carries out emergency procedures, assists and directs passengers in emergencies
- directs passengers to seats and assists with their hand luggage
- assists any passengers with special needs and provides first aid treatment
- ensures safety belt and smoking regulations are adhered to
- distributes reading material, pillows, blankets and other amenities for the comfort of passengers
- orders in-flight stores
- operates galleys, preparing and heating food for passengers
- serves refreshments and meals

Specialisations:
Cabin Supervisor (Aircraft)

5996-79  Travel Attendants nec

This occupation group covers Travel Attendants not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this group include:
- Cabin Steward
- Marine Steward
- Railway Sleeping Car Conductor
- Railway Steward
- Ships Cabin Attendant
UNIT GROUP 5999  OTHER MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS

This unit group covers Advanced Clerical and Service Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 5999-11 Radio Despatcher
  - Communications Controller
  - Control Room Operator
  Provides radio and communications services for the coordination of operational units in transport, courier, military, emergency, security, rescue and road service organisations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- receives and relays radio or telecommunications messages from operational units, customers, the public or organisations such as the police, ambulance and fire services
- coordinates radio or network communications between operational units
- maintains prescribed records of messages received and relayed
- establishes and maintains communications during emergency situations
- prepares reports of communications traffic handled
- may coordinate the movements of mobile units
- may monitor alarm systems

5999-13 Auctioneer
Sells real estate or merchandise at auction.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- appraises and lists properties or articles for auction
- organises advertising, catalogues and other publicity for auctions
- consults vendors and sets reserve prices
- describes properties or articles presented and the conditions of sale
- determines or asks for starting bids
- accepts bids from potential buyers and closes sales to the highest bidders
- supervises the activities of auction room attendants
- may assist in tagging and arranging articles for sale
- may maintain sales records

5999-15 Visual Merchandiser
Window Dresser
Plans and installs internal, window and fixed displays of merchandise to show goods to their best advantage.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines goods for display and ascertain prospective seasonal or promotional events
- develops overall promotional and display plans for approval
- prepares sketches or models showing layout, colour and other features for approval
- obtains props and other accessories, and builds displays
- sets up and arranges fabricated displays in store windows or other areas
- organises the setting out of merchandise or articles to be shown as part of permanent displays
- arranges ticketing and signage
- arranges lighting to highlight fixtures, displays and goods

5999-17 Photographer’s Assistant
Assists photographers in taking and developing photographs.

Skill Level:
The entry requirement for this occupation is an AQF Certificate III or higher qualification or at least 3 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- arranges lights and screens, positions cameras and moves objects to create desired background for photographs
- cleans camera equipment and recharges camera batteries
- loads film into cameras and film magazines
- assists with darkroom tasks such as mixing chemical solutions and developing films, and undertakes routine printing of photographs
- transports and carries equipment on location
- may label photographs, and hire models, scenery and props
MAJOR GROUP 6

INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS

INTERMEDIATE CLERICAL, SALES AND SERVICE WORKERS perform a range of clerical, sales, and service tasks requiring a limited degree of discretion and judgement.

Most occupations in this major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Clerical, Sales and Service Workers typically include operating a keyboard; providing information; producing and recording basic financial and statistical information; recording details of production, transportation, storage and purchase of goods; selling goods to wholesale and retail establishments and supervising retail staff; organising travel and accommodation; assisting teachers; providing child care, personal and basic nursing services; and providing services to patrons in hospitality establishments.

Occupations in this major group are classified into the following sub-major groups:

61 INTERMEDIATE CLERICAL WORKERS
62 INTERMEDIATE SALES AND RELATED WORKERS
63 INTERMEDIATE SERVICE WORKERS
SUB-MAJOR GROUP 61

INTERMEDIATE CLERICAL WORKERS

INTERMEDIATE CLERICAL WORKERS produce documents, record information, operate office equipment and perform associated office duties.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Clerical Workers typically include typing correspondence, reports and other documents; proofreading and correcting copy; greeting people and responding to inquiries; producing and recording basic financial and statistical information; recording details of production, transportation, storage and purchase of goods; providing information on the services or goods offered by organisations; maintaining and updating personnel records; and administering and enforcing government legislation and standards.

Occupations in this sub-major group are classified into the following minor groups:

611 GENERAL CLERKS
612 KEYBOARD OPERATORS
613 RECEPTIONISTS
614 INTERMEDIATE NUMERICAL CLERKS
615 MATERIAL RECORDING AND DESPATCHING CLERKS
619 MISCELLANEOUS INTERMEDIATE CLERICAL WORKERS
MINOR GROUP 611

GENERAL CLERKS

GENERAL CLERKS perform a range of routine organisational and administrative tasks.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks performed by General Clerks typically include operating business machines and telephone equipment; recording, preparing, sorting, classifying and filing information; sorting, opening and sending mail; and preparing reports of a routine nature.

Occupations in this minor group are classified into the following unit group:

6111  GENERAL CLERKS
UNIT GROUP 6111  GENERAL CLERKS

GENERAL CLERKS perform a range of routine organisational and administrative tasks.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year's relevant experience.

Tasks Include:
- operating business machines and telephone equipment
- recording, preparing, sorting, classifying and filing information
- sorting, opening and sending mail
- photocopying documents
- preparing reports of a routine nature

Occupations:  6111-11 General Clerk

6111-11 General Clerk

Performs routine organisational and administrative tasks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience.

Tasks Include:
- operates business machines and telephone equipment
- sorts, classifies and files information
- sorts, opens and sends mail
- records financial and other information and prepares documents
- photocopies documents
- prepares routine reports
- receives letters and phone messages and enters text on keyboards
- may provide customers with information about services
- may perform receptionist duties
MINOR GROUP 612

KEYBOARD OPERATORS

KEYBOARD OPERATORS input and process data using typewriters, word processors and computers, or type, edit and print documents.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or at least one year's relevant experience.

Tasks performed by Keyboard Operators typically include typing reports, letters, statistical tables and similar material using typewriters or electronic equipment; transcribing information recorded in dictating machines and proof-reading and correcting copy; filing records and reports; typing in data and codes required to process information; sorting outgoing material and preparing documents for transmission.

Occupations in this minor group are classified into the following unit group:

6121 KEYBOARD OPERATORS
## UNIT GROUP 6121  KEYBOARD OPERATORS

**KEYBOARD OPERATORS** input and process data using typewriters, word processors and computers, or type, edit and print documents.

### Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

### Tasks Include:
- operating dictation, typewriting and other data processing equipment
- typing letters, reports and other routine material, and printing documents
- transcribing information recorded in dictating machines and proof-reading and correcting copy
- filing records and reports
- typing in data and codes required to process information
- retrieving, confirming and updating data in storage and keeping records of data input
- sorting outgoing material and preparing documents for transmission

### Occupations:
- 6121-11 Typist and Word Processing Operator
- 6121-13 Data Entry Operator

### 6121-11  Typist and Word Processing Operator

Operates keyboards to type, edit and print documents.

### Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

### Tasks Include:
- operates dictation, typewriting and other word processing equipment
- types letters, reports and other routine material, and prints documents
- transcribes information recorded in dictating machines
- proofreads and corrects copy
- files records and reports
- performs photocopying and other routine clerical tasks
- may compute amounts of bills and accounts
- may answer telephones or receive clients

### 6121-13  Data Entry Operator

Operates keyboards to input and process data.

### Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

### Tasks Include:
- types in data and codes to process information using computers
- retrieves, confirms and updates data
- keeps records of data input
- maintains logs of messages to and from computers
- sorts outgoing material and prepares documents for transmission
MINOR GROUP 613

RECEPTIONISTS

RECEPTIONISTS greet clients and visitors and respond to personal, telephone or written inquiries and requests.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks performed by Receptionists typically include answering inquiries and providing information on the products, services and activities of the organisation; connecting and transferring calls; arranging and recording details of appointments; receiving and distributing mail, facsimile messages and other deliveries.

Occupations in this minor group are classified into the following unit group:

6131  RECEPTIONISTS
UNIT GROUP 6131  RECEPTIONISTS

RECEPTIONISTS greet clients and visitors and respond to personal, telephone or written inquiries and requests.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- answering inquiries and providing information on the products, services or activities of the organisation
- answering, connecting and transferring telephone calls
- arranging and recording details of appointments
- recording details of calls not connected and distributing messages
- receiving and distributing mail, facsimile messages and other deliveries

Occupations: 6131-11 Receptionist

6131-11 Receptionist

Greets clients and visitors and responds to personal, telephone or written inquiries and requests.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- greets visitors
- answers inquiries and provides information on the products, services or activities of the organisation
- answers, connects and transfers telephone calls
- records details of calls not connected and distributes messages
- arranges and records details of appointments
- records outgoing calls and charges and checks incoming accounts
- receives and distributes mail, facsimile messages and other deliveries
- reports technical problems to the telephone supplier and supervisor
- may perform other clerical tasks such as word processing, data entry, filing, mail despatch, facsimile or photocopying equipment operation
- may advise on and arrange reservations and accommodation

Specialisations:
- Front Office Clerk
- Hotel Receptionist
- Medical Receptionist
MINOR GROUP 614

INTERMEDIATE NUMERICAL CLERKS

INTERMEDIATE NUMERICAL CLERKS compile and record financial and statistical information and process documents relating to securities, insurance and financial transactions.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Numerical Clerks typically include recording and verifying summaries of financial transactions and operation costs; preparing reports of accounting activities; receiving and paying out moneys; processing loan and insurance applications, claims and accounts payable and receivable; advising policy and account holders on technical matters; calculating wages and salaries; and compiling tables, charts and graphs.

Occupations in this minor group are classified into the following unit groups:

6141 ACCOUNTING CLERKS
6142 PAYROLL CLERKS
6143 BANK WORKERS
6144 INSURANCE CLERKS
6145 MONEY MARKET AND STATISTICAL CLERKS
UNIT GROUP 6141  ACCOUNTING CLERKS

ACCOUNTING CLERKS undertake routine documentation and monitor creditor and debtor accounts, evaluate and process applications for credit or loans and calculate wages and other operating costs.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing and processing documentation related to accounts payable and accounts receivable
- reconciling invoices and despatching payments
- assessing and approving loan requests
- preparing conditions of loans and repayment details
- calculating, analysing and investigating the costs of proposed expenditure, wages and standard costs

Occupations:
- 6141-01 Supervisor, Accounting Clerks
- 6141-11 Accounts Clerk
- 6141-13 Credit Clerk
- 6141-15 Cost Clerk

6141-01  Supervisor, Accounting Clerks
Accounts Supervisor

Supervises and coordinates the activities of Accounting Clerks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Accounting Clerks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of Accounting Clerks

6141-11  Accounts Clerk
Accounts Payable or Receivable Clerk

Undertakes routine documentation and monitors creditor and debtor accounts.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- prepares and processes invoices, cheques, payment advices and other documentation related to accounts payable and accounts receivable
- reconciles invoices, prepares and despatches payments and related correspondence to creditors
- prepares bank reconciliations
- prepares debtors statements and listings and reports on money outstanding
- prepares petty cash reconciliations
- allocates expenditure to specified budget accounts
- summarises expenditure and receipts

Specialisations:
- Audit Clerk
- Investment Accounting Clerk
- Superannuation Clerk

6141-13  Credit Clerk

Examines, evaluates and processes applications for credit or loans.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assesses loan requests through interviews with applicants and examination of references, credit ratings, pay slips and other information
- approves or recommends approval for loans within policy guidelines
- prepares papers setting out conditions of loans, rates of repayment and loan periods
- prepares reports of loans and accounts which have outstanding amounts
- keeps records of arrears of payments and prepares routine letters requesting payment
- prepares statements of overdue accounts and forwards these for legal action
- prepares reports on credit ratings of customers
- answers inquiries concerning loan balances, penalties and credit standing of customers

Specialisations:
- Loans Clerk

6141-15  Cost Clerk

Calculates and investigates wages, materials, overheads and other operating costs.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- calculates and analyses costs
- prepares records of standard costs and values for items such as raw materials and packaging supplies
- records cost variations and contract price movements
- compiles cost data for preparation of operating budgets and profit and loss calculations
- investigates the costs of proposed expenditures, quotations and estimates
- prepares reports of total costs, inventory adjustments, selling prices or profits
UNIT GROUP 6142  PAYROLL CLERKS

PAYROLL CLERKS prepare payrolls and related records for employee salaries and statutory record keeping purposes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- preparing payroll data from time sheets and other payroll or personnel records
- processing payment of wages and salaries
- administering salary records
- interpreting industrial awards
- maintaining records relating to leave taken, overtime, promotions, transfers and other variations to wages or salaries and employment arrangements
- preparing group certificates

Occupations: 6142-11 Payroll Clerk

6142-11 Payroll Clerk
Pay Clerk
Payroll Officer

Prepares payroll and related records for employee salaries and statutory record keeping purposes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- prepares payroll data from time sheets and other payroll or personnel records
- processes payment of wages and salaries
- administers salary records
- interprets industrial awards
- maintains records relating to leave taken, overtime, promotions, transfers and other variations to wages or salaries and employment arrangements
- prepares group certificates
- may maintain superannuation and other deduction or contribution records
UNIT GROUP 6143   BANK WORKERS

BANK WORKERS receive and pay out money in financial and commercial institutions.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year’s relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- accepting money or cheques deposited by customers, verifying records and receipts, and crediting customer’s accounts
- paying money to customers according to advice slips, cheques or negotiable documents, and debiting customer’s accounts
- providing change and cashing cheques
- recording transactions
- balancing cash and advising supervisors of cash position or discrepancies

Occupations: 6143-01 Supervisor, Bank Workers
6143-11 Bank Worker

6143-01  Supervisor, Bank Workers
Supervises and coordinates the activities of Bank Workers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year’s relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Bank Workers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Bank Worker

6143-11  Bank Worker
Receives and pays out money, keeps records of transactions, issues receipts and cashes cheques.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year’s relevant experience.

Tasks Include:
- accepts money or cheques deposited by customers, verifies records and receipts, and credits customers’ accounts
- pays money to customers according to advice slips, cheques or negotiable documents, and debits customers’ accounts
- provides change and cashes cheques
- records transactions
- balances cash and advises supervisors of cash position or discrepancies
- answers customer inquiries
- opens and closes accounts for customers
UNIT GROUP 6144  INSURANCE CLERKS

INSURANCE CLERKS prepare and check documentation associated with insurance.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- processing agents' and brokers' correspondence and determining actions to be taken
- monitoring balances of accounts and summarising reinsurance to determine outstanding risk
- processing insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- despatching notices of premiums due and forms concerning conservation or transfer of insurance
- advising agents or policy holders on technical matters relating to individual cases

Occupations:
6144-01 Supervisor, Insurance Clerks
6144-11 Insurance Clerk

6144-01 Supervisor, Insurance Clerks
Supervises and coordinates the activities of Insurance Clerks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Insurance Clerks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Insurance Clerk

6144-11 Insurance Clerk
Prepares and checks documentation associated with insurance.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- processes agents' and brokers' correspondence and determines actions to be taken
- monitors balances of accounts and summarises reinsurance to determine outstanding risk
- issues, receives and checks insurance application forms
- adjusts insurance coverage and prepares, checks, signs and despatches standard endorsements
- reconciles accounts and maintains statistics
- despatches notices of premiums due and forms concerning conservation or transfer of insurance
- advises agents or policy holders on technical matters relating to individual cases
- processes claims arising out of surrenders, maturities or the granting of loans
- assesses sickness and accident claims and corresponds with policy holders
- maintains and updates computer records

Specialisations:
Health Insurance Assessor
Superannuation Fund Clerk
UNIT GROUP 6145  MONEY MARKET AND STATISTICAL CLERKS

MONEY MARKET AND STATISTICAL CLERKS process documentation and maintain records of securities transactions and registrations, compile data and undertake statistical and actuarial computations.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year's relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- renewing, checking, verifying and issuing transaction documentation
- processing dividend payments
- responding to inquiries concerning transactions
- compiling and verifying statistics from source documents
- computing actuarial data and returns

Occupations:
6145-01 Supervisor, Money Market and Statistical Clerks
6145-11 Money Market Clerk
6145-13 Statistical Clerk

6145-01  Supervisor, Money Market and Statistical Clerks

Supervises and coordinates the activities of Money Market Clerks or Statistical Clerks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Money Market Clerks or Statistical Clerks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Money Market Clerk or a Statistical Clerk

6145-11  Money Market Clerk

Scrip Clerk (Stockbroking)
Securities Clerk

Processes documentation and maintains records of securities transactions and registrations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience.

Tasks Include:
- reviews, checks, and verifies transaction documentation
- issues receipts for securities received
- claims accruing dividends
- prepares and issues documentation and payment for securities sold
- processes dividend payments
- prepares reports on customers' accounts
- may respond to inquiries regarding security transactions

6145-13  Statistical Clerk

Compiles data and undertakes statistical and actuarial computations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience.

Tasks Include:
- compiles statistics from some materials such as financial records, survey returns and other data sources
- verifies the authenticity of source material
- assembles and classifies data
- operates computers to input, manipulate and output information
- compiles actuarial data such as premium rates, risks, policy reserve values, surrender values, loan values and paid up policy values
- controls and reconciles the updating of computer files
- prepares actuarial and statistical statutory returns
- compiles results of calculations into tables, graphs and charts to be used in analysis
MINOR GROUP 615

MATERIAL RECORDING AND DESPATCHING CLERKS

MATERIAL RECORDING AND DESPATCHING CLERKS estimate production schedules and record work flows, check contents and compile freight documentation, prepare purchase orders and issue stock.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Material Recording and Despatching Clerks typically include checking that schedules and production quotas are met and reporting problems; despatching and arranging shipment of goods; checking goods against inventories, invoices and orders; recording defects and damage in goods, and items missing; and ordering supplies.

Occupations in this minor group are classified into the following unit groups:

6151 PRODUCTION RECORDING CLERKS
6152 TRANSPORT AND DESPATCHING CLERKS
6153 STOCK AND PURCHASING CLERKS
UNIT GROUP 6151 PRODUCTION RECORDING CLERKS

PRODUCTION RECORDING CLERKS record and coordinate the flow of work and materials between departments, examine orders for goods and prepare production schedules.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
• examining orders and compiling data for production schedules
• checking inventories and preparing delivery schedules
• confirming completion of orders and compliance with specifications
• signing tally sheets and attaching to checked items
• examining containers to ensure that they are filled and recording quantities
• checking attainment of production quotas, maintaining production records and compiling reports

Occupations:
6151-11 Production Recording Clerk

6151-11 Production Recording Clerk
Schedule Clerk
Production Recorder

Records and coordinates the flow of work and materials between departments, examines orders for goods and prepares production schedules.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• examines customer orders for goods or services
• compiles data for operations and production schedules, maintains production records and compiles reports
• checks inventory records and prepares delivery schedules
• checks attainment of production quotas
• confirms completion of orders and compliance with specifications
• arranges consignments of merchandise for customers
• observes and counts material or records information relayed by other workers
• records the number and kind of defects of unsatisfactory units for quality control
• prepares, signs and attaches tally sheets to items checked
• examines containers to ensure they are filled, and records quantities

Specialisations:
Delivery Clerk
Logistics Clerk
UNIT GROUP 6152 TRANSPORT RECORDING AND DESPATCHING CLERKS

TRANSPORT RECORDING AND DESPATCHING CLERKS verify and maintain records of incoming and outgoing goods, prepare goods for despatch, arrange the clearance and collection of imported cargo from customs or bond stores and arrange the shipment of cargo for export.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- identifying articles or containers of incoming and outgoing shipments and verifying them against consignment records
- ensuring outgoing shipments are in good condition and meet specifications
- arranging internal distribution of goods received
- organising the despatch of goods with completed documentation
- examining shipping documents and verifying cargo to be released
- recording customs clearance requirements and authorising collection of cargo
- calculating storage and clearance charges and billing customers
- receiving details of outgoing cargo and arranging bookings of freight space

Occupations: 6152-01 Supervisor, Transport and Despatching Clerks
6152-11 Receiving and Despatching Clerk
6152-13 Import-Export Clerk

6152-01 Supervisor, Transport and Despatching Clerks
Supervises and coordinates the activities of Transport and Despatching Clerks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Transport and Despatching Clerks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of Transport and Despatching Clerks

Specialisations:
Receiving Supervisor
Shipping Supervisor

6152-11 Receiving and Despatching Clerk
Freight Clerk
Shipping and Receiving Clerk

Verifies and maintains records of incoming and outgoing goods in warehouses and distribution centres and prepares goods for despatch.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- identifies articles or containers of incoming and outgoing shipments and verifies them against consignment records
- ensures outgoing shipments are in good condition and meet specifications
- arranges internal distribution of goods received
- organises the despatch of goods with completed documentation
- contacts shippers to rectify damages and shortages
- maintains prescribed records of goods received and despatched
- may count, weigh or measure items
- may affix shipping labels and instructions
- may determine method of despatch

Specialisations:
Aircraft Load Controller
Truck Despatcher

6152-13 Import-Export Clerk
Customs Broker

Arranges the clearance and collection of imported cargo from customs or bond stores and the shipment of cargo for export.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- examines shipping documents and verifies cargo to be released
- records shipment details
- records customs clearance requirements and authorises collection of cargo
- calculates storage and clearance charges and bills customers
- receives details of outgoing cargo and arranges booking of freight space
- arranges for collection of goods from customers
- completes and forwards shipping documentation to customers
- maintains records of import and export transactions

Specialisations:
Bond Clerk
Customs Agent
Wharf Tally Clerk
UNIT GROUP 6153  STOCK AND PURCHASING CLERKS

STOCK AND PURCHASING CLERKS monitor stock levels, prepare purchase orders and monitor supply sources, process orders for goods and services, maintain stock and inventory records and provide product information.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- counting incoming stock and reconciling it with requisitions and updating inventory and stock location records
- receiving and checking purchase requests against inventory records or stock on hand
- investigating and identifying supply sources and preparing and processing purchase orders
- receiving, checking and recording orders
- requisitioning supplies from stock or sending orders to production departments or other firms
- confirming completion of orders and compliance with details specified
- receiving telephone, facsimile and mail orders for the purchase of products or services
- providing price and other product information to prospective customers

Occupations: 6153-01 Supervisor, Stock and Purchasing Clerks
6153-11 Stock Clerk
6153-13 Purchasing Officer
6153-15 Order Clerk
6153-17 Sales Clerk

6153-01  Supervisor, Stock and Purchasing Clerks
Supervises and coordinates the activities of Stock and Purchasing Clerks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Stock and Purchasing Clerks
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of Stock and Purchasing Clerks

6153-11  Stock Clerk
Stock Control Clerk
Stores Clerk

Monitors stock levels and maintains stock, order and inventory records.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- counts incoming stock and reconciles it with requisitions
- updates inventory and stock location records
- processes orders
- prepares requisitions
- conducts stocktakings, verifies inventories taken against records and investigates discrepancies
- prepares reports on outstanding stock balances or shortages, damaged stock and shipment delays
- prepares cost estimates of requisitions and stock values

Specialisations:
Inventory Clerk
Supply Clerk

6153-13  Purchasing Officer
Procurement Clerk

Prepares purchase orders and monitors supply sources.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- receives and checks purchase requests against inventory records or stock on hand
- investigates and identifies supply sources
- prepares and processes purchase orders
- checks deliveries and invoices against purchase orders
- monitors the performance of suppliers relative to pricing, completeness and timing of deliveries
- maintains up-to-date records of purchases, prices, suppliers, delivery details, inventory and other relevant factors
- may monitor production or departmental schedules and expedite purchases in accordance with lead time requirements

6153-15  Order Clerk
Despatch Clerk
Customer Orders Clerk

Receives, checks and processes orders for goods or services.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- receives, checks and records orders
- requisitions supplies from stock or sends orders to production departments or other firms
- confirms completion of orders and compliance with details specified
- prepares invoices for despatch of goods
- may consign goods and maintain records of orders

Specialisations:
Mail Order Clerk
6153-17 Sales Clerk
Internal Salesperson

Receives and processes purchase orders for products or services, and provides product information and advice.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- receives telephone, facsimile and mail orders for the purchase of products or services
- provides price and other product information to prospective customers
- promotes features and benefits of products, and advises on products
- arranges processing and delivery of goods sold or compilation and despatch of further documentation requested
- maintains order entry system, arranges payments and undertakes other administrative tasks associated with order processing
- updates customer database
- may assist with inventory control, to maintain an appropriate level of merchandise for sale
- may prospect for new customers

Specialisations:
Lay-by Clerk
MINOR GROUP 619

MISCELLANEOUS INTERMEDIATE CLERICAL WORKERS

This minor group covers Intermediate Clerical Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this minor group are classified into the following unit groups:

- 6191 INQUIRY AND ADMISSIONS CLERKS
- 6192 LIBRARY ASSISTANTS
- 6193 PERSONNEL CLERKS
- 6194 INTERMEDIATE INSPECTORS AND EXAMINERS
- 6199 OTHER INTERMEDIATE CLERICAL WORKERS
UNIT GROUP 6191 INQUIRY AND ADMISSIONS CLERKS

INQUIRY AND ADMISSIONS CLERKS provide information on the services or goods provided by an organisation and assist and advise people on their use.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year's relevant experience.

Tasks Include:
- answering inquiries regarding the organisation’s products and services
- providing information about the organisation’s services and products and their availability, location, price, or related issues
- issuing relevant forms, information pamphlets, product or service brochures
- responding to inquiries about problems by providing advice, information and assistance
- referring complex inquiries to expert advisers
- checking forms and recording details
- processing records in accordance with procedures

Occupations: 6191-11 Inquiry Clerk  6191-13 Admissions Clerk

6191-11 Inquiry Clerk

Inquiry Officer

Responds to inquiries or complaints about an organisation’s products and services and provides information or refers people to other sources.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year's relevant experience.

Tasks Include:
- answers inquiries regarding the organisation’s products and services by providing information about their availability, location, price, or related issues
- issues relevant forms, information pamphlets, or product or service brochures
- responds to inquiries about problems and provides advice, information and assistance
- records information about inquiries and complaints
- accesses and operates computer network systems and communication systems such as public address or paging systems
- may refer inquiries to other organisations

Specialisations:
- Complaints Clerk
- Information Desk Clerk

6191-13 Admissions Clerk

Hospital Admitting Clerk

Records and processes information required for the admission and discharge of hospital patients and responds to telephone inquiries.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year's relevant experience.

Tasks Include:
- supplies patients with hospital admission forms
- checks admission forms and records patients' personal and admission details
- provides information explaining hospital regulations
- processes admission records in accordance with hospital procedures
- prepares and processes accounts
- answers telephone inquiries and transfers calls
- may retrieve, process and file patients' medical records
- may make appointments for patients' specialist services

Specialisations:
- Hospital Ward Clerk
UNIT GROUP 6192  LIBRARY ASSISTANTS

LIBRARY ASSISTANTS issue, receive and shelve library items and maintain associated records.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- issuing library items to borrowers
- sorting and shelving returned items
- locating and retrieving items on request
- maintaining records and index systems
- issuing overdue notices and receiving fines
- assisting in preparing displays and promotional activities

Occupation: 6192-11 Library Assistant

6192-11 Library Assistant
Library Attendant
Library Clerk

Issues, receives and shelves library items such as books, tapes and films, and maintains associated records.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- issues library items to borrowers and records due dates
- inspects returned items for damage and makes minor repairs
- sorts and shelves returned items
- issues borrowers’ identification cards
- maintains acquisitions records and index system
- assists in the preparation of promotions and displays
- reviews overdue items, issues overdue notices to borrowers and receives overdue fines
- may prepare catalogued items for shelving
- may answer telephone inquiries or refer to professional staff
UNIT GROUP 6193  PERSONNEL CLERKS

PERSONNEL CLERKS maintain personnel records and interview clients to assess their job requirements and suitability for employment.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- raising records for newly appointed workers and checking them for completeness
- filing records and updating information on leave taken and accumulated, positions worked in, transfers and promotions, salaries, superannuation and taxation, qualifications, training or abilities
- preparing correspondence and answering queries on employment entitlements and conditions
- processing applications for employment or promotions and advising applicants of results
- interviewing job seekers and applicants, and recording relevant information
- evaluating information to determine applicants’ suitability for referral to vacancies
- supplying information to applicants about job vacancies, company and union policies, tasks, responsibilities, working conditions, hours and pay, and promotional opportunities
- referring applicants to prospective employers

Occupations: 6193-11 Personnel Records Clerk
  6193-13 Employment Office Clerk

6193-11  Personnel Records Clerk
Maintains and updates personnel records.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- raises records for newly appointed workers and checks them for completeness
- files records and updates information on leave taken and accumulated, positions worked in, transfers and promotions, salaries, superannuation and taxation, qualifications, training or abilities
- prepares correspondence and answers queries on employment entitlements and conditions
- processes applications for employment or promotion and advises applicants of results
- informs supervisors and employees of events requiring action
- may prepare job descriptions and letters of appointment
- may arrange security passes and identification
- may prepare rosters and duty statements

Specialisations:
Roster Clerk

6193-13  Employment Office Clerk
Interviews applicants to determine their job requirements and suitability for employment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- interviews job seekers and applicants, and records relevant information
- evaluates information to determine applicants’ suitability for referral to vacancies
- supplies information to applicants about job vacancies, company and union policies, tasks, responsibilities, working conditions, hours and pay, and promotional opportunities
- refers applicants to prospective employers
- prepares permanent records of interviews with both successful and unsuccessful applicants
- discusses recruitment policies with superiors to ensure the effectiveness of selection techniques and recruitment programs
- observes jobs to obtain information about job requirements
- discusses job requirements with employers and prepares selection criteria
- organises advertising, interviewing and selection processes
UNIT GROUP 6194  INTERMEDIATE INSPECTORS AND EXAMINERS

INTERMEDIATE INSPECTORS AND EXAMINERS administer and enforce government and corporate regulations and standards.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- assisting with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores
- inspecting and assessing taxation returns and claims for government entitlements
- testing applicants and issuing motor vehicle drivers permits and licences
- monitoring scheduled transport services and investigating disruptions
- ensuring adherence to safety standards and operational rules and regulations
- monitoring the allocation and use of water resources
- investigating and reporting on suspected breaches of regulatory standards and legislation

Occupations:
- 6194-11 Customs Inspector
- 6194-13 Taxation Inspector
- 6194-15 Social Security Assessor
- 6194-17 Motor Vehicle Licence Examiner
- 6194-19 Transport Operations Inspector
- 6194-21 Train Examiner
- 6194-23 Water Inspector
- 6194-79 Intermediate Inspectors and Examiners nec

6194-11  Customs Inspector
Administers and enforces customs and related legislation.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assists with customs control of overseas passengers, crew, aircraft, ships, cargo, mail and bond stores
- examines and assesses documents and clears goods for import or export
- searches aircraft, vehicles, premises or people and checks documents and goods to detect illegal activities
- prepares reports and documents
- investigates suspected breaches of customs and related legislation
- may make arrests, assist with prosecutions and give evidence in court

Specialisations:
Customs Investigator

6194-13  Taxation Inspector
Inspects and assesses taxation returns to ensure compliance with government legislation.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- carries out random checks of documents to detect non-compliance with taxation rules
- investigates suspected breaches of taxation legislation
- conducts interviews with taxpayers and their representatives
- reviews client files
- assesses stamp duty and other tax obligations
- participates in the education of payers and payees about taxation obligations
- answers telephone inquiries
- may advise taxpayers and their representatives on the applications of tax laws

6194-15  Social Security Assessor
Inspects and assesses social welfare claims and entitlements under government legislation.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- undertakes assessment of new clients
- answers public inquiries both face-to-face and over the phone
- assesses claims for pensions and other government benefits
- may assess the needs of particular population groups and advise on social security measures
- may prepare reports

6194-17  Motor Vehicle Licence Examiner
Tests motor vehicle driving licence applicants and issues learner’s permits and probationary licences.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- assess applicants suitability to hold a motor vehicle driver’s probationary licence or learner’s permit
- tests applicants in the practical operation of a motor vehicle
- conducts written tests on road rules
- issues motor vehicle driver learner’s permits and motor vehicle driver probationary licences
6194-19 Transport Operations Inspector

Monitors train, tram or bus services and investigates service disruptions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- monitors train, tram or bus services and checks that service is provided according to schedule
- monitors the cleanliness, presentation and condition of vehicles
- investigates delays in schedules, accidents and complaints, and files reports
- informs despatchers of disruptions to services
- liaises with despatchers in re-routing traffic around temporary obstructions or to supply additional vehicles on temporarily overloaded routes
- issues infringement notices for fare evasion and assists with related legal documentation
- investigates accidents involving trains, trams or buses and prepares reports
- responds to customer inquiries and complaints
- recommends improvements and changes in services
- may patrol routes to detect obstructions and liaise with police to clear obstructions and re-route traffic

Specialisations:
Bus Inspector
Tram Inspector

6194-21 Train Examiner

Inspects rolling stock in railway yards, terminals or stations to ensure adherence to safety standards and operational rules and regulations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- conducts visual checks of the mechanical, structural, electrical, pneumatic, and hydraulic systems of railway wagons, carriages and locomotives for condition and correct classification
- directs the removal of defective wagons and carriages from service for repair
- inspects handling and servicing of wagons containing perishable or dangerous freight to ensure adherence to regulations
- expedites the return to service of wagons or carriages carrying freight or passengers
- checks areas for empty foreign wagons and authorises movement
- reviews siding reports for correct compilation and submission
- prepares reports on handling of wagons, carriages and perishable freight
- may perform minor fault diagnosis and component exchange

Specialisations:
Locomotive Inspector

6194-23 Water Inspector

Monitors the allocation and use of water from water resources such as streams, rivers and underground water.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- receives applications for licences to use water
- assesses applications relating to the demands already on water resources and the nature of proposals such as size of pump to be used and acreage and type of crop to be irrigated
- investigates hydrological records to determine ability of water resources to meet new requirements
- conducts site inspections
- maintains records and prepares reports covering factors relating to licences
- participates in advisory board meetings
- investigates complaints concerning flooding, construction of unauthorised work or obstructions to water courses, and the need for stock route water facilities
- administers regulations relating to the licensing of water use and artesian and sub-artesian bores
- prepares and presents evidence in courts relating to appeals against the issue or the refusal of issue of licences, or prosecutions for breaches of acts
- supervises the removal of sand and gravel from water courses and the work of drilling contractors involved with bore construction and reconditioning

Specialisations:
Boring Inspector
Stream Control Officer

6194-79 Intermediate Inspectors and Examiners nec

This occupation group covers Intermediate Inspectors and Examiners not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
Dog Catcher
Pest Control Inspector
Travel Accommodation Inspector
Vermin and Noxious Weeds Inspector
Weights and Measures Inspector
UNIT GROUP 6199  OTHER INTERMEDIATE CLERICAL WORKERS

This unit group covers Intermediate Clerical Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 6199-11 Proof Reader
- 6199-13 Debt Collector
- 6199-15 Mail Supervisor
- 6199-17 Court Orderly
- 6199-19 Bailiff or Sheriff
- 6199-21 Coding Clerk
- 6199-79 Intermediate Clerical Workers nec

6199-11  Proof Reader

Reads draft copies and proofs, detects errors and marks corrections to grammar, typing or composition.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- reads draft copies and marks errors
- discusses grammatical or compositional errors in copy with authors, and obtains signatures on copy authorising changes
- marks proofs using codes to indicate deviations from copy or instruct operators to alter typographic details
- lodges marked proof for amendment
- signs and dates proofs to indicate approval of corrections and authorise preparation of type for printing

6199-13  Debt Collector

Collects payments for overdue accounts, overdue installments or damage claims on behalf of creditors.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- visits or telephones debtors to collect amounts due or to arrange for payments to be made
- traces addresses of debtors who have moved
- recommends legal action when collection cannot be made
- records amounts collected and notes further action required
- prepares statements of account for creditors or arranges for money collected to be transferred to their accounts
- may perform clerical tasks involving the preparation of collection notices to be posted

Specialisations:
- Collection Agent

6199-15  Mail Supervisor

Supervises and coordinates the activities of mail processing staff.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Mail Sorting Clerks, Messengers and Sales Assistants (Postal Services)
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Mail Sorting Clerks, Messengers and Sales Assistants (Postal Services)

Specialisations:
- Mail Overseer

6199-17  Court Orderly

Court Attendant
Court Officer

Provides operational support to courts and registries.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- opens and closes court and hearing room proceedings
- organises jury and witness lists, summons and swears-in juries and witnesses
- maintains order in court and hearing rooms and adjacent areas
- announces cases and calls witnesses
- posts court lists on notice boards
- organises furniture for court and hearing rooms
- allocates rooms for use by legal practitioners
- sorts and delivers court records and mail to chambers
- records file movements and notifies registries
- may prepare sound recording equipment for court and hearing rooms

Specialisations:
- Court Usher
6199-19 Bailiff or Sheriff

Implements court orders and serves legal orders and summonses as an officer of the court.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- enforces the law as an officer of the court by executing court orders such as eviction notices
- serves legal orders and documents such as summonses and subpoenas
- seizes or repossesses property according to court orders
- escorts prisoners to and from courtrooms
- keeps records of court processes served

Specialisations:
Sheriff’s Officer

6199-21 Coding Clerk

Translates narrative descriptions or numeric information into classification or record systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assigns classification codes according to set procedures
- optimises coding input and quality
- may provide advice to users of data

Specialisations:
Clinical Coder
Medical Record Clerk

6199-79 Intermediate Clerical Workers nec

This occupation group covers Intermediate Clerical Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
Charity Collector
Travel Clerk
SUB-MAJOR GROUP 62

INTERMEDIATE SALES AND RELATED WORKERS

INTERMEDIATE SALES AND RELATED WORKERS sell services to businesses and goods to retail and wholesale establishments, sell motor vehicles and motor vehicle accessories or supervise and coordinate staff in retail establishments.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Sales and Related Workers typically include promoting and selling products such as personal and household goods, building and plumbing supplies, motor vehicle parts and accessories and business services; compiling lists of prospective customers; visiting customers and retail outlets to sell goods and services; following up customers and ensuring satisfaction; determining customer requirements and advising on suitable options; receiving payments and processing ownership transfer documents; supervising and coordinating the activities of sales assistants and checkout operators.

