

**ASCO**

**Australian Standard  
Classification of  
Occupations**

**Second Edition**

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AUSTRALIAN BUREAU OF STATISTICS

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- 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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## PREFACE

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.

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July 1997

## LIST OF ABBREVIATIONS

ABS	Australian Bureau of Statistics
AQF	Australian Qualifications Framework
ASCO	Australian Standard Classification of Occupations
CAE	College of Advanced Education
DEETYA	Department of Employment, Education, Training and Youth Affairs
ISCO	International Standard Classification of Occupations
nec	not elsewhere classified
nfd	not further defined
NZSCO	New Zealand Standard Classification of Occupations
TAFE	Technical and Further Education

## 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 REVIEW OF ASCO  
FIRST EDITION *continued*

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.



## CODING OCCUPATION INFORMATION

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 *ASCO 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 *ASCO 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.

## REVIEWS AND REVISIONS TO ASCO

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.

INTERNATIONAL  
COMPARABILITY

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.

NEW ZEALAND STANDARD  
CLASSIFICATION OF  
OCCUPATIONS

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.

## CLASSIFICATION CRITERIA

*continued*

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 work force, 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.

APPLICATION OF THE  
CRITERIA *continued*

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 work force, 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.

Skill level of the major  
groups

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.

## APPLICATION OF THE

CRITERIA *continued*

Skill level and the Australian Qualifications Framework (AQF)

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.

APPLICATION OF THE  
CRITERIA *continued*

The following table illustrates the assignment of the major groups to the five skill levels:

<i>Major Group</i>	<i>Skill Level</i>
1 Managers and Administrators	1
2 Professionals	1
3 Associate Professionals	2
4 Tradespersons and Related Workers	3
5 Advanced Clerical and Service Workers	3
6 Intermediate Clerical, Sales and Service Workers	4
7 Intermediate Production and Transport Workers	4
8 Elementary Clerical, Sales and Service Workers	5
9 Labourers and Related Workers	5

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.

## Apprentices and trainees

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.



APPLICATION OF THE  
CRITERIA *continued*

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.

## Supervisory occupations

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.

STRUCTURAL CHANGE IN  
THE LABOUR FORCE

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 work force 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 work force 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.

## STATISTICAL BALANCE

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.

CRITERIA	The structure of ASCO is defined in terms of two broad criteria—skill level and skill specialisation.
SKILL LEVEL	<p>The skill level of an occupation is a function of the range and complexity of the set of tasks involved.</p> <p>This is measured by the:</p> <ul style="list-style-type: none"> <li>■ formal education and/or training</li> <li>■ previous experience</li> </ul> <p>usually required for entry into an occupation.</p> <p><b>Formal education</b> 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.</p> <p><b>Previous experience</b> 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.</p> <p>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):</p> <ul style="list-style-type: none"> <li>■ breadth/depth of knowledge required</li> <li>■ range of skills required</li> <li>■ variability of operating environment</li> <li>■ level of autonomy as determined by the degree of discretion and choice which may be required to perform the set of tasks.</li> </ul>
SKILL SPECIALISATION	<p>This criterion is used to group occupations according to <i>type</i> of skill. It is measured by:</p> <ul style="list-style-type: none"> <li>■ field of knowledge required</li> <li>■ tools and equipment used</li> <li>■ materials worked on</li> <li>■ goods or services provided.</li> </ul>

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.

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

*continued*

- 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:

	<i>First Edition</i>	<i>Second Edition</i>
Major group	8	9
Sub-major group	n.a.	35
Minor group	52	81
Unit group	282	340
Occupation	1 079	986

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.

## Major, sub-major, minor and unit group definitions

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.

FORMAT OF THE  
DEFINITIONS *continued*

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.

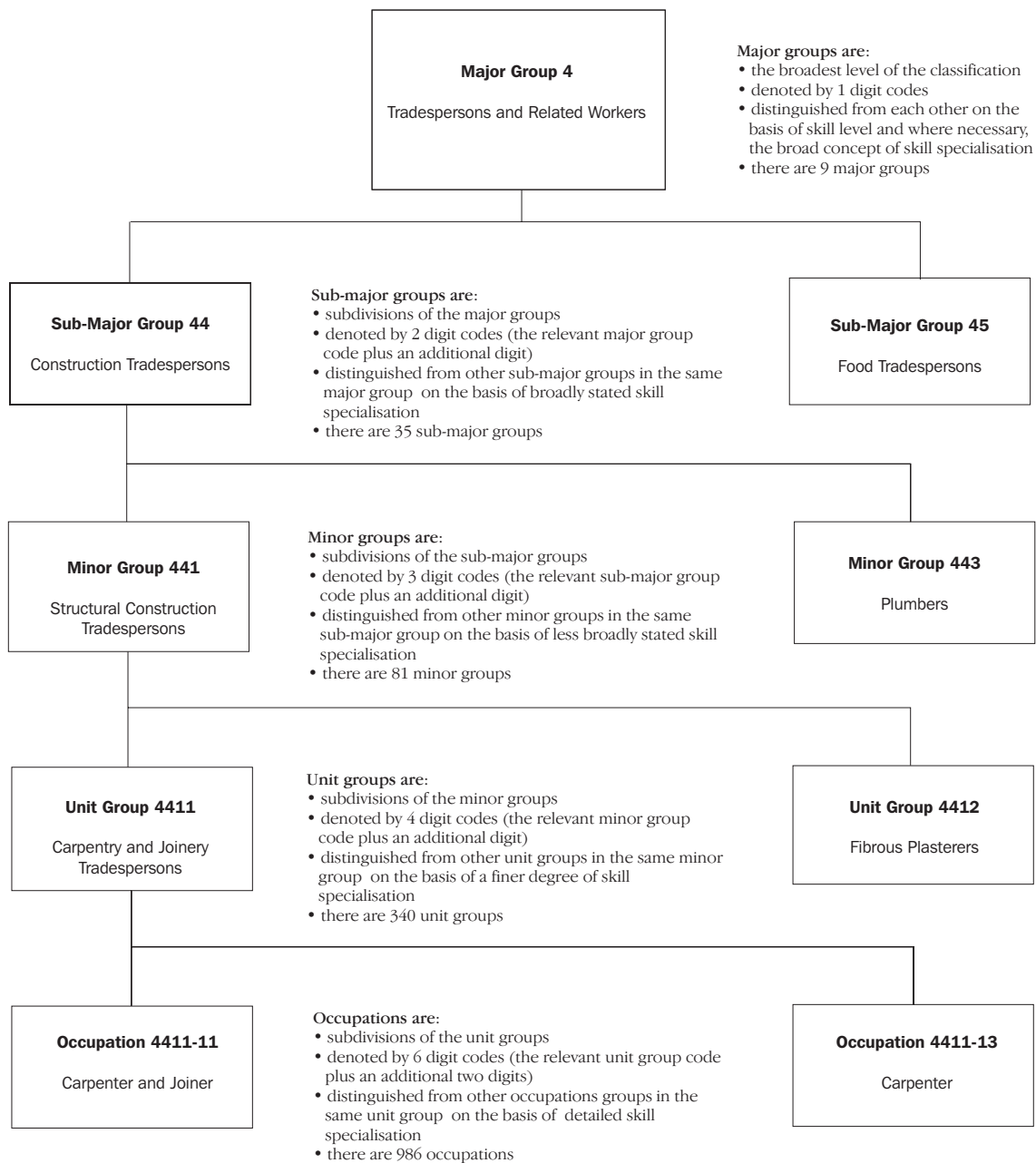
*Specialisation titles* There are commonly occurring titles referring to a subset of jobs belonging to the occupation designated in the principal title. These jobs involve the performance of specialised tasks rather than the broader range of tasks usually performed in the occupation.

PROFILE OF THE ASCO  
SECOND EDITION STRUCTURE

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 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

- 253 ARTISTS AND RELATED PROFESSIONALS
  - 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
- 254 MISCELLANEOUS PROFESSIONALS
  - 2541 Air Transport Professionals
  - 2542 Sea Transport Professionals
  - 2543 Occupational and Environmental Health Professionals
  - 2549 Other Professionals

### 3 ASSOCIATE PROFESSIONALS

#### 31 SCIENCE, ENGINEERING AND RELATED ASSOCIATE PROFESSIONALS

- 311 MEDICAL AND SCIENCE TECHNICAL OFFICERS
  - 3111 Medical Technical Officers
  - 3112 Science Technical Officers
- 312 BUILDING AND ENGINEERING ASSOCIATE PROFESSIONALS
  - 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

#### 32 BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS

- 321 FINANCE ASSOCIATE PROFESSIONALS
  - 3211 Branch Accountants and Managers (Financial Institution)
  - 3212 Financial Dealers and Brokers
  - 3213 Financial Investment Advisers
- 329 MISCELLANEOUS BUSINESS AND ADMINISTRATION ASSOCIATE PROFESSIONALS
  - 3291 Office Managers
  - 3292 Project and Program Administrators
  - 3293 Real Estate Associate Professionals
  - 3294 Computing Support Technicians

#### 33 MANAGING SUPERVISORS (SALES AND SERVICE)

- 331 SHOP MANAGERS
  - 3311 Shop Managers
- 332 HOSPITALITY AND ACCOMMODATION MANAGERS
  - 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
- 339 MISCELLANEOUS MANAGING SUPERVISORS (SALES AND SERVICE)
  - 3391 Sport and Recreation Managers
  - 3392 Customer Service Managers
  - 3393 Transport Company Managers
  - 3399 Other Managing Supervisors (Sales and Service)

#### 34 HEALTH AND WELFARE ASSOCIATE PROFESSIONALS

- 341 ENROLLED NURSES
  - 3411 Enrolled Nurses
- 342 WELFARE ASSOCIATE PROFESSIONALS
  - 3421 Welfare Associate Professionals
- 349 MISCELLANEOUS HEALTH AND WELFARE ASSOCIATE PROFESSIONALS
  - 3491 Ambulance Officers and Paramedics
  - 3492 Dental Associate Professionals
  - 3493 Aboriginal and Torres Strait Islander Health Workers
  - 3494 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
- 443 PLUMBERS
  - 4431 Plumbers

**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 Packers 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
- 1111-13 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)
- 1222-13 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
- 1292-13 Medical Administrator

##### 1293 EDUCATION MANAGERS

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

##### 1294 COMMISSIONED OFFICERS (MANAGEMENT)

- 1294-11 Commissioned Defence Force Officer
- 1294-13 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
  - 1296-13 Artistic Director
- 1299 OTHER SPECIALIST MANAGERS
  - 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

## 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 SCIENTISTS
  - 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
  - 2114-13 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
- 2115 MEDICAL SCIENTISTS
  - 2115-11 Medical Scientist
- 2119 OTHER NATURAL AND PHYSICAL SCIENCE PROFESSIONALS
  - 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

**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  
 2312-23 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  
 2381-13 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  
2391-13 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
  - 2512-13 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  
 2539-13 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  
 2543-13 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  
 3112-13 Earth Science Technical Officer  
 3112-15 Life 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  
 3293-13 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  
3421-13 Youth Worker  
3421-15 Residential Care Officer  
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  
3491-13 Intensive Care Ambulance Paramedic

3492 DENTAL ASSOCIATE PROFESSIONALS  
3492-11 Dental Therapist  
3492-13 Dental Hygienist  
3492-15 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

## 4 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  
 4122-83 Apprentice Welder
- 4123 FORGING TRADESPERSONS  
 4123-01 Supervisor, Forging Tradespersons  
 4123-11 Blacksmith  
 4123-13 Farrier  
 4123-81 Apprentice Blacksmith  
 4123-83 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  
 4126-13 Electroplater (First Class)  
 4126-81 Apprentice Metal Polisher  
 4126-83 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)
  - 4311-15 Lift Mechanic
  - 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****4511 MEAT TRADESPERSONS**

- 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

**4512 BAKERS AND PASTRYCOOKS**

- 4512-01 Supervisor, Bakers and Pastrycooks
- 4512-11 Baker
- 4512-13 Pastrycook
- 4512-81 Apprentice Baker
- 4512-83 Apprentice Pastrycook

**4513 COOKS**

- 4513-11 Cook
- 4513-81 Apprentice Cook or Chef

**4519 OTHER FOOD TRADESPERSONS**

- 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

**46 SKILLED AGRICULTURAL AND HORTICULTURAL WORKERS****461 SKILLED AGRICULTURAL WORKERS****4611 FARM OVERSEERS**

- 4611-11 Farm Overseer

**4612 SHEARERS**

- 4612-11 Shearer

**4613 WOOL, HIDE AND SKIN CLASSERS**

- 4613-11 Wool Classer
- 4613-13 Hide and Skin Classer

**4614 ANIMAL TRAINERS**

- 4614-11 Horse Trainer
- 4614-79 Animal Trainers nec

**462 HORTICULTURAL TRADESPERSONS****4621 NURSERYPERSONS**

- 4621-11 Nurseryperson
- 4621-81 Apprentice Nurseryperson

**4622 GREENKEEPERS**

- 4622-11 Greenkeeper
- 4622-81 Apprentice Greenkeeper

**4623 GARDENERS**

- 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

**49 OTHER TRADESPERSONS AND RELATED WORKERS****491 PRINTING TRADESPERSONS****4911 GRAPHIC PRE-PRESS TRADESPERSONS**

- 4911-11 Graphic Pre-Press Tradesperson
- 4911-81 Apprentice Graphic Pre-Press Tradesperson

**4912 PRINTING MACHINISTS AND SMALL OFFSET PRINTERS**

- 4912-11 Printing Machinist
- 4912-13 Small Offset Printer
- 4912-81 Apprentice Printing Machinist
- 4912-83 Apprentice Small Offset Printer