Occupations in this sub-major group are classified into the following minor group:

621 INTERMEDIATE SALES AND RELATED WORKERS
MINOR GROUP 621

INTERMEDIATE SALES AND RELATED WORKERS

INTERMEDIATE SALES AND RELATED WORKERS sell services to businesses and goods to retail and wholesale establishments, sell motor vehicles and motor vehicle accessories or supervise and coordinate staff in retail establishments.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Sales and Related Workers typically include promoting and selling products such as personal and household goods, building and plumbing supplies, motor vehicle parts and accessories and business services; compiling lists of prospective customers; visiting customers and retail outlets to sell goods and services; following up customers and ensuring satisfaction; determining customer requirements and advising on suitable options; receiving payments and processing ownership transfer documents; supervising and coordinating the activities of sales assistants and checkout operators.

Occupations in this minor group are classified into the following unit groups:

6211 SALES REPRESENTATIVES
6212 MOTOR VEHICLE AND RELATED PRODUCTS SALESPERSONS
6213 RETAIL AND CHECKOUT SUPERVISORS
UNIT GROUP 6211  SALES REPRESENTATIVES

SALES REPRESENTATIVES sell goods to retail or wholesale establishments or sell services to businesses.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- promoting and selling products such as personal and household goods, building and plumbing supplies, motor vehicle parts and accessories and business services
- using directories and other sources to compile lists of prospective business customers
- visiting customers and retail outlets to establish selling opportunities
- following up customers and ensuring satisfaction with products
- monitoring customers’ changing needs and competitor activity
- preparing sales reports

Occupations:
- 6211-11 Sales Representative (Personal and Household Goods)
- 6211-13 Sales Representative (Business Services)
- 6211-15 Sales Representative (Builder’s and Plumber’s Supplies)
- 6211-17 Sales Representative (Motor Vehicle Parts and Accessories)
- 6211-79 Sales Representatives nec

6211-11 Sales Representative (Personal and Household Goods)

Represents companies in selling durable or non-durable consumer goods to retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- promotes and sells consumer products such as toys, sporting goods, books, stationery, hardware, floor coverings, furniture, textiles, clothing, footwear, photographic equipment, jewellery, toiletries, and personal goods
- uses retail directories and other sources to compile lists of prospective business customers
- visits retail outlets to establish selling opportunities
- quotes prices and credit terms, records orders and arranges deliveries
- follows up customers to ensure satisfaction with products purchased and resolve any problems
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales or marketing management
- prepares sales reports, and maintains and submits records of business expenses incurred

6211-13 Sales Representative (Business Services)

Represents companies in selling financial, advertising, information and other services used by businesses.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- promotes and sells credit information, debt collection services, other financial services, business publication subscriptions, databases, advertising or other business services
- uses business directories and other sources to compile lists of prospective customers
- visits regular and prospective customers to establish selling opportunities
- quotes prices and credit terms, records orders, and arranges deliveries
- follows up customers to ensure satisfaction with products purchased, and resolves any problems arising
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales or marketing management
- prepares sales reports, and maintains and submits records of business expenses incurred
- may provide customer training in use of services provided

Specialisations:
Sales Representative (Advertising)
6211-15 Sales Representative (Builder’s and Plumber’s Supplies)

Represents companies in selling builders’ timber, hardware and supplies to retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- promotes and sells products such as paint, plaster, builders’ tools, wire, timber, plumbing and electrical supplies, and wood products
- uses retail directories and other sources to compile lists of prospective customers
- visits regular and prospective customers to establish selling opportunities
- quotes prices and credit terms, records orders, and arranges deliveries
- follows up customers to ensure satisfaction with products purchased, and resolves any problems arising
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales or marketing management
- prepares sales reports, and maintains and submits records of business expenses incurred

6211-17 Sales Representative (Motor Vehicle Parts and Accessories)

Represents companies in selling motor vehicle parts and accessories to retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- promotes and sells motor vehicle parts and accessories
- uses retail directories and other sources to compile lists of prospective business customers
- visits regular and prospective retail outlets to establish selling opportunities
- quotes prices and credit terms, records orders and arranges deliveries
- follows up customers to ensure satisfaction with products purchased, and resolves any problems arising
- monitors customers’ changing needs and competitor activity, and reports on these developments to sales or marketing management
- prepares sales reports, and maintains and submits records of business expenses incurred

6211-79 Sales Representatives nec

This occupation group covers Sales Representatives not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
- Sales Representative (Jewellery and Watches)
- Sales Representative (Musical Goods)
- Sales Representative (Photographic Equipment and Supplies)
- Sales Representative (Printing)
UNIT GROUP 6212  MOTOR VEHICLE AND RELATED PRODUCTS SALESPERSONS

MOTOR VEHICLE AND RELATED PRODUCTS SALESPERSONS sell motor vehicles, boats, caravans, earthmoving equipment, and vehicle accessories or spare parts in retail or wholesale establishments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year's relevant experience.

Tasks Include:
- determining customer requirements and advising on suitable vehicle models and accessory options
- showing vehicles to customers and test driving vehicles with customers
- quoting or negotiating prices, and advising on warranties, delivery dates, and after-sales service
- taking sales orders and preparing contracts of sale
- selling products such as vehicle spare parts, tyres, tubes, car radios and cassettes, seat covers, lights, tow bars, mirrors, batteries, lubricating oils, petrol and petroleum products
- receiving orders for parts
- determining part sizes and details such as vehicle make, model, manufacturer and year
- searching microfiche and computer lists or books to find part numbers and cost

Occupations:
- 6212-11 Motor Vehicle and Caravan Salesperson
- 6212-13 Motor Vehicle Parts Interpreter

6212-11  Motor Vehicle and Caravan Salesperson
Motor Vehicle Salesperson

Sells new and used motor cars, motor cycles, trucks, boats, caravans or earthmoving equipment in retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience.

Tasks Include:
- determines customer requirements and advises on suitable vehicle models and accessory options
- shows vehicles to customers and test drives vehicles with customers
- quotes or negotiates prices, and advises on warranties, delivery dates, and after-sales service
- takes sales orders and prepares contracts of sale
- receives payments and processes ownership transfer documents
- offers and negotiates trade-in prices for vehicles
- sells attachments and accessories for vehicles
- may arrange customer finance for vehicle purchases
- may assist with pre-delivery checks of vehicle operations

Specialisations:
- Fleet Salesperson

6212-13  Motor Vehicle Parts Interpreter
Automotive Parts Interpreter

Sells motor vehicle accessories and spare parts in retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year's relevant experience.

Tasks Include:
- sells products such as vehicle spare parts, tyres, tubes, car radios and cassettes, seat covers, lights, tow bars, mirrors, batteries, lubricating oils, petrol and petroleum products
- receives orders for parts
- determines part sizes and details such as vehicle make, model, manufacturer and year
- searches microfiche and computer lists or books to find part numbers and cost
- obtains parts from storage
- calculates sales tax, discounts and prices to prepare accounts
- packages and despatches parts
- unpacks, sorts and stores parts
- collects and delivers parts
- may arrange for products to be installed
UNIT GROUP 6213  RETAIL AND CHECKOUT SUPERVISORS

RETAIL AND CHECKOUT SUPERVISORS supervise and coordinate the activities of Sales Assistants and Checkout Operators.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year’s relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determining work requirements and allocating duties to Sales Assistants and Checkout Operators
- conferring with managers to coordinate activities with other organisational units
- maintaining attendance records and rosters
- explaining and enforcing safety regulations
- overseeing the work of the unit and suggesting improvements and changes
- conferring with workers to resolve grievances

Occupations:
- 6213-11 Retail Supervisor
- 6213-13 Checkout Supervisor

6213-11 Retail Supervisor
Sales Department Supervisor
Supervisor, Sales Assistants

Supervises and coordinates the activities of Sales Assistants.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year’s relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Sales Assistants
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Sales Assistant

6213-13 Checkout Supervisor

Supervises and coordinates the activities of Checkout Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year’s relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Checkout Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Checkout Operator
SUB-MAJOR GROUP 63

INTERMEDIATE SERVICE WORKERS

INTERMEDIATE SERVICE WORKERS provide basic child care and other services to individuals for the enhancement of their education, health, welfare and comfort, and provide services to patrons of hotels, restaurants and similar establishments.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Service Workers typically include assisting patients and clients with personal care needs and rehabilitative exercises; assisting professionals in the provision of care and services; providing emotional support; planning, conducting and participating in activities to encourage social, physical and educational development; preparing and distributing educational aids and preparing and serving food and drink; providing services to patrons of hospitality establishments; assisting dentists, veterinarians and other health professionals; supervising inmates in correctional institutions; providing personal care and fitness services; and organising travel and accommodation.

Occupations in this sub-major group are classified into the following minor groups:

631 CARERS AND AIDES
632 HOSPITALITY WORKERS
639 MISCELLANEOUS INTERMEDIATE SERVICE WORKERS
MINOR GROUP 631

CARERS AND AIDES

CARERS AND AIDES provide basic child care and other services to individuals for the enhancement of their education, health, welfare and comfort.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks performed by Carers and Aides typically include preparing and distributing educational aids; assisting professionals in the provision of care; planning, conducting and participating in activities to encourage social, physical and educational development in children; assisting patients and clients with personal care needs, rehabilitative exercises and providing emotional support.

Occupations in this minor group are classified into the following unit groups:

6311 EDUCATION AIDES
6312 CHILDREN'S CARE WORKERS
6313 SPECIAL CARE WORKERS
6314 PERSONAL CARE AND NURSING ASSISTANTS
UNIT GROUP 6311  EDUCATION AIDES

EDUCATION AIDES perform non-teaching duties to assist teaching staff in schools and provide care and supervision for children in pre-schools or provide assistance to Aboriginal and Torres Strait Islander students.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
• demonstrating, supervising and participating in activities which enhance the physical, social, emotional and intellectual development of children in schools and pre-school centres
• preparing indoor or outdoor areas for learning or recreational activities
• assisting children with intellectual, physical and behavioural difficulties with their academic studies
• assisting children individually to learn social skills
• assisting with the preparation of teaching aids, and copying and collating written or printed material
• distributing and collecting lesson material
• providing assistance to small groups of Aboriginal students
• providing home-school liaison and counselling for Aboriginal students and their families

Occupations:
- 6311-11 Pre-School Aide
- 6311-13 Integration Aide
- 6311-15 Teacher’s Aide
- 6311-17 Aboriginal and Torres Strait Islander Education Worker

6311-11  Pre-School Aide

Provides care and supervision for children at pre-school centres under the direction of pre-school teachers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
• demonstrates, supervises and participates in activities which enhance the physical, social, emotional and intellectual development of children in pre-school centres
• prepares indoor or outdoor areas for learning or recreational activities
• provides assistance to teachers in the preparation of materials and equipment
• assists in the implementation of individual and group programs
• may participate in the planning of activities
• may take children on recreational or educational excursions

Specialisations:
Kindergarten Assistant

6311-13  Integration Aide

Assists children with developmental disabilities in mainstream schools.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
• assists children with intellectual, physical or behavioural difficulties with their academic studies
• assists children individually to learn social skills
• assists with the care and control for children on excursions and during class breaks
• assists teachers in attending to sick pupils and those in need of first aid
• may assist with the provision of learning aids and teaching materials

6311-15  Teachers’ Aide

Teachers’ Assistant
School Services Officer

Assists teaching staff in the preparation of teaching materials and with general classroom tasks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
• assists with the preparation of teaching aids, and copies and collates written or printed material
• distributes and collects lesson material
• maintains records of books and materials distributed to pupils
• supervises pupils for school functions and excursions
• maintains attendance rolls and assessment records
• assists teachers in attending to sick pupils and administers minor first aid
• may assist with teaching tasks
• may prepare texts, notes and correspondence
• may assist teachers to work with children in special schools and provide personal services and supervision
**6311-17 Aboriginal and Torres Strait Islander Education Worker**

Provides assistance to Aboriginal and Torres Strait Islander students, and liaises with educational bodies, government agencies and committees.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Tasks Include:**
- provides assistance to small groups of Aboriginal students
- provides home-school liaison and counselling for Aboriginal students and their families
- organises and participates in camps, excursions and recreational activities
- counsels Aboriginal students
- liaises with Indigenous community organisations and government agencies
- plans or teaches curriculum and promotes and develops Indigenous cultural activities and awareness in the school

**Specialisations:**
Aboriginal Education Worker Co-ordinator
Aboriginal Home School Liaison Officer
UNIT GROUP 6312  CHILDREN’S CARE WORKERS

CHILDREN’S CARE WORKERS provide care and supervision for children in residential homes and non-residential child care centres.

Skill Level:
The entry requirement in this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assisting in the preparation of materials and equipment for education or recreational activities
- managing children’s behaviour and guiding children’s social development
- preparing and conducting activities for children
- entertaining children by reading or playing games
- supervising children in recreational activities
- supervising the daily routine of children
- supervising the hygiene of children

Occupations:
6312-11  Child Care Worker
6312-13  Family Day Care Worker
6312-15  Nanny

6312-11  Child Care Worker
Child Care Aide

Provides care and supervision for children in programs such as long day care and occasional care in child care centres, hospitals and educational centres.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- assists in the preparation of materials and equipment for educational or recreational activities
- manages children’s behaviour and guides children’s social development
- supervises sleep and rest periods;
- serves meals and snacks to children and may assist in meal preparation
- assists children with daily routines such as toileting, dressing, eating and sleeping
- organises and supervises activity programs according to the age, needs and capacities of individual children
- may observe and record the growth, behaviour and development of babies and children and discuss their progress with parents
- may take children on outings

Specialisations:
Children’s Nursery Assistant
Creche Attendant

6312-13  Family Day Care Worker
Family Day Carer

Provides care and supervision for babies and children, usually in worker’s own home, under local government or community based schemes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- prepares and conducts activities for babies and children
- entertains babies and children by reading or playing games
- supervises children in recreational activities
- supervises the hygiene of children
- dresses and undresses babies and children
- prepares and serves food and drinks to babies and children
- tidies premises and packs away equipment

6312-15  Nanny

Assists parents in the provision of on-going care and supervision for babies and children, usually in the child’s home.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- supervises the daily routine of babies and children
- supervises the hygiene of children
- dresses and undresses babies and children
- prepares and serves food and drinks to babies and children
- prepares, and supervises educational and recreational activities for children
- entertains babies and children by reading or playing games
- may undertake some housekeeping duties such as preparing meals, washing up, tidying premises and packing away equipment

Specialisations:
Governess
UNIT GROUP 6313 SPECIAL CARE WORKERS

SPECIAL CARE WORKERS provide care and supervision for children in residential child care establishments and security institutions, provide care to people in refuges, or provide household support and assistance to people in need of care or therapy programs.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year relevant experience.

Tasks Include:
- planning and implementing programs of supervision and care for children
- supervising and arranging activities to enhance the physical, social, emotional and intellectual development of children
- waking children and ensuring they are washed, dressed, fed and ready for educational and recreational activities
- supervising children during domestic activities such as eating meals and showering
- organising refuge accommodation
- accompanying sick or aged people during daily activities
- as directed, provides general care and comfort to therapy patients
- guiding and assisting patients in the performance of craft, recreational and leisure activities

Occupations:
- 6313-11 Hostel Parent
- 6313-13 Child or Youth Residential Care Assistant
- 6313-15 Refuge Worker
- 6313-17 Aged or Disabled Person Carer
- 6313-19 Therapy Aide

6313-11 Hostel Parent

House Parent

Operates residential child care establishments which provide home environments for children.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience. Registration or licensing may be required.

Tasks Include:
- plans and implements programs of supervision and care for children
- supervises and arranges activities to enhance the physical, social, emotional and intellectual development of children
- wakes children, and ensures that they wash, dress and develop hygienic living habits
- supervises domestic arrangements of children and develops their social skills
- prepares and lays out materials and equipment required in educational and recreational activities
- assists in teaching programs and counselling of children
- organises, leads and participates in recreational and other activities and outings
- maintains discipline and enforces regulations
- may cook and serve meals, clean premises, wash, iron and perform household tasks
- may order supplies, keep accounts and attend to administrative matters

6313-13 Child or Youth Residential Care Assistant

Residential Care Worker

Provides care and supervision for children in correctional services institutions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience. Registration or licensing may be required.

Tasks Include:
- wakes children and ensures they are washed, dressed, fed and ready for educational and recreational activities
- organises and participates in educational and recreational activities
- supervises children during domestic activities such as eating meals and showering
- enforces behaviour standards, compiles disciplinary reports and assists in implementing remedial measures
- may patrol centres, and lock or unlock doors
- may assist in serving meals or performing other housekeeping tasks

6313-15 Refuge Worker

Provides services and support to people seeking assistance in refuges.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year relevant experience.

Tasks Include:
- organises refuge accommodation
- provides emotional support to residents of refuges
- refers people to others for assistance
- ensures security of refuge

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6313-17 Aged or Disabled Person Carer
Home Support Worker

Provides general household assistance, emotional support, care and companionship for aged or disabled people in their homes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- accompanies aged or disabled people during daily activities
- assists clients to move about
- prepares or presents food
- arranges social activities
- performs housekeeping tasks
- assists in personal hygiene and dressing
- may do shopping and run errands
- may live in with the person

6313-19 Therapy Aide
Therapist's Assistant

Provides assistance to occupational, diversional or physiotherapists in therapy programs and care of their patients.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- provides general care and comfort to patients and ongoing therapy as directed
- guides and assists patients in the performance of craft, recreational and leisure activities
- assists in the training of disabled persons in self-care and daily living activities
- assists patients in the performance of routine physiotherapy or hydrotherapy exercises on an individual or group basis

Specialisations:
- Diversional Therapist's Assistant
- Occupational Therapist's Assistant
- Physiotherapist's Assistant
UNIT GROUP 6314  PERSONAL CARE AND NURSING ASSISTANTS

PERSONAL CARE AND NURSING ASSISTANTS assist in caring for patients in hospitals, nursing homes, clinics, or the patient’s home.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year’s relevant experience.

Tasks Include:
- assisting clients with their personal care needs such as showering, dressing, and eating
- assisting clients with mobility and communication needs and ensuring that messages are passed on
- applying practical intervention procedures for dementia or behavioural problems
- providing daily care to patients under the guidance of a registered nurse
- participating in the planning of care for individual patients
- observing and reporting any changes in condition or any complaints about care to a registered nurse

Occupations:
- 6314-11 Personal Care Assistant
- 6314-13 Nursing Assistant

6314-11 Personal Care Assistant
Assists with the care of patients in a range of health care facilities, or in the client’s home.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year’s relevant experience.

Tasks Include:
- assists patients with their personal care needs such as showering, dressing, and eating
- assists patients with mobility and communication needs and ensures that messages are passed on
- applies practical intervention procedures for dementia or behavioural problems
- ensures an adequate supply of clean clothing and linen and that soiled items are removed and cleaned on a daily basis
- accurately records daily activity, observes the condition of patients and reports any changes to supervisor
- may assist with rehabilitation exercises and basic treatment and medications

6314-13 Nursing Assistant
Nurses’ Aide
Assists registered nurses in hospitals, nursing homes and other health care facilities, in the provision of patient care.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 year’s relevant experience.

Tasks Include:
- provides daily care to patients under the guidance of a registered nurse
- participates in the planning of care for individual patients
- observes and reports any changes in condition or any complaints about care to a registered nurse
- may perform basic procedures such as taking blood pressure and applying and changing dressings
- may assist patients with personal hygiene and grooming
MINOR GROUP 632

HOSPITALITY WORKERS

HOSPITALITY WORKERS provide services to patrons of hotels, bars, restaurants and similar establishments.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Hospitality Workers typically include supervising hotel porters; booking tours, taxis and restaurants; serving and selling drinks; ordering bar supplies; taking food orders and serving food; and performing front office and reception duties in hospitality establishments.

Occupations in this minor group are classified into the following unit groups:

6321 HOTEL SERVICE SUPERVISORS
6322 BAR ATTENDANTS
6323 WAITERS
6324 HOSPITALITY TRAINEES
UNIT GROUP 6321 HOTEL SERVICE SUPERVISORS

HOTEL SERVICE SUPERVISORS supervise and coordinate the activities of hotel service workers.

Skill Level:
The entry requirement in this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
§ determining work requirements and allocating duties to Domestic Housekeepers, Luggage Porters and Doorpersons
§ conferring with managers to coordinate activities with other organisational units
§ maintaining attendance records and rosters
§ explaining and enforcing safety regulations
§ overseeing the work of the unit and suggesting improvements and changes
§ conferring with workers to resolve grievances
§ may perform front office and reception duties in hospitality establishments

Occupations: 6321-11 Hotel Service Supervisors

6321-11 Hotel Service Supervisor
Supervises and coordinates the activities of hotel service workers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
§ determines work requirements and allocates duties to Domestic Housekeepers, Luggage Porters and Doorpersons
§ confers with managers to coordinate activities with other organisational units
§ maintains attendance records and rosters
§ explains and enforces safety regulations
§ oversees the work of the unit and suggests improvements and changes
§ confers with workers to resolve grievances
§ may perform front office and reception duties in hospitality establishments
§ may perform the tasks of a Domestic Housekeeper, Luggage Porter or Doorperson

Specialisations:
Head Housekeeper
Head Porter (Hotel)
Hotel Concierge
UNIT GROUP 6322  BAR ATTENDANTS

BAR ATTENDANTS prepare, mix and serve drinks to patrons in bars in licensed establishments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- serving and selling cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic drinks at a bar
- tapping kegs and attaching them to supply lines
- washing glassware and arranging bottles and glasses on shelves or benches
- cleaning and maintaining bar service area
- collecting payment for sales and operating cash registers

Occupations:
- 6322-01 Supervisor, Bar Attendants
- 6322-11 Bar Attendant

6322-01  Supervisor, Bar Attendants
Supervises and coordinates the activities of Bar Attendants.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Bar Attendants
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Bar Attendant

Specialisations:
Dining Room Drinks Supervisor

6322-11  Bar Attendant
Bar Steward
Prepares, mixes and serves drinks to patrons in bars in licensed establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- serves and sells cocktails, mixed drinks, bottled, canned and other alcoholic and non-alcoholic drinks at a bar
- sells light snacks
- collects payment for sales and operates cash registers
- promotes services and products
- replenishes drink dispensers, shelves and refrigerators
- taps kegs and attaches supply lines
- washes glassware and arranges bottles and glasses on shelves or benches
- cleans and maintains bar service area
- may order bar supplies
- may roster staff and arrange for relieving or additional bar staff
- may assist in the training of new bar staff
UNIT GROUP 6323  WAITERS

WAITERS suggest and serve food and beverages in hotels, restaurants, clubs and dining establishments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• setting and arranging tables
• presenting menus and advising customers of menu items
• taking orders and relaying them to kitchen or bar staff
• serving food and beverages
• studying menus and drinks lists to recommend wines and beverages to complement food
• taking drink orders and obtaining the drinks from bar attendants and delivering drinks to tables
• providing advice to customers on wines, opening bottles and pouring wine
• collecting payments for sales and operating point of sales machines and cash registers

Occupations:  
6323-01  Supervisor, Waiters  
6323-11  General Waiter  
6323-13  Drink Waiter

6323-01  Supervisor, Waiters

Table Captain

Supervises and coordinates the activities of Waiters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• determines work requirements and allocates duties to Waiters
• confers with managers to coordinate activities with other organisational units
• maintains attendance records and rosters
• explains and enforces safety regulations
• oversees the work of the unit and suggests improvements and changes
• confers with workers to resolve grievances
• may perform the tasks of a Waiter

Specialisations:
Dining Room Host or Hostess

6323-11  General Waiter

Serves food and beverages in dining establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• sets and arranges tables
• presents menus to patrons and advises customers on menu items, food preparation and service
• takes orders and relays them to kitchen or bar staff
• garnishes dishes and carves meat
• serves food and beverages
• presents bills to patrons and accepts payment
• clears tables and returns dishes and cutlery to kitchens
• discusses orders with kitchen staff
• collects payments for sales and operates point of sale machines and cash registers
• takes drink orders and obtains drinks from bar attendants
• provides advice to customers on wines, opens bottles and pours wines

Specialisations:
Formal Service Waiter
Silver Service Waiter

6323-13  Drink Waiter

Drink Steward or Stewardess.

Serves beverages in hotels, restaurants, clubs and dining establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• studies menus and drinks lists to recommend wines and beverages to complement food
• greets patrons and presents them with wine lists
• takes drink orders and obtains the drinks from bar attendants and delivers drinks to tables
• provides advice to customers on wines, opens bottles and pours wines
• presents bills to customers
• ensures compliance with liquor legislation
• refills and replaces glasses
• removes empty bottles and used glasses from tables
• may assist food waiters in food service and cleaning of tables

Specialisations:
Wine Attendant
Wine Steward
UNIT GROUP 6324  HOSPITALITY TRAINEES

HOSPITALITY TRAINEES work and study to learn the skills of a hospitality worker.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education.

Tasks Include:
- performing tasks of increasing complexity during the traineeship under supervision
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
- may attend periods of structured off-the-job training provided by employers in a formal training centre

Occupation: 6324-11 Hospitality Trainee

6324-11 Hospitality Trainee
Works and studies to learn the skills of a hospitality worker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education.

Tasks Include:
- performs tasks of increasing complexity during the traineeship under supervision
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
- may attend periods of structured off-the-job training provided by employers in a formal training centre
MINOR GROUP 639

MISCELLANEOUS INTERMEDIATE SERVICE WORKERS

This minor group covers Intermediate Service Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 year relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

- 6391 DENTAL ASSISTANTS
- 6392 VETERINARY NURSES
- 6393 PRISON OFFICERS
- 6394 GAMING WORKERS
- 6395 PERSONAL CARE CONSULTANTS
- 6396 FITNESS INSTRUCTORS AND RELATED WORKERS
- 6397 TRAVEL AND TOURISM AGENTS
- 6399 OTHER INTERMEDIATE SERVICE WORKERS
UNIT GROUP 6391  DENTAL ASSISTANTS

DENTAL ASSISTANTS prepare patients for dental examination and assist dentists in providing care and treatment.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- receiving and preparing patients
- arranging and handing instruments and dental requisites to dentists
- preparing dental materials and processing X-rays
- using suction devices and water sprays
- performing routine maintenance on equipment

Occupations:  6391-11 Dental Assistant

6391-11 Dental Assistant
  Dental Chairside Assistant
  Dental Nurse

Prepares patients for dental examinations and assists dentists in providing care and treatment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- receives and prepares patients
- arranges and hands instruments, medication and other dental requisites to dentists
- prepares dental materials
- takes, processes and mounts X-rays
- uses suction devices and water sprays
- performs routine maintenance on equipment
- may advise patients on dental health education and post-operative care and procedures
- may act as the dentist’s receptionist
- may perform billing and other clerical tasks

UNIT GROUP 6392  VETERINARY NURSES

VETERINARY NURSES care for animals under treatment or in temporary residence at veterinary facilities and assist veterinarians to perform procedures and operations.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- holding animals to allow examination and treatment by veterinarians
- cleaning and sterilising examination tables and equipment
- preparing instruments and handing them to the veterinarian
- assisting veterinarian to administer anaesthetics and oxygen during operations
- maintaining stock control and records
- placing animals in cages for recovery from operations and monitoring their condition

Occupations:  6392-11 Veterinary Nurse

6392-11 Veterinary Nurse

Cares for animals under treatment or in temporary residence at veterinary facilities and assists veterinarians to perform procedures and operations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- holds animals to allow examination or treatment by veterinarians
- cleans and sterilises examination tables and equipment
- prepares instruments and hands them to the veterinarian
- assists veterinarians to administer anaesthetics and oxygen during operations
- places animals in cages for recovery from operations and monitors their condition
- gives medications to animals
- maintains stock control and records
- may perform diagnostic laboratory tests
- may act as receptionist, accept payments and undertake clerical work

Specialisations:
  Animal Nurse
UNIT GROUP 6393  PRISON OFFICERS

PRISON OFFICERS supervise and control inmates in prisons and other correctional institutions.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one year’s relevant experience.

Tasks Include:
- observing the conduct and behaviour of prisoners, to prevent disturbances and escapes
- inspecting and maintaining the security of locks, windows, grilles, doors and gates
- supervising prisoners during work assignments, recreational periods, sports and meals
- assisting with the implementation of programs organised for prisoners
- searching prisoners and cells for weapons, drugs or contraband items
- patrolling assigned areas and reporting breaches of rules, unsatisfactory attitudes or prisoner adjustment problems

Occupations: 6393-11 Prison Officer

6393-11 Prison Officer
Custodial Officer

Supervises and controls inmates in prisons and other correctional institutions.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least one year’s relevant experience.

Tasks Include:
- observes the conduct and behaviour of prisoners, to prevent disturbances and escapes
- inspects and maintains the security of locks, windows, grilles, doors and gates
- supervises prisoners during work assignments, recreational periods, sports and meals
- assists with the implementation of programs organised for prisoners
- searches prisoners and cells for weapons, drugs or contraband items
- patrols assigned areas and reports breaches of rules, unsatisfactory attitudes or prisoner adjustment problems
- requisitions prisoners’ clothing, toilet articles, reading material or other allowable items
- supervises prisoners in transit between courts, prisons and other facilities
- prepares admission and other reports
- may be required to administer first aid
- may manage a wing or prison area and supervise the work of other prison officers
UNIT GROUP 6394  GAMING WORKERS

GAMING WORKERS provide gaming services within casinos and other gambling establishments.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- ensuring that games operating in a pit run smoothly
- monitoring cash drops to cashiers and chip transactions
- observing incidents and settling disputes arising at gaming tables
- dealing the game in accordance with casino rules, policies and procedures and ensuring that bets are placed within the rules of the game
- checking gaming equipment and ensuring it is in good condition
- reporting any missing or damaged equipment
- checking that appropriate betting limit signs are in place

Occupations: 6394-11 Gaming Pit Boss
6394-13 Gaming Table Supervisor
6394-15 Gaming Dealer

6394-11  Gaming Pit Boss
Supervises and coordinates the activities of casino gaming inspectors and dealers engaged in calling games and dealing cards in gambling casinos.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- ensures that games operating in a pit run smoothly
- monitors cash drops to cashiers and chip transactions
- observes incidents and settles disputes arising at gaming tables
- organises staff meal breaks and other breaks
- manages hourly reports and input of data into computers
- conducts staff appraisals, counselling, discipline and on-the-job training
- compiles end-of-shift reports and reports to management on gaming operations
- ensures compliance with occupational health and safety and other legislative and policy requirements
- determines labour requirements and assigns tasks to workers
- maintains attendance records, rosters staff and arranges for relieving or additional staff as required

6394-13  Gaming Table Supervisor
Supervises and coordinates the activities of Gaming Dealers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Gaming Table Dealers
- confers with managers to coordinate activities with other organisational units
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Gaming Table Dealer

Specialisations:
Casino Gaming Inspector

6394-15  Gaming Dealer
Deals cards, operates dice games or runs equipment such as roulette wheels.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- deals the game in accordance with casino rules, policies and procedures and ensures that bets are placed within the rules of the game
- checks gaming equipment and ensures it is in good condition
- reports missing or damaged equipment
- checks that appropriate betting limit signs are in place
- checks playing cards
- verifies cash and colour chip change involving larger amounts with the Inspector
- advises patrons on the rules and etiquette of games
- counts the amount of cash chips in the float and enters a closer slip with the corresponding amount in cash total
- calculates and pays winning bets
- monitors the behaviour of patrons, and responds to and controls potentially disruptive behaviour
UNIT GROUP 6395 PERSONAL CARE CONSULTANTS

PERSONAL CARE CONSULTANTS provide personal care services such as beauty treatments, traditional relaxation and health treatments and weight loss advice.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- analysing client needs and skin characteristics and advising on suitable skin care, treatments and application of make-up
- applying general cosmetic and corrective make-up
- performing manicures and pedicures including decorative nail art, application of artificial nails, nail repair, and other specialised hand and foot treatments
- performing facial and body treatments and massages
- using traditional techniques or diagnostic methods for treatment, relaxation or health purposes
- assisting clients with advice and practical solutions for losing weight

Occupations:
- 6395-11 Beauty Therapist
- 6395-13 Natural Remedy Consultant
- 6395-15 Weight Loss Consultant

6395-11 Beauty Therapist
Provides skin analysis, facial therapies, skin-care treatments and bodywork, including massage.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- analyses client needs and skin characteristics and advises on suitable skin care, treatments and application of make-up
- performs facial and body treatments and massages
- applies general cosmetic and corrective make-up
- teaches make-up application to clients
- performs eyebrow shaping and eyebrow and eyelash tinting, and applies false eyelashes
- performs manicures and pedicures including decorative nail art, application of artificial nails, nail repair, and other specialised hand and foot treatments
- treats superfluous hair through waxing, bleaching, tinting, depilation and electrolysis
- carries out cellulite treatment and muscle toning
- uses specialised electrical and electronic equipment for certain types of treatments
- evaluates beauty therapy processes and products

Specialisations:
Electrologist (Hair Remover)
Manicurist

6395-13 Natural Remedy Consultant
Uses traditional techniques or diagnostic methods for treatment, relaxation or health purposes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- treats emotional, psychological and physical imbalances of the body using traditional techniques such as colour therapy
- monitors and corrects imbalances in the body using muscle testing techniques
- may diagnose state of health by viewing the iris of the eye
- may stimulate pressure points on the feet to treat ailments

Specialisations:
Aromatherapist
Iridologist
Kinesiologist
Reflexologist

6395-15 Weight Loss Consultant
Assists clients with advice and practical solutions for losing weight.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- interviews clients to determine needs
- provides counselling and support to clients
- records clients’ weight and measurements
- advises clients on dietary issues
- advises clients on exercise programs
- may instruct clients on use of exercise equipment
UNIT GROUP 6396  FITNESS INSTRUCTORS AND RELATED WORKERS

FITNESS INSTRUCTORS AND RELATED WORKERS direct, instruct and guide individuals or groups in the pursuit of physical fitness, well-being and in outdoor adventure activities.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- evaluating and monitoring clients abilities and fitness and recommending activities, such as aerobics, weight training or aqua aerobics
- demonstrating and teaching body movements and skills used in fitness routines
- organising and supervising groups involved in outdoor adventures such as rafting, bushwalking, caving and mountaineering
- teaching and advising on the use of fitness equipment
- providing advice on safety measures, minimising risk to participants and rendering first aid

Occupations:  6396-11  Fitness Instructor
              6396-13  Outdoor Adventure Leader

6396-11  Fitness Instructor

Determines and directs individual or group needs in the pursuit of physical fitness and well-being.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- evaluates and monitors clients’ abilities and fitness and recommends activities
- conducts and advises on specialist programs such as aerobics, aqua aerobics and resistance training
- demonstrates and teaches body movements and skills used in fitness routines
- instructs in the use of fitness-related equipment
- may provide advice on other aspects of health including lifestyle and diet

Specialisations:
- Aerobics Instructor
- Gym Instructor
- Physical Fitness Trainer

6396-13  Outdoor Adventure Leader

Instructs and guides individuals and groups in outdoor adventure activity such as bicycle touring, bushwalking, canoeing, caving, cross country skiing, horse trekking, rafting, rock climbing and sailing.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- plans and prepares for individual and group participation in outdoor adventure experiences
- demonstrates and teaches body movements and skills used in fitness routines
- instructs in the use of fitness-related equipment
- may provide advice on other aspects of health including lifestyle and diet

Specialisations:
- Bushwalking Leader
- Caving Guide
- Rafting Guide
UNIT GROUP 6397  TRAVEL AND TOURISM AGENTS

TRAVEL AND TOURISM AGENTS plan and organise travel and accommodation for clients, provide travel and accommodation information to tourists and escort people on tours.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Tasks Include:
- determining requirements for travel, accommodation and special interests of clients
- suggesting itineraries and confirming travel and accommodation reservations
- answering queries from tourists and offering suggestions on tours, routes and accommodation
- providing literature and arranging tickets for travel and accommodation
- escorting tourists or visitors through pre-set itineraries involving regions, cities, buildings, exhibitions, national parks or other places of interest
- planning and re-arranging schedules and itineraries
- arranging entry to places of interest such as museums, other buildings and nature reserves

Occupations:
- 6397-11 Travel Agent
- 6397-13 Tourist Information Officer
- 6397-15 Tour Guide

6397-11  Travel Agent
Travel Consultant

Plans travel, accommodation and associated arrangements for clients, and makes travel bookings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- ascertains requirements for travel, accommodation and special interests of clients
- suggests itineraries based on available travel routes and cost, availability and convenience of transport
- makes and confirms travel and accommodation reservations and informs clients of bus, plane, ship and train connections
- notifies clients of travel dates, baggage limits, medical and visa requirements
- provides information on tourist attractions or tours available, and procedures regarding lost or stolen documents
- maintains records of transactions
- assists with travel clearances
- issues clients' itineraries, relevant documentation and tickets for travel and vouchers for accommodation
- collects payments
- provides information on travel insurance, overseas climate and customs, relevant government regulations and use of credit cards or travellers' cheques

6397-13  Tourist Information Officer
Tour Adviser

Provides travel and accommodation information to tourists.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- answers queries from tourists and offers suggestions on tours, travel routes, accommodation and local customs
- provides literature and information on local and interstate tours and places of interest
- discusses transport availability and cost
- may arrange tickets for travel and accommodation and collect payment
- may assist travel agents in preparing itineraries for tourists

6397-15  Tour Guide
Tour Leader
Tour Escort

Escorts people on sightseeing, educational, or other tours and describes and explains points of interest.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- escorts tourists or visitors through pre-set itineraries involving regions, cities, buildings, exhibitions, national parks or other places of interest
- plans or re-arranges schedules and itineraries
- arranges entry to places of interest such as museums, other buildings and nature reserves
- provides tour commentaries
- answers questions and issues brochures and tour literature
- meets and greets visitors at airports and accompanies them to accommodation
- reports complaints to agencies
- provides in-depth information on particular sites such as arts centres, historic houses, museums and zoos
- may arrange accommodation or travel bookings
- may drive vehicles or boats

Specialisations:
Regional Guide
UNIT GROUP 6399  OTHER INTERMEDIATE SERVICE WORKERS

This unit group covers Intermediate Service Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least one years relevant experience.