**4913 BINDERS AND FINISHERS**

- 4913-11 Binder and Finisher
- 4913-81 Apprentice Binder and Finisher

- 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)  
 4921-13 Wood Turner  
 4921-81 Apprentice Wood Machinist  
 4921-83 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  
 4981-13 Boat Builder and Repairer  
 4981-81 Apprentice Shipwright  
 4981-83 Apprentice Boat Builder and Repairer
- 4982 GLASS TRADESPERSONS  
 4982-11 Flat Glass Tradesperson  
 4982-13 Glass Blower  
 4982-81 Apprentice Flat Glass Tradesperson  
 4982-83 Apprentice Glass Blower
- 4983 JEWELLERS AND RELATED TRADESPERSONS  
 4983-11 Jeweller  
 4983-13 Gem Cutter and Polisher  
 4983-81 Apprentice Jeweller  
 4983-83 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  
5991-13 Law Clerk  
5991-15 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  
5996-13 Flight Attendant  
5996-79 Travel Attendants nec
- 5999 OTHER MISCELLANEOUS ADVANCED CLERICAL AND SERVICE WORKERS  
5999-11 Radio Despatcher  
5999-13 Auctioneer  
5999-15 Visual Merchandiser  
5999-17 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
  - 6193-13 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
- 6212-13 Motor Vehicle Parts Interpreter

**6213 RETAIL AND CHECKOUT SUPERVISORS**

- 6213-11 Retail Supervisor
- 6213-13 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
- 6314-13 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 Cabling 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
- 7311-13 Furniture Removalist

**7312 BUS AND TRAM DRIVERS**

- 7312-11 Bus Driver
- 7312-13 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
- 7315-13 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
  - 7913-13 Steel Fixer
  - 7913-15 Structural Steel Erector
  - 7913-17 Construction Rigger
- 7914 INSULATION AND HOME IMPROVEMENTS INSTALLERS
  - 7914-11 Building Insulation Installer
  - 7914-13 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
  - 7996-13 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
  - 8112-13 Postal Sorting Officer
- 8113 SWITCHBOARD OPERATORS
  - 8113-11 Switchboard Operator
- 8114 MESSENGERS
  - 8114-11 Courier
  - 8114-13 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****8211 SALES ASSISTANTS**

- 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

**829 MISCELLANEOUS ELEMENTARY SALES WORKERS****8291 CHECKOUT OPERATORS AND CASHIERS**

- 8291-11 Checkout Operator
- 8291-13 Office Cashier

**8292 TICKET SALESPERSONS**

- 8292-11 Ticket Seller
- 8292-13 Transport Conductor

**8293 STREET VENDORS AND RELATED WORKERS**

- 8293-11 Street Vendor
- 8293-13 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

**8296 SERVICE STATION ATTENDANTS**

- 8296-11 Service Station Attendant

**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****8311 GUARDS AND SECURITY OFFICERS**

- 8311-11 Security Officer
- 8311-13 Armoured Car Escort
- 8311-79 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
- 8319-23 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
9111-13	Domestic Cleaner
9111-15	Carpet 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
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**9212 PRODUCT ASSEMBLERS**

9212-11	Product Assembler
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**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
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**9222 PACKAGERS AND CONTAINER FILLERS**

9222-11	Packager and Container Filler
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**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
9911-13	Driller's Assistant

**9912 EARTHMOVING LABOURERS**

9912-11	Earthmoving Labourer
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**9913 PAVING AND SURFACING LABOURERS**

9913-11	Paving and Surfacing Labourer
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**9914 SURVEY HANDS**

9914-11	Survey Hand
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**9915 RAILWAY LABOURERS**

9915-11	Railway Labourer
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**9916 CONSTRUCTION AND PLUMBER'S ASSISTANTS**

9916-11	Construction Assistant
9916-13	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
  - 9922-13 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 Handy person
- 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

<b>Occupations:</b>	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 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
- arranges submission of plans to local authorities
- 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 estimates, financial statements and reports of import-export 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
- maintaining the company and subsidiary share registers, and accounting for dividend payments
- 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
- maintains the company and subsidiary share registers, and accounts for dividend payments
- 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 and work 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
- controls the preparation of production records and reports
- 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)

Mine Manager  
Mine Superintendent

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

### 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 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 is required in addition to 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

Welfare Project 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 Grazier

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
- 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

## 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 Grazier

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 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
- 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 shear and crutch sheep, class wool and attend wool auctions
- 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
- maintains farm buildings, fences, water systems and equipment
- 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
- 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:**

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



## 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

<b>Occupations:</b>	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 shaves 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 select, train and supervise staff and contractors

**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, selects and purchases equipment
- may select, train and supervise staff and contractors

**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:**

Olericulturalist

**1313-21 Flower Grower**  
Floriculturist

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, debudding, 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 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 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

<b>Occupations:</b>	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 tissue
- 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

<b>Occupations:</b>	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 Forester**

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-forestation 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
- undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land 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  
Hydrolics 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 fulfil 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

**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

## MINOR GROUP 221

### ACCOUNTANTS, AUDITORS AND CORPORATE TREASURERS

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

### 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 instance 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

<b>Occupations:</b>	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)

Represents 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
- quotes prices and credit terms, records orders, 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)

Represents 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

<b>Occupations:</b>	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

<b>Occupations:</b>	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
- applying mathematical principles and techniques to the solution of problems in research, development, production, distribution and other functional areas
- liaising with management and clients to determine the area to be surveyed or examined
- specifying the data to be collected and the methodology to be used in collection and analysis
- evaluating and describing the reliability and utility of source information
- defining, analysing and solving complex financial and business problems relating to areas such as insurance premiums, annuities, pensions and dividends
- examining financial projections for general insurance companies, finance companies and other institutions
- advising governments on the design and implementation of financial policies in such areas as superannuation funds and pensions, sickness, retirement and unemployment schemes

**Occupations:** 2293-11 Mathematician  
2293-13 Statistician  
2293-15 Actuary

### 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

### 2293-13 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

- 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

### 2293-15 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 Procedures 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. Registration or licensing may be required.

### 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

<b>Occupations:</b>	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

### 2324-11 Registered Midwife Certified Midwife

Provides care and advice during pregnancy, labour and birth and provides postnatal care for women and babies.

### Skill Level:

The entry requirement for this occupation is a bachelor degree or higher qualification. Registration or licensing is required.

### Tasks Include:

- provides advice and support to women during pre-conception, antenatal and postnatal periods
- provides care and management of pregnancy and birth
- assesses progress and recognises warning signs of abnormal or potentially abnormal pregnancies requiring referral to a medical practitioner
- monitors the condition of the woman and foetus during pregnancy and throughout labour
- conducts health education classes and seminars to promote the health of mothers and infants
- provides advice on nutrition, child care and family planning
- provides advice and support to women regarding parenting skills and care and feeding of babies
- provides supervision to students of midwifery, and nursing and other health care professionals
- coordinates the care given by other health care workers involved with maternity care

## 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

Occupations: 2325-11 Registered Mental Health Nurse

### 2325-11 Registered Mental Health Nurse Psychiatric Nurse

Treats and cares 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 occupation is a bachelor degree or higher qualification. Registration or licensing is required.

### Tasks Include:

- provides treatment, therapy, clinical support, continuing care, residential support and rehabilitation services in collaboration with other health care professionals and carers
- advises on structuring the environment to enable clients to lead normal, healthy, functioning lives
- conducts comprehensive and specific mental health assessments and reports and evaluates interventions and health care services
- administers, supervises and monitors medications prescribed and initiates appropriate interventions
- 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

## 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  
 Periodontist  
 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
- conducting research to develop or improve pharmaceuticals, cosmetics and related chemical products
- 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
- compounds 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.