Occupations: 6399-11 Museum or Gallery Attendant  6399-13 Driving Instructor  6399-15 Animal Attendant  6399-17 Pest and Weed Controller  6399-79 Intermediate Service Workers nec

6399-11  Museum or Gallery Attendant
Directs and guides patrons in museums and galleries.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- conducts tours of museums or galleries
- answers inquiries
- directs visitors to specific exhibits
- gives visitors information about exhibits
- controls visitors’ access to exhibits
- checks that all visitors have left at closing time
- prevents unauthorised entry
- may inspect membership cards, admission passes and tickets
- may patrol museum or gallery to ensure security

6399-13  Driving Instructor
Instructs individuals and groups in the theory and application of driving.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- instructs students under actual driving conditions, explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights
- teaches road traffic regulations
- advises students when ready to undergo driving examination
- may illustrate and explain handling and mechanical operation of motor vehicles, driving techniques and emergency procedures using blackboard diagrams and audio-visual aids

6399-15  Animal Attendant
Feeds, waters, exercises and cares for animals and birds in restricted environments such as zoos, circuses, kennels, veterinary clinics and research establishments.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- cleans and disinfects animal cages and enclosures
- feeds animals and birds
- bathes and grooms animals
- treats minor injuries and reports serious conditions to veterinarians
- inspects animal cages

6399-17  Pest and Weed Controller
Applies pest and weed management techniques to kill or control pests and weeds in domestic, commercial and industrial areas, roadsides, private and public lands.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- inspects buildings and surrounding areas to detect signs of termites, rodents or other pests and weed infestation
- determines types of treatment and provides estimates of costs
- mixes chemicals for pest and weed control and operates pumps to inject or spray pesticides or herbicides
- dusts infested areas with insecticidal powder
- eradicates noxious plants on private and public land
- advises on weed control and prevention techniques
- uses manual and electric hand tools to gain access to floor, wall and roof cavities
- sets mechanical traps and places poisonous baits in infested areas
- seals vents and other openings prior to fumigating
- fumigates storage spaces, house furnishings and clothing

Specialisations:
Fumigator

6399-79  Intermediate Service Workers nec
This occupation group covers Intermediate Service Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
Astrologer
Butler
Marriage Celebrant
Tattoo Artist
MAJOR GROUP 7

INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS operate plant, machinery, vehicles and other equipment to transport passengers and goods, to move materials, to generate power and to perform various agricultural, manufacturing and construction functions.

Most occupations in this major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Production and Transport Workers typically include setting up, controlling and monitoring the operation of mechanical equipment either directly or by remote control; driving road and rail transport vehicles to scheduled destinations; driving mobile plant to worksites; cleaning equipment and performing minor repairs; and maintaining production records.

Occupations in this major group are classified into the following sub-major groups:

71 INTERMEDIATE PLANT OPERATORS
72 INTERMEDIATE MACHINE OPERATORS
73 ROAD AND RAIL TRANSPORT DRIVERS
79 OTHER INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS
SUB-MAJOR GROUP 71

INTERMEDIATE PLANT OPERATORS

INTERMEDIATE PLANT OPERATORS operate mobile mechanical plant for a variety of purposes other than the transportation of goods or passengers; and operate large and complex mechanical equipment, including large or multi-stage manufacturing equipment at a fixed location.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Plant Operators typically include driving plant to worksite; driving or manoeuvring plant on site; selecting and fitting attachments; manipulating controls to operate attachments, mechanically, hydraulically or electrically, and servicing and maintaining plant; controlling supply of power or fuel, and quantity and mix of materials to be processed or handled; visually monitoring operation of plant, directly or by referring to instruments; manipulating controls of plant to move materials, transfer materials between process phases, or control electricity distribution; and monitoring condition of plant, reporting major problems and repairing minor defects.

Occupations in this sub-major group are classified into the following minor groups:

711 MOBILE PLANT OPERATORS

712 INTERMEDIATE STATIONARY PLANT OPERATORS
MINOR GROUP 711

MOBILE PLANT OPERATORS

MOBILE PLANT OPERATORS operate mechanical plant where mobility is essential to its function, for a variety of purposes other than the transportation of goods or passengers.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks performed by Mobile Plant Operators typically include driving plant to worksite; driving or manoeuvring plant on site; selecting and fitting attachments; manipulating controls to operate attachments, mechanically, hydraulically or electrically to pick up or deposit material; and servicing and maintaining plant.

Occupations in this minor group are classified into the following unit groups:

7111 MOBILE CONSTRUCTION PLANT OPERATORS
7112 FORKLIFT DRIVERS
7119 OTHER MOBILE PLANT OPERATORS
UNIT GROUP 7111 MOBILE CONSTRUCTION PLANT OPERATORS

MOBILE CONSTRUCTION PLANT OPERATORS operate a range of machinery used to excavate soil, ore and rock; break up pavement, road, rock and obstructions; move and load earth, rock and debris; and level, smooth and compact surfaces in construction and other projects.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operating plant and selecting and operating attachments such as winches, loading scoops, drills and rock breaking hammers
- raising, lowering and manipulating attachments using manual or hydraulic controls
- driving and manoeuvring plant within surveyors’ pegs or working from drawings, markers or verbal instructions
- monitoring operation of equipment, and ensuring safety of other workers
- servicing, lubricating, cleaning and refuelling equipment and performing minor maintenance

Occupations:
- 7111-11 General Construction Plant Operator
- 7111-13 Bulldozer Operator
- 7111-15 Backhoe Operator
- 7111-17 Loader Operator
- 7111-19 Grader Operator
- 7111-21 Excavator Operator
- 7111-23 Paving Plant Operator
- 7111-25 Road Roller Operator

7111-11 General Construction Plant Operator
Operates a range of earthmoving plant to assist in the building of infrastructure such as roads, rail, water supply, dams, treatment plants and agricultural earthworks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- carries out basic machine maintenance
- selects, fits and removes attachments to suit operation
- undertakes bulk earth works
- constructs roadworks, dams and excavates for buildings
- operates and manoeuvres machinery and attachments to clear, level and compact earth
- monitors operation of machine during operation
- operates auxiliary equipment
- operates piling rigs to construct piles for foundations

7111-13 Bulldozer Operator
Operates bulldozers using blades and other attachments to gouge out, level and move materials in construction, forestry, mining and other projects.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- connects hydraulic hoses, belts, mechanical linkages or other equipment to bulldozers
- operates equipment by raising, lowering or tilting blades and manoeuvring bulldozers
- drives bulldozers in successive passes to raise or lower terrain according to specifications, by moving or pushing soil, rock, trees or other materials
- operates special attachments such as winches, scrub clearers or loading scoops
- carries out basic maintenance, adjustments and repairs to equipment

7111-15 Backhoe Operator
Operates backhoes and attachments to excavate, break, drill, level and compact earth, rock and other material.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- activates attachments and raises or lowers outriggers, blades or buckets
- breaks up paving, rock and similar material by operating pneumatic drills
- back-fills excavations with rock and earth using front-end loader buckets to push, scrape-up and dump material
- services and makes minor adjustments and repairs to equipment
- selects and changes attachments such as different buckets

7111-17 Loader Operator
Operates motorised loaders to move or load soil, rock or other material.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- manoeuvres machines to force buckets into material to be lifted and to tip contents into trucks, railroad cars or on to conveyers or stockpiles
- hoists and moves heavy objects such as pipe sections or timber using wire cables attached to buckets
- observes surveyors’ pegs and other markers while excavating or backfilling materials to maintain specified levels or size and depth of excavations
- services and makes minor adjustments and repairs to machines

Specialisations:
Bobcat Operator
Front-end Loader Operator
7111-19 Grader Operator
Operates graders to spread and level materials in construction projects.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
• drives machines in successive passes over working areas to level surface soil, gravel, stone or other material
• excavates ditches by tipping blades on angles and driving graders parallel to ditches
• breaks up old paving or road beds with attachments such as scarifiers
• services and makes minor adjustments and repairs to machines

7111-21 Excavator Operator
Operates heavy excavation equipment to excavate, move and load earth, rock or rubble.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
• loads and unloads plant from floats and manoeuvres plant around work sites
• controls plant during excavating operations
• works from drawings and markers under the direction of supervisors and engineers
• selects and changes excavator attachments such as shovel blades, buckets, pile drivers and rock breaking hammers
• starts up and adjusts compressor units or connects hydraulic hoses
• cleans, lubricates and refuels equipment, and adjusts clutches, brakes, belts and cables
• replaces cutting edges, teeth, sheer pins, blades, cables and bolts

Specialisations:
Hydraulic Rockbreaker Operator
Trench Digging Machine Operator

7111-23 Paving Plant Operator
Operates machines to spread and level hot bituminous paving materials or lay concrete on areas such as highways, streets and parking areas.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
• adjusts screeds to paving widths
• operates machine controls to advance spreaders
• drives machines, observes distribution of paving material and operates controls to maintain thickness of paving
• signals truck drivers to position vehicles for dumping loads
• cleans, services and maintains machines
• may regulate temperature of material flowing from hoppers

7111-25 Road Roller Operator
Operates power-driven rollers to prepare surfaces for roads, runways and parking areas.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
• drives machines in successive overlapping passes to compact and smooth material such as rock, gravel, earth and asphalt
• operates rollers equipped with special attachments used to roughen or tear up surfaces
• operates rollers with tamping actions to achieve high level of compaction
• releases water over rollers to prevent asphalt from sticking and to produce smooth asphalt
UNIT GROUP 7112    FORKLIFT DRIVERS

FORKLIFT DRIVERS operate forklifts to move bulk materials, containers, crates, palletised goods, cartons and bales.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operating controls to align forklifts and raise or lower forks to stack and unstack articles in warehouses, factories, timber yards or shipping terminals
- servicing and making minor repairs and adjustments to forklifts
- operating forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles

Occupations: 7112-11 Forklift Driver

7112-11 Forklift Driver

Operates forklifts to move bulk materials, containers, crates, palletised goods, cartons and bales.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- operates controls to align forklifts and raise or lower forks to stack and unstack articles in warehouses, factories, timber yards or shipping terminals
- operates forklifts which run on rails or use electronic guidance systems to control movements in narrow aisles
- inspects and controls equipment to identify wear and damage
- controls or adjusts the operation of equipment
- monitors equipment operation visually, through gauges and instruments or through computerised monitoring equipment
- may compile shift operation reports, recording levels of productivity and breakdowns
- may operate specialised trucks to carry materials or containers beneath elevated frames
UNIT GROUP 7119 OTHER MOBILE PLANT OPERATORS

This unit group covers Mobile Plant Operators not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations:
- 7119-11 Agricultural and Horticultural Mobile Plant Operator
- 7119-13 Railway Track Repair Mobile Plant Operator
- 7119-15 Streetsweeper Operator
- 7119-17 Logging Plant Operator
- 7119-79 Mobile Plant Operators nec

7119-11 Agricultural and Horticultural Mobile Plant Operator

Operates horticultural and agricultural machinery to clear and cultivate land and sow and harvest crops.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- operates tractor-drawn or self-propelled machinery to plough land and fertilise, plant, cultivate and harvest crops
- adjusts speed, height or depth of implements
- checks safety conditions and avoids damage to plants
- services and maintains machinery

Specialisations:
- Rotary Hoe Operator
- Harvester Operator
- Cotton Picking Machine Operator

7119-13 Railway Track Repair Mobile Plant Operator

Operates machinery to maintain and repair railway tracks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- operates machinery to clean, spread and level gravel mix used in railway beds
- operates track aligning machinery
- operates machine to lay and repair tracks and railway bed
- monitors operation of equipment
- services and carries out minor repairs to machinery

7119-15 Streetsweeper Operator

Operates machinery for sweeping and washing streets.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- operates machinery to sweep and clean streets
- aligns machinery with gutters and footpaths
- monitors the performance of machinery
- checks and maintains fuel and water supply
- reports machinery malfunctions
- may service and carry out minor repairs to machinery

7119-17 Logging Plant Operator

Operates plant to fell trees, drag, transport and load logs onto trucks.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- prepares and positions machinery for operation
- holds, lifts and cuts trees with machinery
- operates attachments to lift, swing, release or sort trees or logs for size
- feeds felled trees into processors to strip limbs and cut into logs
- loads logs onto stockpiles or into trucks, services machinery and makes minor repairs
- keeps log tallies and writes work reports
- operates auxiliary machinery and plant, such as chipping machines, log splitting machines, tractors and bulldozers

Specialisations:
- Forwarder Operator
- Skidder Operator
- Tree Feller Operator

7119-79 Mobile Plant Operators nec

This occupation group covers Mobile Plant Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Occupations in this group include:
- Aircraft Handler (Army)
- Armoured Personnel Carrier Operator
- Cable Ferry Operator
- Road Linemaker
MINOR GROUP 712

INTERMEDIATE STATIONARY PLANT OPERATORS

INTERMEDIATE STATIONARY PLANT OPERATORS operate large and complex mechanical equipment which is often fully or partially automated, including large or multi-stage manufacturing equipment, at a fixed location.

Most occupations in this minor group have a level of skill commensurate with an AQF Certification II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Stationary Plant Operators typically include visually monitoring operation of plant, directly or by referring to instruments, to ensure safe operation and satisfactory level of throughput; manipulating controls of plant to move materials between process phases; controlling quantity and mix of materials to be processed or handled; and monitoring condition of plant, reporting major problems and repairing minor defects.

Occupations in this minor group are classified into the following unit groups:

7121 ENGINE AND BOILER OPERATORS
7122 CRANE, HOIST AND LIFT OPERATORS
7123 ENGINEERING PRODUCTION SYSTEMS WORKERS
7124 PULP AND PAPER MILL OPERATORS
7129 OTHER INTERMEDIATE STATIONARY PLANT OPERATORS
UNIT GROUP 7121 ENGINE AND BOILER OPERATORS

ENGINE AND BOILER OPERATORS operate and maintain stationary engines and associated mechanical equipment.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- starting equipment, adjusting controls and observing meters, gauges and warning lights to obtain desired operating conditions and output
- analysing temperature, pressure, fuel flow and other instrument readings to ensure efficient operation and combustion, detecting or isolating malfunctions and preventing damage
- recording instrument readings, hours of operation, fuel consumption and power output
- reporting on equipment performance and serviceability

Occupations: 7121-11 Engine or Boiler Operator

7121-11 Engine or Boiler Operator

Operates and maintains stationary engines and associated mechanical equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- starts equipment, adjusts controls and observes meters, gauges and warning lights to obtain desired operating conditions and output
- analyses temperature, pressure, fuel flow and other instrument readings to ensure efficient operation and combustion
- observes the operation of equipment to detect or isolate malfunctions and prevent damage
- records instrument readings, hours of operation, fuel consumption and power output
- reports on equipment performance and serviceability
- checks, cleans, lubricates and adjusts equipment

Specialisations:
- Air-Conditioning Plant Operator
- Motorman/woman (Fluids Drilling)
- Refrigeration Plant Operator
UNIT GROUP 7122   CRANE, HOIST AND LIFT OPERATORS

CRANE, HOIST AND LIFT OPERATORS operate stationary or mobile cranes, hoists, lifts or winches to lift, move and place materials, equipment or people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operating controls to rotate crane, move crane on fixed rails, raise and lower boom and raise and lower hook
- communicating with rigger to position hook and to raise, move and place loads
- operating controls to raise or lower hoist or lift containing materials, equipment or people
- monitoring operation of hoist, winch or lift and instruments to detect malfunctions and problems

Occupations: 7122-11 Crane, Hoist or Lift Operator

7122-11   Crane, Hoist or Lift Operator

Operates stationary or mobile cranes, hoists, lifts or winches to lift, move and place materials, equipment or people in areas such as building sites, factories, mines, sawmills, wharves and shipyards.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- tests the operation of equipment before use to ensure safety
- operates controls that rotate cranes, move cranes on fixed rails, raise and lower jibs or booms and raise, lower or move hooks
- works in conjunction with construction riggers or crane chasers to position hooks and raise, move and place loads
- lubricates ropes and winches on cranes and replaces worn cables
- operates controls to raise, lower or wind in objects
- controls the movement of loads, monitoring speed, acceleration and braking distances directly or by signals to other operators
- monitors equipment operation and instruments and gauges, to detect malfunctions or problems
- may operate crane fitted with attachments for purposes such as demolition or pile driving
- may operate overhead cranes using hand controls suspended by cables from cranes

Specialisations:
Braceperson
Cherry Picker Operator
Tower Crane Operator
Skipman/woman
Winding Engine Driver
UNIT GROUP 7123  ENGINEERING PRODUCTION SYSTEMS WORKERS

ENGINEERING PRODUCTION SYSTEMS WORKERS perform a range of tasks in the production process to refine or treat metals or mineral ore, fire ceramics and operate machines to produce and finish metal products such as rods, tubing and structural shapes or moulds for casting.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- setting up, operating and adjusting production machinery to shape metal stock and castings and cut sheet metal
- operating welding and electroplating equipment
- operating furnaces and quenching plants to smelt and change the structure of metals
- using kilns and ovens to fire ceramics
- processing mineral ore and operating metal rolling equipment

Occupations:
- 7123-01 Supervisor, Engineering Production Systems Workers
- 7123-11 Engineering Production Systems Worker

7123-01 Supervisor, Engineering Production Systems Workers

Supervises and coordinates the activities of Engineering Production Systems Workers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- determines work requirements and allocates duties to Engineering Production Systems Workers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Engineering Production Systems Worker

Specialisations:
- Smelting Supervisor
- Supervisor, Blast Furnace Operators
- Supervisor, Roasting Plant Operators

7123-11 Engineering Production Systems Worker

Performs a range of tasks in the production process to refine or treat metals and mineral ore, fire ceramics and operate machines to produce and finish metal products such as rods, tubing and structural shapes or moulds for casting.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- interprets engineering production drawings
- sets up, operates and adjusts production machinery to shape metal stock and castings and cut sheet metal
- operates welding and electroplating equipment
- operates furnaces and quenching plants to smelt and change the structure of metals
- uses kilns and ovens to fire ceramics
- processes mineral ore and operates metal rolling equipment
- casts molten metal and operates machines to draw metal wire through dies
- operates computers used in the production process

Specialisations:
- Arc Welder
- Furnace Operator
- Kiln Operator
- Metal Rolling Mill Operator
- Mineral Ore Treatment Plant Operator
UNIT GROUP 7124  PULP AND PAPER MILL OPERATORS

PULP AND PAPER MILL OPERATORS operate machines to produce paper pulp from woodchips and to make paper sheets.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operating equipment that grinds wood billets into fibres and digests wood chips to produce cooked paper pulp
- feeding raw material into equipment in batches or by conveyors or pumps as continuous flow
- operating auxiliary equipment such as absorption towers, mixing tanks, rotary drums and washers
- monitoring equipment operation and arranging maintenance
- operating controls which regulate the flow of white water and pulp stock into machine headboxes and on to wire-mesh belts for forming
- setting up other equipment, starting machines and observing paper to detect wrinkles and making adjustments to keep it smooth
- inspecting samples of products and laboratory reports and adjusting stock flow rates, speed and pitch of belts, frequency and amplitude of shaking and pressures on pulp rollers
- checking and starting auxiliary equipment such as agitators, pumps and filters


7124-11 Pulp Mill Operator
Produces paper pulp from wood chips, and refines and prepares it for paper making.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operates equipment that grinds wood billets into fibres and digests wood chips to produce cooked paper pulp
- feeds raw material into equipment in batches or by conveyors or pumps as continuous flow
- operates auxiliary equipment such as absorption towers, mixing tanks, rotary drums and washers
- monitors equipment operation and arranges maintenance
- carries out minor maintenance and cleaning
- takes samples of products for testing
- controls the addition of chemicals to pulp
- may screen pulp to remove oversized slivers of wood, bleach, process and refine pulp, and shorten fibres to prepare pulp for papermaking
- may mix, dry, shred and bale pulp for paper manufacture

Specialisations:
Bleach Plant Operator

7124-13 Paper Mill Operator
Operates wet end paper machines to make paper or sheet pulp from pulp stock and to process paper.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operates controls to regulate the flow of white water and pulp stock into machine headboxes and on to wire-mesh belts for forming
- sets up other equipment, starts machines and observes paper to detect wrinkles and makes adjustments to keep it smooth
- inspects samples of products and laboratory reports and adjusts stock flow rates, speed and pitch of belts, frequency and amplitude of shaking, and pressures on pulp rollers
- checks and starts auxiliary equipment such as agitators, pumps and filters
- compiles production records and reports
- positions rolls of paper on machine reel stands using hoists, and fastens collars and guides to secure them on shafts
- threads paper around tensioner rollers, through machines and on to take-up rollers
- adjusts steam pressure and temperature of dryers and hot air rollers
- may operate size tubs, or spray paper with dyes, steam or water to finish
- may operate machines which cut paper from rolls into sheets, stack them and remove and stack defective sheets

Specialisations:
Dryerman (Paper Mill)
Fourdrinier Machine Operator
Inverform Machine Operator
Paperboard Machine Operator
Paper Rewinder Operator
Refrinerman (Paper Mill)
Scalesman (Paper Mill)
Supercalender Operator (Papermaking)
UNIT GROUP 7129  OTHER INTERMEDIATE STATIONARY PLANT OPERATORS

This unit group covers Intermediate Stationary Plant Operators not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations:
- 7129-01  Supervisor, Other Intermediate Stationary Plant Operators
- 7129-11 Railway Signal Operator
- 7129-13 Train Controller
- 7129-15 Concrete Pump Operator
- 7129-17 Cement Production Plant Operator
- 7129-19 Concrete Batching Plant Operator
- 7129-21 Water and Waste Water Plant Operator
- 7129-23 Bulk Materials Handling Plant Operator
- 7129-79 Intermediate Stationary Plant Operators, nec

7129-01  Supervisor, Other Intermediate Stationary Plant Operators

Supervises and coordinates the activities of Other Intermediate Stationary Plant Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Other Intermediate Stationary Plant Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of an Other Intermediate Stationary Plant Operators

Specialisations:
- Railway Yard Supervisor

7129-11  Railway Signal Operator

Railway Switching and Signalling Operator

Controls the movement of trains or assemblies and disassembles trains within marshalling yards.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- determines locations of trains by observing electric indicator boards
- regulates shunting movements at sidings or in marshalling yards
- reads and interprets movement orders and timetables to monitor train movements and the arrangement of rolling stock
- receives advice of alterations to train movements
- may control marshalling yards and supervise shunting operations
- may operate railway turntables to change the direction of rolling stock

Specialisations:
- Railway Shunter
- Railway Yard Assistant

7129-13  Train Controller

Oversees the safe movement of trains using a computerised train control signalling systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- plots train movements and issues train schedules to drivers accordingly
- authorises the movements of trains
- monitors train movements and updates train schedules
- liaises with other train controllers, track gangs and railway stations
- arranges extra trains and crews as required
- issues customer service information, including delays, arrivals and departures
- advises drivers and train crew of maintenance on route
- completes train notices for train scheduling

7129-15  Concrete Pump Operator

Operates equipment to pump, cast and mould concrete.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- checks production plan
- checks casting and moulding machinery and equipment
- monitors equipment and adjusts controls
- assembles moulds
- operates equipment to pump concrete and produce concrete materials
- fabricates precast reinforcements
- treats colour surfaces
- stores, handles and despatches products
- delivers concrete to sites
7129-17 Cement Production Plant Operator
Operates plant and equipment to produce cement, lime and chinker.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- controls the loading and unloading of material or the operation of continuous feeding equipment such as pumps and conveyors
- monitors the operations of equipment by observing instruments such as temperature and pressure gauges or physical indicators such as oil levels
- operates plant and auxiliary equipment
- monitors maintenance requirements and arranges for equipment to be serviced
- cleans plant areas and cleans and lubricates equipment
- may provide written reports on plant operation and production levels

Specialisations:
Cement Crusher Operator
Cement Despatch Operator
Cement Kiln Operator
Grinding Mill Operator

7129-19 Concrete Batching Plant Operator
Operates mixing plant to produce batches of concrete from cement, sand, aggregate, water and other ingredients.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operates controls to transfer materials to gravity feed tanks
- records and confirms batch details
- determines composition and quantities of concrete
- weighs quantities of cement, sand, gravel, other additives and water using manual scales or console controls
- checks position and rotation of concrete truck agitators, signals drivers to increase rotation speed and varies discharge of materials to achieve even mixing
- cleans equipment and work areas and checks records
- may add pigments for colouring
- may operate computerised batching and allocating equipment

Specialisations:
Premix Concrete Batcher

7129-21 Water and Waste Water Plant Operator
Operates plant and equipment to store, distribute and purify water, and to remove wastes from waste water.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operates pumps, valves and gates to control the flow of water
- regulates flow through stages of treatment such as filtering, the addition of chemicals and aeration
- monitors flow meters, water pressure and level gauges
- takes samples for analysis
- prepares reports and logs detailing plant operations
- performs routine servicing and cleaning of plant, pipes and channels
- investigates and repairs faults in water supply and storage systems
- operates waste disposal or water purification equipment

Specialisations:
Irrigation Supervisor
Sewage Plant Operator

7129-23 Bulk Materials Handling Plant Operator
Operates equipment to load, unload, move, store or stack bulk materials such as grain, sugar or mineral ore.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- monitors equipment operation visually, through gauges and instruments or through computerised monitoring equipment
- controls and adjusts the operation of equipment
- inspects controls and equipment to identify wear and damage, and arranges maintenance
- compiles shift operation reports, records breakdowns and levels of productivity
- may operate central control facilities

Specialisations:
Bulk Fluids Handler
Grain Handler

7129-79 Intermediate Stationary Plant Operators nec
This occupation group covers Intermediate Stationary Plant Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
Beverage Distiller
Crematorium Operator
Lighthouse Keeper
Lock Master (Water Transport)
Oilseed Processing Operator
Timber Treatment Plant Operator
Weighbridge Operator
SUB-MAJOR GROUP 72

INTERMEDIATE MACHINE OPERATORS

INTERMEDIATE MACHINE OPERATORS operate stationary processing machines.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Machine Operators typically include fixing attachments to machines, setting controls, loading material to be processed and preparing surfaces prior to operation; starting machinery, observing operation and adjusting controls to regulate temperature, pressure, blend of ingredients and speed of operation; cleaning and lubricating machinery and repairing minor defects; sampling output and checking quality; unloading and storing output; and maintaining production records.

Occupations in this sub-major group are classified into the following minor groups:

721 INTERMEDIATE TEXTILE, CLOTHING AND RELATED MACHINE OPERATORS
729 MISCELLANEOUS INTERMEDIATE MACHINE OPERATORS
MINOR GROUP 721

INTERMEDIATE TEXTILE, CLOTHING AND RELATED MACHINE OPERATORS

INTERMEDIATE TEXTILE, CLOTHING AND RELATED MACHINE OPERATORS operate stationary processing machines in the textile, clothing and footwear manufacturing process.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Textile, Clothing and Related Machine Operators typically include fixing attachments to machines, setting controls, loading material to be processed and preparing surfaces prior to operation; starting machine, observing operation and adjusting controls to regulate temperature, pressure and speed of operation; cleaning and lubricating machinery and repairing minor defects; sampling output and checking quality; unloading and storing output; and maintaining production records.

Occupations in this minor group are classified into the following unit groups:

7211 SEWING MACHINISTS
7212 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS
UNIT GROUP 7211 SEWING MACHINISTS

SEWING MACHINISTS operate industrial sewing machines to sew and finish garments, curtains and soft furnishings.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- selecting threads and drawing threads through guides, tensioners and needle eyes and positioning materials to be sewn under presser feet prior to operation
- fixing attachments to machines
- starting, stopping and controlling speed of machine with pedals or knee levers
- guiding material or parts under needles

Occupations: 7211-01 Supervisor, Sewing Machinists
7211-11 Sewing Machinist

7211-01 Supervisor, Sewing Machinists
Supervises and coordinates the activities of Sewing Machinists.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Sewing Machinists
- conference with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Sewing Machinist

7211-11 Sewing Machinist
Operates a range of industrial sewing machines to sew and finish garments, curtains and soft furnishings.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- threads machines, inserts bobbins and positions parts to be sewn
- starts, stops and controls speed of machines with pedals or knee levers to coordinate actions of presser feet, clothes guides, blades and other attachments and guides parts under needles, following edges, seams or markings
- changes needles and adjusts or secures modifying attachments to machines
- cuts excess material and threads from items
- operates thread trimming or other non-sewing machines
- inspects stitching for defects and notifies repair mechanics of machine malfunctions
- performs basic maintenance, such as lubrication, of machines
- may do laying up and bundling tasks
- may ticket, label and finish work
UNIT GROUP 7212 TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS

TEXTILE AND FOOTWEAR PRODUCTION MACHINE OPERATORS operate machines to process raw textile fibres, raw hides and skins for use in textile and footwear production and dye, weave and knit fibres, and fabricate footwear.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- preparing machines for operation by selecting and installing attachments or components for specialised functions
- setting and operating controls used to regulate processing operations
- starting machines and monitoring operation to detect faults and ensure effectiveness of operation
- mixing fibres into uniform blends or adding dyes or chemicals used in processing
- may examine final product for defects and variations and carry out quality control procedures

Occupations:
- 7212-01 Supervisor, Textile and Footwear Production Machine Operators
- 7212-11 Yarn Carding and Spinning Machine Operator
- 7212-13 Weaving Machine Operator
- 7212-15 Knitting Machine Operator
- 7212-17 Textile Dyeing and Finishing Machine Operator
- 7212-19 Hide and Skin Processing Machine Operator
- 7212-21 Footwear Production Machine Operator
- 7212-79 Textile and Footwear Production Machine Operators nec

7212-01 Supervisor, Textile and Footwear Production Machine Operators

Supervises and coordinates the activities of Textile and Footwear Production Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Textile and Footwear Production Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Textile and Footwear Production Machine Operator

Specialisations:
- Supervisor, Cotton Ginning Machine Operators
- Supervisor, Finishers and Pressers
- Supervisor, Markers and Cutters

7212-11 Yarn Carding and Spinning Machine Operator

Operates machines to convert raw textile fibres into continuous untwisted or twisted strands of yarn for use in clothing, carpet, curtains and other fabrics.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- positions fibre packages at feed ends of machines
- threads overlapping ends of fibre through machine rollers or guides
- repairs breaks and tangles in yarn by twisting, knotting or splicing
- removes full packages of yarn and replenishes fibre supply packages
- uses brushes or air hoses to remove lint from machines
- cuts samples from spools of yarn for quality control analysis
- adjusts controls to regulate temperature and speed of process
- conveys yarn and chemicals to and from storage
- mixes fibres into uniform blends
- undertakes quality control procedures
- may lubricate machine parts and make minor repairs to machines

Specialisations:
- Cotton Ginner
- Gill Box Operator
- Yarn Comber
- Yarn Texture Machine Operator

7212-13 Weaving Machine Operator

Loom Operator

Operates looms to weave yarn into cloth, carpet or other fabrics.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- sets up and inspects looms for broken strands
- checks position of lengthwise yarn beams or spools
- threads loom shuttles with cross-yarn arms
- checks dimensions and starts looms
- repairs breaks in yarn by tying or splicing ends
- checks for and repairs faults in weave
- carries out quality control procedures
- replaces empty shuttles
- reports mechanical and weaving faults to textile mechanics
- maintains production records

Specialisations:
- Beamer
- Carpet Weaver
- Warper
**7212-15  Knitting Machine Operator**  
Textile Knitter

Operates machines to knit fabrics, garment parts or other articles from yarns such as cotton, wool, nylon or rayon.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Tasks Include:**
- installs spools on knitting machines and ties ends of yarn to strands in the machines, or threads yarn using guides
- starts machines and laps ends of knitted goods around take-up rollers
- observes knitting to detect breaks in yarn or defects in knitting
- ties broken yarn ends and replaces empty yarn packages
- notifies textile mechanics of machine defects
- cuts knitted fabrics with scissors and removes rolls of cloth from machines
- undertakes quality control procedures
- maintains production records
- may oil and clean machines and carry out minor maintenance

**Specialisations:**
- Flat Bed Knitter
- Warp Knitter

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**7212-17  Textile Dyeing and Finishing Machine Operator**

Operates machines to bleach, dye and finish knitted garments, such as hosiery and woollen garments.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Tasks Include:**
- pours dyes or finishing chemicals into machines, and sets thermostats and other controls
- loads material into dyeing drums or other machines, and starts machines
- examines samples of material to detect variations from required colours or processing standards
- performs treatment processes such as mercerising, shrinking, waterproofing, napping and texturing
- adjusts flow of water, chemical solutions and steam
- drains solutions from machines at the end of dyeing or finishing cycle and removes materials
- undertakes quality control procedures
- may measure and mix ingredients for solutions or dyes
- may maintain production records

**Specialisations:**
- Textile Dyer
- Textile Finisher

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**7212-19  Hide and Skin Processing Machine Operator**  
Leather Production Machine Operator

Operates machines to convert raw hides and skins into finished leather for use in clothing, footwear and upholstery.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Tasks Include:**
- sets, adjusts, feeds and operates machines that remove flesh, wool or fur from animal hides or skins
- loads drums or pits with hides or skins and adds tanning solutions
- sets, adjusts and feeds wet leather through machines which reduce the water content
- operates ovens and other leather drying machines
- selects and installs pattern plates or rollers in presses and feeds leather through machines to imprint patterns
- adjusts and operates spraying and roller coating machines which apply dyes and finishing coats to leather
- feeds and operates leather measuring machines, and records areas and types on finished leather
- controls processing times, temperatures and other production conditions
- cleans machines and work areas and disposes of waste products

**Specialisations:**
- Fellmongering Machine Operator
- Hide and Skin Flesher Machine Operator
- Leather Splitting and Shaving Operator
- Tanner

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**7212-21  Footwear Production Machine Operator**

Operating machines to manufacture ready-to-wear footwear.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Tasks Include:**
- cuts leather, synthetics and lining by machine
- machines uppers using basic machine techniques
- last the shoe by hand or machine
- makes the shoe by use of moulded or cement construction techniques
- constructs components by machine
- cleans and inspects the shoe
- undertakes quality control procedures
- may make and grade patterns manually

**Specialisations:**
- Shoemaking Cutter
- Shoemaking Finisher

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**7212-79  Textile and Footwear Production Machine Operators nec**

This occupation group covers Textile and Footwear Production Machine Operators not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

**Occupations in this group include:**
- Feltmaker
- Rope or Cord Making Machine Operator
- Textile Bonding Machine Operator
- Textile Products Mender
- Tufting Machine Operator
MINOR GROUP 729

MISCELLANEOUS INTERMEDIATE MACHINE OPERATORS

This minor group covers Intermediate Machine Operators not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

7291 PLASTICS PRODUCTION MACHINE OPERATORS
7292 RUBBER PRODUCTION MACHINE OPERATORS
7293 CHEMICAL PRODUCTION MACHINE OPERATORS
7294 WOOD PROCESSING MACHINE OPERATORS
7295 PAPER PRODUCTS MACHINE OPERATORS
7296 GLASS PRODUCTION MACHINE OPERATORS
7297 CLAY, STONE AND CONCRETE PROCESSING MACHINE OPERATORS
7298 PHOTOGRAPHIC DEVELOPERS AND PRINTERS
7299 OTHER INTERMEDIATE MACHINE OPERATORS
UNIT GROUP 7291  PLASTICS PRODUCTION MACHINE OPERATORS

PLASTICS PRODUCTION MACHINE OPERATORS operate machines to manufacture and finish plastic products by extruding, moulding, mixing, drawing, embossing, laminating, welding, cutting and other processes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- measuring and loading materials, items or ingredients for mixing into machine or feeding mechanisms
- operating controls to regulate temperature, pressure, speed and flow of operation
- monitoring operation and regulating material supply or adding chemicals and colourants to mixture
- examining output for defects and conformity to specifications
- performing minor repairs and maintaining production records
- threading uncoated wire or cable through plastic coating machines and around take-up reels or through dies and cooling chambers and fastening ends to take-up reels

Occupations:
- 7291-01 Supervisor, Plastics Production Machine Operators
- 7291-11 General Plastics Production Machine Operator
- 7291-13 Plastics Compounding and Reclamation Machine Operator
- 7291-15 Reinforced Plastic and Composite Production Worker
- 7291-17 Plastic Cabling Machine Operator
- 7291-79 Plastics Production Machine Operators nec

7291-01  Supervisor, Plastics Production Machine Operators

Supervises and coordinates the activities Plastics Production Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Plastics Production Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Plastics Production Machine Operator

7291-11  General Plastics Production Machine Operator

Operates extruding, injection moulding or blow moulding machines to produce finished plastic products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- sets controls and starts machines, monitors their operation and ensures that raw material inputs are maintained
- performs adjustments to die or mould settings
- checks finished products for defects
- notifies supervisor or maintenance staff of machine malfunctions or defective products
- maintains machine and production records
- may trim, cut, stack or collate finished products

Specialisations:
Blow Moulding Machine Operator
Extruding Machine Operator
Injection Moulding Machine Operator
Lamination Machine Operator
Plastic Production Machine Setter
7291-13 Plastics Compounding and Reclamation Machine Operator

Operates mixing and grinding machines to prepare plastic powders, liquid blends or recycle waste plastic materials from factory operations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- determines mixing requirements and feeds measured quantities of ingredients into mixing machines
- blends ingredients according to consistency or quality requirements
- adds colourants and chemical additives to mixtures
- monitors instruments and adjusts controls to regulate the speed and temperature of machines during mixing operations
- carries out prescribed checks and takes samples for laboratory testing
- moves blended material to storage containers or to machines for further processing
- cleans and maintains machines and equipment
- maintains production records
- may granulate reclaimed plastic waste

Specialisations:
- Pelletising Extruder Operator
- Powder Hand (Plastics)
- Shredder/Granulator Operator

7291-17 Plastic Cablemaking Machine Operator

Operates extruding machines to encase wire, cord, cable or optic fibre in rubber or plastic.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- prepares dies, guides and guide holders in extruding machines
- prepares production materials and raw material supplies
- sets temperature controls of presses
- loads wire or cable supplies into machines and attaches to take up reels
- monitors and adjusts controls to regulate the speed, pressure, temperature, flow and cooling aspects of machine operation
- may braid, weld or splice wires
- may bunch, strand, lay-up, armour or screen cable

Specialisations:
- Insulation Extruder Operator
- Optic Fibre Drawer
- Wire Drawer

7291-15 Reinforced Plastic and Composite Production Worker

Operates machines to apply gelcoat, colouring and fibre reinforced plastic to moulds to produce fibreglass and laminated products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- selects and applies gelcoats and pigments
- adjusts temperature, catalyst levels and spray gun settings
- sprays trial panels and moulds
- cleans and maintains equipment
- may perform hand layup of fibreglass products, spray lamination, filament winding or centrifugal casting
- may roll fibrous mass to remove air and compact it

Specialisations:
- Fibreglass Gun-Hand
- Fibreglass Hand Laminator
- Resin Transfer Moulding Machine Operator

7291-79 Plastics Production Machine Operators nec

This occupation group covers Plastics Production Machine Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
- Plastics Fabricator
- Rotational Moulding Operator (Plastics)
- Thermoforming Machine Operator
- Vinyl Welder and Fabricator
UNIT GROUP 7292  RUBBER PRODUCTION MACHINE OPERATORS

RUBBER PRODUCTION MACHINE OPERATORS operate machines to manufacture rubber products such as tyres and other rubber products.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- laying casings, beads, ply and rubbersheets on moulds
- operating rollers to remove air
- preparing used tyres for retreading
- operating vulcaniser presses and controlling curing
- inspecting, trimming and finishing products

Occupations:
- 7292-01 Supervisor, Rubber Production Machine Operators
- 7292-11 Tyre Production Machine Operator
- 7292-79 Rubber Production Machine Operators nec

7292-01 Supervisor, Rubber Production Machine Operators
Supervises and coordinates the activities of Rubber Production Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Rubber Production Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Rubber Production Machine Operator

7292-11 Tyre Production Machine Operator
Assembles and builds new tyres or retreads used tyres and vulcanises them.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- lays casings, beads, ply and rubber sheets on drum moulds to produce new tyres
- operates rollers to remove air from between layers and maintain uniform thickness
- monitors and maintains quality and sizing standards
- prepares used tyres for retreading by removing old rubber, roughening surfaces and producing uniform shape and radius
- applies new tread to used tyres by spraying cement and fitting tread rubber to casings
- operates vulcaniser presses and controls curing processes
- inspects, trims and finishes tyres
- stacks finished products
- may perform tyre and tube repairing, fitting and balancing

Specialisations:
- Tyre Builder
- Tyre Retreader

7292-79 Rubber Production Machine Operators nec
This occupation group covers Rubber Production Machine Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
- Rubber Belt Splicer
- Rubber Extrusion Machine Operator
- Rubber Knitting and Reinforcing Machine Operator
- Rubber Moulding Machine Operator
- Rubber Roller Grinder Operator
UNIT GROUP 7293  CHEMICAL PRODUCTION MACHINE OPERATORS

CHEMICAL PRODUCTION MACHINE OPERATORS operate machines and equipment to produce chemical goods such as soaps, detergents, pharmaceuticals, toiletries or explosives.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• weighing, measuring and mixing ingredients
• cleaning, maintaining and disinfecting machines
• operating machines to combine and process ingredients, finish products or wind material on to reels
• observing machine operations and adjusting pressure, temperature, tension and other controls
• placing products on to drying trays, or allowing them to cool
• applying coatings to flavour, colour, preserve or add medication to products

Occupations:  
7293-01  Supervisor, Chemical Production Machine Operators 
7293-11  Chemical Production Machine Operator

7293-01  Supervisor, Chemical Production Machine Operators
Supervisor, Chemical Production Processes
Supervises and coordinates the activities of Chemical Production Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
• determines work requirements and allocates duties to Chemical Production Machine Operators
• confers with managers to coordinate activities with other organisational units
• maintains attendance records and rosters
• explains and enforces safety regulations
• oversees the work of the unit and suggests improvements and changes
• confers with workers to resolve grievances
• may perform the tasks of a Chemical Production Machine Operator

Specialisations:
Supervisor, Explosives Production Machine Operators 
Supervisor, Pharmaceuticals and Toiletries Production Machine Operators

7293-11  Chemical Production Machine Operator
Operates machines and equipment to produce chemical goods such as soaps, detergents, pharmaceuticals, toiletries or explosives.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• weighs, measures and mixes ingredients
• cleans, maintains and disinfects machines
• operates machines to combine and process ingredients, finish products or wind material on to reels
• observes machine operations and adjusts pressure, temperature, tension and other controls
• places products on drying trays, or allows them to cool
• applies coatings to flavour, colour, preserve or add medication to products
• measures and tests products
• may weigh and package products

Specialisations:
Bullet Maker 
Candle Maker 
Cosmetics Machine Operator 
Explosives Mixer Operator 
Nitrocellulose Maker 
Suture Maker 
Tablet Making Machine Operator
UNIT GROUP 7294  WOOD PROCESSING MACHINE OPERATORS

WOOD PROCESSING MACHINE OPERATORS operate sawing and other machines to make logs or cut them into poles or timber pieces; and operate machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- securing timber into place and setting saw to produce specified sizes of plank or board to be cut
- starting machines and feeding stock onto cutting saw or operating automatic feed mechanisms
- raising or lowering saws to trim boards and remove defects such as rot and splits
- controlling lathes and slicing machinery to produce veneers and laminating veneer using glue
- verifying dimensions of stock cut and accuracy of cuts
- checking saws and other equipment for safety, sharpness and correct functioning

Occupations:  
7294-01  Supervisor, Wood Processing Machine Operators
7294-11  Wood Processing Machine Operator

7294-01  Supervisor, Wood Processing Machine Operators
Supervises and coordinates the activities of Wood Processing Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Wood Processing Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Wood Processing Machine Operator

7294-11  Wood Processing Machine Operator
Operates sawing and other machines to make logs or cut them into poles or timber pieces; and operates machinery such as rollers and presses to make plywood, particleboard, solid laminate or similar timber products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- studies work orders to determine requirements
- secures timber into place and sets saw to produce specified sizes of plank or board to be cut
- starts machines and feeds stock onto cutting saws or operates automatic feed mechanisms
- raises or lowers saws to trim boards and remove defects such as rot and splits
- controls lathes and slicing machinery to produce veneers and laminates veneer using glue
- verifies dimensions of stock cut and accuracy of cuts
- checks saws and other equipment for safety, sharpness and correct functioning
- replaces worn or defective saw blades and lubricates machines
- may operate machines to remove bark, knots and dirt from logs and shape logs to round or smooth taper shapes

Specialisations:
Cant Gang Sawyer
Debarker Operator
Plywood and Veneer Repairer
Resawyer
Sawmill Moulder Operator
Veneer Production Machine Operator
UNIT GROUP 7295  PAPER PRODUCTS MACHINE OPERATORS

PAPER PRODUCTS MACHINE OPERATORS make paper packaging and other products from paper and fibreboard stock.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- setting up equipment such as printing plates, knives, creases and cutting dies
- operating machines to form cardboard containers and products
- monitoring quality, packaging and stacking of product
- adjusting and maintaining machines

Occupations:  7295-11  Paper Products Machine Operator

7295-11  Paper Products Machine Operator

Makes paper packaging and other products from paper and fibreboard stock.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- sets up equipment such as printing plates, ink circulation systems, slitting knives, slotting knives, creasers, cutting dies, and folding and gluing equipment
- checks and loads supplies of paper or fibreboard
- operates machines and forms cardboard containers, paper plates, egg cartons, tissue paper products and cardboard tubes
- monitors quality, packaging and stacking of products
- adjusts, cleans, repairs and replaces machine parts
- records production details and reports machine or production faults
- may select appropriate materials and make sample products for customer approval

Specialisations:
Carton Making Machinist
Embosser
Paper Bag Making Machinist
UNIT GROUP 7296  GLASS PRODUCTION MACHINE OPERATORS

GLASS PRODUCTION MACHINE OPERATORS operate machines to make molten glass and shape glassware products such as containers, sheet glass, structural or stained glass, glass lenses or prisms.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- setting up and installing moulds and other machine fixtures
- setting up and operating glass-making machines to make molten glass and regulating temperature of molten glass
- pressing or blowing glass into moulds to form glassware products
- removing and replacing glass moulds and components
- collecting samples for laboratory analysis, or inspecting them and adjusting machine settings accordingly

Occupations:
- 7296-01 Supervisor, Glass Production Machine Operators
- 7296-11 Glass Production Machine Operator

7296-01  Supervisor, Glass Production Machine Operators
Supervises and coordinates the activities of Glass Production Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Glass Production Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Glass Production Machine Operator

7296-11  Glass Production Machine Operator
Operates machines to make molten glass and shape glassware products such as containers, sheet glass, structural or stained glass, glass lenses or prisms.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- sets up and installs moulds and other machine fixtures
- sets up and operates glass-making machines to make molten glass and regulates temperature of molten glass
- presses or blows glass into moulds to form glassware products
- removes and replaces glass moulds and components
- collects samples for laboratory analysis, or inspects them and adjusts machine settings accordingly
- cleans, lubricates, repairs, and adjusts plant and equipment

Specialisations:
- Glass Furnace Operator
- Glass Laminating Operator
- Glass Maker
- Glass Melt Operator
- Glass Toughening Operator
- Glassware Maker
UNIT GROUP 7297  CLAY, STONE AND CONCRETE PROCESSING MACHINE OPERATORS

CLAY, STONE AND CONCRETE PROCESSING MACHINE OPERATORS operate machines which manufacture and finish a variety
of clay and stone products by extruding, moulding, mixing, grinding, cutting and other processes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.
In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- positioning clay and stone on machines to be cut or worked
- operating mixing, stacking and splitting machinery
- monitoring the flow of clay and other materials or products into machines and adjusting valves and controls to specifications
- setting grinding or cutting edges, checking progress of machining and adjusting equipment
- using hand tools to cut, inscribe and polish articles

Occupations:
7297-01 Supervisor, Clay, Stone and Concrete Processing Machine Operators
7297-11 Clay Products Machine Operator
7297-13 Stone Processing Machine Operator
7297-15 Concrete Products Machine Operator
7297-79 Clay, Stone and Concrete Processing Machine Operators nec

7297-01 Supervisor, Clay, Stone and Concrete Processing Machine Operators
Supervises and coordinates the activities of Clay, Stone and Concrete Processing Machine Operators.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.
In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Clay, Stone or Concrete Processing Machine Operators
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Clay, Stone or Concrete Processing Machine Operator

7297-11 Clay Products Machine Operator
Produces clay products such as bricks, tiles, insulators, porcelain and pottery ware using machines to shape and fire.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- selects dies, cores, rings and cutter assemblies for installation
- sets controls on automatic cut-off knives or wires to cut extruded clay
- starts mixing machines and adjusts valves to feed and regulate the flow of ingredients
- starts pug mills and turns valves to add water and oil to mixtures or decrease pressure in pug mills
- monitors the flow of clay and clay products into machines and adjusts valves and controls until products meet specifications
- maintains equipment and examines products to detect faults
- operates vertical or horizontal lathes to cut and shape unfired clayware or similar materials, and smooths surfaces
- loads, unloads and operates kilns
- may adjust automatic machines according to patterns specified by work orders or drawings

Specialisations:
Brick Extruder Operator
Porcelain Turner
7297-13 Stone Processing Machine Operator

Cuts and finishes stone for the manufacture of such items as tiles, building blocks and facing stones using fixed and portable stone preparation, shaping and finishing machines.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- positions stone on machines to be cut or worked
- sets grinding or cutting edges in position and activates machines
- checks progress of machining and adjusts equipment
- moves stone from machine for further processing
- may operate hand-held machines to polish, cut or inscribe roughly hewn stone to finished condition

Specialisations:
Marble Cutter
Stone Polisher
Stone Sawyer

7297-15 Concrete Products Machine Operator

Produces moulded concrete products such as cement pipes and fittings, concrete railway sleepers, concrete bricks, tiles and paving blocks, structural beams, building panels and cast products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- operates automatic stacking machines, splitters or cubers
- loads items onto rollers
- operates concrete spreading devices
- spins pipe moulds to harden concrete and remove water
- operates slurry and clinker mills and pumps
- inspects mixtures and items for defects
- checks and maintains production records
- makes prestressed and precast concrete products

Specialisations:
Concrete Pipe Machine Operator
Concrete Precast Moulder
Concrete Tile Machine Operator

7297-79 Clay, Stone and Concrete Processing Machine Operators nec

This occupation group covers Clay, Stone and Concrete Processing Machine Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
Abrasive Wheel Maker
Brake Lining Maker
Fibre-Cement Moulder
Plaster Machine Operator
UNIT GROUP 7298  PHOTOGRAFHIC DEVELOPERS AND PRINTERS

PHOTOGRAPHIC DEVELOPERS AND PRINTERS develops photographic film and makes prints using fully automatic machines or by separate processes.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- preparing exposed film for different processing batches in dark rooms or dark chambers
- adjusting settings and running automatic developing machines
- inspecting developed negatives, and adjusting settings on print-making machines to produce required number, size and type of prints
- scanning images onto electronic media
- checking and replenishing chemicals, print paper, and water supply, heating and cooling systems
- monitoring and testing photographic processors and printing equipment and maintaining operational standards

Occupations:

7298-11 Photographic Developers and Printers

Develops photographic film and makes prints using fully automatic machines or by separate processes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- prepares exposed film for different processing batches in dark rooms or dark chambers
- adjusts settings and runs automatic developing machines
- inspects developed negatives, and adjusts settings on print-making machines to produce required number, size and type of prints
- scans images onto electronic media
- checks and replenishes chemicals, print paper, and water supply, heating and cooling systems
- monitors and tests photographic processors and printing equipment and maintains operational standards
- may prepare chemical solutions for different techniques and effects
- may develop black and white by separate processes and operate enlargers
- may develop motion picture film

Specialisations:
Copy Camera Operator
Dark Room Attendant
Film Process Operator
Microfiche Reproduction Operator
Photographic Enlarger Operator
Silver Recovery Operator
Slide Developer
UNIT GROUP 7299  OTHER INTERMEDIATE MACHINE OPERATORS

This unit group covers Intermediate Machine Operators not elsewhere classified.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations:
- 7299-11 Industrial Spray Painter
- 7299-79 Intermediate Machine Operators nec

7299-11  Industrial Spray Painter
Operates spray painting equipment to paint or apply other industrial coatings to manufactured items.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- grinds, sandpapers or cleans surfaces of items to be painted
- loads paint, oil, lacquer, varnish or rustproofing agents into spray machines
- connects hoses to spray machines and adjusts spray nozzles to required pressure
- secures items to be sprayed within spray booths or places them onto conveyors
- directs spray guns to apply even coatings
- moves items to drying areas and stacks them for further painting or packaging
- starts and monitors extractor and drying fans and heaters
- cleans, nozzles, containers and hoses of machines
- may operate paint dipping baths
- may mix coating solutions and regulate their temperature

7299-79  Intermediate Machine Operators nec
This occupation group covers Intermediate Machine Operators not elsewhere classified.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Occupations in this group include:
- Asbestos Remover
- Brush Maker
- Film Cutter
- Film Spooler
- Linoleum Maker
- Pressurised Container Filler
- Sand Blaster
- Venetian Blind Machine Operator
SUB-MAJOR GROUP 73

ROAD AND RAIL TRANSPORT DRIVERS

ROAD AND RAIL TRANSPORT DRIVERS drive trucks, buses, trams, cars and trains to transport passengers and goods.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Road and Rail Transport Drivers typically include driving transport vehicles; positioning vehicles for loading and unloading of goods, and assisting with loading or unloading operations; stopping at set locations to pick up or set down passengers, and collecting fares from passengers; estimating weights to comply with load limitations, and ensuring safe distribution of weight; and verifying loading documents, checking condition of goods and obtaining certification of deliveries.

Occupations in this sub-major group are classified into the following minor group:

731 ROAD AND RAIL TRANSPORT DRIVERS
MINOR GROUP 731

ROAD AND RAIL TRANSPORT DRIVERS

ROAD AND RAIL TRANSPORT DRIVERS drive trucks, buses, trams, cars and trains to transport passengers and goods.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Road and Rail Transport Drivers typically include driving transport vehicles; positioning vehicles for loading and unloading of goods, and assisting with loading or unloading operations; stopping at set locations to pick up or set down passengers, and collecting fares from passengers; estimating weights to comply with load limitations, and ensuring safe distribution of weight; and verifying loading documents, checking condition of goods and obtaining certification of deliveries.

Occupations in this minor group are classified into the following unit groups:

7311 TRUCK DRIVERS
7312 BUS AND TRAM DRIVERS
7313 AUTOMOBILE DRIVERS
7314 DELIVERY DRIVERS
7315 TRAIN DRIVERS AND ASSISTANTS
UNIT GROUP 7311 TRUCK DRIVERS

TRUCK DRIVERS drive furniture removal vans and heavy trucks to transport goods and materials.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- manoeuvring vehicles into position for loading and unloading
- assisting with or carrying out loading or unloading operations, using various lifting or tipping devices
- estimating weights to comply with load limitations, and ensuring safe distribution of weight
- packing small items into cartons and other containers, and sealing containers
- wrapping breakable items and arranging padding around them
- ensuring goods are stowed and securely covered, to prevent loss and damage
- verifying loading documents, checking condition of goods and obtaining certification of deliveries

Occupations: 7311-11 Heavy Truck Driver 7311-13 Furniture Removalist

7311-11 Heavy Truck Driver
Drives heavy trucks, requiring specially endorsed classes of licence, to transport bulky goods and materials.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- manoeuvres vehicles into position for loading or unloading
- assists with or carries out loading or unloading operations, using various lifting or tipping devices
- estimates weights to comply with load limitations, and ensures safe distribution of weight
- ensures goods are stowed and securely covered, to prevent loss and damage
- verifies loading documents, checks condition of goods and obtains certification of deliveries
- checks destinations of goods, and determines most appropriate routes
- maintains logbooks detailing vehicle movements
- carries out minor maintenance to vehicles, and arranges major maintenance and repairs
- may transport dangerous goods, such as explosives or petroleum products

Specialisations:
- Livestock Haulier
- Road Train Driver
- Tanker Driver

7311-13 Furniture Removalist
Drives removal vans or large trucks and moves household and office furniture and equipment between locations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- drives removal trucks or vans to collect items to be moved
- packs small items into cartons or other containers, and seals containers
- wraps breakable items and arranges padding around them
- loads heavy articles onto trolleys, and wheels trolleys to vans
- lifts articles into vehicles, and arranges articles compactly
- secures articles inside vehicles, to prevent damage or loss in transit
- drives vehicles to destinations
- unloads articles from vehicles and places them in premises or storage
- checks articles against inventories, noting any damage
- collects payments and issues receipts

Specialisations:
- Office Equipment Removalist
- Piano Removalist
UNIT GROUP 7312  BUS AND TRAM DRIVERS

BUS AND TRAM DRIVERS drive buses or trams to transport passengers over established or special routes or urban tramway systems.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- stopping at set locations to pick up or set down passengers
- opening and closing doors before and after passengers board or alight
- collecting fares and giving change and tickets, or ensuring collection of fares by bus or tram conductors
- advising passengers on destinations
- maintaining conduct of passengers on school buses or trams
- may use public address systems and provide information or tour commentaries to passengers

Occupations:
7312-11  Bus Driver
7312-13  Tram Driver

7312-11  Bus Driver

Drives buses to transport passengers over established or special routes.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- stops at set locations to pick up or set down passengers
- opens and closes doors before and after passengers board or alight
- controls lighting, heating and ventilation on buses
- collects fares and gives change and tickets, or ensures collection of fares by bus conductors
- advises passengers on destinations
- maintains conduct of passengers on school buses
- may use public address systems and provide information or tour commentaries to passengers
- may assist coach passengers with baggage and accommodation bookings
- may maintain, service and clean coaches

Specialisations:
Chartered Bus Driver
School Bus Driver
Tour Coach Driver

7312-13  Tram Driver

Drives trams to transport passengers on urban tramway systems.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- drives trams over established routes, from and to depots
- stops at set locations to allow passengers to board and alight
- advises passengers on destinations
- observes nearby traffic, to ensure safe progress of tram
- changes controls and power supply poles, to enable trams to be driven in the opposite direction
- may collect fares
- may open and close doors before and after passengers board or alight
UNIT GROUP 7313  AUTOMOBILE DRIVERS

AUTOMOBILE DRIVERS drive motor cars to transport passengers to destinations.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- using mobile computer system and radio network to log into waiting passenger information
- picking up passengers at designated locations or when hailed
- checking passenger destinations and determining most appropriate route
- transporting passengers to desired destinations
- assisting passengers with handling of luggage

Occupations: 7313-11 Automobile Driver

7313-11 Automobile Driver
Car Driver
Drives motor cars to transport passengers to destinations.
Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- uses mobile computer system and radio network to log into waiting passenger information
- picks up passengers at designated locations or when hailed
- checks passenger destinations and determines most appropriate routes
- transports passengers to desired destinations
- follows directions of radio control centres, and reports location and availability
- collects fares and processes fare payments or account vouchers
- may collect and distribute parcels
- may arrange vehicle repair, maintenance and cleaning

Specialisations:
Chauffeur
Hire Car Driver
Taxi Driver

UNIT GROUP 7314  DELIVERY DRIVERS

DELIVERY DRIVERS drive vans and cars to transport goods or materials, or to act as messenger or courier.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- manoeuvring vehicles into position for loading or unloading
- assisting with loading, to ensure goods are stowed correctly
- verifying loading documents
- establishing destinations of goods, and determining most appropriate routes
- arranging or performing unloading operations, and obtaining certification of deliveries

Occupations: 7314-11 Delivery Driver

7314-11 Delivery Driver
Van Driver
Drives vans or cars to deliver goods or materials, or to act as messenger or courier.
Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- manoeuvres vehicles into position for loading or unloading
- assists with loading, to ensure goods are stowed correctly
- verifies loading documents
- establishes destinations of goods, and determines most appropriate routes
- arranges or performs unloading operations, and obtains certification for deliveries
- reports vehicle maintenance needs
- may receive payments for deliveries, or arrange accounts

Specialisations:
Courier Driver
Fast Food Delivery Driver
Taxi Truck Driver
UNIT GROUP 7315  TRAIN DRIVERS AND ASSISTANTS

TRAIN DRIVERS AND ASSISTANTS drive locomotives or self-propelled rolling stock as part of a railway system.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- observing signals and track conditions and observing prescribed speeds
- monitoring indicator gauges, and reporting operating irregularities
- checking time and adherence to timetable
- stopping at stations to pick up or set down passengers and freight

Occupations:
- 7315-11 Train Driver
- 7315-13 Train Driver’s Assistant

7315-11 Train Driver

Locomotive Driver

Drives locomotives to convey passengers or goods between railway stations.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification. Registration or licensing is required.

Tasks Include:
- observes signals and track conditions, and operates trains to prescribed speeds
- monitors indicator gauges, and reports operating irregularities
- checks time and adherence to timetable
- stops at stations to pick up or set down passengers or freight
- may supervise Train Driver’s Assistant

Specialisations:
- Electric Train Driver
- Steam Train Driver

7315-13 Train Driver’s Assistant

Under direction performs routine railway driving tasks, and receives instruction and training in locomotive driving.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing is required.

Tasks Include:
- assists the train driver in the operation of trains
- observes signals and track conditions
- monitors indicator gauges, and reports operating irregularities
- may drive locomotive during rolling stock shunting
- may change points and hook bins and rolling stock together during shunting

Specialisations:
- Fireperson
- Locomotive Observer
SUB-MAJOR GROUP 79

OTHER INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

This sub-major group covers Other Intermediate Production and Transport Workers not elsewhere classified.

Most occupations in this sub-major group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this sub-major group are classified into the following minor groups:

791  INTERMEDIATE MINING AND CONSTRUCTION WORKERS
799  MISCELLANEOUS INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS
MINOR GROUP 791

INTERMEDIATE MINING AND CONSTRUCTION WORKERS

INTERMEDIATE MINING AND CONSTRUCTION WORKERS set up and operate machinery and install structures, equipment and fittings in mining, blasting and construction operations.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks performed by Intermediate Mining and Construction Workers typically include assisting in mining and blasting services; providing structural and other rigging services in the construction industry; and installing home insulation and home improvements.

Occupations in this minor group are classified into the following Unit Groups:

7911 MINERS
7912 BLASTING WORKERS
7913 STRUCTURAL STEEL CONSTRUCTION WORKERS
7914 INSULATION AND HOME IMPROVEMENTS INSTALLERS
UNIT GROUP 7911  MINERS

MINERS operate equipment to excavate, load and transport coal, ore and rock either underground or in open-cut mines.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• operating surface and underground mining equipment
• undertaking development work such as opening up new shafts, drives, airvents, rises, winzes or crib rooms
• monitoring operation of equipment and ensuring safety of other workers within mines or on mining sites
• operating equipment to excavate, load and transport ore and rock

Occupations: 7911-11 Miner

UNIT GROUP 7912  BLASTING WORKERS

BLASTING WORKERS assemble, position and detonate explosives at mining sites.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
• positioning explosives in bore holes and priming, or directing other workers to prime, explosives using detonators and explosive cartridges
• connecting wire, fuse or detonating cord to explosive cartridge and detonator and wire to electric detonator
• filling and tamping holes with rock dust, sand or other materials
• firing electric detonator or lighting fuse to detonate explosives

Occupations: 7912-11 Blasting Worker
UNIT GROUP 7913  STRUCTURAL STEEL CONSTRUCTION WORKERS

STRUCTURAL STEEL CONSTRUCTION WORKERS erect scaffolding, position and secure steel reinforcing in concrete forms, erect and dismantle steel structural frames and assemble rigging gear to move and position machinery and structural components.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- fitting together tubes, support braces and components to form bases for scaffolds
- fitting and bolting pipes and tubes together to build up scaffolding
- determining size, shape, quantity and location of concrete reinforcing metal according to drawings or verbal instructions
- measuring, cutting, bending and fitting welded wire mesh into concrete areas to be mesh-reinforced
- fixing mesh and reinforcing steel into position in formwork for concrete pours
- setting up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units
- erecting lifting tackles by attaching pulleys and blocks to fixed overhead structures, and installing cables and attaching counterweights
- attaching slinging gear to hoisting equipment and objects to be moved, using clamps, hooks, bolts and knots

Occupations: 7913-11 Scaffold
7913-13 Steel Fixer
7913-15 Structural Steel Erector
7913-17 Construction Rigger

7913-11 Scaffold
Erects and dismantles scaffolding to provide work platforms on building or industrial sites, or for temporary structures such as stages and seating.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- loads and unloads scaffolding and equipment
- sets levels for erection of scaffolds
- selects scaffolding
- fits together tubes, support braces and components to form bases for scaffolds
- lifts and positions sections of scaffolding
- fits and bolts pipes and tubes together to build up scaffolding
- places planks over horizontal bars to create platforms
- verifies levels in scaffolding structures
- dismantles scaffolding

7913-13 Steel Fixer
Positions and secures steel bars or steel mesh in concrete forms to reinforce concrete structures.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- determines size, shape, quantity and location of reinforcing metal according to drawings or verbal instructions
- selects, cuts and bends metal bars
- assembles bars in concrete forms
- welds or wires bars in place
- measures, cuts, bends and fits welded wire mesh in areas to be mesh-reinforced
- fixes mesh and reinforcing steel into position in formwork for concrete pours
- may work in concrete plants, in areas of prestressing, post-stressing and tensioning using hydraulic jacks and tensioning mechanisms
7913-15  **Structural Steel Erector**

Erects and dismantles structural steel frames of buildings or other structures.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

**Tasks Include:**
- unloads and sorts structural steel and equipment by directing crane operators
- sets up winches, cranes and rigging equipment to raise and position girders, plates, columns and other steel units
- erects guard rails, guy wires, ropes and cleats
- lays planks and hangs safety nets
- fastens steel units to cables of hoists
- directs hoist operators to position steel units according to specifications and blueprints
- works steel units into approximate position while they are supported by hoists
- cuts and shapes steel units using welding equipment
- aligns and bolts steel units in place until permanently bolted or welded
- verifies horizontal and vertical alignment and angles
- may erect cranes

7913-17  **Construction Rigger**

Assembles and installs rigging gear, such as cables, ropes, pulleys and winches to lift, lower, move or position machinery, structural steel or other heavy objects.

**Skill Level:**
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

**Tasks Include:**
- erects lifting tackles by attaching pulleys and blocks to fixed overhead structures, erecting gin poles, securing winches, erecting temporary jibs or derricks and installing cables and attaching counterweights
- attaches slinging gear to hoisting equipment and objects to be moved, using clamps, hooks, bolts and knots
- directs crane or winch operators to lift, move and position objects
- constructs suspended work platforms, swing stages and bosun’s chairs, and attaches guard rails and wire meshing
- erects cranes and booms, and increases the height of tower cranes by bolting component parts in place and rigging cables
- erects barricades and warning signs where lifting operations are in progress
- inspects, maintains and repairs equipment
- splices ropes and cables to make slings and tackle
UNIT GROUP 7914  INSULATION AND HOME IMPROVEMENTS INSTALLERS

INSULATION AND HOME IMPROVEMENTS INSTALLERS install functional or decorative fittings, or install and apply a variety of insulation materials to improve resistance to heat, cold, air, sound or moisture, in established buildings and those under construction.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- examining plans and specifications to determine location for insulation materials
- preparing site for insulation or installation of fittings by nailing up furring, drilling holes for screws and bolts, and erecting scaffolding
- nailing or stapling batt-type insulation to joists, studs or furring
- gluing blocks and slabs of foamed plastic or cork to walls
- operating equipment to blow or spray fibre fill or foam insulation material into cavities
- fitting awnings, flyscreens, shower screens, prefabricated windows and doors, exterior cladding and other home improvements using hand tools

Occupations:  7914-11 Building Insulation Installer
7914-13 Home Improvements Installer

7914-11  Building Insulation Installer
Installs and applies insulating material such as foam, granules, foil, solar film, batts or blankets to walls, floors, windows and ceilings of buildings to insulate against heat, cold, air, sound or moisture.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- examines plans and specifications to determine type and quantity of insulation required
- sets up scaffolding and ladders
- nails furring strips to walls and ceilings to provide bases for fastening insulation
- cuts insulation material to size and shape
- nails or staples batt-type insulation to joists, studs or furring
- staples vapour barrier sheeting to studs
- fits insulation around obstructions, such as pipes and wiring
- glues insulating blocks and slabs of foamed plastic or cork to walls
- manipulates hoses to blow insulating material, such as mineral wool, loose fill and cellulose fibre fill, or sprays foamed insulation
- measures, cuts and applies solar control film to windows

Specialisations:
Window Tinter

7914-13  Home Improvements Installer
Installs functional and decorative home improvements such as awnings, curtains, blinds, flyscreens, garage doors, exterior cladding, shower screens and prefabricated windows and doors.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- examines specifications and work sites to plan installations
- measures and marks locations for frame, brackets or hinges
- drills holes in wood, brick, stone or fibrous structures
- drives expansion shields into holes in brick or stone to receive lag bolts
- bolts, screws or nails frame fittings into place
- fits frames and home improvements to structures and fastens them into position
- attaches and adjusts mechanical fittings, such as cranks, locks and pull-cords
- installs flashing and weatherproofing to fittings such as awnings, shower screens, and prefabricated windows and doors
- may provide quotations for home improvement installations

Specialisations:
Awnings Installer
Carport Erector
Curtain Fitter
Security Door Installer
Shower Screen Installer
MINOR GROUP 799

MISCELLANEOUS INTERMEDIATE PRODUCTION AND TRANSPORT WORKERS

This minor group covers Miscellaneous Intermediate Production and Transport Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Occupations in this minor group are classified into the following unit groups:

7991 MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS
7992 PRODUCT QUALITY CONTROLLERS
7993 STOREPERSONS
7994 SEAFARERS AND FISHING HANDS
7995 FORESTRY AND LOGGING WORKERS
7996 PRINTING HANDS
UNIT GROUP 7991  
MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS

MOTOR VEHICLE PARTS AND ACCESSORIES FITTERS fit and replace accessories on motor vehicles using specialised machines and equipment.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- removing old or damaged parts and cleaning surrounding areas on vehicles
- inspecting and repairing muffler mountings, refitting new mufflers, extractors and exhaust pipes
- operating air driven equipment to remove and refit tyres and tubes for vehicles, motor cycles and other mobile plant
- repairing punctures in tubes or tubeless tyres
- balancing wheels and tyres using static or electronic equipment
- removing damaged glass, trim strips and rubber seals from window frames or mountings on motor vehicles or mobile plant
- positioning new windscreens or glass windows on frames and attaching and sealing them

Occupations:  
7991-11  Motor Vehicle Parts and Accessories Fitter

7991-11  Motor Vehicle Parts and Accessories Fitter

Fits and replaces accessories on motor vehicles using specialised machines and equipment.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- removes old or damaged parts and cleans surrounding areas on vehicles
- inspects and repairs muffler mountings, refits new mufflers, extractors and exhaust pipes
- operates air driven equipment to remove and refit tyres and tubes for vehicles, motor cycles and other mobile plant
- repairs punctures in tubes or tubeless tyres
- balances wheels and tyres using static or electronic equipment
- removes damaged glass, trims strips and rubber seals from window frames or mountings on motor vehicles or mobile plant
- positions new windscreens or glass windows on frames and attaches and seals them
- may give advice and sell parts to customers
- may manufacture a variety of standard or special purpose parts
- may supervise other vehicle accessories fitters

Specialisations:
- Muffler Fitter
- Tyre and Tube Fitter
- Windscreen Fitter
UNIT GROUP 7992  PRODUCT QUALITY CONTROLLERS

PRODUCT QUALITY CONTROLLERS examine manufactured products or primary produce to ensure conformity to specifications and standards of presentation and quality.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- studying product specifications and taking measurements to determine conformity to specifications
- compiling quality assurance reports, maintaining documentation and reporting findings
- examining products for defects such as disease in food items or faults in timber
- designating grading of produce and recording details of assessments according to classification system
- collecting and labelling samples for inspection
- recording details of sampling procedures and sources of samples

Occupations:
7992-11 Product Examiner
7992-13 Product Grader
7992-15 Product Tester

7992-11 Product Examiner
Quality Assurance Assessor
Quality Control Assessor

Examines products to ensure conformity to specifications and standards of presentation and quality.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- studies product specifications
- inspects all output or takes samples for inspection
- examines output for visible defects such as cracks, holes and breakages
- takes measurements to determine conformity to specifications
- checks details of assemblies such as torque of nuts on vehicles
- marks defects or rejects articles
- makes minor repairs or adjustments to products
- compiles quality assurance reports, maintains documentation and reports findings
- may operate or trial products to monitor performance

Specialisations:
Film Examiner
Metal Products Viewer
Textile Examiner
Tyre Finisher and Examiner
Vehicle Assembly Inspector

7992-13 Product Grader
Grades primary produce by evaluating individual items or batches in terms of established standards and records results.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- inspects all products or selects samples for inspection
- examines products for defects such as disease in food items
- takes measurements to determine quality and quantity of products
- designates grading of produce and records details of assessments according to classification system
- prepares reports and records assessments by labelling items such as carcasses
- grades batches of produce such as crates of fruit and vegetables
- arranges storage and distribution of produce after grading
- may visit suppliers to give advice and information and to make preliminary assessments
- may recommend removal of unsatisfactory produce

Specialisations:
Fruit and Vegetable Classer
Meat Grader
Milk and Cream Grader
Timber Grader

7992-15 Product Tester
Collects product samples, conducts tests to determine quality of produce and maintains records of results.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- collects and labels samples for inspection
- records details of sampling procedures and sources of samples
- inspects samples and prepares them for testing
- carries out prescribed tests
- records results of tests and prepares test reports

Specialisations:
Coal Sample Tester
Glassware Verifier
Iron Pellet Tester
UNIT GROUP 7993  STOREPERSONS

STOREPERSONS receive, handle and despatch goods in stores or warehouses.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- receiving incoming goods, checking for damage and for discrepancies between goods and invoices
- labelling goods with details of storage location
- operating various types of machinery to lift, place and remove items on high levels
- operating specialised equipment such as manually or electronically guided order pickers and checking items off picking list

Occupations: 7993-01 Supervisor, Storepersons
7993-11 Storeperson

7993-01  Supervisor, Storepersons
Supervises and coordinates the activities of Storepersons.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Storepersons
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Storeperson

7993-11  Storeperson
Receives, handles and despatches goods in stores or warehouses.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- unloads vehicles, opens packages and removes contents
- receives and checks incoming goods
- labels goods with details of storing locations
- packs, weighs and labels goods and seals boxes
- stacks goods in despatch areas
- issues stores over counters and records items out of stock
- assists with regular stocktakes and cleans work site
- operates machinery to lift, place and remove items
- operates computers to obtain details of location and quantity of item in stock
- may use materials handling equipment, such as hydraulic pallet lifters, electronically guided order pickers, and hand trucks to move goods

Specialisations:
Chiller Hand
Order Picker/Assembler
Shelf Stacker (Store)
Stores Despatch Hand
UNIT GROUP 7994  SEAFARERS AND FISHING HANDS

SEAFARERS AND FISHING HANDS maintain ships’ equipment and structures, and catch fish, crustaceans and molluscs.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- handling ropes and wires, and operating mooring equipment, when berthing and unberthing
- standing lookout watches at sea and adjusting the ships’ course as directed
- assisting with cargo operations using on-board equipment and stowing or securing cargo
- patrolling the ship to ensure safety of the vessel, cargo and passengers
- attaching gear and fastening towing cables to nets
- casting or lowering nets, pots, lines or traps into water
- preparing lines, attaching running gear and bait, and setting lines into position
- hauling in fishing gear and removing fish and other marine life

Occupations:  
7994-11  Seafarer
7994-13  Fishing Hand

7994-11  Seafarer
Deck Hand

Performs maintenance and lookout tasks aboard ships.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- handles ropes and wires, and operates mooring equipment, when berthing and unberthing
- stands lookout watches at sea and adjusts the ships’ course as directed
- assists with cargo operations using on-board equipment and stows or secures cargo
- patrols the ship to ensure safety of the vessel, cargo and passengers
- performs routine maintenance and checks on deck equipment, cargo gear, rigging, life saving and fire fighting appliances
- checks and records fuel, lubricant, spare parts and other operating information
- cleans, removes rust, treats and paints decks, sides and superstructures
- may clean the inside of ships’ fresh water, salt ballast water, oil tanks, and cargo compartments

Specialisations:
Barge Hand
Ferry Hand
Tug Hand

7994-13  Fishing Hand
Fishing Boat Mate

Catches fish, crustaceans and molluscs in ocean and inland waters.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- attaches gear and fastens towing cables to nets
- casts or lowers nets, pots, lines or traps into water
- prepares lines, attaches running gear and bait, and sets lines into position
- hauls in fishing gear and removes fish and other marine life
- sorts, cleans, preserves, stows and refrigerates catch
- repairs and stores nets or lines and assists in the operation and maintenance of vessels and equipment
- loads, unloads and stows supplies and equipment
- stands watch travelling to and from fishing grounds
- operates vessels to troll or trawl across sea bed

Specialisations:
Cray Fishing Hand
Prawn Trawler Hand
Purse Seining Hand
UNIT GROUP 7995  FORESTRY AND LOGGING WORKERS

FORESTRY LABOURERS perform manual tasks associated with felling trees, logging, cultivating and maintaining natural and plantation forests.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- planning the felling of trees and determining the natural and intended fall of each tree
- clearing surrounding area of saplings and debris prior to tree-felling
- operating manual or machine saws to fell trees
- maintaining tree-felling equipment
- assisting with loading and transporting logs
- maintaining forest roads, buildings, facilities, signs and equipment
- collecting seeds, cultivating and planting seedlings for reafforestation purposes
- applying fertilisers, insecticides and herbicides to individual trees or general forest areas

Occupations:
7995-01  Supervisor, Forestry and Logging Workers
7995-11  Tree Faller
7995-13  Forestry Worker
7995-15  Logging Assistant

7995-01  Supervisor, Forestry and Logging Workers
Bush Boss
Supervises and coordinates the activities of Forestry and Logging Workers.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. In some instances relevant experience is required in addition to the formal qualification.