### Tasks Include:

- conducts tests to evaluate and assess emotional, psychological developmental and physical capabilities
- tests and trains patients with perceptual motor problems, learning or developmental disabilities
- assesses and trains people with disabilities in self-care and daily living activities and provides aids and adaptations to assist performance, independence and productivity
- assesses patients' vocational potential and provides work adjustment training and work experience
- plans and directs programs through the use of vocational, recreational, remedial, social and educational activities, conducted on an individual or group basis
- records patients' activities, responses and progress

## 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.

### Tasks Include:

- examines patients' eyes and sets visual tests to determine the nature and extent of vision problems and abnormalities
- prescribes and may dispense lenses, contact lenses and low vision aids and check suitability and comfort
- detects, diagnoses and manages eye disease and refers patients to, and receives referrals from other health providers
- provides advice on visual issues such as contact lens care, vision-care of the elderly, optics, visual ergonomics, occupational and industrial eye safety and research
- may dispense lenses, contact lenses and low vision aids
- may advise patients on eye exercises to correct defective eye muscles and on lighting and visual habits

## 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

### 2385-11      Physiotherapist Physical Therapist

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 life style

## 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

<b>Occupations:</b>	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 Nutritionist

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

## 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 aides 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

<b>Occupations:</b>	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

**2414-15 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

**2414-79 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 run workshops for parents regarding complex aspects of raising children
- 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 formulating plans for treatment
- developing, administering and evaluating individual and group treatment programs
- conducting research studies of motivation in learning, group performance and individual differences in mental abilities and educational performance
- 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
- developing interview techniques, psychological tests and other aids in selection, placement, appraisal and promotion
- conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management

<b>Occupations:</b>	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 assesses 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 modelling 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

### 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

<b>Occupations:</b>	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 deadline, 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.

**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 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.

**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 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 by producer
- reads and evaluates news reports and suggestions for stories

**2534-19 Copywriter**

Designs and composes written material to advertise 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:**

- 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, text books, handbooks, and other multi-media products, usually for education or corporate purposes.

**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 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.

**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:**

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.

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 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 Script Co-ordinator

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 of 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 musical, news, sports or special events programs

## 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
- overseeing 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

<b>Occupations:</b>	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:

- oversees 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 set and properties, and 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
- 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**

Technical Producer

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

<b>Occupations:</b>	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

<b>Occupations:</b>	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 taxiing, 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  
Gliding 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

<b>Occupations:</b>	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

**2542-17 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

**2542-19 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

**2542-79 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.

<b>Occupations:</b>	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**

Recreation Adviser

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  
Cytopathology 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

<b>Occupations:</b>	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
- assesses building plans submitted for approval
- 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

### Specialisations:

Electrical Engineering Design Draftsperson  
 Electrical Engineering Drafting Officer  
 Relays Draftsperson  
 Substation Design Draftsperson

### 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

## 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  
 Tool Designer

### 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 new 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

## MINOR GROUP 321

## 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  
Fixed Interest Dealer  
Foreign Exchange Dealer

**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 arbitrage of stocks and contracts

**Specialisations:**

Grain Buyer  
Livestock Trader  
Wool Broker  
Mineral Broker

**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

**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 operate an on-course telephone betting service
- may place lay off bets with other bookmakers to offset potential losses
- may supervise Bookmaker's Clerks

**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 Financial Planning 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

### 3292-11 Project or Program Administrator Project Co-ordinator

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. Registration or licensing is required.

#### 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 Building 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 residential tenancies tribunal
- conducts regular reviews of the rental market to assess appropriateness of current rent

### 3293-15 Real Estate Salesperson Real Estate Sub-Agent

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 sales 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

## SUB-MAJOR GROUP 33

### 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**  
Store 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**

Hotelier  
Publican

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)

## UNIT GROUP 3391 SPORT AND RECREATION MANAGERS

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

### 3391-11 Fitness Centre Manager Fitness Centre Administrator

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

### 3391-13 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

### 3391-15 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

### 3391-79 Sport and Recreation Managers nec

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 of 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:**

Embalmer

**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

Youth Officer  
Youth Support 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** 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 Dental Prosthetist

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      MESSAGE THERAPISTS

MESSAGE 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 Produce 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

Inspects 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	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

### 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

**3993-17 Other Sportsperson**

Competes in sporting events.

**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 may be required.

**Tasks Include:**

- trains for events under the guidance of coaches to improve fitness, skills and mental preparation
- assesses other competitors and conditions at venues
- decides on strategies in consultation with coaches
- practices, and plays in competitions
- may undertake promotional and media duties
- may coach junior or other teams, and run coaching clinics
- may arrange financial sponsorship or contracts

**Specialisations:**

Athlete  
 Cricketer  
 Cyclist  
 Lifeguard  
 Racing Driver  
 Surfer  
 Tennis Player

**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

**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 of horses or dogs, and approves equipment changes
- determines violations of racing rules and imposes penalties
- orders the removal of unfit horses or dogs from races
- observes the entry of horses or dogs into starting gates or boxes to ensure proper starting arrangements are observed
- observes races, hears and decides protests
- may decide placegetters and post results
- may allocate weight in order to create a competitive contest
- may manage progress of horses through designated classes

**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 decide on results, and record and announce scores
- may be involved in the administration of teams and sportspersons
- may be responsible for equipment

**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:

- supervises and coordinates the activities of fire fighters
- responds to fire alarms and emergency calls

- 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

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.

### Tasks Include:

- 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

## 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:

- reads and interprets drawings and specifications
- sets up and adjusts metalworking machines and equipment

- 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

<b>Occupations:</b>	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 Tuner  
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

<b>Occupations:</b>	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)

### 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)

Aircraft Engine Fitter  
 Airframe 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)**

Inspects, 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)  
Aircraft Electrical Engineer**

Inspects, 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

<b>Occupations:</b>	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 Boilermaker

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 jiggling
- 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
- guides electrodes along weld lines
- 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

**4123-81 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 providers 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

**4123-83 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

## 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:

Supervisor, Metal Spinners

### 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, brazing or otherwise joining
- 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:

Metal Spinner  
Sheetmetal Patternmaker

### 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

### 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

- 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

### 4125-81 Apprentice Metal Casting Tradesperson

Works and studies under a contractual training agreement to learn the skills of a Metal Casting 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 Metal Casting 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 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

Supervisor, Vehicle 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

Apprentice Vehicle 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
- adjusting engine control systems and timing
- 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

<b>Occupations:</b>	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**

Lift Electrician

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 airconditioning 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

Assembles, installs, maintains and repairs refrigeration and airconditioning 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:

- 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

### 4313-11 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

### 4313-13 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 sub-stations 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

### 4313-81 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 Joiner**

Works and studies under a contractual training agreement to learn the skills of a Cable Joiner.

**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 Joiner
- 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.

<b>Occupations:</b>	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 Radio and Television Repairer

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 Carpentry 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 pre-fabricated 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 install door handles, locks, hardware, flooring underlay, suspended ceilings, insulating materials and other fixtures
- 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 Carpentry 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 Carpentry 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 sand paper

**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**  
Fibrous Plaster Fixer  
Plasterboard Fixer  
Fibrous Plaster Setter

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 sand paper
- 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

## 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 Blocklayer

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

### Specialisations:

Arch Builder  
Chimney Builder  
Refractory Bricklayer  
Retort Setter (Bricklaying)  
Tuckpointer

### 4414-81 Apprentice Bricklayer

Works and studies under a contractual training agreement to learn the skills of a Bricklayer.