Tasks Include:
- determines work requirements and allocates duties to Forestry and Logging Workers
- confers with managers to coordinate activities with other organisational units
- maintains attendance records and rosters
- explains and enforces safety regulations
- oversees the work of the unit and suggests improvements and changes
- confers with workers to resolve grievances
- may perform the tasks of a Forestry and Logging Worker

7995-11  Tree Faller
Fells trees and trims and saws them into logs.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience. Registration or licensing may be required.

Tasks Include:
- plans the felling of trees and determines the natural and intended fall of each tree
- clears bush, undergrowth and debris from the base of the tree
- adjusts cuts to cope with rot, lean and burnt wood
- operates manual or machine saws to fell trees
- cuts down saplings and dead trees
- removes major branches and tree tops, trims branches and saws trunks into logs
- maintains cutting chains and chainsaws

Specialisations:
Hardwood Faller
Softwood Faller

7995-13  Forestry Worker
Assists in the cultivation, maintenance and protection of forests.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- maintains forest roads, buildings, facilities, signs and equipment
- observes forest areas and maintains look-out for fires
- collects and cultivates seeds and plants them
- applies fertilisers and insecticides to trees and general forest areas
- kills weeds, fells or de-barks non-productive trees and thins young plantations
- prepares firebreaks
- cuts firewood

Specialisations:
Fire Lookout
Tree Planter

7995-15  Logging Assistant
Assists in the logging, felling and sawing of trees.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assists tree-fellers in clearing saplings and dead leaves around trees
- operates chainsaws to cut felled trees into logs and trims branches
- deharks logs using axes, crowbars or spades
- assists plant operators to move and load logs

Specialisations:
Chokerman/woman
Sleeper Cutter
Swampy
UNIT GROUP 7996  PRINTING HANDS

PRINTING HANDS operate bindery machines and perform manual binding and finishing of books and printed products or carry out routine printing tasks.

Skill Level:
The entry requirement for this unit group is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- folding, collating and fastening printed products by machine or hand
- performs handbinding and finishing operations
- operates specialised machines such as casing-in and mini binders or automatic carton folding and gluing machines
- assisting with setting up, operation and adjustment of machines
- maintains and lubricates machines

Occupations:
- 7996-11 Printing Table Hand
- 7996-13 Printer’s Assistant

7996-11  Printing Table Hand
Printing Bindery Assistant

Operates bindery machines and performs manual binding and finishing of books and printed products.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- folds, collates and fastens printed products by machine or hand
- performs hand binding and finishing operations
- carries out routine quality control
- operates specialised machines such as casing-in and mini binders or automatic carton folding and gluing machines
- maintains and lubricates machines

7996-13  Printer’s Assistant

Performs routine tasks to assist in the production of printed materials.

Skill Level:
The entry requirement for this occupation is an AQF Certificate II or higher qualification or at least 1 years relevant experience.

Tasks Include:
- assists in setting up machines for operation
- assists with the operation and adjustment of machines
- clears waste and cleans work areas and machines
- assists in setting up folding machines and checks folded articles
- maintains and lubricates machines
- may assist with the setting up and monitoring of the operation of automated binding lines
MAJOR GROUP 8

ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS

ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS perform a range of clerical, sales and service tasks, usually under supervision, within established routines and procedures.

Most occupations in this major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Clerical, Sales and Service Workers typically include receiving, processing and despatching information, mail and other documents; providing telecommunication services to customers; taking bets from customers; selling goods and services in retail and wholesale establishments; and providing basic services in relation to information, entertainment, security, personal and domestic needs.

Occupations in this major group are classified into the following sub-major groups:

81 ELEMENTARY CLERKS
82 ELEMENTARY SALES WORKERS
83 ELEMENTARY SERVICE WORKERS
SUB-MAJOR GROUP 81

ELEMENTARY CLERKS

ELEMENTARY CLERKS receive, process and send mail, documents and information, operate telecommunication switchboards, and receive and process bets.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Clerks typically include sorting, classifying, filing and sending information, mail and other documents; providing telecommunication services to customers; delivering goods, documents and other items; taking bets from customers by telephone, over the counter or at race meetings; and learning the skills of an office worker.

Occupations in this sub-major group are classified into the following minor group:

811 ELEMENTARY CLERKS
MINOR GROUP 811

ELEMENTARY CLERKS

ELEMENTARY CLERKS receive, process and send mail, documents and information, operate telecommunication switchboards, and receive and process bets.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Clerks typically include sorting documents and mail and placing on files or shelves or in bundles for delivery; maintaining registers of files and other items for filing, shelving or distribution; operating telecommunication switchboards and providing service information; delivering goods, documents and other items; taking bets; and working and studying to learn the skills of an office worker.

Occupations in this minor group are classified into the following unit groups:

8111 REGISTRY AND FILING CLERKS
8112 MAIL SORTING CLERKS
8113 SWITCHBOARD OPERATORS
8114 MESSENGERS
8115 BETTING CLERKS
8116 OFFICE TRAINEES
8119 OTHER ELEMENTARY CLERKS
UNIT GROUP 8111  REGISTRY AND FILING CLERKS

REGISTRY AND FILING CLERKS process and handle information and documents to maintain access to and security of databases or records management systems.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorting information or documents for filing according to database or records management systems
- classifying and coding information and documents for inclusion in databases or records management systems
- updating and modifying records
- filing information or documents in databases or records management systems
- identifying and retrieving documents or information for users
- recording file or document movements

Occupations:  8111-11  Registry or Filing Clerk

8111-11  Registry or Filing Clerk
Records Clerk

Processes and handles information and documents to maintain access to and security of databases or records management systems.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorts information or documents for filing according to database or records management systems
- classifies and codes information and documents for inclusion in databases or records management systems
- updates and modifies records
- files information or documents in databases or records management systems
- identifies and retrieves documents or information for users
- records file or document movements
- labels storage locations, assembles and labels new files
- removes inactive and dead files
UNIT GROUP 8112  MAIL SORTING CLERKS

MAIL SORTING CLERKS receive or collect, process and despatch mail at sorting centres and post offices.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receiving and checking incoming mail and mail bags
- assisting in the verification of registered and special articles
- operating mail processing equipment such as letter preparation lines, letter indexing and sorting equipment
- performing manual sorting duties and preparing documentation for despatching mail
- processing underpaid mail, bulk mail lodgements, express mail and other mail services
- operating postmarking machines, mail weighing and statistical recording equipment

Occupations:
- 8112-11 Mail Clerk
- 8112-13 Postal Sorting Officer

8112-11  Mail Clerk

Collects, processes and despatches mail in an organisation.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives and checks incoming mail and mail bags
- assists in the verification of registered and special articles
- segregates and distributes mail into categories
- sorts mail according to destinations
- transfers mail between sorting and dock areas
- re-wraps damaged articles
- assists in the processing of bulk lodgements of mail
- bundles sorted letters and ties and seals bags
- operates mail processing equipment such as letter preparation lines, letter indexing and sorting equipment and postmarking machines

8112-13  Postal Sorting Officer

Receives, processes and despatches mail within a post office.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives and opens mail bags at a post office
- performs manual sorting duties and prepares documentation for despatching mail from a post office
- prepares mail for despatch
- processes underpaid mail, bulk mail lodgements, express mail and other mail services
- loads and unloads mail conveyances and internal mail handling equipment
- operates mail handling equipment
- prepares and maintains mail processing records
- operates postmarking machines, mail weighing and statistical recording equipment
- may perform general counter duties and agency transactions
UNIT GROUP 8113  SWITCHBOARD OPERATORS

SWITCHBOARD OPERATORS operate telecommunication switchboards and consoles to assist callers establish telephone connections or to receive customer inquiries or fault reports.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• operating switchboards and consoles to connect, hold, transfer and disconnect telephone calls
• responding to callers’ inquiries by providing information such as telephone numbers, dialling codes, call costs, time delays and service difficulties
• investigating operating system problems and informing maintenance services
• alerting emergency services when required
• recording details and determining charges for designated types of calls
• handling inquiries from customers regarding service issues, fault reports and other operational information

Occupations: 8113-11 Switchboard Operator

8113-11  Switchboard Operator
Telephone Operator

Operates telecommunication switchboards and consoles to assist callers establish telephone connections or to receive customer inquiries or fault reports.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• operates switchboards and consoles to connect, hold, transfer and disconnect telephone calls
• providing information in response to customer inquiries about telephone numbers, dialling codes, call costs, time delays and service difficulties
• investigates operating system problems and informs maintenance services
• alerts emergency services when required
• records details and determines charges for designated types of calls
• handles inquiries from customers regarding service issues, fault reports and other operational information
• may monitor the efficiency of systems and maintain service sampling records
UNIT GROUP 8114  MESSENGERS

MESSENGERS deliver goods, documents, messages, mail and other items.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorting items for delivery
- delivering mail, parcels, documents and other items to customers or mail boxes
- collecting signatures and charges from customers
- receiving orders for deliveries from customers
- issuing and collecting receipts for pick-up and delivery items
- maintaining walk books, directories, mail counts, equipment maintenance logs and other postal delivery records
- assisting with the receipt of inward mail, the checking of wrongly addressed, missorted, undelivered and redirected mail, the processing of freepost and underpaid mail

Occupations:
- 8114-11 Courier
- 8114-13 Postal Delivery Officer

8114-11  Courier
Delivers goods, documents or messages.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives orders for deliveries from customers
- collects, sorts and delivers documents, parcels or other articles
- keeps records of items received and delivered
- collects charges for cash-on-delivery orders
- issues and collects receipts for pick-up and delivery

Specialisations:
Copy Boy/Girl (Newspapers)

8114-13  Postal Delivery Officer
Sorts and delivers mail.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorts mail for delivery rounds
- delivers mail on foot, by bicycle or motorised transport over allocated delivery rounds
- maintains walk books, directories, mail counts, equipment maintenance logs and other postal delivery records
- loads and unloads mail conveyances and internal mail handling equipment
- assists with the receipt of inward mail, the checking of wrongly addressed, missorted, undelivered and redirected mail, the processing of freepost and underpaid mail
- delivers lettergrams, express courier items and parcels
- assists in preparing statistical returns, mail advices, statements and other clerical tasks
- may assist in the processing of outward mail
UNIT GROUP 8115  BETTING CLERKS

BETTING CLERKS take bets from customers either at a betting agency or over the phone, and assist bookmakers to provide betting services at race meetings.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- taking bets from customers over the phone or counter, debiting their credit card account or bank account electronically or receiving cash and recording bets electronically
- monitoring amounts of money placed on race entrants and advising bookmakers
- handing copies of betting ledgers to bookmakers after the closing of bets for each race
- checking details and numbers on winning betting tickets against those in betting ledgers or electronic records and paying money on winning tickets

Occupations:
- 8115-11 Betting Agency Counter Clerk
- 8115-13 Telephone Betting Clerk
- 8115-15 Bookmaker's Clerk
- 8115-79 Betting Clerks nec

8115-11  Betting Agency Counter Clerk

Handles customer bets, payments and payouts over the counter, for horse and dog racing and other competitive sport or recreation events.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives over-the-counter bets and accepts payments
- enters bets onto computer systems
- issues tickets, receipts and change
- checks tickets and issues winnings
- answers betting inquiries
- prepares summaries of transactions

8115-13  Telephone Betting Clerk

Records customer’s bets and account details over the phone, for horse and dog racing and other competitive sport or recreation events.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- verifies betting agency customer’s identity and account balance
- receives customer’s phone bets and records account details
- enters bets onto computer systems
- answers betting inquiries
- prepares summaries of transactions

8115-15  Bookmaker’s Clerk

Assists bookmakers to provide betting services at race meetings.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- records details of bets on computers or in transaction ledgers
- monitors amounts of money placed on race entrants and advises bookmakers
- hands copies of betting ledgers to bookmakers after the closing of bets for each race
- checks details and numbers on winning betting tickets against those in betting ledgers
- crosses off entries on ledgers, pays money to punters and files or marks tickets
- pays money on winning tickets

Specialisations:
- Bagman/woman

8115-79  Betting Clerks nec

This occupation group covers Betting Clerks not elsewhere classified.

Occupations in this group include:
- Bingo Caller
- Keno Terminal Operator
UNIT GROUP 8116    OFFICE TRAINEES

OFFICE TRAINEES work and study to learn the skills of a clerical worker.

Skill Level:
The entry requirement for this unit group is the completion of compulsory secondary education or higher qualification.

Tasks Include:
• performing tasks of increasing complexity during the traineeship, under supervision
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
• may attend periods of structured off-the-job training provided by employers in a formal training centre

Occupations:    8116-11 Office Trainee

8116-11    Office Trainee

Works and studies to learn the skills of a clerical worker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• performs tasks of increasing complexity during the traineeship, under supervision
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
• may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 8119 OTHER ELEMENTARY CLERKS

This unit group covers Elementary Clerks not elsewhere classified.

Skill Level:
The entry requirements for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:  
8119-11 Meter Reader  
8119-13 Classified Advertising Clerk  
8119-15 Interviewer  
8119-17 Parking Inspector  
8119-79 Elementary Clerks nec

8119-11 Meter Reader

Reads electric, gas or water meters and records usage.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:  
• walks or drives over established routes and locates meters on properties  
• inspects meters and connections for defects, damage or unauthorised connections and reports irregularities  
• checks and matches meter numbers and addresses, reads meters and records details manually or using a recording and account processing unit  
• returns route book or recording device for accounts processing  
• may read meters using radio telemetry devices  
• may disconnect meters

Specialisations:  
Meter Records Clerk

8119-13 Classified Advertising Clerk

Receives and records advertising copy for publication or broadcasting.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:  
• checks submitted text to ensure accuracy of names, prices and details, and typesetting requirements  
• confirms headings and conditions under which copy is to appear  
• advises on rates, applies discounts, calculates costs and accepts payments or makes charges to accounts  
• maintains filing systems to facilitate processing  
• enters text and other details directly into computerised typesetting and accounting systems

8119-15 Interviewer

Interviews people and records their responses to survey questions on various topics.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:  
• contacts people and conducts survey or provides self-completion questionnaires  
• records answers to survey questions  
• records the distribution of documents  
• collects questionnaires and returns documents to supervisors  
• may perform computer-assisted personal or telephone interviewing  
• may interview people at random in crowds or on the street  
• may encode responses or check their consistency

8119-17 Parking Inspector

Patrols assigned areas and issues parking infringement notices to vehicles that are illegally parked.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:  
• patrols assigned areas to check that vehicles are legally parked and have not overstayed maximum parking times  
• issues parking infringement notices where parking laws have been violated  
• may arrange to have illegally parked vehicles towed away

8119-79 Elementary Clerks nec

This occupation group covers Elementary Clerks not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:  
Media Monitor  
Telecommunications Cable Assigner
SUB-MAJOR GROUP 82

ELEMENTARY SALES WORKERS

ELEMENTARY SALES WORKERS sell goods and services in retail and wholesale establishments and operate checkouts and perform routine financial transactions in retail, entertainment and office environments.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Sales Workers typically include selling and demonstrating personal and household goods and services; advising customers on the selection, price, delivery and use of goods and services; receiving payment for goods or services and operating cash registers and computer terminals to complete basic financial transactions.

Occupations in this sub-major group are classified into the following minor groups:

821 SALES ASSISTANTS
829 MISCELLANEOUS ELEMENTARY SALES WORKERS
MINOR GROUP 821

SALES ASSISTANTS

SALES ASSISTANTS sell goods and services in retail or wholesale establishments.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education of higher qualification.

Tasks performed by Sales Assistants typically include selling food, drink, clothing, footwear and other personal and household goods and services; advising customers on the selection, price, delivery, use and care of goods and services; operating cash registers, accepting payments and preparing sales invoices; stacking and displaying items for sale and wrapping or packing goods sold; checking stock and participating in stocktakes.

Occupations in this minor group are classified into the following unit group:

8211  SALES ASSISTANTS
UNIT GROUP 8211  SALES ASSISTANTS

SALES ASSISTANTS sell stock such as food, clothing, hardware, household appliances, office supplies and cosmetics in retail or wholesale establishments.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- selling food, drink, clothing, footwear and other personal and household goods and services
- advising customers on the selection, price, delivery, use and care of goods and services
- operating cash registers, accepting payments and preparing sales invoices
- stacking and displaying items for sale and wrapping and packing goods sold
- checking stock and participating in stocktakes

Occupations:
8211-11 Sales Assistant (Food and Drink Products)
8211-13 Sales Assistant (Fabric, Clothing and Footwear)
8211-15 Sales Assistant (Other Personal and Household Goods)
8211-17 Sales Assistant (Postal Services)
8211-79 Sales Assistants nec

8211-11 Sales Assistant (Food and Drink Products)

Sells food and drink products in retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sells products such as milk, bread, confectionery, meat, fruit, vegetables, liquor and soft drink
- operates cash registers, accepts payments and prepares sales invoices
- stacks and displays items for sale and wraps goods sold
- prepares food and drinks where fresh food and drinks are served
- cleans eating areas and cooking utensils where food is prepared or consumed on the premises
- checks stock and participates in stocktakes

Specialisations:
Bottle Shop Attendant
Canteen Attendant

8211-13 Sales Assistant (Fabric, Clothing and Footwear)

Sells soft furnishings, manchester, clothing or footwear in retail or wholesale establishments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sells products such as footwear, haberdashery, clothing, soft furnishings and manchester items including sheets, towels, pillowcases and quilts
- operates cash registers, accepts payments and prepares sales invoices
- stacks and displays items for sale and wraps goods sold
- takes customers’ measurements to select correct sizes of goods
- arranges for clothes to be altered to fit customers
- calculates length of fabrics when material is sold
- checks stock and participates in stocktakes
- may suggest and display accessories and colour combinations of fabrics or clothes
- may act as agents for services such as lottery systems and dry-cleaning
- may advise customers on the correct application and storage of patent medicines
8211-17  
**Sales Assistant (Postal Services)**

Serves customers by advising on postal rates and sells postal products such as stamps, envelopes and philatelic products at a post office or postal agency premises.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- sells stamps, philatelic products and other agency products
- assists in the preparation of promotional displays
- issues and pays money orders
- processes a range of savings bank and other agency transactions
- receives lettergrams, electronic mail and other messages for transmission and delivery
- operates point-of-sale, message transmission, facsimile or image transmission equipment
- refills automatic vending machines and postpoints
- performs limited mail processing, delivery and collection duties and accepts bulk mail lodgements
- may operate mechanised mail handling equipment and reset franking machines
- may undertake office balance, banking and stock replenishment activities

8211-79  
**Sales Assistants nec**

This occupation group covers Sales Assistants not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Occupations in this group include:**
Swimming Pool Salesperson
Telephone Salesperson
Video Library Assistant
MINOR GROUP 829

MISCELLANEOUS ELEMENTARY SALES WORKERS

This minor group covers Elementary Sales Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Occupations in this minor group are classified into the following unit groups:

8291 CHECKOUT OPERATORS AND CASHIERS
8292 TICKET SALESPERSONS
8293 STREET VENDORS AND RELATED WORKERS
8294 TELEMARKETERS
8295 SALES DEMONSTRATORS AND MODELS
8296 SERVICE STATION ATTENDANTS
8297 SALES AND SERVICE TRAINEES
8299 OTHER ELEMENTARY SALES WORKERS
UNIT GROUP 8291 CHECKOUT OPERATORS AND CASHIERS

CHECKOUT OPERATORS AND CASHIERS operate cash registers and receive payment for goods purchased by customers or receive and bank takings and make payments.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary school education or higher qualification.

Tasks Include:
- receiving goods selected by customers, registering and totalling prices on cash register
- processing payments for goods by cash, cheques, gift vouchers, credit or debit cards and other non-cash forms of payment
- issuing sales dockets and giving change
- processing mail and other payment types and arranging banking
- counting and recording money received and balancing against register sales records
- recording and balancing petty cash disbursements

Occupations:
- 8291-11 Checkout Operator
- 8291-13 Office Cashier

8291-11 Checkout Operator
Operates cash registers and receives payments for goods purchased by customers.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives goods selected by customers, registers and totals prices on cash register
- processes payment for goods by cash, cheques, gift vouchers, credit or debit cards and other non-cash forms of payment
- issues sales dockets and gives change
- counts cash in cash drawer at beginning and end of work shift
- maintains supplies of change, wrapping and other materials used at checkout
- pays out cash for cheques or debit card cash withdrawals
- identifies product for weighing, calculating and recording purchase amount
- may wrap or pack goods sold
- may replace or substitute goods or refund cash for returned goods

Specialisations:
Service Station Console Operator

8291-13 Office Cashier
Cashier
Receives and banks takings and makes payments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives payments from customers or takings from checkout operators
- counts and records money received
- balances takings against register sales records
- cashes authorised cheques
- records and balances petty cash disbursements
- processes mail and other payment types and arranges banking
- operates a computer terminal to administer the store financial transaction system
- may prepare wages or arrange for electronic transfer of funds
- may produce periodic sales reports
UNIT GROUP 8292  TICKET SALESPERSONS

TICKET SALESPERSONS sell tickets or make reservations for facilities and services such as travel or admission to sporting and entertainment venues or collect fares on transport vehicles.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receiving customers’ requests, accepting payments and issuing tickets, receipts and change
- checking service availability and times and making reservations
- answering inquiries concerning charges, routes, schedules, reservations and coming attractions
- collecting tickets and change from depot clerks
- answering passengers’ questions regarding schedules, routes and fares
- collecting fares from passengers, issuing tickets and change

Occupations: 8292-11 Ticket Seller
8292-13 Transport Conductor

8292-11  Ticket Seller
Sells tickets or makes reservations for facilities and services such as travel or admission to sporting and entertainment venues.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives customers’ requests, accepts payments and issues tickets, receipts and change
- checks service availability and times and makes reservations
- answers inquiries concerning charges, routes, schedules, reservations and coming attractions
- prepares summaries of daily transactions
- organises displays of service times and availability and other information
- contacts customers to cancel or confirm reservations
- may arrange accommodation, car hire and holiday bookings
- may announce arrival, departure and commencement times
- may check-in baggage

Specialisations:
Booking Clerk
Reservations Clerk

8292-13  Transport Conductor
Collects fares and issues tickets on transport vehicles.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- collects tickets and change from depot clerks
- answers passengers’ questions regarding schedules, routes and fares
- collects fares from passengers, issues tickets and change
- signals drivers to stop or proceed
- oversees passenger safety and behaviour
- secures vehicle safety in emergency circumstances and opens and closes vehicle doors
- assists passengers to board and alight from vehicles and assists passengers with baggage
- may announce delays, stops and terminals
UNIT GROUP 8293  STREET VENDORS AND RELATED WORKERS

STREET VENDORS AND RELATED WORKERS sell goods and services at street or market locations, on established routes or door-to-door.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- collecting and transporting goods to street or market location, along established van routes or door-to-door areas
- displaying or demonstrating products and explaining qualities of products to customers
- collecting payments from customers and recording transactions on customer receipts and sales records
- developing lists of prospective customers or using lists specified by management
- collecting empty containers, unsold and rejected merchandise
- wrapping or packing goods sold and reporting or resolving customer complaints

Occupations:

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<td>8293-15</td>
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8293-11  Street Vendor

Promotes and sells goods and services to customers at street or market locations.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- collects and transports goods to street or market location
- displays or demonstrates goods on stands or on footpaths
- receives payment from customers and gives change
- prepares display cards or tickets
- wraps or packages goods sold
- may attract attention by playing music, singing or calling out items for sale
- may operate from a permanent location, street or market stall or stationary vehicle

Specialisations:
- Market Stall Vendor

8293-13  Cash Van Salesperson

Drives vans or trucks on established routes to deliver and sell goods or services.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- collects delivery schedule and drives van
- delivers goods to customers
- collects payments from customers and records transactions on customer receipts
- records sales or deliveries on daily sales or delivery record
- informs customers of new products or services
- collects empty containers, unsold and rejected merchandise
- loads orders onto van and unloads leftover stock
- calls on prospective customers to solicit new business
- may set up merchandise and sales promotion displays or issue sales promotion materials to customers
- may write customer and delivery orders and report or resolve customer complaints

Specialisations:
- Milk Vendor
- Canvasser
- Fund Raiser

8293-15  Door-to-Door Salesperson

Sells merchandise or services from door-to-door.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- identifies sales areas and contacts customers by going from door-to-door
- distributes catalogues, other advertising literature and samples
- develops lists of prospective customers or uses those specified by management
- displays product samples or literature and explains qualities of products
- writes orders and customer dockets
- arranges for delivery of merchandise and collection of payments
- may arrange after-sales service
- may contact customers and prospective customers by telephone or mail

Specialisations:
- Canvasser
- Fund Raiser
UNIT GROUP 8294  TELEMARKETERS

TELEMARKETERS telephone customers and prospective customers to promote products and services and obtain sales or arrange sales visits.

Skill Level:
The entry requirement for this unit group is the completion of compulsory secondary education or higher qualification.

Tasks Include:
- working from a script and list of contacts to promote the organisation’s products or services by telephone
- creating interest in the product or service, and seeking a sale or agreement to see a sales representative
- arranging processing and despatch of products, information kits or brochures to clients of interested contacts
- arranging appointments for sales representatives
- recording changes to contact details and notes for follow-up action

Occupations: 8294-11 Telemarketer

8294-11 Telemarketer

Telephones customers and prospective customers to promote products and services and obtain sales or arrange sales visits.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- works from a script and list of contacts to promote the organisation’s products or services by telephone
- creates interest in the product or service; and seeks closure of a sale or agreement to see a sales representative
- arranges processing and despatch of products, information kits or brochures to clients or interested contacts
- arranges appointments for sales representatives
- records changes to contact details and notes for follow-up action
- updates marketing database with changes and status of each customer or prospect
- reports competitor activities or other issues raised by contacts for attention by managers
- maintains statistics of calls made and successes achieved
- submits periodic reports on telemarketing activities and results
UNIT GROUP 8295  SALES DEMONSTRATORS AND MODELS

SALES DEMONSTRATORS AND MODELS demonstrate goods at commercial premises, exhibitions, or private homes or model garments and other merchandise or pose for art.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- setting up displays and demonstrating merchandise to commercial customers or to guests in private homes
- answering questions and offering advice on the use of products
- selling items or directing purchasers to the sales counter
- modelling garments, footwear or fashion accessories for customers, sales personnel and fashion designers
- modelling for still photographs, or film and video action photography
- posing as subject for paintings, sculptures and other types of art

Occupations:
- 8295-11 Sales Demonstrator
- 8295-13 Model

8295-11 Sales Demonstrator

Merchandiser

Displays and demonstrates goods at commercial premises, exhibitions or private homes.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sets up displays and demonstrates merchandise to commercial customers or to guests in private homes
- answers questions and offers advice on the use of products
- sells items or directs purchasers to the sales counter
- undertakes merchandising of products in retail outlets, ensuring there is adequate stock attractively presented for sale
- takes orders and makes arrangements for payment, delivery or collection
- offers sample items or distributes catalogues or other literature advertising items for sale
- may demonstrate new products and services at manufacturers’ exhibitions and industry trade shows
- may confer with party sponsor and guests and arrange sponsorship of other house parties for private home demonstrations

8295-13 Model

Models garments and other merchandise or poses for photographs, paintings, sculptures and other types of art.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- models garments, footwear or fashion accessories for customers, sales personnel and fashion designers
- models for still photographs, or film and video action photography
- poses as subject for paintings, sculptures and other types of art
- may specialise in modelling one part of body such as hands, eyes, face or legs
UNIT GROUP 8296  SERVICE STATION ATTENDANTS

SERVICE STATION ATTENDANTS sell fuel, lubricants and other automotive accessories, and perform minor maintenance on motor vehicles at service stations. Service Station Console Operators are excluded from this unit group. They are included in Unit Group 8291, Checkout Operators and Cashiers.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- filling fuel tanks or containers to level specified by customer
- checking and replenishing engine oil, tyre pressure and water levels in radiators and batteries
- collecting payments from customers for purchases
- undertaking stock control and preparing reports on fuel, oil, accessories and other items sold
- replenishing stock of fast foods, newspapers, magazines and grocery items
- cleaning petrol pumps and surrounding driveway, shop and facilities

Occupations:
8296-11 Service Station Attendant

8296-11 Service Station Attendant
Driveway Attendant

Sells fuel, lubricants, automotive accessories, snack foods and other items at service stations.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- fills fuel tanks or containers to level specified by customer
- checks and replenishes engine oil, tyre pressure and water levels in radiators and batteries
- washes windows and windshields of vehicles
- collects payments from customers for purchases
- undertakes stock control and prepares report of fuel, oil, accessories and other items sold
- replenishes stock of fast foods, newspapers, magazines and grocery items
- cleans petrol pumps and surrounding driveway, shop and facilities
- maintains and operates automatic car wash facility
- may assist mechanics in minor car cleaning and repair tasks
- may drive vehicles and collect spare parts or stock items

UNIT GROUP 8297  SALES AND SERVICE TRAINEES

SALES AND SERVICE TRAINEES work and study to learn the skills of a sales or service worker.

Skill Level:
The entry requirement for this unit group is the completion of compulsory secondary education or higher qualification.

Tasks Include:
- performing tasks of increasing complexity during the traineeship under supervision
- attending classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
- attending periods of structured off-the-job training provided by employers in a formal training centre

Occupations:
8297-11 Sales and Service Trainee

8297-11 Sales and Service Trainee

Works and studies to learn the skills of a sales or service worker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- performs tasks of increasing complexity during the traineeship under supervision
- may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of the job
- may attend periods of structured off-the-job training provided by employers in a formal training centre
UNIT GROUP 8299  OTHER ELEMENTARY SALES WORKERS

This unit group covers Elementary Sales Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
- 8299-11 Rental Salesperson
- 8299-13 Materials Recycler
- 8299-79 Elementary Sales Workers nec

8299-11 Rental Salesperson

Rental Clerk
Rents equipment or items to individuals, businesses or commercial organisations.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- determines customers' requirements
- demonstrates items and suggests selections
- prepares dockets or contracts which detail customers' addresses and duration, costs and conditions of rental
- notes the condition of equipment on return to determine whether damages should be charged
- may arrange delivery of items to customers

8299-13 Materials Recycler

Scrap Materials Buyer
Salvages materials from industrial, commercial and private establishments for resale.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- inspects scrap materials at industrial, commercial or private establishments
- negotiates purchase contracts or sale prices
- collects and sorts scrap materials according to type, size, condition, colouring, marking or other characteristics
- salvages reusable materials, labels and disposes of waste
- moves reusable materials to holding, recycling or processing areas
- sells materials and arranges for delivery and payment
- maintains lists of prices and trends for various scrap materials
- may process materials by baling, shredding, screening, pulping or other methods

Specialisations:
- Bottle Dealer
- Waste Recycler

8299-79 Elementary Sales Workers nec

This occupation group covers Elementary Sales Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
- Lotteries Agent
  - TattsLotto Agent
SUB-MAJOR GROUP 83

ELEMENTARY SERVICE WORKERS

ELEMENTARY SERVICE WORKERS provide basic services in relation to security, entertainment and personal and domestic needs.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Service Workers typically include providing security services; collecting tickets and ushering clients to relevant areas in sport and entertainment venues and assisting in the provision of basic services in relation to housekeeping, caretaking and other personal and domestic requirements.

Occupations in this sub-major group are classified into the following minor group:

831 ELEMENTARY SERVICE WORKERS
MINOR GROUP 831

ELEMENTARY SERVICE WORKERS

ELEMENTARY SERVICE WORKERS provide basic services in relation to security, entertainment and personal and domestic needs.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Service Workers typically include providing security services; collecting tickets and ushering clients to relevant areas in sport and entertainment venues and assisting in the provision of basic services in relation to housekeeping, caretaking and other personal and domestic requirements.

Occupations in this minor group are classified into the following unit groups:

- 8311 GUARDS AND SECURITY OFFICERS
- 8312 USHERS, PORTERS AND RELATED WORKERS
- 8313 DOMESTIC HOUSEKEEPERS
- 8314 CARETAKERS
- 8315 LAUNDRY WORKERS
- 8319 OTHER ELEMENTARY SERVICE WORKERS
UNIT GROUP 8311  GUARDS AND SECURITY OFFICERS

GUARDS AND SECURITY OFFICERS patrol and guard properties such as industrial and commercial premises, or provide armed escort services for the transport of cash and other valuables.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- patrolling areas and checking doors, windows and gates for unauthorised entry
- watching for irregularities such as fire hazards, malfunctions of machinery or equipment, lights left on, leaking water pipes and unlocked security doors
- issuing security passes to authorised visitors and giving directions
- recording times of entry and departure of authorised persons and times of inspections
- monitoring alarms and contacting supervisors, fire brigades or police by radio or phone if security is breached
- picking up and ensuring the safe delivery of cash, payroll or valuables
- operating coin and currency counting machines
- carrying out cash counting and packaging functions

Occupations: 8311-11 Security Officer
8311-13 Armoured Car Escort
8311-79 Guards and Security Officers nec

8311-11 Security Officer

Security Guard

Patrols and guards industrial and commercial property, railway yards, stations and other facilities.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education and higher qualification. Registration or licensing may be required.

Tasks Include:
- patrols areas and checks doors, windows and gates for unauthorised entry
- watches for irregularities such as fire hazards, malfunctions of machinery or equipment, lights left on, leaking water pipes and unlocked security doors
- issues security passes to authorised visitors and gives directions
- records times of entry and departure of authorised persons and times of inspections
- monitors alarms and contacts supervisors, fire brigades or police by telephone or radio if security is breached
- detects and investigates shoplifting, fraud and other unlawful acts of employees or patrons of business establishments
- prepares reports, questions suspects, obtains statements and gives evidence in court
- patrols railway yards and railway stations to maintain order and prevent vandalism
- may check people and their hand luggage to detect concealed weapons and explosives
- may carry out crowd control

Specialisations:
Mobile Patrol Officer
Railway Patrol Officer
Store Detective

8311-13 Armoured Car Escort

Provides armed escort services for transportation and delivery of cash and other valuables.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification. Registration or licensing may be required.

Tasks Include:
- picks up, escorts and ensures safe delivery of cash or valuables
- operates coin and currency counting machines
- carries out cash counting and packaging functions
- makes up payrolls
- replenishes automatic teller machines and other cash holding machines
- may escort and deliver valuables other than cash

8311-79 Guards and Security Officers nec

This occupation group covers Guards and Security Officers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification. Registration or licensing may be required.