### 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 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

Cement Plasterer  
Cement Renderer

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

<b>Occupations:</b>	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

## 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

## 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 Finishers

### 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 and ancillary equipment associated with the use of fuel gases, including Liquefied 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 Liquefied Petroleum Gas systems in caravans and marine craft
- undertakes maintenance of gas appliances
- may maintain pipes, appliances, flues 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 disinfections 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 ventilator 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

<b>Occupations:</b>	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
- portions 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 mashes
- 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, coats, 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



## SUB-MAJOR GROUP 46

### 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

Classifies 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 NURSERYPERSONS**

NURSERYPERSONS 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

<b>Occupations:</b>	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 and installs facilities such as ferneries, barbecues, play structures and garden furniture
- 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  
 Lithographic 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.

### 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

### 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:

- 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

### 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 Small Offset 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

## 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 art work 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:

- studies drawings or reads work orders or specifications to determine set-up data
- positions and secures wood stock in lathes
- adjusts turning speeds to size of work

- 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

## 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
- butt 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

### Specialisations:

French Polisher

### 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

<b>Occupations:</b>	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:

Loftsman/woman (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

<b>Occupations:</b>	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

### Specialisations:

Glass Bender  
Glass Blowing Lathe Operator

### 4982-81 Apprentice Flat Glass Tradesperson

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

Works and studies under a contractual training agreement to learn the skills of a Glass Blower.

### 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

<b>Occupations:</b>	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
- arranges 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

**Occupations:**

- 4987-01 Supervisor, Chemical, Petroleum and Gas Plant Operators
- 4987-11 Chemical Plant Operator
- 4987-13 Petroleum and Gas Plant Operator

### 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 Surfer 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



## SUB-MAJOR GROUP 59

### OTHER ADVANCED CLERICAL AND SERVICE WORKERS

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

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.

### Tasks Include:

- assesses credit ratings and investment risks against pre-determined policy standards
- authorises the approval of loan or credit applications or recommends loan or credit conditions and limits
- contacts financial and credit institutions to obtain information about customers
- obtains and analyses information about clients
- maintains records and prepares reports on findings and on defaulting customers
- supplies information to financial and credit institutions on customers' credit standing
- may recommend or approve and arrange mortgages

## 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** Legal 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.

<b>Occupations:</b>	5999-11	Radio Despatcher
	5999-13	Auctioneer
	5999-15	Visual Merchandiser
	5999-17	Photographer's Assistant

### 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 years 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 years 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 years 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 years 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  
                              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 1 years 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**

Data Processing 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 1 years 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 years 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 1 years 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 years 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 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 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 1 years 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 years 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 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 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 years 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 years 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
- computes 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 experiences 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 years 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

<b>Occupations:</b>	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 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 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 years relevant experience.

#### Tasks Include:

- counts incoming stock and reconciles it with requisitions
- updates inventory and stock location records
- processes orders
- prepares requisitions
- conducts stocktakes, 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 years 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 years 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 years 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 years 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 1 years 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
- refers complex inquiries to expert advisers
- 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 1 years 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 years 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 years 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 years 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 years 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 1 years 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 Legal Recoveries Officer

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 1 years 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 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 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 1 years 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 years 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

<b>Occupations:</b>	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 years 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, groceries, and other household 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 years 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 years 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 years 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 years 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 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 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 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 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 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 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 years 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 years 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 years 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 years 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 years 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

<b>Occupations:</b>	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 years 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 years 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 years relevant experience.

#### Tasks Include:

- organises refuge accommodation
- provides emotional support to residents of refuges
- refers people to others for assistance
- ensures security of refuge

**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 years 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 years 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 years 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 Trainees

**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 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:

- 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 years relevant experience.

**Tasks Include:**

- observing the conduct and behaviour of prisoners, to prevent disturbances and escapes
- inspecting and maintaining the security of locks, window bars, 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 1 years relevant experience.

**Tasks Include:**

- observes the conduct and behaviour of prisoners, to prevent disturbances and escapes
- inspects and maintains the security of locks, window bars, 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

Outdoor Adventure Guide

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
- plans and supervises outdoor activity skill practice sessions
- supervises and controls individuals and groups involved in outdoor adventure journeys
- demonstrates the use of equipment required for participation
- provides advice on safety measures and risk minimisation strategies for outdoor adventure activities
- ensures risk minimisation procedures are practiced
- responds to emergencies during adventure activities by providing first aid assistance and organises means of evacuation
- may provide advice on such matters as equipment selection and appropriateness of particular destinations or activities

### 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 Tourist 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

- transfers animals between enclosures by leading or carrying them, or by opening and closing doors between cages
- dusts and sprays insecticides on animals and birds to control insect pests, or immerses them in insecticide baths
- positions and restrains animals for veterinary treatment
- may, under the direction of trained staff, perform veterinary procedures such as giving injections or medication to animals

### 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
- proofs buildings against birds, insects, possums and other pests
- 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

#### Specialisations:

Scraper Operator (Earthmoving)

### 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.

<b>Occupations:</b>	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 Linemarker

## 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 cranes 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 System 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

Occupations:       7124-11 Pulp Mill Operator  
                           7124-13 Paper Mill Operator

### 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  
 Refinerman (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 assembles 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 clinker.

**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
- signals end of discharging and assesses the quality of mixed concrete
- 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
- 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 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 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

<b>Occupations:</b>	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

**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

**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 Fleshing Machine Operator  
Leather Splitting and Shaving Operator  
Tanner

**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
- lasts 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

**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  
Textiles 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 Cablemaking 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

**7291-15 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

**7291-17 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

**7291-79 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 sluing 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

<b>Occupations:</b>	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 PHOTOGRAPHIC 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

### 7298-11 Photographic Developer and Printer

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
- controlling lighting, heating and ventilation on buses or trams
- 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
- assists passengers with handling of luggage
- 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

**7911-11 Miner**

Mining Plant Operator

Operates equipment to excavate, load and transport coal, ore and rock either underground or in open-cut mines.

**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 surface or underground mining equipment
- monitors the performance of equipment and adjusts controls

- communicates with other operators to coordinate earthmoving operations
- performs routine maintenance functions
- undertakes development work such as opening up new shafts, drives, airvents, rises, winzes or crib rooms
- completes log sheets detailing operations during shifts
- operates equipment using electronic controls, sensors and monitors

**Specialisations:**

Coal Cutter  
Dragline Operator  
Opal Miner  
Underground Truck Operator

**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

**7912-11 Blasting Worker**

Powder Monkey  
Shot Firer

Assembles, positions and detonates explosives at mining sites.

**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 blasting areas and ensures observance of safety regulations
- cuts channels under working faces
- checks bore-hole depths and cleans holes
- inserts high explosives into holes or positions hoses and fills holes with blasting agents or liquid slurry explosives
- assembles primers using detonators and explosive cartridges, and attaches wires, fuses or detonating cords
- inserts primers into holes and connects detonating cords to ring mains
- fills and tamps holes with rock dust, sand or other materials
- connects wires, fuses or detonator cords into series, tests electrical circuits and repairs malfunctions
- ensures all explosives are detonated and declares areas safe
- identifies, corrects and reports misfires



## 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	Scaffolder
	7913-13	Steel Fixer
	7913-15	Structural Steel Erector
	7913-17	Construction Rigger

### 7913-11 Scaffolder

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, trim 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 reforestation 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. Registration or licensing may be required.

#### 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
- debarks 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 Mail Officer

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  
Penciller**

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.

<b>Occupations:</b>	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

<b>Occupations:</b>	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 or packs 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 and packs 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

### 8211-15 Sales Assistant (Other Personal and Household Goods)

Sells stock such as hardware and gardening supplies, furniture, floor coverings and household goods, stationery, newspapers and books, and pharmaceutical products and toiletries in retail or wholesale establishments.

#### Skill Level:

The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

#### Tasks Include:

- operates cash registers, accepts payments and prepares sales invoices
- stacks and displays items for sale and wraps or packs goods sold
- prepares products such as paint or sawn timber to customers specifications
- calculates requirements for quantities of stock required by customers
- arranges for regular deliveries of items such as newspapers or products to be delivered and installed
- informs customers of after-sales service availability
- demonstrates the use or application of products such as hardware equipment or materials
- 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:** 8293-11 Street Vendor  
8293-13 Cash Van Salesperson  
8293-15 Door-to-Door Salesperson

### 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

### 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  
Tattsлото 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

## 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

Venue Attendant

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 carparking 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

<b>Occupations:</b>	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

## SUB-MAJOR GROUP 92

### FACTORY LABOURERS

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

### 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

- operates power hammers, presses or other cutting and shaping tools and machines
- solders or spot welds components using electrical spot or butt welding machine
- transports tools, materials and workpieces to and from sites or workbenches
- cleans and prepares working surfaces

### 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

### 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

- assembles and secures components in sequence
- assembles parts by nailing, screwing, gluing and dowelling, riveting, crimping, soldering or spot welding wire and components
- deburrs and finishes items using files, grinding wheels or emery paper
- fits hardware items such as hinges, catches and knobs
- attaches or fastens jewellery or jewellery parts to fabricate bracelets, necklaces, brooches and earrings
- may manually wind light electrical field coils

### 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

<b>Occupations:</b>	9213-11	Meatworks Labourer
	9213-13	Meat Boner and Slicer
	9213-15	Poultry Process Worker
	9213-17	Fish Process Worker

### 9213-11 Meatworks Labourer Eviscerator

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 Slaughterman/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

### 9214-13 Baking Factory Hand

Performs routine tasks in breadrooms of bakeries.

#### Skill Level:

The entry requirement for this occupation is completion of compulsory secondary education or higher qualification.

#### Tasks Include:

- loads trolleys with baked products and wheels them into coolers
- removes and stacks cooled products
- transfers baked products from production lines into storage, or into packaging machines
- tends and feeds automatic cooling machines
- tends and feeds slicing and wrapping machines
- cleans machines and work areas

#### Specialisations:

Biscuit Factory Hand  
Bread Room Hand

### 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, sanitises 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, syruring 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, sanitises 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.

**Occupations in this group include:**

Brewhouse Hand  
Egg Factory Labourer

## 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

<b>Occupations:</b>	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:

Tailer-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
- stacks 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, smooths 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 bags and 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
- placing plastic envelopes over stacked packages and heating to shrink and tighten envelopes

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
- monitors the functioning of code or date stamping machinery
- 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 CONCRETTERS
- 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

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 compacts 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 Fitter

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
- prepares area for erection of the fence
- lifts and positions posts in holes
- secures fence posts with concrete or stone fill or soil
- forms the fencing frames
- 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

<b>Occupations:</b>	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
- assists with moving and transporting 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.

<b>Occupations:</b>	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
- cleans 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 re-fuelling
- 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:

<b>ASCO SECOND EDITION</b>		<b>ASCO FIRST EDITION</b>	
			<i>p</i> = partial match
2115-11	Medical Scientist	2109-11	Medical Laboratory Scientist
		2109-13	<i>p</i> Clinical Physical Scientist

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

### ASCO SECOND EDITION

*p* = partial match

#### 1 Managers and Administrators

1101-11	Member of Parliament	1111-11	<i>p</i>	Parliamentarian or Councillor
1101-99	Parliamentarians, Councillors and Government Representatives nec	1111-11	<i>p</i>	Parliamentarian or Councillor
		1111-79	<i>p</i>	Legislators and Government Appointed Officials nec
1103-11	Coroner	1111-79	<i>p</i>	Legislators and Government Appointed Officials nec
1103-13	Judge	1111-13	<i>p</i>	Judge
1103-15	Magistrate	1111-13	<i>p</i>	Judge
		1111-15		Magistrate
1103-17	Administrative Appeals Tribunal Member	1111-17	<i>p</i>	Tribunal Member
1103-19	Industrial Tribunal Member	1111-17	<i>p</i>	Tribunal Member
1201-11	General Manager	1111-79	<i>p</i>	Legislators and Government Appointed Officials nec
		1112-11		General Manager
		1292-13	<i>p</i>	Medical Administrator
1301-11	Finance Manager	1211-11		Finance Manager
		1212-11		Company Secretary
		2213-11		Corporate Treasurer
1303-11	Sales and Marketing Manager	1231-11	<i>p</i>	Sales and Marketing Manager
1305-11	Production Manager (Manufacturing and Mining)	1222-11		Production Manager (Manufacturing)
		1222-13		Production Manager (Mining)
		2294-15	<i>p</i>	Quality Assurance Manager
1305-13	Producer (Media)	1296-11		Media Producer
		1296-13		Artistic Director
1307-11	Supply and Distribution Manager	1223-11		Supply and Distribution Manager
		6153-11	<i>p</i>	Stock Clerk
1309-11	Personnel and Industrial Relations Manager	1213-11		Human Resource Manager
1311-11	Data Processing Manager	1224-11		Information Technology Manager
		2231-11	<i>p</i>	Systems Manager
1313-11	Public Policy Manager	1291-11	<i>p</i>	Policy and Planning Manager
		2299-17	<i>p</i>	Policy Analyst
1315-11	Director of Nursing	1292-11		Director Of Nursing
1317-11	School Principal	1293-11		School Principal
1317-99	Education Managers nec	1293-13	<i>p</i>	Faculty Head
		1293-15	<i>p</i>	Regional Education Manager
		1293-79		Education Managers nec
1319-11	Commissioned Police Officer	1294-15		Commissioned Police Officer
1319-13	Commissioned Fire Officer	1294-13		Commissioned Fire Officer
1319-15	Commissioned Defence Force Officer (Management)	1294-11		Commissioned Defence Force Officer
1319-91	Trainee Officer (Defence Forces)	1294-81		Trainee Commissioned Defence Force Officer
1399-11	Engineering Manager	1221-11		Engineering Manager
1399-13	Research Manager	1231-11	<i>p</i>	Sales and Marketing Manager
		1299-11		Research and Development Manager