Occupations in this group include:
Bodyguard

MAJOR GROUP 8 ELEMENTARY CLERICAL, SALES AND SERVICE WORKERS
UNIT GROUP 8312 USHERS, PORTERS AND RELATED WORKERS

USHERS, PORTERS AND RELATED WORKERS welcome patrons, collect tickets and usher patrons to their seats at entertainment, sporting or recreational venues, or assist guests by carrying luggage and attending to their needs.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- preparing venues for patrons and setting up merchandising displays
- checking and collecting patrons’ tickets or admission passes, ushering to seats and assisting patrons with special needs
- dealing with latecomers according to company policies and procedures
- monitoring behaviour during performances and responding to, and controlling potentially disruptive behaviour
- distributing passes to patrons leaving at intervals or temporarily during performances
- checking premises after performances, collecting lost property, turning off lights and locking up

Occupations:
- 8312-11 Ticket Collector or Usher
- 8312-13 Luggage Porter or Doorman

8312-11 Ticket Collector or Usher

Collects tickets or admission passes and ushers patrons to their seats at entertainment, sporting or recreational venues.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- prepares venue for patrons and sets up merchandising displays
- checks or collects patrons’ tickets or admission passes, assists patrons with special needs and ushers to seats
- deals with latecomers according to company policies and procedures
- monitors behaviour during performances and responds to, and controls potentially disruptive behaviour
- distributes passes to patrons leaving at intervals or temporarily during performances
- checks premises after performances, collecting lost property, turning off lights and locking up
- may sell programs, brochures or other products
- may carry out routine stock control and cash handling procedures
- may operate turnstiles at sporting or recreational venues

Specialisations:
- Entertainment Usher
- Gatekeeper
- Turnstile Attendant

8312-13 Luggage Porter or Doorman

Assists guests in accommodation establishments and passengers in transport terminals by attending to and carrying luggage, escorting guests, by welcoming them and attending to their general needs.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- greets and welcomes guests to establishment
- assists guests arriving at or leaving premises
- opens doors for guests or passengers and carries luggage to and from vehicles
- directs incoming guests and explains facilities
- answers guests’ questions and provides information on transport facilities, local attractions or other facilities
- carries out general cleaning duties such as tidying public areas
- receives baggage from guests, tags it and issues identification slips
- parks guests’ vehicles and hails taxis for guests
- may book tours, taxis and restaurants and confirm travel reservations
- may check identification and prevent unauthorised entry
- may provide room service such as collecting and delivering laundry
UNIT GROUP 8313  DOMESTIC HOUSEKEEPERS

DOMESTIC HOUSEKEEPERS perform cleaning and housekeeping duties in private homes.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- preparing, cooking and serving meals and refreshments
- purchasing food and household supplies
- washing dishes, kitchen utensils and equipment
- sweeping and washing floors and vacuuming carpets, curtains and upholstered furnishings
- dusting and polishing furniture, and cleaning mirrors, bathrooms and light fixtures
- washing and ironing garments, linen and household articles

Occupations:  8313-11 Domestic Housekeeper

8313-11  Domestic Housekeeper
Performs cleaning and housekeeping tasks in private homes.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- purchases food and other household supplies
- prepares and cooks food as directed
- serves meals and refreshments
- washes dishes, kitchen utensils and equipment
- sweeps and washes floors and vacuums carpets, curtains and upholstered furnishings
- dusts and polishes furniture, and cleans mirrors, bathrooms and light fixtures
- washes and irons garments, linen and household articles
- changes linen and makes beds
- may answer doorbells and telephones, and take messages
- may care for and supervise children or assist parents in caring for children

UNIT GROUP 8314  CARETAKERS

CARETAKERS maintain and clean residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- filling out registration forms and providing tenants with copies of rules
- cleaning common facilities, grounds and gardens, replaces light bulbs, checking fire hoses and extinguishers and performing other cleaning and maintenance tasks
- notifying management or owners of buildings of the need for major repairs
- cautioning tenants regarding excessive noise, disorderly conduct or abuse of property

Occupations:  8314-11 Caretaker

8314-11  Caretaker
Maintains and cleans residential buildings, schools, offices, holiday camps, caravan parks and associated grounds.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- fills out registration forms and provides tenants with copies of rules
- collects rents and fills out and issues receipts
- cleans common facilities, replaces light bulbs, checks fire hoses and extinguishers and performs other cleaning and maintenance tasks
- cleans and maintains grounds and gardens
- purchases cleaning supplies
- notifies management or owners of buildings of the need for major repairs
- cautions tenants regarding excessive noise, disorderly conduct or abuse of property
- patrols buildings to ensure security is maintained

Specialisations:
Janitor
UNIT GROUP 8315  LAUNDRY WORKERS

LAUNDRY WORKERS sort, clean, fold, iron and package clothing or other items in laundry establishments.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorting articles for cleaning according to the type of article, colour, fabric and cleaning treatment required
- placing sorted articles into receptacles or onto conveyor belts for moving to repair or cleaning areas
- loading and unloading washing machines, driers and extractors
- adding cleaning agents and starches
- smoothing articles and guiding them through machines, checking for stains and holes
- placing articles on shelves or hanging garments for delivery or collection

Occupations: 8315-11 Laundry Worker

8315-11 Laundry Worker

Sorts cleans, irons, folds and packages clothing or other garments in laundry establishments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorts articles for cleaning according to the type of article, colour, fabric and cleaning treatment required
- places sorted articles into receptacles or onto conveyor belts for moving to repair or cleaning areas
- loads and unloads washing machines, driers and extractors
- adds cleaning agents and starches
- smooths articles and guides them through machines, checking for stains and holes
- stops and starts machines to untangle, straighten or remove articles
- places articles on shelves or hangs garments for delivery or collection
- may tie and package articles and prepare orders for despatch

Specialisations:
Clothes Presser
Folding Machine Operator
Linen Sorter
UNIT GROUP 8319  OTHER ELEMENTARY SERVICE WORKERS

This unit group covers Elementary Service Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
- 8319-11 Railways Assistant
- 8319-13 Hair and Beauty Salon Assistant
- 8319-15 Sterilisation Technology Worker
- 8319-17 Car Park Attendant
- 8319-19 Crossing Supervisor
- 8319-21 Trolley Collector
- 8319-23 Leaflet and Newspaper Deliverer
- 8319-25 Examination Supervisor
- 8319-27 Prostitute or Escort
- 8319-79 Elementary Service Workers nec

8319-11 Railways Assistant
Assists in the operation and maintenance of facilities at railway stations.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- updates platform indicators showing train times and destinations
- cleans station facilities and removes rubbish from platforms and bins
- collects tickets at barriers or checks tickets of passengers as they enter platforms
- travels in railway guard van
- gives signals for train’s departure from station platform
- may shunt trains at country stations and operate signals
- may sell tickets and advise passengers on timetables or other inquiries

8319-13 Hair and Beauty Salon Assistant
Assists hairdressers by performing routine tasks in a hairdressing or beauty salon.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- cleans combs, hair rollers and other implements and equipment
- sweeps floors
- seats clients
- makes tea and coffee for clients
- cleans benches and shelves
- stacks shelves with hair and beauty products
- may make appointments for clients

8319-15 Sterilisation Technology Worker
Cleans, sterilises and packages surgical instruments and other hospital equipment, soft goods and linen in sterilisation service departments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- collects, disassembles, cleans and decontaminates soiled items
- inspects cleaned items
- checks and assembles instruments, instrument sets and trays
- sorts and packages linen and instruments
- sterilises equipment, linen and soft goods
- stores and distributes sterilised items
- ensures sterilisation equipment is properly maintained

8319-17 Car Park Attendant
Operates and maintains car parking facilities.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- directs and guards cars in parking areas
- collects fees at entry or exit points
- may drive and park cars
- may operate boom gates

8319-19 Crossing Supervisor
Assists pedestrians to cross roads.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- assists children, disabled or other pedestrians to cross roads
- monitors traffic flow and number of pedestrians
- halts traffic when appropriate to enable pedestrians to cross roads safely
- ensures all pedestrians have crossed safely before traffic is allowed to flow through the crossing
8319-21  **Trolley Collector**
Collects supermarket trolleys from carparks and returns them to supermarkets.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- locates and identifies supermarket trolleys from shopping centre carparks and other areas in the vicinity of a shopping centre
- stacks trolleys together, returning them by hand or by trailer
- may drive a small tractor for towing the trolleys on a trailer

8319-23  **Leaflet and Newspaper Deliverer**
Delivers newspapers or leaflets to homes.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- collects newspapers or leaflets from a collection point or receives delivery of stock from a supervisor
- delivers newspapers or leaflets to homes in a specified area

8319-25  **Examination Supervisor**
Invigilator
Supervises students sitting examinations.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- monitors examination start and finish times
- distributes examination rules and materials
- maintains order throughout the examination
- provides assistance for students' queries and problems and may provide escorts during the examination
- liaises with specialist staff and may provide assistance to students with special needs

8319-27  **Prostitute or Escort**
Sex Worker
Provides clients with social companionship or sexual services.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- provides sexual services
- accompanies clients to meals, places of entertainment or other outings
- may use sexual language

**Specialisations:**
Telephone Sex Worker

8319-79  **Elementary Service Workers nec**
This occupation group covers Elementary Service Workers not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Occupations in this group include:**
Blood Bank Aide
Red Cross Aide
First Aid Attendant
Parking Meter Attendant
MAJOR GROUP 9

LABOURERS AND RELATED WORKERS

LABOURERS AND RELATED WORKERS perform routine tasks usually working under close supervision.

Most occupations in this major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Labourers and Related Workers typically include cleaning various types of premises and machinery; assisting tradespersons; loading, moving, unloading and packing tools, materials, freight, and manufactured articles; assembling components and performing other manual manufacturing and construction tasks; assisting in the cultivation and production of plants and animals; and collecting garbage.

Occupations in this major group are classified into the following sub-major groups:

91 CLEANERS
92 FACTORY LABOURERS
99 OTHER LABOURERS AND RELATED WORKERS
SUB-MAJOR GROUP 91

CLEANERS

CLEANERS clean construction sites, commercial, industrial and domestic premises or industrial machinery and vehicles using portable cleaning equipment and may specialise in cleaning particular surfaces, such as carpet and glass.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Cleaners typically include operating industrial vacuum cleaners to clean floors, work areas and machinery; cleaning and polishing building surfaces, windows and vehicles; cleaning and polishing floors; disinfecting laundries, kitchens, and bathrooms; and cleaning carpets and upholstery.

Occupations in this sub-major group are classified into the following minor group:

911  CLEANERS
MINOR GROUP 911

CLEANERS

CLEANERS clean construction sites, commercial, industrial and domestic premises or industrial machinery and vehicles using portable cleaning equipment and may specialise in cleaning particular surfaces, such as carpet and glass.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Cleaners typically include operating industrial vacuum cleaners to clean floors, work areas and machinery; cleaning and polishing building surfaces, windows and vehicles; cleaning and polishing floors; disinfecting laundries, kitchens, and bathrooms; and cleaning carpets and upholstery.

Occupations in this minor group are classified into the following unit group:

9111 CLEANERS
UNIT GROUP 9111  CLEANERS

CLEANERS clean construction sites, commercial, industrial and domestic premises or industrial machinery and vehicles using portable cleaning equipment and may specialise in cleaning particular surfaces, such as carpet and glass.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- operating industrial vacuum cleaners to clean floors, work areas and machinery
- cleaning and polishing furniture, fittings, walls, windows, ceilings and vehicles
- stripping old wax, re-waxing, polishing, sweeping, mopping and scrubbing floors
- disinfecting laundry, kitchen, toilet and bathroom fixtures and floors
- cleaning carpet and upholstery

Occupations:  
- 9111-11 Commercial Cleaner  
- 9111-13 Domestic Cleaner  
- 9111-15 Carpet Cleaner  
- 9111-17 Vehicle Cleaner  
- 9111-19 Window Cleaner  
- 9111-79 Cleaners nec

9111-11  Commercial Cleaner

Cleans industrial work areas, industrial machinery, commercial premises, residential complexes, hospitals and construction sites using heavy duty cleaning equipment.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- operates industrial vacuum cleaners to clean floors, work areas and machinery
- removes rubbish and empties containers, bins and trays
- removes dust and dirt from ceilings, walls, overhead pipes and fixtures
- applies acids and solvents to surfaces to remove stains and dirt
- removes lint, dust, soot, oil, grease, sludge or other residues from machinery, hulls and holds of ships, and interiors and exteriors of furnaces, boilers and tanks
- vacuums carpets, curtains and upholstered furniture
- cleans, dusts and polishes furniture, fixtures and fittings
- strips old wax from floors, re-waxes and polishes floors
- cleans and disinfects laundry and bathroom fixtures, replenishes expendable supplies and reports defective plumbing fixtures
- may clean exteriors of buildings by sand-blasting or by applying solvents

Specialisations:
- Aircraft Cabin Cleaner
- School Cleaner

9111-13  Domestic Cleaner

Cleans and tidies homes.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- vacuums carpeted floors and furniture upholstery
- sweeps, mops, waxes and polishes tiled, linoleum or timber floors
- tidies rooms, empties wastepaper bins and removes refuse
- cleans, disinfects and deodorises bathrooms
- dusts, cleans and polishes items of furniture and other homewares
- cleans windows and other glass surfaces
- may make beds, wash dishes and iron clothes

9111-15  Carpet Cleaner

Cleans carpets, rugs and furniture upholstery.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- vacuums carpet
- selects and applies spotting agents to remove stains from carpets
- fills cleaning machines with water or other cleaning agents
- removes and replaces furniture in areas to be cleaned
- operates equipment used in powder, liquid shampoo or steam cleaning methods
- pushes pile-lifting machines over carpets, and brushes pile to raise and fluff nap
- cleans upholstered furniture, using cleaning machine attachments
- treats carpets with soil-repellant chemicals, deodorants, or treats for pests
9111-17 Vehicle Cleaner
Car Detailer
Car Wash Attendant
Washes, dusts, scrubs and polishes interiors and exteriors of cars, trucks, buses or railway cars.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- vacuums and cleans vehicle carpets, upholstery and interior linings and fittings
- empties and cleans ashtrays
- applies cleaning agents to remove stains from vehicle interior
- washes, dries, polishes and waxes vehicle exteriors
- may make minor repairs and touch up finish
- may operate automatic car wash machinery or drive vehicles through the car wash

9111-19 Window Cleaner
Cleans interior and exterior window surfaces.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- cleans glass surfaces by applying and removing cleaning solutions or solvents
- assembles and dismantles ladders, scaffolding and other support equipment
- uses ladders, swinging scaffolds, bosun’s chairs, hydraulic bucket trucks or other equipment to reach windows in multi-storey buildings
- performs minor repairs on equipment
- may clean stone walls, metal surfaces, facias and window frames

9111-79 Cleaners nec
This occupation group covers Cleaners not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
Chimney Sweep
FACTORY LABOURERS perform routine tasks in product assembly or in the processing and packaging of food and other manufactured products, usually working under close supervision.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Factory Labourers typically include cleaning work sites and tools; unloading materials for construction sites; assembling and mixing components or ingredients of simple products; packing finished products; and performing simple manual tasks such as filling or packing in the manufacture of products.

Occupations in this sub-major group are classified into the following minor groups:

921  PROCESS WORKERS
922  PRODUCT PACKAGERS
MINOR GROUP 921

PROCESS WORKERS

PROCESS WORKERS perform routine tasks in metalworking or product assembly or the processing of food and other manufactured products, usually working under close supervision.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Process Workers typically include cleaning work sites and tools; assembling and mixing components or ingredients of simple products; packing finished products; cutting meat to separate meat, fat and tissues; and operating heating, chilling or freezing plants, pasteurisers or carbonators, and meat exchangers.

Occupations in this minor group are classified into the following unit groups:

9211 ENGINEERING PRODUCTION PROCESS WORKERS
9212 PRODUCT ASSEMBLERS
9213 MEAT AND FISH PROCESS WORKERS
9214 OTHER FOOD FACTORY HANDS
9215 WOOD PRODUCTS FACTORY HANDS
9219 OTHER PROCESS WORKERS
UNIT GROUP 9211 ENGINEERING PRODUCTION PROCESS WORKERS

ENGINEERING PRODUCTION PROCESS WORKERS perform routine tasks to assist tradespersons in metalworking or product assembly, either manually or using hand tools and appliances, usually working under close supervision.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- assisting metal tradespersons by positioning and holding tools, metal stock or products
- performing assembly and dismantling operations, such as screwing or bolting
- operating power hammers, presses or other cutting and shaping tools and machines
- soldering or spot welding components using electrical spot or butt welding machine
- transporting tools, materials and workpieces to and from sites or workbenches

Occupations:

9211-11 Engineering Production Process Worker

Performs routine tasks to assist tradespersons in metalworking or product assembly, usually working under close supervision.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- assists metal tradespersons by positioning and holding tools, metal stock or products
- performs assembly and dismantling operations, such as screwing or bolting

Specialisations:
Blacksmith’s Striker
Boilermaker’s Assistant
Fitter’s Assistant
Metal Forger’s Assistant
Metal Moulder’s Assistant

UNIT GROUP 9212 PRODUCT ASSEMBLERS

PRODUCT ASSEMBLERS assemble components and sub-assemblies of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products, usually working under close supervision.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- locating, positioning and securing components on workbenches
- punching or drilling mounting holes in parts or assembled products
- assembling and securing components in sequence
- assembling parts by nailing, screwing, gluing and dowelling, riveting, crimping, soldering or spot welding wire and components
- deburring and finishing items using files, grinding wheels or emery paper
- fitting hardware items such as hinges, catches and knobs to parts

Occupations:

9212-11 Product Assembler

Assembles components and sub-assemblies of metal products, electrical and electronic equipment, jewellery and precious metal articles, and joinery products, usually working under close supervision.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- locates, positions and secures components on workbenches
- punches or drills mounting holes in parts or assembled products

Specialisations:
Light Coil Winder
Vehicle Assembler
UNIT GROUP 9213 MEAT AND FISH PROCESS WORKERS

MEAT AND FISH PROCESS WORKERS perform routine tasks slaughtering livestock and poultry, eviscerating and trimming carcasses, and processing, grading and packing fish and shellfish.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- stunning and shackling livestock for processing
- operating switching controls to direct and drop carcasses of beef or meat cuts from supply rails to boning tables
- cutting meat to separate meat, fat and tissue from around bones
- cutting sides or quarters of meat into standard meat cuts such as rumps, flanks and shoulders and removing internal fat, blood clots, bruises and other matter to prepare them for packing and marketing
- removing viscera and residual material from poultry carcasses or fish
- grading and packing poultry, fish or shellfish

Occupations:
- 9213-11 Meatworks Labourer
- 9213-13 Meat Boner and Slicer
- 9213-15 Poultry Process Worker
- 9213-17 Fish Process Worker

9213-11 Meatworks Labourer
- Slaughters livestock and eviscerates carcasses.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- stuns and shackles livestock using mechanical or electric stunning devices
- severs jugular veins of stunned, suspended or shackled animals with sticking knives
- slits open abdominal cavities of carcasses
- removes intestines and ties intestines and bladders
- trims fat for further processing
- separates organs or glands such as sweetbreads, livers, hearts and spleens from carcasses
- removes beef stomachs for tripe processing
- cuts and ties gullets and windpipes and opens, separates, trims and washes lungs in cold water troughs
- cuts off bruises, blemishes and ragged tissues to improve appearance and preserve carcasses

Specialisations:
- Offal Separator
- Stunner and Shackler (Abattoir)

9213-13 Meat Boner and Slicer
- Trims and cuts meat from bones, sides or carcasses.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- operates switching controls to direct and drop carcasses of beef or meat cuts from supply rails to boning tables
- cuts meat to separate from bones
- prises bones loose from meat and places trimmings and bones in separate containers
- washes, scrapes or trims foreign material and blood from meat
- removes boned meat, trimmings and bones to other tables, conveyors, buckets or trucks for further processing
- cuts sides or quarters of meat into standard meat cuts such as rumps, flanks and shoulders to shape them and remove internal fat, blood clots, bruises and other matter to prepare them for packing and marketing
- trims residual meat from bones using chisels and hand or electric powered knives
- may roll and tie boned meat cuts to make roasts
- may package meat cuts for distribution and sale

Specialisations:
- Meat Trimmer
**9213-15 Poultry Process Worker**

Slaughters poultry and eviscerates carcasses.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- Shackles and suspends live or slaughtered poultry for killing or processing
- Slaughters fowl by severing jugular veins
- Removes viscera package and lungs, and scrapes residual particles from carcasses
- Separates hearts and livers
- Places removed offal in chilling containers
- Removes necks by cutting with secateurs
- Grades dressed poultry
- Removes pin feathers from poultry carcasses
- Adds ice to paddle chillers
- Loads and unloads crates
- Cleans work areas

**Specialisations:**
- Poultry Boner
- Poultry Slaughterer/woman

**9213-17 Fish Process Worker**

Performs routine tasks in the processing, grading and packing of fish and shellfish.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- Inspects fish or shellfish on conveyors and sorts for size or quality
- Scrapes skin and picks blood meat and other offal from fish
- Packs fish and counts packs before freezing
- Packs frozen fish blocks into cartons
- Tends and feeds machines which slice, peel, skin or crumb fish
- Cleans and sanitises equipment and work areas
- May extract meat from shellfish
- May work on fish processing ships

**Specialisations:**
- Oyster Opener
- Abalone Sheller
UNIT GROUP 9214 OTHER FOOD FACTORY HANDS

This unit group covers Food Factory Hands not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
- 9214-11 Food and Drink Processing Machine Attendant
- 9214-13 Baking Factory Hand
- 9214-15 Dairy Factory Hand
- 9214-17 Fruit and Vegetable Factory Hand
- 9214-19 Food Products Millhand
- 9214-79 Food Factory Hands nec

9214-11 Food and Drink Processing Machine Attendant

Controls food or drink processing machines or operates equipment in mills and refineries to process, blend or store products.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- monitors product quality by inspecting, taking samples and adjusting treatment conditions
- cleans equipment, pumps, hoses, storage tanks and vessels and floors, and maintains infestation control programs
- inspects products before packaging and adjusts treatment when necessary
- prepares solutions according to formulas
- operates heating, chilling, freezing, pasteurising, carbonating, sulphuring and desulphuring plant
- mixes and adds materials such as spices and preservatives to food
- performs packaging, material handling, bottling and storage tasks
- may activate automatic plant cleaning processes
- may unload contents of bulk tankers or milk containers

Specialisations:
- Brewhouse Operator
- Ice-cream Maker
- Margarine Maker
- Milk Treatment Machine Operator
- Spirit Blender
- Stockfeed Milling Machine Operator
- Sugar Processing Machine Operator
- Yogurt Maker

9214-15 Dairy Factory Hand

Performs routine tasks in milk processing or cheese making factories.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- cleans, sanitisises and prepares equipment, and attaches pipes and fittings to machines
- turns valves to move milk and cream into vats or hoppers
- moves containers to storage or shipping areas
- places empty bottles, cases and cans onto conveyors

Specialisations:
- Cheese Factory Worker
- Milk Processing Worker

9214-17 Fruit and Vegetable Factory Hand

Performs routine tasks in processing fruit and vegetables.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- cuts, stones, cores, slices, dices and peels fruit and vegetables or operates machinery to do this task
- feeds fruit and vegetables into machines for processing
- inspects, grades and trims fresh and dried fruit
- fills containers with produce by hand or machine
- places fruit on trays for cooking, syruping and dehydrating

9214-19 Food Products Millhand

Performs routine tasks in milling foods such as sugar or grain.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- lubricates, cleans, sanitisises and prepares equipment, and attaches pipes and fittings to machines
- assists miller in his or her duties
- maintains and tests the weighbridge
9214-79 Food Factory Hands nec

This occupation group covers Food Factory Hands not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.
UNIT GROUP 9215  WOOD PRODUCTS FACTORY HANDS

WOOD PRODUCTS FACTORY HANDS perform routine tasks in sawmills, timber yards, wood processing and timber products factories, and pulp and paper mills.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorting and stacking timber during milling
- placing timber for processing at machine and unloading cut timber from tail end of machine
- placing logs or wood billets on equipment such as lathes or conveyors for processing into veneer, wood chip or pulp
- loading materials such as woodchip and pulp for further processing
- cleaning work areas, tools and equipment

Occupations:
- 9215-11 Sawmill Labourer
- 9215-13 Timberyard Labourer
- 9215-15 Wood and Wood Products Factory Hand
- 9215-17 Pulp and Paper Mill General Hand

9215-11 Sawmill Labourer

Wood Processing Worker

Performs routine tasks in sawmills.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- rolls logs from trucks or conveyors to log decks, saw carriages or stacking bays
- sorts and stacks timber during milling
- transports wood products to work areas
- clears blockages in machines
- assists in measuring and cutting materials
- assists in the setting up and operation of plant and ancillary equipment used in the manufacture of sheets and boards
- tails off on saws and other equipment
- stencils information on finished products
- packs and loads finished products for transportation
- cleans work areas, tools and equipment

Specialisations:
Tailor-out

9215-13 Timberyard Labourer

Performs routine tasks in timber yards.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sorts and stacks timber
- assists timber machinists by placing timber for cutting and moulding at machine and unloads cut timber from tail ends of machines
- assists the yardman
- assembles timber orders for clients
- racks timber offcuts
- cleans work areas, tools and equipment

Specialisations:
Timber Stacker

9215-15 Wood and Wood Products Factory Hand

Wood and Wood Products Labourer

Performs routine tasks in wood processing and timber product factories.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- places logs or wood billets on equipment such as lathes or conveyors for processing into veneer, wood chip or pulp
- transports processed wood products such as plywood, chipboard sheets and panels to work areas
- clears blockages in machines
- assists in measuring and cutting materials
- assists in the setting up and operation of plant and ancillary equipment used in the manufacture of sheets and boards
- stencils information on finished products
- packs and loads finished products for transportation
- cleans work areas, tools and equipment

Specialisations:
- Furniture Manufacturing Labourer
- Hardboard Factory Hand
- Joinery Factory Hand
- Particleboard Factory Hand
- Plywood Factory Hand

9215-17 Pulp and Paper Mill General Hand

Pulp, Paper Making and Paper Products Labourer

Performs routine tasks in pulp and paper mills.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- places logs onto conveyors for the chipping process
- loads materials such as woodchip and pulp for further processing
- recycles trimmings back into the process
- cleans work areas, tools and equipment
UNIT GROUP 9219  OTHER PROCESS WORKERS

This unit group covers Process Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
- 9219-11 Cement and Concrete Plant Labourer
- 9219-13 Clay Processing Factory Hand
- 9219-15 Chemical Plant Labourer
- 9219-17 Rubber and Plastics Factory Hand
- 9219-19 Hide and Skin Processing Labourer
- 9219-21 Glass Processing Labourer
- 9219-23 Fabric and Textile Factory Hand
- 9219-25 Footwear Factory Hand
- 9219-79 Process Workers nec

9219-11  Cement and Concrete Plant Labourer

Performs routine tasks in cement and concrete manufacturing plants and factories.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- greases and assembles concrete moulds
- holds reinforcing steel in position during concrete pours
- stacks batches of wet concrete moulds coming off production lines
- strips moulds from dried concrete products such as pipes, slabs and blocks
- places products on pallets or racks for curing
- cleans moulds for re-use
- assists in finishing cement and concrete products
- loads products for transport
- cleans equipment and work areas
- may treat products with chemicals and high pressure water jets

9219-13  Clay Processing Factory Hand

Clay Processing Labourer
Performs routine tasks in clay processing factories.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- loads clay into machines which prepare and process clay products and associated glazes
- removes, trims and stacks ceramic products
- dumps products on kiln cars, pallets or trolleys
- moves kiln cars or trolleys to and from kilns, dryers, sorting and storage or shipping areas
- removes and stacks kiln holding and supporting devices for re-use
- builds and pulls down kiln doors and seals crown openings
- packs products for distribution
- cleans work areas, tools and equipment
- may examine and grade products

Specialisations:
- Brick Handler
- Carousel Minder
- Kiln Labourer

9219-15  Chemical Plant Labourer

Performs routine tasks in chemical processing plants.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- unloads materials from vehicles and containers
- delivers bulk or packaged materials to processing areas
- dumps ingredients into mixers, blenders, kettles, mills or feed hoppers
- opens valves to heat, cool or agitate chemical compositions or solutions
- obtains and delivers samples to laboratories for testing
- fastens caps or covers on containers
- attaches labels or stencils information on to products
- cleans machines, processing equipment and work areas
- fills containers with processed material
- loads products for shipping

Specialisations:
- Gas Plant Labourer
- Munitions Factory Hand
- Paint Factory Hand

9219-17  Rubber and Plastics Factory Hand

Rubber and Plastics Process Hand
Performs routine tasks in rubber and plastics factories.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- dumps material into hoppers of machines
- stops moulding machines and discharges contents
- cuts foam products from foam blocks
- cleans, smoothes and waxes moulds for making products
- brushes or sprays release agents onto moulds to assist removal of moulded products
- builds up layers of fibreglass and resin on moulds
- cleans work areas, tools and equipment
- may smooth rough edges of moulds using files, grinders and sanders

Specialisations:
- Cellular Plastics Cutter Hand
- Fibreglass Lay Up Hand
- Latex Foam Hand
9219-19  Hide and Skin Processing Labourer

Performs routine tasks in leather, skin and hide tanning and finishing factories.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- unloads green hides and skins for fleshing
- fleshes hides by cutting out pieces of flesh, fat or hide
- lays out skins and hides for classing and re-stacks them for drying
- arranges hides and skins in stacks and tends heaters to dry them
- sprays dried hides with preservatives
- loads hides, skins and chemicals into treatment drums
- loads hides and skins into bales and assists in bale pressing and securing
- ridges wet blue-leather by cutting with knives
- moves hides and skins around tanneries
- cleans equipment and work areas

**Specialisations:**
Fellmongery Hand
Flesher Hand
Tannery Hand

9219-21  Glass Processing Labourer

Performs routine tasks in the production of glassware.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- assists in setting up, adjusting and repairing automatic machines and equipment
- transfers moulds to and from mould shops
- adjusts molten glass shears and furnace channel openings
- swabs machine blanks, moulds, feeder chutes and baffle plates
- checks weight of glassware

**Specialisations:**
Glass Mould Cleaner

9219-23  Fabric and Textile Factory Hand

Performs routine tasks in fabric and textile factories.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- undertakes basic hand or machine cutting of canvas, upholstery or curtain fabrics
- operates automatic machines using computerised patterns
- lays out and bundles fabric
- presses partially completed or finished garments
- delivers material or bundles to machines
- makes and attaches tickets and labels
- inspects and finishes completed garments
- cleans work areas, tools and equipment

**Specialisations:**
Bundler
Finisher

9219-25  Footwear Factory Hand

Performs routine tasks in shoe factories.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Tasks Include:**
- undertakes basic hand cutting of shoe components
- delivers materials or bundles to machines
- makes or attaches tickets and labels
- inspects and finishes completed footwear
- cleans work areas, tools and equipment

9219-79  Process Workers nec

This occupation group covers Process Workers not elsewhere classified.

**Skill Level:**
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

**Occupations in this group include:**
Munitions Factory Labourer
Sheltered Workshop Worker
MINOR GROUP 922

PRODUCT PACKAGERS

PRODUCT PACKAGERS weigh, wrap, seal and label products by hand or machine.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Product Packagers typically include labelling and wrapping finished products; monitoring weight and quantity of products; and performing simple manual tasks such as filling or packing manufactured products.

Occupations in this minor group are classified into the following unit groups:

9221  HAND PACKERS
9222  PACKAGERS AND CONTAINER FILLERS
UNIT GROUP 9221  HAND PACKERS

HAND PACKERS weigh, wrap, seal and label meat, fruit, vegetables or other products by hand.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• obtaining supplies of prepared meat, fruit, vegetables or other products and assembling bags, package folders and cartons
• packing containers or bags with products, counting, weighing or measuring amounts and adjusting quantities
• wrapping protective material around products
• sealing bags and containers and attaching preprinted labels
• counting and placing bags or packages on to trays or racks, or into shipping cartons
• recording information such as numbers, weight, times and dates

Occupations: 9221-11 Hand Packer

9221-11  Hand Packer

Weighs, wraps, seals and labels meat, fruit, vegetables or other products by hand.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• obtains supplies of prepared meat, fruit, vegetables or other products and assembles bags, package folders and cartons
• packs containers or bags with products, counting, weighing or measuring amounts and adjusting quantities
• wraps protective material around products
• seals containers and attaches preprinted labels
• counts and places bags or packages onto trays or racks, or into shipping cartons
• stamps or stencils identifying data on cartons
• visually inspects materials and containers
• records information such as numbers, weight, times and dates
• sorts packaged products by weight or content
• may start, stop or regulate conveyors to receive or dispose of packaged products

UNIT GROUP 9222  PACKAGERS AND CONTAINER FILLERS

PACKAGERS AND CONTAINER FILLERS fill and seal products such as food, drinks, paints, oils and lotions and package the filled containers.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• filling paper, cardboard, foil, plastic, glass or metal containers with food, drinks, oils, lotions or other commodities and wrapping or sealing them
• monitoring the filling of containers and adjusting machines to maintain volume and seal quality
• monitoring the supply and quality of containers and contents of holding tanks
• checking the cleanliness and operation of machines, equipment and containers
• taking samples for quality control
• stacks filled containers
• compresses and binds materials for transportation
• operates machines to glue labels on to containers
• places plastic envelopes over stacked packages and heats to shrink and tighten envelopes
• cleans work areas and machines

Occupations: 9222-11 Packager and Container Filler

9222-11  Packager and Container Filler

Fills and seals containers with products such as food, drinks, paints, oils and lotions and packages the filled containers.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• fills paper, cardboard, foil, plastic, glass or metal containers with food, drinks, oils, lotions or other commodities and wraps or seals them
• monitors the filling of containers and adjusts machines to maintain volume and seal quality
• monitors the supply and quality of containers and contents of holding tanks
• checks the cleanliness and operation of machines, equipment and containers
• takes samples for quality control
• stacks filled containers
• compresses and binds materials for transportation
• operates machines to glue labels on to containers
• places plastic envelopes over stacked packages and heats to shrink and tighten envelopes
• cleans work areas and machines

Specialisations:
Baling or Compression Machine Operator
Machine Labeller
Shrinkwrap Operator
Strapping Machine Attendant
SUB-MAJOR GROUP 99

OTHER LABOURERS AND RELATED WORKERS

This sub-major group covers Labourers and Related Workers not elsewhere classified.

Most occupations in this sub-major group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Occupations in this sub-major group are classified into the following minor groups:

991 MINING, CONSTRUCTION AND RELATED LABOURERS
992 AGRICULTURAL AND HORTICULTURAL LABOURERS
993 ELEMENTARY FOOD PREPARATION AND RELATED WORKERS
999 MISCELLANEOUS LABOURERS AND RELATED WORKERS
MINOR GROUP 991

MINING, CONSTRUCTION AND RELATED LABOURERS

MINING, CONSTRUCTION AND RELATED LABOURERS perform tasks in mining, drilling or mineral ore treating operations and on construction sites, roads and railways, usually working under close supervision.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Mining, Construction and Related Labourers typically include assisting in the excavation and clearing of earth for road construction and mining; spreading, levelling and compacting bituminous and other paving materials on roads or parking areas; assisting in surveying and mineral ore treating; laying and repairing tracks in railways, tramways, quarries and mines; assisting in installing insulation and other interior and exterior home improvements; pouring, spreading and finishing concrete and other materials for the construction of structures and paved surfaces; and assisting in electrical and telecommunications installation or maintenance.

Occupations in this minor group are classified into the following unit groups:

9911  MINING SUPPORT WORKERS AND DRILLER’S ASSISTANTS
9912  EARTHMOVING LABOURERS
9913  PAVING AND SURFACING LABOURERS
9914  SURVEY HANDS
9915  RAILWAY LABOURERS
9916  CONSTRUCTION AND PLUMBER’S ASSISTANTS
9917  CONCRETORS
9918  ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANTS
9919  OTHER MINING, CONSTRUCTION AND RELATED LABOURERS
UNIT GROUP 9911 MINING SUPPORT WORKERS AND DRILLER’S ASSISTANTS

MINING SUPPORT WORKERS AND DRILLER’S ASSISTANTS perform routine tasks on mining or drilling sites and in mineral ore treating operations, usually working under close supervision.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- assisting in the operation of drilling rigs, continuous mining machines, mineral ore processing plants or other such equipment
- assisting in assembling and dismantling drilling rigs, pumps, conveyors and other equipment
- mixing and testing drilling fluids, chemicals and grouts
- cleaning, washing and maintaining equipment
- maintaining drainage, fluids pumping, conveyor belt or other auxiliary systems
- assisting in obtaining drilling core samples or samples of mineral ore, rock, dust and processed minerals

Occupations:
- 9911-11 Mining Support Worker
- 9911-13 Driller’s Assistant

9911-11 Mining Support Worker
Mineral Ore Processing Labourer

Performs routine tasks in mining and mineral ore treating operations, usually working under close supervision.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- assists in the operation of mining equipment such as continuous mining machines or mineral ore processing plants
- assembles and dismantles mining equipment
- loads, unloads, stacks and stores tools and materials
- maintains drainage, fluids pumping, conveyor belt or other auxiliary systems
- takes ore, rock and dust samples
- removes dangerous projections from mine workings
- mixes ore-treating chemicals and catalysts
- adds steel balls and rods to ball and rod machines in mineral ore processing plants
- loads chemicals into concentrators in mineral ore processing plants
- cleans, washes and maintains equipment

Specialisations:
Pit Crew Support Worker
Wash Plant Attendant

9911-13 Driller’s Assistant
Driller’s Offsider
Roustabout (Oil and Gas)

Performs routine tasks in setting up and operating a drilling site for oil, gas, mineral ore or water, usually working under close supervision.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transports materials and equipment to drilling site in a heavy vehicle
- assists in setting up, moving and dismantling drill rigs and equipment
- digs and cleans mud pits and drains
- assists in obtaining drilling core samples
- mixes and tests drilling fluids, chemicals and grout
- assists in slotting, welding, inserting casing screens
- assists with well development and pumping tests
- operates pumps and air compressors
- carries out basic maintenance and repairs on equipment and machinery
- cleans and maintains equipment, drill and camp sites

Specialisations:
Derrick Hand
Roughneck
Well Treatment Offsider
UNIT GROUP 9912  EARTHMOVING LABOURERS

EARTHMOVING LABOURERS perform tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- removing scrub, timber, rocks and other foreign material to clear sites
- driving stakes into ground to indicate location of construction sites
- spreading and levelling soil, gravel and sand on roads and driveways, trench bottoms and similar locations
- trimming sides and squaring corners not reached by excavating machines
- shovelling excavated material onto conveyors, wheelbarrows or trucks for removal
- giving directions to truck drivers dumping loads

Occupations:  9912-11  Earthmoving Labourer

9912-11  Earthmoving Labourer
Performs tasks in excavating earth, clearing and levelling sites, and digging irrigation channels.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- removes scrub, timber, rocks and other foreign material to clear sites
- drives stakes into ground to indicate location of construction sites
- digs holes
- spreads and levels soil, gravel and sand on roads and driveways, trench bottoms and similar locations
- trims sides and squares corners not reached by excavating machines
- shovels excavated material onto conveyors, wheelbarrows or trucks for removal
- gives directions to truck drivers dumping loads
- rolls, lifts or manually guides culvert sections into position
- saturates loose fill with water to settle and compact fill

Specialisations:
Grave Digger

UNIT GROUP 9913  PAVING AND SURFACING LABOURERS

PAVING AND SURFACING LABOURERS perform routine tasks to spread, level and compact bituminous and other paving material on roads, runways or parking areas.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sweeping paving bases prior to laying asphalt or other surfaces
- sprinkling or brushing hot or cold-mix asphalt over surfaces to be paved or repaired to bond asphalt toppings to bases
- operating tank-truck distributors or hoses to spray tar and road oils and emulsions on graded surfaces prior to paving
- tripping tail-gate levers to discharge hot-mix asphalt into paving machines, or spread stone chips, gravel or cold-mix asphalt on to road surfaces
- cutting and trimming damaged surfaces using jack-hammers and softening edges of areas to be repaired with blowtorches
- shovelling asphalt mix into areas inaccessible to paving machines, and compacting mix using rakes and hand tampers
- erects and dismantles barricades
- loads and unloads equipment, and cleans work sites
- may direct traffic

Occupations:  9913-11  Paving and Surfacing Labourer

9913-11  Paving and Surfacing Labourer
Performs routine tasks to spread, level and compact bituminous and other paving material on roads, runways or parking areas.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- sweeps paving bases prior to laying asphalt or other surfaces
- sprinkles or brushes hot or cold-mix asphalt over surfaces to be paved or repaired to bond asphalt toppings to bases
- operates tank-truck distributors or hoses to spray tar and road oils and emulsions on graded surfaces prior to paving
- trips tail-gate levers to discharge hot-mix asphalt into paving machines, or spread stone chips, gravel or cold-mix asphalt on to road surfaces
- cuts and trims damaged surfaces using jack-hammers and softens edges of areas to be repaired with blowtorches
- shovels asphalt mix into areas inaccessible to paving machines, and compacting mix using rakes and hand tampers
- erects and dismantles barricades
- loads and unloads equipment, and cleans work sites
- may direct traffic
UNIT GROUP 9914  SURVEY HANDS

SURVEY HANDS perform routine tasks to assist surveyors or geologists.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transporting, assembling, dismantling, maintaining, laying out and retrieving prospecting and surveying equipment
- clearing brush and debris from lines of survey and marking trees or terrain to indicate survey lines
- holding levelling staffs vertically at points indicated by surveyors to determine elevations and calling out or noting survey readings
- measuring distances between survey points and marking measured points
- cutting, making, flagging stakes and driving into ground to indicate grade settings, markers or boundaries
- collecting and labelling samples

Occupations: 9914-11  Survey Hand

9914-11  Survey Hand
Performs routine tasks to assist surveyors or geologists.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transports, assembles, dismantles, maintains, lays out and retrieves prospecting and surveying equipment
- clears brush and debris from lines of survey and marks trees or terrain to indicate survey lines
- holds levelling staffs vertically at points indicated by surveyors to determine elevations and calls out or notes survey readings
- measures distances between survey points and marks measured points
- cuts, marks, tags and drives stakes into the ground to indicate grade settings, markers or boundaries
- collects and labels samples

Specialisations:
Geological Survey Field Assistant
Seismic Survey Assistant
Survey Recorder

UNIT GROUP 9915  RAILWAY LABOURERS

RAILWAY LABOURERS lay and repair tracks for railways, tramways, transfer yards, quarries and mines.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- placing sleepers across roadbeds, positioning and fastening rails on sleepers
- cutting rails to length and grinding worn or rough rail ends
- drilling bolt holes and bolting and welding rail sections
- spreading and tamping ballast to provide firm foundation for sleepers
- removing and replacing worn or damaged rails, sleepers and switches

Occupations: 9915-11  Railway Labourer

9915-11  Railway Labourer
Railway Fettler
Lays and repairs tracks for railways, tramways, quarries and mines and installs and repairs signals and other equipment.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- places sleepers across roadbeds, positions and fastens rails on sleepers
- cuts rails to length and grinds worn or rough rail ends
- drills bolt holes and bolts and welds rail sections
- spreads and tamps ballast to provide firm foundation for sleepers
- removes and replaces worn or damaged rails, sleepers and switches
- cleans and lubricates switches
- assists in righting derailed rolling stock
- examines track, lubricates wheel bearings on rolling stock and maintains switch signal lamps
- installs and repairs signals and other equipment
- transports tools and equipment
UNIT GROUP 9916  CONSTRUCTION AND PLUMBER’S ASSISTANTS

CONSTRUCTION AND PLUMBER’S ASSISTANTS perform routine tasks on building and construction sites and assist plumbers in the installation and maintenance of piping systems, fixtures and water regulators.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• loading and unloading building and construction materials, tools and equipment and transporting them about building sites
• erecting and dismantling temporary structures such as barricades and scaffolding
• mixing, pouring and spreading materials such as concrete, plaster and mortar
• collecting and removing rubble and waste material from sites
• assisting with the assembly and installation of piping, valves and fittings
• assisting with the installation of fixtures such as toilets, wash basins and sprinkler systems
• maintaining and repairing plumbing systems under instruction

Occupations: 9916-11 Construction Assistant
9916-13 Plumber’s Assistant

9916-11 Construction Assistant
Construction Worker
Assists building tradespersons to erect and repair structures and facilities on building and construction sites and in factories producing prefabricated building components.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• loads and unloads building and construction materials, tools and equipment and transports them to work sites
• performs building and installation work under direction
• erects and dismantles temporary structures such as barricades and scaffolding around work sites
• undertakes basic concrete work and form work
• mixes, pours and spreads materials such as concrete, plaster and mortar
• collects and removes rubble and waste material from sites
• lifts and holds heavy parts in position for securing
• cleans and stores tools and equipment

Specialisations:
Bricklayer’s Assistant
Builder’s Labourer
Carpenter’s Assistant
Tiler’s Assistant

9916-13 Plumber’s Assistant
Performs tasks involved in the fabrication, laying, installation and maintenance of pipes, fixtures, water meters and regulators.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• assists with the assembly and installation of piping, valves and fittings
• assists with the installation of fixtures such as toilets, wash basins and sprinkler systems
• maintains and repairs plumbing systems under instruction
• may assist with the installation or repair of roofs and guttering, components of water heating systems and ducted airconditioning systems
UNIT GROUP 9917 CONCRETERS

CONCRETERS pour, spread, smooth and finish concrete for structures such as floors, stairs, ramps, footpaths and bridges.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- erecting concrete form work and laying steel reinforcing
- pouring, spreading and levelling concrete using screeds or templates
- tamping, smoothing, shaping and sealing concrete
- operating trowelling machines to float, trowel and polish concrete surfaces
- forming expansion joints and edges using edging tools, jointers and straight-edges
- installing fixtures in concrete, such as anchor bolts, steel plates and door sills

Occupations:  9917-11 Concreter

9917-11 Concreter
Concrete Worker

Pours, spreads, smooths and finishes concrete for structures such as floors, stairs, ramps, footpaths and bridges.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- erects concrete form work and lays steel reinforcing
- pours, spreads and levels concrete using screeds or templates
- operates trowelling machines to float, trowel and polish concrete surfaces
- tamps, smooths, shapes and seals concrete
- installs fixtures in concrete, such as anchor bolts, steel plates and door sills
- wets concrete and rubs with abrasives to finish vertical surfaces
- covers concrete with plastic sheeting and sand to cure it
- cuts lines in concrete using power cutters
- forms expansion joints and edges using edging tools, jointers, and straight-edges
- may cover freshly poured concrete with colouring powders and other materials

UNIT GROUP 9918 ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANTS

ELECTRICAL AND TELECOMMUNICATIONS TRADES ASSISTANTS perform routine tasks in the installation and maintenance of electrical and telecommunications systems, usually working under close supervision.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transporting, packing, unpacking and setting up tools and equipment
- performing manual tasks such as earthmoving, vegetation trimming and concreting
- erecting barricades and protective coverings at work sites
- laying out wiring, conduits and other installations
- installing and testing less complex devices, such as electrical meters and time clocks and single point telephones and accessories

Occupations:  9918-11 Electrical or Telecommunications Trades Assistant

9918-11 Electrical or Telecommunications Trades Assistant

Assists electrical and telecommunications tradespersons to install and maintain electrical and telecommunications systems, usually working under close supervision.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transports, packs, unpacks and sets up tools and equipment
- performs manual tasks such as earthmoving, vegetation trimming, and concreting
- erects barricades and protective coverings at work sites
- lays out wiring, conduits and other installations
- installs and tests less complex devices such as electrical meters and time clocks, single point telephones and accessories
- may operate plant and vehicles

Specialisations:
- Electrician’s Assistant
- Linesperson’s Assistant
UNIT GROUP 9919  OTHER MINING, CONSTRUCTION AND RELATED LABOURERS

This unit group covers Mining, Construction and Related Labourers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
9919-11  Lagger
9919-13  Crane Chaser
9919-15  Fence Erector

9919-11  Lagger
Applies insulating materials, such as asbestos, felt, fibreglass, polyurethane and cork to pipes, steam generators, process vats or ducting.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- examines specifications to determine insulation requirements
- cuts, shapes, trims and smooths insulating sheets to cover parts of equipment and pipes
- wraps or fits insulating materials around airconditioning ducts, and trims materials with scissors or shears
- fits and tapes preformed insulation around pipes
- brushes or sprays waterproof cement over insulating materials
- secures insulation with wire, wire netting, staples, metal strapping or using welding torches
- trowels plaster over wire netting, and wraps canvas strips over plaster
- packs cavities in walls and partly assembled casings with loose particles of insulating material
- installs prefabricated insulating assemblies, using hand tools and metal fasteners

9919-13  Crane Chaser
Slings and directs the movement of loads handled by cranes or winches in locations such as manufacturing plants and construction sites.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- examines loads to be moved, estimating size, shape, weight and centre of gravity
- ensures that loads do not exceed lifting capacities of cranes
- selects slings or other grappling devices
- attaches lifting devices to hoisting equipment and items to be moved, using clamps, hooks, bolts and knots
- applies slings, covering sharp corners with padding to prevent damage to slings
- ensures loads are secure and signals crane or winch operators to lift loads
- ensures loads are evenly balanced
- guides loads into position as they are lowered
- inspects chains, slings, ropes, cables, hooks and lifting gear for flaws and damage

Specialisations:
Dogman/woman
Slinger

9919-15  Fence Erector
Erects and repairs fences and gates.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- lays out fence lines and marks positions for post holes
- lifts and positions posts in holes
- secures fence posts with concrete or stone fill or soil
- forms the fencing frames
- selects slings or other grappling devices
- attaches gates
- stretches materials between fence posts
- constructs wooden paling fences
- constructs fences made with fibre-cement materials
- repairs or demolishes existing fences
- may provide quotations
MINOR GROUP 992

AGRICULTURAL AND HORTICULTURAL LABOURERS

AGRICULTURAL AND HORTICULTURAL LABOURERS perform routine tasks to assist in plant cultivation and animal production on farms, or in shearing sheds, nurseries and gardens.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Agricultural and Horticultural Labourers typically include patrolling, inspecting and reporting on the condition of crops and animal stock; cultivating, spraying and harvesting field crops; maintaining and repairing buildings, machinery, fences, plant and water systems; loading and unloading seed grain, fertilisers, livestock feed and field crops; planting fruit and nut trees, seeds, seedlings, roots, bulbs, vines and other plants; or hunting, trapping or shooting animals for food, pelts, research or pest eradication.

Occupations in this minor group are classified into the following unit groups:

9921 FARM HANDS
9922 NURSERY AND GARDEN LABOURERS
9929 OTHER AGRICULTURAL AND HORTICULTURAL LABOURERS
UNIT GROUP 9921  FARM HANDS

FARM HANDS perform routine tasks to assist in plant cultivation and animal production in various types of agricultural establishments.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- patrolling, inspecting and reporting on the condition of crops and animal stock
- operating farm machinery to cultivate, plant, fertilise, spray and harvest field crops
- maintaining and repairing buildings, machinery, fences, plant and water systems
- loading and unloading seed grain, fertilisers and livestock feed, and loading field crops into transporters for marketing
- planting fruit and nut trees, seeds, seedlings, roots, bulbs, vines and other plants using hand tools or farm machinery
- grooming, feeding and caring for stud animals
- handling fleeces and controlling sheep for shearing

Occupations:
- 9921-11 General Farm Hand
- 9921-13 Fruit, Vegetable or Nut Farm Hand
- 9921-15 Stud Hand or Stable Hand
- 9921-17 Shearing Shed Hand
- 9921-79 Farm Hands nec

9921.11 General Farm Hand
Performs routine tasks to assist in plant cultivation and animal production on grain and livestock farms.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- patrols, inspects and reports on the condition of crops and animal stock
- operates farm machinery to cultivate, plant, fertilise, spray and harvest field crops
- maintains and repairs buildings, machinery, fences, plant and water systems
- cleans sheds and yards
- loads and unloads seed grain, fertilisers and livestock feed, and loads field crops into transporters for marketing
- feeds and waters stock
- assists in maintaining the health and welfare of animals
- services machinery and makes minor adjustments and repairs
- may carry out artificial insemination of stock

Specialisations:
- Drover
- Musterer

9921.13 Fruit, Vegetable or Nut Farm Hand
Performs routine tasks to assist in crop production on fruit, vegetable and nut farms, market gardens and orchards.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- plants fruit and nut trees, seeds, seedlings, roots, bulbs, vines and other plants using hand tools or farm machinery
- operates farm machinery to cultivate, plant, fertilise, spray and harvest nuts, fruit and vegetables
- sprays trees, vines and other plants with chemicals to control weed growth, insects, fungus growth and diseases
- thins, weeds and hoes row crops
- cuts grass around trees and vines
- irrigates land for crop growth
- builds trellises for climbing vegetables or vines
- grades, sorts, bunches and packs produce into containers
- loads filled nut, fruit and vegetable containers on to trucks
- may service and make minor repairs to machinery and buildings

9921.15 Stud Hand or Stable Hand
Assists with maintaining and cleaning stables and handling horses and other stud animals.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- grooms, feeds and cares for stud animals
- exercises horses by walking, riding, leading or swimming
- attends to horses at track work, barrier trials and races
- cleans stables, feeds horses and stores feed and bedding
- assists with basic veterinary care of horses or other stud animals
- reports on the condition of stud animals
- performs minor maintenance on stable fixtures, buildings and fences
- assembles, prepares and stores horse gear
- travels with animals as required
- may ride horses in training work
9921-17 Shearing Shed Hand
Regulates the flow of sheep to be shorn, keeps the shearing shed clean and tidy and assists with classing the wool.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- herds sheep into the pens in preparation for shearing
- keeps mobs separate during shearing
- picks up fleeces and spreads them on skirting tables for classing
- under direction of the wool classer removes inferior wool from the fleece
- sweeps up wool waste and cleans floors of sheds
- presses wool and brands bales
- may grade wool skirted off fleeces

Specialisations:
Wool Presser

9921-79 Farm Hands nec
This occupation group covers Farm Hands not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
- Apiary Assistant
- Chicken Sexer
- Egg Collector
- Fish Farm Worker
- Hatchery Hand
UNIT GROUP 9922  NURSERY AND GARDEN LABOURERS

NURSERY AND GARDEN LABOURERS perform routine tasks to assist with the planting, cultivation and harvesting of trees and plants in a plant nursery or assist with the cultivation and maintenance of gardens.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- preparing soils using hand tools or machines
- assisting with planting seeds, bulbs and cuttings
- tending plants by hand watering and hand weeding
- adjusting mist irrigation systems, shade and ventilation
- harvesting and packaging plants for sale or transport
- loading, unloading and moving garden supplies and equipment
- preparing new garden sites and plots using hand tools or machines
- maintaining gardens by watering, weeding and mowing lawns

Occupations:  9922-11 Horticultural Nursery Assistant
9922-13 Garden Labourer

9922-11 Horticultural Nursery Assistant
Nursery Hand (Horticulture)
Assists with the planting, cultivation and harvesting of trees and plants in a plant nursery.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- prepares soils using hand tools or machines
- assists in planting seeds, bulbs and cuttings
- loads, unloads and moves gardening supplies and equipment
- tends plants by hand watering and hand weeding
- adjusts mist irrigation systems, shade and ventilation
- thins out plantings by removing excess seedlings
- prepares and packages plants for sale or transport
- assists in the general cleaning and maintenance of plant nurseries

9922-13 Garden Labourer
Gardener’s Assistant
Assists with the cultivation and maintenance of gardens.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- prepares new garden sites and plots using hand tools or machines
- loads, unloads and moves gardening supplies and equipment
- assists in planting and transplanting flowers, shrubs, trees and lawns
- cleans gardens and removes rubbish
- maintains gardens by watering, weeding and mowing lawns
- may erect barriers, fences or structures in gardens

Specialisations:
Lawn Mower
UNIT GROUP 9929   OTHER AGRICULTURAL AND HORTICULTURAL LABOURERS

This unit group covers Agricultural and Horticultural Labourers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations: 9929-11 Shooter-Trapper  
               9929-13 Rural Trainee  
               9929-79 Agricultural and Horticultural Labourers nec

9929-11 Shooter-Trapper
            Hunter

Hunts, traps or shoots animals for food, pelts, research or for pest control.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification. Registration or licensing may be required.

Tasks Include:
• lays traps for animals, including poison baits, mechanical traps, pens and snares
• uses spotlights for night hunting
• checks traps and removes trapped animals
• guts and skins animals and removes unwanted pieces of carcass
• places carcasses in mobile freezer vans
• may tag and release animals or transfer them to cages or bags

9929-13 Rural Trainee
            Farm Apprentice

Works and studies to learn the skills of a farm worker.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• performs farming tasks of increasing complexity during the traineeship under the guidance of a farmer or farm manager
• may attend classes at a TAFE institute, or other vocational training provider to learn the theory and application of farming
• may attend periods of structured off-the-job training provided by employers in a formal training centre

Specialisations:
Jackeroo
Jillaroo

9929-79 Agricultural and Horticultural Labourers nec

This occupation group covers Agricultural and Horticultural Labourers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
Coral Collector
Irrigationist
Kelp or Seagrass Gatherer
Seed Collector
MINOR GROUP 993

ELEMENTARY FOOD PREPARATION AND RELATED WORKERS

ELEMENTARY FOOD PREPARATION AND RELATED WORKERS assist kitchen and service staff in the preparation and service of food, clean food preparation and service areas, prepare food in fast food establishments or assist bakers, butchers and pastrycooks.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Tasks performed by Elementary Food Preparation and Related Workers typically include cleaning the kitchen or food preparation area; cleaning cooking and general utensils; transferring, weighing and checking supplies and equipment; preparing fast or takeaway food such as hamburgers, pizzas, fish and chips; preparing food ingredients; assisting bakers, butchers and pastrycooks; and maintaining simple records.

Occupations in this minor group are classified into the following unit groups:

9931 KITCHENHANDS
9932 FAST FOOD COOKS
9933 FOOD TRADES ASSISTANTS
UNIT GROUP 9931  KITCHENHANDS

KITCHENHANDS assist kitchen and service staff in the preparation and service of food, and clean food preparation and service areas.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• cleaning the kitchen or food preparation area and scullery
• cleaning cooking and general utensils used in a kitchen and restaurant
• transferring, weighing and checking supplies and equipment
• assisting cooks in assembling and preparing ingredients for cooking or preparing salads, savouries and sandwiches
• packing food and beverage trays for serving

Occupations: 9931-11 Kitchenhand

9931-11 Kitchenhand
Kitchen Steward
Kitchen Porter
Assists kitchen and service staff in the preparation and service of food, and cleans food preparation and service areas.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• cleans the kitchen or food preparation area
• cleans cooking and general utensils used in a kitchen and restaurant
• transfers, weighs and checks supplies and equipment
• assists cooks in assembling and preparing ingredients for cooking or preparing salads, savouries and sandwiches
• packs food and beverage trays for serving
• cooks, toasts or heats simple food items
• may carry out specialised non-cooking duties in the kitchen or food preparation area

Specialisations:
Dishwasher
Pantry Attendant

UNIT GROUP 9932  FAST FOOD COOKS

FAST FOOD COOKS prepare a restricted range of foods in fast food establishments.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• taking food and drink orders and receiving payment from customers
• preparing food such as hamburgers, pizzas, fish and chips
• cleaning preparation areas, cooking surfaces and utensils
• ordering and taking delivery of fast food ingredients

Occupations: 9932-11 Fast Food Cook

9932-11 Fast Food Cook
Prepares a restricted range of foods in fast food establishments.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• takes food and drink orders and receives payment from customers
• prepares food such as hamburgers, pizzas, fish and chips
• cleans preparation areas, cooking surfaces and utensils
• orders and takes delivery of fast food ingredients
• may arrange delivery of prepared food and drinks
UNIT GROUP 9933   FOOD TRADES ASSISTANTS

FOOD TRADES ASSISTANTS assist food tradespersons by performing routine food preparation, cleaning and storage tasks.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
• collecting, cleaning and storing equipment
• collecting and preparing food ingredients
• preparing the work area and unloading ovens
• maintaining simple records

Occupations:  
9933-11 Pastrycook’s Assistant
9933-79 Food Trades Assistants nec

9933-11 Pastrycook’s Assistant
Assists pastrycooks by performing routine tasks in the kitchen.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
• collects, cleans and stores equipment
• collects and prepares food ingredients
• prepares the work area and unloads ovens
• maintains simple records

Specialisations:
Bakery Assistant

9933-79 Food Trades Assistants nec
This occupation group covers Food Trades Assistants not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
Butcher’s Assistant
Confectioner’s Assistant
MINOR GROUP 999

MISCELLANEOUS LABOURERS AND RELATED WORKERS

This minor group covers Labourers and Related Workers not elsewhere classified.

Most occupations in this minor group have a level of skill commensurate with completion of compulsory secondary education or higher qualification.

Occupations in this minor group are classified into the following unit groups:

9991  GARBAGE COLLECTORS
9992  FREIGHT AND FURNITURE HANDLERS
9993  HANDYPERSONS
9999  OTHER MISCELLANEOUS LABOURERS AND RELATED WORKERS
UNIT GROUP 9991  GARBAGE COLLECTORS

GARBAGE COLLECTORS collect household, commercial and industrial waste for disposal.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- riding on or in garbage trucks
- collecting rubbish from domestic, commercial and industrial establishments
- loading rubbish into bins or garbage trucks
- unloading garbage trucks

Occupations:
9991-11 Garbage Collector

9991-11 Garbage Collector
Waste Removalist
Garbologist

Collects household, commercial and industrial waste for disposal.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- rides on or in garbage trucks
- collects rubbish from domestic, commercial and industrial establishments
- loads rubbish into bins or garbage trucks
- unloads garbage trucks
- may operate compacting equipment on garbage trucks
- may supervise other garbage collectors

Specialisations:
Garbage Depot Hand
UNIT GROUP 9992  FREIGHT AND FURNITURE HANDLERS

FREIGHT AND FURNITURE HANDLERS load and unload freight trucks, containers and rail cars or use moving equipment to transfer cargo between ships and other forms of transport or storage facilities.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- performing clerical functions to record and check cargo on arrival, storage or despatch
- labelling goods with customers’ details and destinations
- loading goods into trucks, containers or rail wagons and securing loads
- opening and closing hatches and securing cargo to prevent shifting during voyages
- transferring loads using moving equipment and directing equipment operations using communication systems
- stacking cargo on pallets, trays, flats and slings to facilitate transfer to and from ships
- assisting in tying down loads and covering them with tarpaulins
- guiding truck drivers into loading bays or through confined spaces

Occupations:
- 9992-11 Freight Handler (Road and Rail)
- 9992-13 Waterside Worker
- 9992-15 Truck Driver’s Offsider

9992-11  Freight Handler (Road and Rail)
Freight Loader

Loads and unloads freight trucks, containers and rail cars.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- receives goods and checks them against documents
- repackages items for transportation
- labels goods with customers’ details and destinations
- packs goods on pallets and trolleys
- loads goods into trucks, containers or rail wagons and secures loads
- operates pallet trucks and conveyor systems

9992-13  Waterside Worker
Stevedore
Wharf Labourer

Transfers cargo between ships and other forms of transport or storage facilities.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- packs and unpacks shipping containers
- opens and closes hatches and secures cargo to prevent shifting during voyages
- cleans holds and containers and prepares stevedoring gear
- performs clerical functions to record and check cargo on arrival, storage or despatch
- transfers loads using moving equipment and directs equipment operations using communication systems
- moors and unmoors ships on arrival and departure
- stacks cargo on pallets, trays, flats and slings to facilitate transfer to and from ships
- may operate and perform minor maintenance on forklifts, trucks, front end loaders and fixed or mobile cranes
- may act as team leader for a wharf or on-ship work team

9992-15  Truck Driver’s Offsider
Loads and unloads trucks or containers.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- moves goods to be transported to shipping areas
- packs goods into containers and loads them onto trucks
- sorts and stacks goods
- assists in tying down loads and covering them with tarpaulins
- guides truck drivers into loading bays or through confined spaces
- sweeps and cleans truck trays
- uses hand trucks or other manually operated materials handling equipment to load and unload goods

Specialisations:
Furniture Removalist’s Assistant
UNIT GROUP 9993  HANDYPERSONS

HANDYPERSONS clean, paint, repair and maintain buildings, grounds and facilities.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Tasks Include:
- repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other articles and surfaces
- replacing defective items such as light bulbs
- repairing and painting interior and exterior surfaces such as walls, ceilings and fences
- clearing rubbish and leaves from driveways and grounds

Occupations: 9993-11 Handyperson

9993-11 Handyperson

Cleans, paints, repairs and maintains buildings, grounds and facilities.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- repairs broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other articles and surfaces
- replaces defective items such as light bulbs
- repairs and paints interior and exterior surfaces such as walls, ceilings and fences
- clears rubbish and leaves from driveways and grounds
- mows lawns and cultivates gardens
- undertakes cleaning tasks

Specialisations:
Hotel Useful
Hotel Yardperson
UNIT GROUP 9999 OTHER MISCELLANEOUS LABOURERS AND RELATED WORKERS

This unit group covers Labourers and Related Workers not elsewhere classified.

Skill Level:
The entry requirement for this unit group is completion of compulsory secondary education or higher qualification.

Occupations:
- 9999-11 Vending Machine Attendant
- 9999-13 Sign Erector
- 9999-15 Mechanic’s Assistant
- 9999-17 Stormwater, Drainage and Sewerage System Labourer
- 9999-79 Labourers and Related Workers nec

9999-11 Vending Machine Attendant
Vending Machine Refiller

Stocks and maintains vending machines and collects money from coin boxes.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- loads, unloads and transports stock and equipment
- clears money from containers in machines and checks monitoring systems
- fills storage areas
- keeps stock records and accounts for money collected

Specialisations:
- Poker Machine Attendant

9999-13 Sign Erector

Erects and installs signs.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- transports sign to the site
- prepares the site for the sign
- erects painted, stencilled and laminated signs
- clears the erected sign and the site
- may fabricate signs

9999-15 Mechanic’s Assistant

Assists motor mechanics by performing routine mechanical tasks.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- raises vehicles using hydraulic hoists or jacks
- assists motor mechanics to dismantle or remove engine assemblies, transmissions, steering mechanisms and other components
- assists motor mechanics to repair or replace worn or defective parts, and re-assembles mechanical components
- assists motor mechanics to repair and reinstall sub-assemblies
- changes oil and filters and carries out lubrication and refuelling
- carries tools and materials to and from workbenches
- clears and cleans workshop, working surfaces and tools and equipment

Specialisations:
- Lube Attendant

9999-17 Stormwater, Drainage and Sewerage System Labourer

Performs routine tasks to maintain stormwater, drainage and sewerage systems.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Tasks Include:
- checks for cracks or leaks in sewerage systems
- carries out minor repairs on stormwater drains and canals
- cleans stormwater drains and canals
- assists in water mains maintenance

9999-79 Labourers and Related Workers nec

This occupation group covers Labourers and Related Workers not elsewhere classified.

Skill Level:
The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

Occupations in this group include:
- Bicycle Repairer
- Bowling Alley Attendant
- Grip
- Milk Runner
- Racecourse Barrier Attendant
- Road Maintenance Traffic Controller
- Stagehand
- Studio Hand
- Swimming Pool Serviceperson
EXPLANATORY NOTES

The concordances presented in Appendixes A and B provide advice on the conceptual relationship between occupations in the two editions of ASCO. Appendix A indicates the link from ASCO First Edition to the Second Edition. Appendix B indicates the link from ASCO Second Edition to the First Edition. The letter \( p \) indicates where there is a partial match from one edition to the other.

For example:

<table>
<thead>
<tr>
<th>ASCO SECOND EDITION</th>
<th>ASCO FIRST EDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2115-11 Medical Scientist</td>
<td>2109-11 Medical Laboratory Scientist</td>
</tr>
<tr>
<td></td>
<td>2109-15 ( p ) Clinical Physical Scientist</td>
</tr>
</tbody>
</table>

The entry from Appendix B illustrated above indicates that the Second Edition occupation 2115-11 Medical Scientist comprises all jobs classified in the First Edition occupation 2109-11 Medical Laboratory Scientist and some of the jobs which were classified in the First Edition occupation 2109-13 Clinical Physical Scientist.

The concordances present important summary information for understanding the changes that have taken place in the definition of occupations between the First and Second Editions. They do not, however, identify the proportion of a First Edition class that would fall into a relevant Second Edition class and vice versa. This information is being compiled by coding 1996 Census of Population and Housing data to both the First and Second Editions.

The ABS will produce a link file indicating the one-to-one links and proportional relationships following completion of the processing of data from the 1996 Census of Population and Housing.

There are some cases where particular care should be exercised, if it is necessary to use the concordance to draw conclusions about the relationship between data sets coded to the different editions of the classification. These cases arise primarily from changes in coding practices for particular groups of occupations or from the emergence of new occupations in the Second Edition.

A discussion of these particular cases can be found at the end of Appendix B. The relevant entries are referenced by notes in Appendix B.
## APPENDIX A: CONCORDANCE FIRST TO SECOND EDITION

### ASCO FIRST EDITION

<table>
<thead>
<tr>
<th>ASCO FIRST EDITION</th>
<th>ASCO SECOND EDITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Managers and Administrators</td>
<td></td>
</tr>
</tbody>
</table>

#### 1111-11 Member of Parliament
- 1111-11 \( p \) Parliamentarian or Councillor

#### 1111-79 Parliamentarians, Councillors and Government Representatives nec
- 1111-11 \( p \) Parliamentarian or Councillor
- 1111-79 \( p \) Legislators and Government Appointed Officials nec

#### 1111-79 Magistrate
- 1111-13 \( p \) Judge
- 1111-15 \( p \) Magistrate

#### 1111-17 Administrative Appeals Tribunal Member
- 1111-17 \( p \) Tribunal Member

#### 1111-17 Industrial Tribunal Member
- 1111-79 \( p \) Legislative and Government Appointed Officials nec

#### 1201-11 General Manager
- 1111-11 \( p \) Legislator and Government Appointed Officials nec
- 1112-11 \( p \) General Manager
- 1292-15 \( p \) Medical Administrator

#### 1301-11 Finance Manager
- 1211-11 Finance Manager
- 1212-11 Company Secretary
- 2215-11 Corporate Treasurer

#### 1301-13 Sales and Marketing Manager
- 1231-11 \( p \) Sales and Marketing Manager

#### 1301-15 Production Manager (Manufacturing and Mining)
- 1222-11 \( p \) Production Manager (Manufacturing)
- 1222-13 \( p \) Production Manager (Mining)
- 2294-15 \( p \) Quality Assurance Manager

#### 1305-15 Producer (Media)
- 1296-11 Media Producer
- 1296-13 Artistic Director

#### 1307-11 Supply and Distribution Manager
- 1225-11 \( p \) Supply and Distribution Manager
- 6153-11 \( p \) Stock Clerk

#### 1309-11 Personnel and Industrial Relations Manager
- 1215-11 \( p \) Human Resource Manager

#### 1311-11 Data Processing Manager
- 1224-11 \( p \) Information Technology Manager
- 2231-11 \( p \) Systems Manager

#### 1313-11 Public Policy Manager
- 1291-11 \( p \) Policy and Planning Manager
- 2299-17 \( p \) Policy Analyst

#### 1315-11 Director of Nursing
- 1292-11 \( p \) Director Of Nursing

#### 1317-11 School Principal
- 1295-11 \( p \) School Principal

#### 1317-99 Education Managers nec
- 1295-13 \( p \) Faculty Head
- 1295-15 \( p \) Regional Education Manager
- 1295-79 \( p \) Education Managers nec

#### 1319-11 Commissioned Police Officer
- 1294-15 \( p \) Commissioned Police Officer

#### 1319-13 Commissioned Fire Officer
- 1294-13 \( p \) Commissioned Fire Officer

#### 1319-15 Commissioned Defence Force Officer (Management)
- 1294-11 \( p \) Commissioned Defence Force Officer

#### 1319-91 Trainee Officer (Defence Forces)
- 1294-81 \( p \) Trainee Commissioned Defence Force Officer

#### 1399-11 Engineering Manager
- 1221-11 \( p \) Engineering Manager

#### 1399-13 Research Manager
- 1231-11 \( p \) Research and Development Manager
<table>
<thead>
<tr>
<th>ASCO FIRST EDITION</th>
<th>ASCO SECOND EDITION</th>
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<tbody>
<tr>
<td>1399-99 Specialist Managers nec</td>
<td>1191-11 p: Construction Project Manager</td>
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<tr>
<td></td>
<td>1291-11 p: Policy and Planning Manager</td>
</tr>
<tr>
<td></td>
<td>1292-13 p: Medical Administrator</td>
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<tr>
<td></td>
<td>1299-13 Laboratory Manager</td>
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<td>1299-15 Welfare Centre Manager</td>
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<td>1299-19 Sports Administrator</td>
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<td>1299-79 p: Specialist Managers nec</td>
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<tr>
<td></td>
<td>3292-11 p: Project or Program Administrator</td>
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<td>3392-11 p: Customer Service Manager</td>
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<tr>
<td></td>
<td>3399-21 Fleet Manager</td>
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<tr>
<td>1401-11 Grain, Oilseed and Pasture Grower</td>
<td>1315-11 Grain, Oilseed and Pasture Grower</td>
</tr>
<tr>
<td>1401-13 Sugar Cane Grower</td>
<td>1315-13 Sugar Cane Grower</td>
</tr>
<tr>
<td>1401-15 Tobacco Grower</td>
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<td>1311-11 Mixed Crop and Livestock Farmer</td>
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<td>1401-31 Fruit and Nut Grower</td>
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<td>1401-35 Apiarist</td>
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<td>1315-79 Crop Farmers nec</td>
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<td>1503-11 Restaurant and Catering Managing Supervisor</td>
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<td>1505-11 Hotel/Motel Manager</td>
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<td>1505-13 Caravan Park Manager</td>
<td>3325-11 p: Caravan Park and Camping Ground Manager</td>
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<td>3329-11 Other Hospitality and Accommodation Managers</td>
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<td>3211-15 Financial Institution Branch Manager</td>
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<td>1599-13 Sports Centre Manager</td>
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<td>3324-11 Club Manager (Licensed Premises)</td>
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<td>3391-15 Amusement Centre Manager</td>
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<td>3391-79 Sport and Recreation Managers nec</td>
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<td>1601-11 Importer-Exporter</td>
<td>1192-11 p Importer or Exporter</td>
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<td>1193-11 p Manufacturer</td>
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<td>1601-99 Managing Supervisors (Other Business) nec</td>
<td>3395-11 p Transport Company Manager</td>
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2  Professionals

<p>| 2101-11 Chemist                                        | 2111-11 Chemist                                         |
| 2103-11 Geologist                                      | 2112-11 p Geologist                                     |
| 2103-13 Geophysician                                  | 2112-13 p Geophysician                                  |
| 2105-11 Physicist                                     | 2119-11 p Physicist                                     |
| 2107-11 Anatomist                                     | 2115-11 p Anatomist or Physiologist                     |
| 2107-13 Physiologist                                  | 2115-11 p Anatomist or Physiologist                     |
| 2107-15 Biochemist                                    | 2115-17 p Biochemist                                    |
| 2107-17 Biophysician                                  | 2115-79 p Life Scientists nec                          |
| 2107-19 Botanist                                      | 2115-13 p Botanist                                      |
| 2107-21 Ecologist                                     | 2114-11 p Environmental Research Scientist             |
| 2107-23 Zoologist                                     | 2115-15 p Zoologist                                     |
|                                                        | 2392-11 p Veterinian                                    |
| 2107-25 Forester                                      | 2114-13 p Forester                                      |
| 2107-27 Agricultural Extension Officer                | 2114-19 p Agricultural Scientist                        |
|                                                        | 2114-21 p Agricultural Adviser                         |
| 2107-99 Life Scientists nec                           | 2115-13 p Botanist                                      |
|                                                        | 2115-19 p Marine Biologist                             |
|                                                        | 2115-79 p Life Scientists nec                          |
|                                                        | 2114-11 p Environmental Research Scientist             |
|                                                        | 2392-11 p Veterinian                                    |
| 2109-11 Medical Laboratory Scientist                  | 2115-11 p Medical Scientist                            |
| 2109-13 Clinical Physical Scientist                   | 2115-11 p Medical Scientist                            |
|                                                        | 2129-15 p Biomedical Engineer                          |</p>
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<td>2215-11 Mining Engineer (Except Petroleum)</td>
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<td>2407-13 Teacher of Disabled or Gifted Students</td>
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<td>2601-11 Social Planner and Administrator</td>
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3 Para-Professionals

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<tr>
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<td>4992-17 p Broadcast Transmitter Operator</td>
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4 Tradespersons

4101-01 Supervisor, Toolmakers
4111-01 p Supervisor, General Mechanical Engineering Tradespersons
4115-01 p Supervisor, Toolmakers

4101-11 Toolmaker
4111-11 p General Mechanical Engineering Tradesperson
4115-11 p Toolmaker

4101-91 Apprentice Toolmaker
4111-81 p Apprentice General Mechanical Engineering Tradesperson
4115-81 p Apprentice Toolmaker

4103-01 Supervisor, Metal Fitters and Machinists
4111-01 p Supervisor, General Mechanical Engineering Tradespersons
4112-01 p Supervisor, Metal Fitters and Machinists
7125-01 p Supervisor, Engineering Production Systems Workers
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<td>4925-01 Supervisor, Floor Finishers</td>
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<td>7129-79 p Intermediate Stationary Plant Operators nec</td>
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<td>4984-11 p Florist</td>
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<td>4991-11 p Defence Force Member Not Elsewhere Included</td>
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5 Clerks

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5901-11 Debt Collector
5901-99 Collection Clerks nec
5903-11 Teachers’ Aide
5905-11 Personnel Records Clerk
5905-13 Employment Office Clerk
5907-11 Clerk of Court
5907-13 Law Clerk
5907-15 Court Orderly
5907-99 Legal and Related Clerks nec
5909-11 Postal Clerk
5909-13 Postal Officer
5999-11 Meter Reader
5999-13 Proof Reader
5999-15 Classified Advertising Clerk
5999-17 Bookmaker’s Clerk
5999-19 Market Research Interviewer
5999-99 Clerks nec

6199-13 p Debt Collector
6199-13 p Debt Collector
6311-15 p Teachers’ Aide
6311-17 p Aboriginal and Torres Strait Islander Education Worker
6193-11 Personnel Records Clerk
6193-13 Employment Office Clerk
5991-11 Clerk Of Court
5991-15 Trust Officer
5991-19 Bailiff or Sheriff
8211-17 p Sales Assistant (Postal Services)
8112-11 p Mail Clerk
8112-13 p Postal Sorting Officer
8211-17 p Sales Assistant (Postal Services)
8119-11 Meter Reader
8119-13 Classified Advertising Clerk
8119-15 p Interviewer
8119-17 Parking Inspector
8119-79 Elementary Clerks nec
6101-11 Stock Exchange Dealer
6101-99 Securities and Finance Dealers nec
6103-01 Supervisor, Insurance Brokers and Agents
6103-11 Insurance Agent
6103-13 Insurance Broker
6105-11 Real Estate Salesperson
6105-13 Real Estate Property Manager
6199-11 Commodities Broker
6199-13 Valuer
6201-11 Sales Representative (Chemical Products)
6201-13 Sales Representative (Edp Equipment)

5903-11 Teachers’ Aide
6311-15 p Teachers’ Aide
6311-17 p Aboriginal and Torres Strait Islander Education Worker
5907-11 Clerk of Court
5907-13 Law Clerk
5907-15 Court Orderly
5907-99 Legal and Related Clerks nec
5909-11 Postal Clerk
5909-13 Postal Officer
5999-11 Meter Reader
5999-13 Proof Reader
5999-15 Classified Advertising Clerk
5999-17 Bookmaker’s Clerk
5999-19 Market Research Interviewer
5999-99 Clerks nec

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6101-99 Securities and Finance Dealers nec
6103-01 Supervisor, Insurance Brokers and Agents
6103-11 Insurance Agent
6103-13 Insurance Broker
6105-11 Real Estate Salesperson
6105-13 Real Estate Property Manager
6199-11 Commodities Broker
6199-13 Valuer
6201-11 Sales Representative (Chemical Products)
6201-13 Sales Representative (Edp Equipment)