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

1399-99	Specialist Managers nec	1191-11	<i>p</i>	Construction Project Manager
		1291-11	<i>p</i>	Policy and Planning Manager
		1292-13	<i>p</i>	Medical Administrator
		1299-13		Laboratory Manager
		1299-15		Welfare Centre Manager
		1299-19		Sports Administrator
		1299-79	<i>p</i>	Specialist Managers nec
		3292-11	<i>p</i>	Project or Program Administrator
		3392-11	<i>p</i>	Customer Service Manager
		3399-21		Fleet Manager
1401-11	Grain, Oilseed and Pasture Grower	1313-11		Grain, Oilseed and Pasture Grower
1401-13	Sugar Cane Grower	1313-13		Sugar Cane Grower
1401-15	Tobacco Grower	1313-15		Tobacco Grower
1401-17	Beef Cattle Farmer	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-13		Beef Cattle Farmer
1401-19	Dairy Farmer	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-15		Dairy Farmer
1401-21	Sheep Farmer	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-17		Sheep Farmer
1401-23	Pig Farmer	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-19		Pig Farmer
1401-25	Poultry Farmer	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-21		Poultry Farmer
1401-27	Horse Breeder	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-23		Horse Breeder
1401-29	Mixed Farmer	1311-11		Mixed Crop and Livestock Farmer
		1312-11	<i>p</i>	Mixed Livestock Farmer
1401-31	Fruit and Nut Grower	1313-17		Fruit and Nut Grower
1401-33	Vegetable Grower	1313-19		Vegetable Grower
1401-35	Apiarist	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-25		Apiarist
1401-91	Trainee Farmer	9929-13		Rural Trainee
1401-99	Farmers and Farm Managers nec	1312-11	<i>p</i>	Mixed Livestock Farmer
		1312-79		Livestock Farmers nec
		1313-21		Flower Grower
		1313-79		Crop Farmers nec
		1314-11		Aquaculture Farmer
1501-11	Shop Manager	3311-11		Shop Manager
1503-11	Restaurant and Catering Managing Supervisor	3321-11		Restaurant and Catering Manager
		6213-11	<i>p</i>	Retail Supervisor
1505-11	Hotel/Motel Manager	3323-11		Hotel or Motel Manager
1505-13	Caravan Park Manager	3325-11	<i>p</i>	Caravan Park and Camping Ground Manager
1505-99	Accommodation and Tavern Managing Supervisors nec	3325-11	<i>p</i>	Caravan Park and Camping Ground Manager
		3329-11		Other Hospitality and Accommodation Managers
1507-11	Financial Institution Branch Manager	3211-13		Financial Institution Branch Manager
1599-11	Hairdressing Establishment Managing Supervisor	3399-17	<i>p</i>	Hair and Beauty Salon Manager
1599-13	Sports Centre Manager	3391-11		Fitness Centre Manager
		3391-13		Other Sports Centre Manager
1599-15	Postmaster/Mistress	3399-11		Post Office Manager

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

1599-17	Real Estate Agency Manager	3293-11	Real Estate Agency Manager
1599-19	Bookmaker	3212-21	<i>p</i> Bookmaker
1599-21	Railway Station Master/Mistress	3399-13	Railway Station Manager
1599-99	Managing Supervisors (Sales and Service) nec	3324-11	Club Manager (Licensed Premises)
		3391-15	Amusement Centre Manager
		3391-79	Sport and Recreation Managers nec
		3399-15	<i>p</i> Betting Agency Branch Manager
		3399-17	<i>p</i> Hair and Beauty Salon Manager
		3399-19	Car Rental Agency Manager
		3399-23	Stock and Station Agent
		3399-25	Travel Agency Manager
		3399-27	Theatre or Cinema Manager
		3399-79	<i>p</i> Managing Supervisors (Sales and Service) nec
1601-11	Importer-Exporter	1192-11	Importer or Exporter
1601-13	Professional Builder	1191-11	<i>p</i> Construction Project Manager
		1191-13	<i>p</i> Project Builder
1601-15	Building Contractor	1191-13	<i>p</i> Project Builder
1601-17	Wholesaler	1192-13	Wholesaler
1601-19	Manufacturer	1193-11	Manufacturer
1601-99	Managing Supervisors (Other Business) nec	3393-11	Transport Company Manager
		3399-79	<i>p</i> Managing Supervisors (Sales and Service) nec
<b>2</b>	<b>Professionals</b>		
2101-11	Chemist	2111-11	Chemist
2103-11	Geologist	2112-11	<i>p</i> Geologist
2103-13	Geophysicist	2112-13	Geophysicist
2105-11	Physicist	2119-11	Physicist
2107-11	Anatomist	2113-11	<i>p</i> Anatomist or Physiologist
2107-13	Physiologist	2113-11	<i>p</i> Anatomist or Physiologist
2107-15	Biochemist	2113-17	<i>p</i> Biochemist
2107-17	Biophysicist	2113-79	<i>p</i> Life Scientists nec
2107-19	Botanist	2113-13	<i>p</i> Botanist
		2114-19	<i>p</i> Agricultural Scientist
2107-21	Ecologist	2114-11	<i>p</i> Environmental Research Scientist
2107-23	Zoologist	2113-15	Zoologist
		2392-11	<i>p</i> Veterinarian
2107-25	Forester	2114-13	<i>p</i> Forester
2107-27	Agricultural Extension Officer	2114-19	<i>p</i> Agricultural Scientist
		2114-21	Agricultural Adviser
2107-99	Life Scientists nec	2113-13	<i>p</i> Botanist
		2113-19	Marine Biologist
		2113-79	<i>p</i> Life Scientists nec
		2114-11	<i>p</i> Environmental Research Scientist
		2392-11	<i>p</i> Veterinarian
2109-11	Medical Laboratory Scientist	2115-11	<i>p</i> Medical Scientist
2109-13	Clinical Physical Scientist	2115-11	<i>p</i> Medical Scientist
		2129-15	Biomedical Engineer