6 Salespersons and Personal Service Workers

6101-11 Stock Exchange Dealer
6101-99 Securities and Finance Dealers nec
6103-01 Supervisor, Insurance Brokers and Agents
6103-11 Insurance Agent
6103-13 Insurance Broker
6105-11 Real Estate Salesperson
6105-13 Real Estate Property Manager
6199-11 Commodities Broker
6199-13 Valuer
6201-11 Sales Representative (Chemical Products)
6201-13 Sales Representative (Edp Equipment)

5999-11 Meter Reader
5999-13 Proof Reader
5999-15 Classified Advertising Clerk
5999-17 Bookmaker’s Clerk
5999-19 Market Research Interviewer
5999-99 Clerks nec

6101-11 Stock Exchange Dealer
6101-99 Securities and Finance Dealers nec
6103-01 Supervisor, Insurance Brokers and Agents
6103-11 Insurance Agent
6103-13 Insurance Broker
6105-11 Real Estate Salesperson
6105-13 Real Estate Property Manager
6199-11 Commodities Broker
6199-13 Valuer
6201-11 Sales Representative (Chemical Products)
6201-13 Sales Representative (Edp Equipment)

6 Salespersons and Personal Service Workers

6101-11 Stock Exchange Dealer
6101-99 Securities and Finance Dealers nec
6103-01 Supervisor, Insurance Brokers and Agents
6103-11 Insurance Agent
6103-13 Insurance Broker
6105-11 Real Estate Salesperson
6105-13 Real Estate Property Manager
6199-11 Commodities Broker
6199-13 Valuer
6201-11 Sales Representative (Chemical Products)
6201-13 Sales Representative (Edp Equipment)
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<td>6211-15 Sales Representative (Builder’s and Plumber’s Supplies)</td>
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<td>6201-27 Sales Representative (Floor Coverings and Furniture)</td>
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<td>6201-29 Sales Representative (Food, Drink and Tobacco Products)</td>
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6603-11 Enrolled Nurse
6603-91 Student Enrolled Nurse
6605-11 Dental Nurse
6607-11 Home Companion
6609-01 Supervisor, Travel Stewards
6609-11 Flight Attendant
6609-13 Marine Steward
6609-11 Funeral Director
6609-13 Tourist Guide
6609-15 Beauty Therapist
6609-17 Masseur/Masseuse
6609-99 Personal Service Workers nec

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6311-13 Integration Aide
6311-15 Teachers’ Aide
6312-15 Nanny
6315-17 Aged or Disabled Person Carer
5411-11 p Enrolled Nurse
5492-11 Aboriginal and Torres Strait Islander Health Worker
6314-13 Nursing Assistant
6314-13 Nursing Assistant
6315-17 Aged or Disabled Person Carer
5421-19 Family Support Worker
5996-11 Flight Service Director
5996-13 Flight Attendant
5996-79 Travel Attendants nec
3399-29 Funeral Director
6397-15 Tour Guide
6395-11 Beauty Therapist
6395-13 Massage Therapist
6395-13 Natural Remedy Consultant
6319-11 Therapy Aide
6394-11 Gaming Pit Boss
6394-15 Gaming Dealer
6395-13 Natural Remedy Consultant
6395-15 Weight Loss Consultant
6399-11 Museum or Gallery Attendant
6399-79 Intermediate Service Workers nec
8519-25 Examination Supervisor
8519-27 Prostitute or Escort
8519-79 p Elementary Service Workers nec

**7 Plant and Machine Operators, and Drivers**

7101-11 Bus Driver
7101-13 Tram Driver
7103-11 Automobile Driver
7105-11 Delivery Driver
7105-13 Heavy Truck Driver
7105-15 Furniture Removalist-Driver
7107-01 Supervisor, Locomotive Drivers
7107-11 Locomotive Driver
7107-91 Trainee Locomotive Driver

7312-11 Bus Driver
7312-13 Tram Driver
7315-11 Automobile Driver
7314-11 Delivery Driver
7311-11 Heavy Truck Driver
7311-13 p Furniture Removalist
7129-11 p Railway Signal Operator
7315-11 p Train Driver
7315-11 p Train Driver
7315-13 p Train Driver’s Assistant
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<td>7119-79 p Mobile Plant Operators nec</td>
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7401-11 Machine Moulder 7125-11 p Engineering Production Systems Worker
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7407-13 Plastics Extruding Machine Operator 7291-11 General Plastics Production Machine Operator
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7407-17 Cellular Plastics Machine Operator 7291-11 General Plastics Production Machine Operator
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7413-13 Resawyer 7294-11 p Wood Processing Machine Operator
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### ASCO Second Edition

8 Labourers and Related Workers

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## APPENDIX B: CONCORDANCE SECOND TO FIRST EDITION

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|   | 1101-99 p Parlamentarians, Councillors and Government Representatives nec |   |
|   | 1111-13 Judge | 1105-13 Judge |
|   | 1105-15 p Magistrate |   |
|   | 1111-15 Magistrate | 1105-15 p Magistrate |
|   | 1111-17 Tribunal Member | 1105-17 Administrative Appeals Tribunal Member |
|   | 1105-19 Industrial Tribunal Member |   |
|   | 1111-79 Legislators and Government Appointed Officials nec | 1101-99 p Parlamentarians, Councillors and Government Representatives nec |
|   | 1103-11 Coroner | 1201-11 p General Manager |
|   | 1112-11 General Manager | 1201-11 p General Manager |
|   | 1191-11 Construction Project Manager | 1399-99 p Specialist Managers nec |
|   | 1601-15 p Professional Builder |   |
|   | 1191-15 Project Builder | 1601-15 p Professional Builder |
|   | 1601-15 Building Contractor |   |
|   | 1192-11 Importer or Exporter | 1601-11 Importer-Exporter |
|   | 1192-13 Wholesaler | 1601-17 Wholesaler |
|   | 1193-11 Manufacturer | 1601-19 Manufacturer |
|   | 1211-11 Finance Manager | 1301-11 p Finance Manager |
|   | 1212-11 Company Secretary | 1301-11 p Finance Manager |
|   | 1213-11 Human Resource Manager | 1309-11 Personnel and Industrial Relations Manager |
|   | 1221-11 Engineering Manager | 1399-11 Engineering Manager |
|   | 1222-11 Production Manager (Manufacturing) | 1305-11 p Production Manager (Manufacturing and Mining) |
|   | 1222-15 Production Manager (Mining) | 1305-11 p Production Manager (Manufacturing and Mining) |
|   | 1223-11 Supply and Distribution Manager | 1307-11 p Supply and Distribution Manager |
|   | 1224-11 Information Technology Manager | 1311-11 p Data Processing Manager |
|   | 1251-11 Sales and Marketing Manager | 1305-11 Sales and Marketing Manager |
|   | 1399-13 p Research Manager |   |
|   | 1291-11 Policy and Planning Manager | 1315-11 p Public Policy Manager |
|   | 1399-99 p Specialist Managers nec | 2601-11 Social Planner and Administrator |
|   | 1292-11 Director Of Nursing | 1315-11 Director of Nursing |
|   | 1292-13 Medical Administrator | 1201-11 p General Manager |
|   | 1399-99 p Specialist Managers nec |   |
|   | 1293-11 School Principal | 1317-11 School Principal |
|   | 1293-13 Faculty Head | 1317-99 p Education Managers nec |
|   | 2901-11 p University or Cae Lecturer |   |
|   | 2505-01 Head of School (Tafe) |   |
|   | 2505-11 p Tafe Teacher (Trades) | 2505-13 p Tafe Teacher (General Education) |
|   | 1293-15 Regional Education Manager | 1317-99 p Education Managers nec |


**ASCO SECOND EDITION**

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<td>Radio Journalist</td>
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<td>2811-11 Art Director (Television, Film or Stage)</td>
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### 3 Associate Professionals

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<td>3321-11 Restaurant and Catering Manager</td>
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ASCO SECOND EDITION

3322-01 Head Chef
3322-11 Chef
3323-11 Hotel or Motel Manager
3324-11 Club Manager (Licensed Premises)
3325-11 Caravan Park and Camping Ground Manager
3329-11 Other Hospitality and Accommodation Managers
3391-11 Fitness Centre Manager
3391-13 Other Sports Centre Manager
3391-15 Amusement Centre Manager
3391-79 Sport and Recreation Managers nec
3392-11 Customer Service Manager(2)
3393-11 Transport Company Manager
3399-11 Post Office Manager
3399-13 Railway Station Manager
3399-15 Betting Agency Branch Manager
3399-17 Hair and Beauty Salon Manager
3399-19 Car Rental Agency Manager
3399-21 Fleet Manager
3399-23 Stock and Station Agent
3399-25 Travel Agency Manager
3399-27 Theatre or Cinema Manager
3399-29 Funeral Director
3399-79 Managing Supervisors (Sales and Service) nec(1)
3411-11 Enrolled Nurse
3421-11 Parole or Probation Officer
3421-13 Youth Worker
3421-15 Residential Care Officer
3421-17 Disabilities Services Officer
3421-19 Family Support Worker
3491-11 Ambulance Officer
3491-13 Intensive Care Ambulance Paramedic
3492-11 Dental Therapist
3492-13 Dental Hygienist

ASCO FIRST EDITION

4705-01 p Supervisor, Cooks
4705-11 Chef
1505-11 Hotel/Motel Manager
1599-99 p Managing Supervisors (Sales and Service) nec
1505-13 Caravan Park Manager
1505-99 p Accommodation and Tavern Managing Supervisors nec
1505-15 p Sports Centre Manager
1599-13 p Sports Centre Manager
1599-99 p Managing Supervisors (Sales and Service) nec
1399-99 p Specialist Managers nec
6201 p Sales Representatives
1601-99 p Managing Supervisors (Other Business) nec
1599-15 Postmaster/Mistress
1599-21 Railway Station Master/Mistress
1599-99 p Managing Supervisors (Sales and Service) nec
6405-11 p Ticket Seller
1599-11 p Hairdressing Establishment Managing Supervisor
1599-99 p Managing Supervisors (Sales and Service) nec
1599-99 p Managing Supervisors (Sales and Service) nec
1599-99 p Managing Supervisors (Sales and Service) nec
6009-11 p Enrolled Nurse
6005-11 p Enrolled Nurse
6005-91 Student Enrolled Nurse
3901-13 p Parole Officer
5901-15 p Welfare Officer
3901-15 p Welfare Officer
3901-17 Youth Worker
5901-15 p Welfare Officer
5901-17 p Welfare Officer
5901-15 p Welfare Officer
6007-13 p Family Aide
5909-11 p Ambulance Officer
5909-11 p Ambulance Officer
5101-15 p Dental Therapist
5101-15 p Dental Therapist
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<td>4999-11 p Apprentice, Other Trades</td>
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<td>3493-11 Aboriginal and Torres Strait Islander Health Worker</td>
<td>6605-11 p Enrolled Nurse</td>
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<td>3494-11 Massage Therapist</td>
<td>6699-17 p Masseur/Masseuse</td>
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<td>3993-31 Sports Umpire</td>
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<td>3993-33 Horse or Dog Racing Official</td>
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<td>7211-01 p Supervisor, Fire Fighters</td>
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# ASCO SECOND EDITION

## Tradespersons and Related Workers

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## 4 Tradespersons and Related Workers

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<td>4911-19 p Patternmaker-Grader (Textiles)</td>
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<td>4942-79 Upholsterers and Bedding Tradespersons nec</td>
<td>4915-11 p Furniture Upholsterer</td>
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<tr>
<td>4942-81 Apprentice Upholsterer or Bedding Tradespersons</td>
<td>4915-01 p Supervisor, Upholsterers and Bedding Tradespersons</td>
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<td>4942-81 Apprentice Upholsterer or Bedding Tradespersons</td>
<td>4915-13 p Bedding and Mattress Maker</td>
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<tr>
<td>4943-11 Shoemaker</td>
<td>4915-01 p Supervisor, Shoemaking and Repairing Tradespersons</td>
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<tr>
<td>4943-13 Medical Grade Shoemaker</td>
<td>4915-11 p Shoemaker</td>
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<tr>
<td>4943-13 Medical Grade Shoemaker</td>
<td>4915-13 p Shoe Repairer</td>
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<tr>
<td>4943-81 Apprentice Shoemaker</td>
<td>4915-91 p Apprentice Shoemaker and Repairer</td>
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<tr>
<td>4944-11 Leather Goods Maker</td>
<td>4917-01 p Supervisor, Other Leather and Canvas Tradespersons</td>
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<tr>
<td>4944-13 Canvas Goods Maker</td>
<td>4917-11 p Leather Goods Maker</td>
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<tr>
<td>4944-15 Sail Maker</td>
<td>4917-01 p Supervisor, Other Leather and Canvas Tradespersons</td>
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<tr>
<td>4944-15 Sail Maker</td>
<td>4917-13 p Canvas Goods Maker</td>
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<td>4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker</td>
<td>4917-01 p Supervisor, Other Leather and Canvas Tradespersons</td>
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<tr>
<td>4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker</td>
<td>4917-15 p Sailmaker</td>
<td></td>
</tr>
<tr>
<td>4944-81 Apprentice Leather Goods, Canvas Goods or Sail Maker</td>
<td>4917-91 p Apprentice, Other Leather and Canvas Trades</td>
<td></td>
</tr>
</tbody>
</table>
4981-11 Shipwright
4981-13 Boat Builder and Repairer
4981-81 Apprentice Shipwright
4981-83 Apprentice Boat Builder and Repairer
4982-11 Flat Glass Tradesperson
4982-13 Glass Blower
4982-81 Apprentice Flat Glass Tradesperson
4982-83 Apprentice Glass Blower
4983-11 Jeweller
4983-13 Gem Cutter and Polisher
4983-81 Apprentice Jeweller
4983-83 Apprentice Gem Cutter and Polisher
4984-11 Florist
4985-11 Fire Fighter
4986-01 Supervisor, Drillers
4986-11 Driller
4987-01 Supervisor, Chemical, Petroleum and Gas Plant Operators
4987-11 Chemical Plant Operator
4987-13 Petroleum and Gas Plant Operator
4988-01 Supervisor, Power Generation Plant Operators
4988-11 Power Generation Plant Operator
4991-11 Defence Force Member Not Elsewhere Included
4991-81 Trainee Defence Force Member Not Elsewhere Included
4992-11 Sound Technician
4992-13 Camera Operator (Film, Television or Video)
4992-15 Television Equipment Operator
4992-17 Broadcast Transmitter Operator
4992-29 Military Explosives Technician
4993-11 Defence Force Member Not Elsewhere Included
4999-25 Trainee Glass Blower
4999-91 Apprentice, Other Trades
4999-29 Military Explosives Technician
4999-29 Military Weapons Operator
7211-11 Fire Fighter
7305-01 Supervisor, Chemical Plant Operators
7307-01 Supervisor, Petroleum and Gas Plant Operators
7305-11 Chemical Plant Operator
7305-91 Trainee Chemical Plant Operator
7307-11 Petroleum and Gas Refining and Pumping Operator
7307-13 Oil and Gas Well Treatment Operator
7307-15 Oil, Gas and Pipe Tester
7301-01 Supervisor, Power Generation Plant Operators
7301-11 Power Generation Plant Operator
7499-19 Military Weapons Operator
5903-01 Supervisor, Performing Arts Support Workers
5903-11 Sound Technician
5903-13 Motion Picture Camera Operator
5903-15 Television Equipment Operator
5905-01 Supervisor, Performing Arts Support Workers
5905-17 Broadcast Transmitter Operator
<table>
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<tr>
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<th>ASCO FIRST EDITION</th>
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<tbody>
<tr>
<td>4992-19 Motion Picture Projectionist</td>
<td>4999-01 p Supervisor, Other Tradespersons 4999-17 Motion Picture Projectionist</td>
</tr>
<tr>
<td>4992-21 Light Technician</td>
<td>5905-01 p Supervisor, Performing Arts Support Workers 5905-19 Light Technician</td>
</tr>
<tr>
<td>4992-23 Production Assistant (Film, Television or Radio)</td>
<td>5905-99 p Performing Arts Support Workers nec</td>
</tr>
<tr>
<td>4992-25 Production Assistant (Theatre)</td>
<td>5905-99 p Performing Arts Support Workers nec</td>
</tr>
<tr>
<td>4992-27 Make Up Artist</td>
<td>5905-99 p Performing Arts Support Workers nec</td>
</tr>
<tr>
<td>4999-11 Optical Mechanic</td>
<td>4999-01 p Supervisor, Other Tradespersons 4999-13 Optical Mechanic 4999-91 p Apprentice, Other Trades</td>
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<tr>
<td>4999-13 Diver</td>
<td>4999-21 Offshore Diver 4999-23 p Onshore Diver</td>
</tr>
<tr>
<td>4999-15 Aircraft Safety Equipment Worker</td>
<td>4999-27 Aircraft Safety Equipment Worker</td>
</tr>
<tr>
<td>4999-17 Piano Tuner</td>
<td>4925-01 p Supervisor, Craftworkers 4925-11 Piano Tuner 4925-91 p Apprentice Craftworker</td>
</tr>
<tr>
<td>4999-79 Tradespersons and Related Workers nec</td>
<td>4925-01 p Supervisor, Craftworkers 4925-91 p Apprentice Craftworker 4925-99 p Craftworkers nec 4999-99 Tradespersons nec</td>
</tr>
</tbody>
</table>

5 Advanced Clerical and Service Workers

| 5111-11 Secretary | 5101-11 p Office Secretary 5101-13 p Office Stenographer |
| 5111-13 Personal Assistant | 5101-11 p Office Secretary 5101-13 p Office Stenographer |
| 5911-11 Bookkeeper | 5301-11 Bookkeeper |
| 5912-11 Credit and Loans Officer | 5999-01 p Supervisor, Other Para-Professionals 5999-29 Credit and Loans Analyst |
| 5991-11 Clerk Of Court | 5907-11 Clerk of Court |
| 5991-13 Law Clerk | 5907-13 Law Clerk |
| 5991-15 Trust Officer | 5907-99 p Legal and Related Clerks nec |
| 5992-11 Court or Hansard Reporter | 5101-15 Court and Hansard Reporter |
| 5993-11 Insurance Agent | 6103-11 Insurance Agent |
| 5994-11 Insurance Risk Surveyor | 5905-29 p Insurance Assessor (Except Health) |
| 5994-13 Insurance Investigator | 5999-99 p Para-Professionals nec |
| 5994-15 Insurance Loss Adjuster | 5905-29 p Insurance Assessor (Except Health) |
| 5995-11 Desktop Publishing Operator | 5105-11 p Word Processing Operator |
| 5996-11 Flight Service Director | 6609-01 Supervisor, Travel Stewards |
| 5996-13 Flight Attendant | 6609-11 Flight Attendant |
| 5996-79 Travel Attendants nec | 6609-13 Marine Steward 6609-15 Railway Steward |
| 5999-11 Radio Despatcher | 5503-15 Radio Despatcher |
### ASCO SECOND EDITION

<table>
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<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>6599-13</td>
<td>Auctioneer</td>
</tr>
<tr>
<td>5999-15</td>
<td>Visual Merchandiser</td>
</tr>
<tr>
<td>5999-17</td>
<td>Photographer’s Assistant</td>
</tr>
<tr>
<td>5999-15</td>
<td>Visual Merchandiser</td>
</tr>
<tr>
<td>3999-01</td>
<td>Supervisor, Other Para-Professionals</td>
</tr>
<tr>
<td>5999-19</td>
<td>Window Dresser</td>
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</table>

### ASCO FIRST EDITION

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<tr>
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<tr>
<td>5999-13</td>
<td>Auctioneer</td>
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<tr>
<td>5999-15</td>
<td>Visual Merchandiser</td>
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<tr>
<td>5999-17</td>
<td>Photographer’s Assistant</td>
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<tr>
<td>5999-15</td>
<td>Visual Merchandiser</td>
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<tr>
<td>3999-01</td>
<td>Supervisor, Other Para-Professionals</td>
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<td>Window Dresser</td>
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### 6 Intermediate Clerical, Sales and Service Workers

<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>6111-11</td>
<td>General Clerk(2)</td>
</tr>
<tr>
<td>6121-11</td>
<td>Typist and Word Processing Operator</td>
</tr>
<tr>
<td>6121-13</td>
<td>Data Entry Operator</td>
</tr>
<tr>
<td>6131-11</td>
<td>Receptionist</td>
</tr>
<tr>
<td>6141-01</td>
<td>Supervisor, Accounting Clerks</td>
</tr>
<tr>
<td>6141-11</td>
<td>Accounts Clerk</td>
</tr>
<tr>
<td>6141-13</td>
<td>Credit Clerk</td>
</tr>
<tr>
<td>6141-15</td>
<td>Cost Clerk</td>
</tr>
<tr>
<td>6142-11</td>
<td>Payroll Clerk</td>
</tr>
<tr>
<td>6143-01</td>
<td>Supervisor, Bank Workers</td>
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<tr>
<td>6143-11</td>
<td>Bank Worker(3)</td>
</tr>
<tr>
<td>6144-01</td>
<td>Supervisor, Insurance Clerks</td>
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<tr>
<td>6144-11</td>
<td>Insurance Clerk</td>
</tr>
<tr>
<td>6145-01</td>
<td>Supervisor, Money Market and Statistical Clerks</td>
</tr>
<tr>
<td>6145-11</td>
<td>Money Market Clerk</td>
</tr>
<tr>
<td>6145-13</td>
<td>Statistical Clerk</td>
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<tr>
<td>6151-11</td>
<td>Production Recording Clerk</td>
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<tr>
<td>6152-01</td>
<td>Supervisor, Transport and Despatching Clerks</td>
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<tr>
<td>6152-11</td>
<td>Receiving and Despatching Clerk</td>
</tr>
<tr>
<td>6152-13</td>
<td>Import-Export Clerk</td>
</tr>
<tr>
<td>6153-01</td>
<td>Supervisor, Stock and Purchasing Clerks</td>
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<tr>
<td>6153-11</td>
<td>Stock Clerk</td>
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<td>6153-13</td>
<td>Purchasing Officer</td>
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### SECOND TO FIRST EDITION CONCORDANCE

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<td>Data Entry Operator</td>
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<td>Receptionist</td>
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<td>Supervisor, Accounting Clerks</td>
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<td>6141-13</td>
<td>Credit Clerk</td>
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<td>6141-15</td>
<td>Cost Clerk</td>
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<td>6142-11</td>
<td>Payroll Clerk</td>
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<td>Supervisor, Bank Workers</td>
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<td>Bank Worker(3)</td>
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<td>Supervisor, Insurance Clerks</td>
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<td>6144-11</td>
<td>Insurance Clerk</td>
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<tr>
<td>6145-01</td>
<td>Supervisor, Money Market and Statistical Clerks</td>
</tr>
<tr>
<td>6145-11</td>
<td>Money Market Clerk</td>
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<td>6145-13</td>
<td>Statistical Clerk</td>
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<td>Production Recording Clerk</td>
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<tr>
<td>6152-01</td>
<td>Supervisor, Transport and Despatching Clerks</td>
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<tr>
<td>6152-11</td>
<td>Receiving and Despatching Clerk</td>
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<tr>
<td>6152-13</td>
<td>Import-Export Clerk</td>
</tr>
<tr>
<td>6153-01</td>
<td>Supervisor, Stock and Purchasing Clerks</td>
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<td>6153-11</td>
<td>Stock Clerk</td>
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<td>6153-13</td>
<td>Purchasing Officer</td>
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<tr>
<td>6153-15 Order Clerk</td>
<td>5505-15 Order Clerk</td>
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<tr>
<td>6153-17 Sales Clerk(2)</td>
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<tr>
<td>6191-11 Inquiry Clerk</td>
<td>6599-19 Service Counter Clerk</td>
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<td>6191-13 Admissions Clerk</td>
<td>5601-15 Admissions Clerk</td>
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<tr>
<td>6192-11 Library Assistant</td>
<td>5401-01 Supervisor, Library and Filing Clerks</td>
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<td>6193-11 Personnel Records Clerk</td>
<td>5905-11 Personnel Records Clerk</td>
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<tr>
<td>6193-13 Employment Office Clerk</td>
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<td>6194-11 Customs Inspector</td>
<td>3905-99 Customs Investigator</td>
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<td>5905-99 Inspectors and Regulatory Officers nec</td>
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<td>6194-15 Social Security Assessor</td>
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<td>6194-17 Motor Vehicle Licence Examiner</td>
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<td>5905-21 WATER Usage Inspector</td>
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<td>5905-23 Arbitration Inspector</td>
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<td>6194-23 Water Inspector</td>
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<td>5999-13 Proof Reader</td>
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<td>6199-13 Debt Collector</td>
<td>5901-11 Debt Collector</td>
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<td>5401-11 Collection Clerks nec</td>
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<td>6199-17 Court Orderly</td>
<td>5405-01 Supervisor, Mail Sorters</td>
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<td>6199-19 Bailiff or Sheriff</td>
<td>5907-15 Court Orderly</td>
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<tr>
<td>6199-21 Coding Clerk</td>
<td>5901-99 Collection Clerks nec</td>
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<td>6199-79 Intermediate Clerical Workers nec</td>
<td>5999-99 Clerks nec</td>
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<td>6211-11 Sales Representative (Personal and Household Goods)</td>
<td>6201-19 Sales Representative (Toys and Sporting Goods)</td>
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<td>6211-13 Sales Representative (Business Services)</td>
<td>6201-23 Sales Representative (Books and Paper Products)</td>
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<tr>
<td>6211-15 Sales Representative (Builder's and Plumber's Supplies)</td>
<td>6201-25 Sales Representative (Builders' Hardware)</td>
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<tr>
<td>6211-17 Sales Representative (Motor Vehicle Parts and Accessories)</td>
<td>6201-99 p = partial match Sales Representatives nec</td>
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<tr>
<td>6211-79 Sales Representatives nec</td>
<td>6201-99 p = partial match Sales Representatives nec</td>
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<tr>
<td>6212-11 Motor Vehicle and Caravan Salesperson</td>
<td>6301-19 Sales Assistant (Caravans and Motor Vehicles)</td>
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<td>6212-13 Motor Vehicle Parts Interpreter</td>
<td>6301-25 Sales Assistant (Vehicle Parts and Accessories)</td>
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<td>6213-11 Retail Supervisor</td>
<td>1503-11 p = partial match Restaurant and Catering Managing Supervisor, 6301-01 p = partial match Supervisor, Sales Assistants</td>
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<tr>
<td>6213-13 Checkout Supervisor</td>
<td>6405-01 Supervisor, Cashiers</td>
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<tr>
<td>6311-11 Pre-School Aide</td>
<td>6601-11 p = partial match Pre-School Aide</td>
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<tr>
<td>6311-13 Integration Aide</td>
<td>6601-99 p = partial match Child Care, Refuge and Related Workers nec</td>
</tr>
<tr>
<td>6311-15 Teachers’ Aide</td>
<td>5903-11 p = partial match Teachers’ Aide</td>
</tr>
<tr>
<td>6311-17 Aboriginal and Torres Strait Islander Education Worker</td>
<td>2905-13 p = partial match Education Officer, 5903-11 p = partial match Teachers’ Aide</td>
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<tr>
<td>6312-11 Child Care Worker</td>
<td>6601-13 p = partial match Child Care Aide</td>
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<td>6312-13 Family Day Care Worker</td>
<td>6601-15 p = partial match Child Care Attendant</td>
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<tr>
<td>6312-15 Nanny</td>
<td>6601-99 p = partial match Child Care Attendant</td>
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<tr>
<td>6313-11 Hostel Parent</td>
<td>6601-17 Hostel Parent</td>
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<tr>
<td>6313-13 Child or Youth Residential Care Assistant</td>
<td>5903-11 p = partial match Welfare Officer, 6601-19 p = partial match Child Care Group Worker</td>
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<tr>
<td>6313-15 Refuge Worker</td>
<td>6601-21 p = partial match Refuge Worker</td>
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<tr>
<td>6313-17 Aged or Disabled Person Carer</td>
<td>6601-19 p = partial match Child Care Group Worker</td>
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<tr>
<td>6313-19 Therapy Aide</td>
<td>6601-99 p = partial match Child Care, Refuge and Related Workers nec</td>
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<tr>
<td>6314-11 Personal Care Assistant(2)</td>
<td>6601-11 Home Companion</td>
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<tr>
<td>6314-13 Nursing Assistant</td>
<td>6605-11 p = partial match Enrolled Nurse</td>
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<td>6321-11 Hotel Service Supervisor</td>
<td>8921-11 p = partial match Supervisor, Ward Assistants</td>
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<tr>
<td>6322-01 Supervisor, Bar Attendants</td>
<td>8921-15 p = partial match Nursing Assistant</td>
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<tr>
<td>6322-11 Bar Attendant</td>
<td>8903-01 Supervisor, Luggage Porters</td>
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<tr>
<td>6323-01 Supervisor, Waiters</td>
<td>8915-11 Executive Housekeeper</td>
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<tr>
<td>6323-11 General Waiter</td>
<td>6505-01 p = partial match Supervisor, Waiters and Waitresses</td>
</tr>
<tr>
<td>6323-13 Drink Waiter</td>
<td>6505-15 p = partial match Waiter/Waitress (General)</td>
</tr>
<tr>
<td></td>
<td>6505-13 p = partial match Drink Waiter/Waitress</td>
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6324-11 Hospitality Trainee
6503-11 p Bar Attendant
6505-11 p Formal Service Waiter/Waitress
6505-13 p Drink Waiter/Waitress
6505-15 p Waiter/Waitress (General)

6503-11 Bar Attendant
6505-11 p Formal Service Waiter/Waitress
6505-13 p Drink Waiter/Waitress
6505-15 p Waiter/Waitress (General)

6391-11 Dental Assistant
6605-11 Dental Nurse

6503-11 p Dental Nurse

6392-11 Veterinary Nurse
8999-23 Veterinary Nurse

6395-11 Prison Officer
3911-01 Chief Prison Officer
3911-11 Prison Officer

6395-11 p Chief Prison Officer
6395-13 p Prison Officer

6394-11 Gaming Pit Boss
6699-99 p Personal Service Workers nec
6394-13 Gaming Table Supervisor
3905-99 p Inspectors and Regulatory Officers nec
6394-15 Gaming Dealer
6699-99 p Personal Service Workers nec

6394-11 p Gaming Dealer
6394-13 p Gaming Table Supervisor
6394-15 p Gaming Pit Boss

6395-11 Beauty Therapist
6699-15 Beauty Therapist
6395-13 Natural Remedy Consultant
6699-17 p Masseur/Masseuse
6699-99 p Personal Service Workers nec

6395-11 p Beauty Therapist
6395-13 p Natural Remedy Consultant

6396-11 Fitness Instructor
2505-99 p Extra-Systemic Teachers and Instructors nec
6396-13 Outdoor Adventure Leader
2505-99 p Extra-Systemic Teachers and Instructors nec

6396-11 p Fitness Instructor
6396-13 p Outdoor Adventure Leader

6397-11 Travel Agent
6507-11 Travel Agent (Commercial)
6397-13 Tourist Information Officer
6507-13 Tourist Officer
6397-15 Tour Guide
6699-13 Tourist Guide

6397-11 p Travel Agent
6397-13 p Tourist Information Officer
6397-15 p Tour Guide

6399-11 Museum or Gallery Attendant
6699-99 p Personal Service Workers nec
6399-13 Driving Instructor
2505-19 Driving Instructor
6399-15 Animal Attendant
8999-11 Animal Attendant
6399-17 Pest and Weed Controller
8999-13 Pest and Weed Controller
6399-79 Intermediate Service Workers nec
6699-99 p Personal Service Workers nec

7 Intermediate Production and Transport Workers

7111-11 General Construction Plant Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-11 p Bulldozer Operator
7201-13 p Scraper Operator (Earthmoving)
7201-15 p Backhoe Operator
7201-17 p Trench-Digging Machine Operator
7201-19 p Loader Operator (Earthmoving)
7201-27 p Grader Operator
7201-29 p Excavator Operator
7201-91 p Trainee Excavating and Earthmoving Plant Operator
7207-01 p Supervisor, Paving and Surfacing Plant Operators
7207-11 p Paving Plant Operator
7207-13 p Road Roller Operator

7111-11 p General Construction Plant Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-11 p Bulldozer Operator
7201-13 p Scraper Operator (Earthmoving)
7201-15 p Backhoe Operator
7201-17 p Trench-Digging Machine Operator
7201-19 p Loader Operator (Earthmoving)
7201-27 p Grader Operator
7201-29 p Excavator Operator
7201-91 p Trainee Excavating and Earthmoving Plant Operator
7207-01 p Supervisor, Paving and Surfacing Plant Operators
7207-11 p Paving Plant Operator
7207-13 p Road Roller Operator

7111-13 Bulldozer Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-11 p Bulldozer Operator
7201-13 p Scraper Operator (Earthmoving)

7111-13 p Bulldozer Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-11 p Bulldozer Operator
7201-13 p Scraper Operator (Earthmoving)

7111-15 Backhoe Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-15 p Backhoe Operator

7111-15 p Backhoe Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-15 p Backhoe Operator

7111-17 Loader Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-19 p Loader Operator (Earthmoving)

7111-17 p Loader Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-19 p Loader Operator (Earthmoving)

7111-19 Grader Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-27 p Grader Operator

7111-19 p Grader Operator
7201-01 p Supervisor, Excavating and Earthmoving Plant Operators
7201-27 p Grader Operator
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<td>7209-13 Amenity Horticulture Machine Operator</td>
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<td>7122-11 Crane, Hoist or Lift Operator</td>
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**8 Elementary Clerical, Sales and Service Workers**

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<td>Mail Clerk</td>
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<td>8911-01 Supervisor, Guards and Security Officers 8911-11 Railway Patrol Officer 8911-13 Security Officer</td>
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<td>8901-11 Door Attendant 8901-13 Entertainment Usher 8901-15 Ticket Taker</td>
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<td>8312-13 Luggage Porter or Doorperson</td>
<td>8901-11 Door Attendant 8905-11 Luggage Porter</td>
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<td>Supervisor, Cleaners</td>
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<td>p Welder (Third Class)</td>
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<td>Pulp, Papermaking and Paper Products Factory Hand</td>
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<td>9921-11 General Farm Hand</td>
<td>8201-11 <em>p</em> Livestock and Field Crop Farm Hand</td>
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<td>9921-13 Fruit, Vegetable or Nut Farm Hand</td>
<td>8201-13 Fruit, Vegetable and Nut Farm Hand</td>
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<td>9921-15 Stud Hand or Stable Hand</td>
<td>8201-11 <em>p</em> Livestock and Field Crop Farm Hand</td>
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<td>4705-99 p Cooks nec</td>
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<td>9933-11 Pastrycook’s Assistant</td>
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END NOTES

The following notes refer to Appendix B, the concordance between ASCO Second Edition and ASCO First Edition.

(1) 3311-11 Shop Managers  
     3399-79 Managing Supervisors nec

Shop Managers and Managing Supervisors of small businesses which do not necessarily have a hierarchy of managers, are now classified in Major Group 3Associate Professionals. In ASCO First Edition they were classified in Major Group 1 Managers and Administrators.

The concordance should be used as an indication of the degree of comparability in data with extreme caution in these cases, because of significant changes in the way these occupations are handled in the coding index. For example, when coding ‘shop managers’ in First Edition, those respondents who stated their occupation as ‘shop managers’ and their main tasks as ‘selling and serving’ were coded to 6301-nn Salespersons instead of 1501-11 Shop Manager. In the Second Edition, occupation title responses ‘shop manager’ are coded to 3311-11 Shop Manager, irrespective of any other task information provided. There are two exceptions. ‘Shop manager, dispensing drugs’ is coded to 2382-15 Retail Pharmacist at Skill Level 1. ‘Shop manager, hairdressing’ is coded to 3399-17 Hair and Beauty Salon Manager at Skill Level 2.

Overall this change in coding practice will lead to an increase in the frequency of ‘shop managers’ reported in statistical collections. The detailed link file, which will be available following the completion of data processing of the 1996 Census of Population and Housing, will provide proportional links for such cases.

(2) 3392-11 Customer Service Manager  
     6111-11 General Clerk  
     6153-17 Sales Clerk  
     6314-11 Personal Care Assistant  
     8116-11 Office Trainee  
     8297-11 Sales and Service Trainee

These are new occupations in ASCO Second Edition which conceptually were not included in the First Edition. The concordance provides a general indication of where data collected in censuses and surveys about these occupations would have been coded in ASCO First Edition. The detailed link file, which will be available following the completion of data processing of the 1996 Census of Population and Housing, will provide proportional links for such cases.
(3)  **6143-11 Bank Worker**

This is a new occupation in ASCO Second Edition. The First Edition occupation 6401-11 Teller is included in the new occupation, together with various other parts of occupations from First Edition. This is because information collected during the development of the Second Edition indicated that significant multi-skilling had taken place in the banking industry leading to the virtual disappearance of many traditional clerical occupations from this industry. The coding methodology used for the First Edition, coded bank workers or bank clerks according to the tasks reported.

For example, a response such as ‘Bank clerk, ledger examination’ would have been coded to 5301-11 Bookkeeper. Similarly, a response indicating tasks such as ‘batching cheques’ would have been coded to 5499-11 Other Filing, Sorting and Copying Clerks. Therefore this concordance provides a general conceptual link only.

The detailed link file, which will be available following the completion of data processing of the 1996 Census of Population and Housing, will provide proportional links for such cases.
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**D**

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- Dairy Cattle Grazier
- Dairy Cattle Stud Farmer
- Dairy Factory Hand
- Dairy Farmer
- Dairy Quality Assurance Officer
- Dairy Technician
- Dance Teacher (Private)
- Dance Therapist
- Dancer or Choreographer
- Dark Room Attendant
- Data Entry Operator
- Data Processing Operator
- Database Administrator
- Database Analyst
- Database Designer
- Database Programmer (Systems)
- Debarker Operator
- Debt Collector
- Deck Hand
- Deck Officer
- Deer Farmer
- Defence Force Member Not Elsewhere
  - Included
    - 401
    - Delivery Clerk
    - Delivery Driver
    - Demi Chef
    - Demographer
    - Dental Assistant
    - Dental Chairside Assistant
    - Dental Hygienist
    - Dental Nurse
    - Dental Practitioner
    - Dental Prosthetist
    - Dental Specialist
    - Dental Technician
    - Dental Therapist
    - Dentist
    - Derivatives Dealer
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<td>SYDNEY</td>
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<td>(02) 9268 4611</td>
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<td>MELBOURNE</td>
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Client Services, ABS, PO Box 10, Belconnen ACT 2616