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2199-11	Environmental Scientist	2114-11	<i>p</i>	Environmental Research Scientist
		2114-79		Environmental and Agricultural Science Professionals nec
2199-13	Soil Scientist	2114-17		Soil Scientist
2199-15	Meteorologist	2119-13		Meteorologist
2201-11	Architect	2121-11		Architect
2201-13	Landscape Architect	2121-13		Landscape Architect
2203-11	Quantity Surveyor	2122-11		Quantity Surveyor
2205-11	Cartographer	2123-11		Cartographer
2205-13	Surveyor	2123-13		Surveyor
2207-11	Chemical Engineer	2129-17		Chemical Engineer
2209-11	Civil Engineer	2124-11		Civil Engineer
2211-11	Electrical Engineer	2125-11		Electrical Engineer
2211-13	Electronics Engineer	2125-13		Electronics Engineer
2213-11	Mechanical Engineer	2126-11	<i>p</i>	Mechanical Engineer
		2126-13	<i>p</i>	Production or Plant Engineer
2215-11	Mining Engineer (Except Petroleum)	2126-11	<i>p</i>	Mechanical Engineer
		2126-13	<i>p</i>	Production or Plant Engineer
		2127-11		Mining Engineer (Excluding Petroleum)
2215-13	Petroleum Engineer	2126-13	<i>p</i>	Production or Plant Engineer
		2127-13		Petroleum Engineer
2217-11	Extractive Metallurgist	2119-15		Extractive Metallurgist
2217-13	Physical Metallurgist	2119-17		Physical Metallurgist
2217-15	Materials Engineer	2127-15		Materials Engineer
2217-17	Materials Scientist	2119-19		Materials Scientist
2219-11	Aeronautical Engineer	2129-11		Aeronautical Engineer
2219-13	Agricultural Engineer	2129-13		Agricultural Engineer
2219-15	Naval Architect	2129-21		Naval Architect
2219-17	Industrial Engineer	2126-13	<i>p</i>	Production or Plant Engineer
		2129-19		Industrial Engineer
2219-99	Engineers nec	2126-13	<i>p</i>	Production or Plant Engineer
		2129-79		Building and Engineering Professionals nec
2301-11	General Medical Practitioner	2311-11		General Medical Practitioner
		2311-81		Medical Practitioner In Training
2303-11	Anaesthetist	2312-11		Anaesthetist
2303-13	Cardiologist	2312-25	<i>p</i>	Specialist Physician
2303-15	Obstetrician and Gynaecologist	2312-17		Obstetrician and Gynaecologist
2303-17	Ophthalmologist	2312-19		Ophthalmologist
2303-19	Orthopaedic Specialist	2312-31	<i>p</i>	Surgeon
2303-21	Psychiatrist	2312-27		Psychiatrist
2303-23	Radiologist	2312-29		Radiologist
2303-25	Paediatrician	2312-21		Paediatrician
2303-27	Thoracic Specialist	2312-25	<i>p</i>	Specialist Physician

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2303-29	Dermatologist	2312-13	Dermatologist
2303-31	Otorhinolaryngologist	2312-31	<i>p</i> Surgeon
2303-33	Urologist	2312-31	<i>p</i> Surgeon
2303-35	Surgeon	2312-31	<i>p</i> Surgeon
2303-37	Pathologist	2113-17	<i>p</i> Biochemist
		2312-23	Pathologist
2303-39	Specialist In Rehabilitation Medicine	2312-79	<i>p</i> Specialist Medical Practitioners nec
2303-41	Specialist Physician	2312-25	<i>p</i> Specialist Physician
2303-99	Specialist Medical Practitioners nec	2312-15	Emergency Medicine Specialist
		2312-25	<i>p</i> Specialist Physician
		2312-79	<i>p</i> Specialist Medical Practitioners nec
2305-11	Dentist	2381-11	Dentist
2305-13	Dental Specialist	2381-13	Dental Specialist
2307-11	Hospital Pharmacist	2382-11	Hospital Pharmacist
2307-13	Industrial Pharmacist	2382-13	Industrial Pharmacist
2307-15	Retail Pharmacist	2382-15	Retail Pharmacist
2309-11	Occupational Therapist	2383-11	Occupational Therapist
2311-11	Optometrist	2384-11	Optometrist
2313-11	Physiotherapist	2385-11	Physiotherapist
2315-11	Speech Pathologist	2386-11	Speech Pathologist
2317-11	Chiropractor	2387-11	Chiropractor
2317-13	Osteopath	2387-13	Osteopath
2319-11	Podiatrist	2388-11	Podiatrist
2321-11	Medical Diagnostic Radiographer	2391-11	Medical Diagnostic Radiographer
		2391-13	<i>p</i> Radiation Therapist
		2391-17	<i>p</i> Sonographer
2321-13	Medical Therapeutic Radiographer	2391-13	<i>p</i> Radiation Therapist
2321-15	Nuclear Medicine Technologist	2391-15	Nuclear Medicine Technologist
2323-11	Veterinarian	2392-11	<i>p</i> Veterinarian
2399-11	Audiologist	2399-11	<i>p</i> Audiologist
2399-13	Dietitian	2393-11	Dietitian
2399-15	Orthoptist	2399-13	Orthoptist
2399-99	Health Diagnosis and Treatment Practitioners nec	2394-11	Naturopath
		2394-13	Acupuncturist
		2394-79	Natural Therapy Professionals nec
		2399-15	Orthotist
		2399-79	Health Professionals nec
2401-11	Pre-Primary School Teacher	2411-11	Pre-Primary School Teacher
2403-01	Senior Teacher, Infant-Primary School	2412-11	<i>p</i> Primary School Teacher
2403-11	Primary School Teacher	2412-11	<i>p</i> Primary School Teacher
2405-01	Senior Teacher, Secondary School	2413-11	<i>p</i> Secondary School Teacher
2405-11	Secondary School Teacher	2413-11	<i>p</i> Secondary School Teacher
2407-11	Resource Teacher	2414-11	<i>p</i> Special Needs Teacher

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2407-13	Teacher of Disabled or Gifted Students	2414-11	<i>p</i>	Special Needs Teacher
		2414-13		Teacher Of The Hearing Impaired
		2414-15		Teacher Of The Sight Impaired
2407-99	Special Education Teachers nec	2414-79		Special Education Teachers nec
		2492-11		English As A Second Language Teacher
2501-11	University or Cae Lecturer	1293-13	<i>p</i>	Faculty Head
		2421-11		University Lecturer
2501-13	University or Cae Tutor	2421-13		University Tutor
2503-01	Head of School (Tafe)	1293-13	<i>p</i>	Faculty Head
2503-11	Tafe Teacher (Trades)	1293-13	<i>p</i>	Faculty Head
		2422-11	<i>p</i>	Vocational Education Teacher
2503-13	Tafe Teacher (General Education)	1293-13	<i>p</i>	Faculty Head
		2422-11	<i>p</i>	Vocational Education Teacher
2505-11	Art Teacher (Private)	2491-11		Art Teacher (Private)
2505-13	Music Teacher (Private)	2491-13		Music Teacher (Private)
2505-15	Dance Teacher (Private)	2491-15		Dance Teacher (Private)
2505-17	Drama Teacher (Private)	2491-17		Drama Teacher (Private)
2505-19	Driving Instructor	6399-13		Driving Instructor
2505-21	Flying Instructor	2541-19	<i>p</i>	Flying Instructor
2505-23	Ground School Instructor	2541-19	<i>p</i>	Flying Instructor
2505-25	Nurse Educator	2322-11		Nurse Educator
2505-99	Extra-Systemic Teachers and Instructors nec	2491-79		Extra-Systemic Teachers nec
		6396-11		Fitness Instructor
		6396-13		Outdoor Adventure Leader
2601-11	Social Planner and Administrator	1291-11	<i>p</i>	Policy and Planning Manager
2601-13	Community Social Worker	2511-11	<i>p</i>	Social Worker
		2512-11	<i>p</i>	Welfare Worker
		2512-13	<i>p</i>	Community Worker
2601-15	Social Case Worker	2511-11	<i>p</i>	Social Worker
		2512-11	<i>p</i>	Welfare Worker
2603-11	Rehabilitation Counsellor	2513-11		Rehabilitation Counsellor
		2513-13		Drug and Alcohol Counsellor
2603-13	Marriage Counsellor	2513-15	<i>p</i>	Family Counsellor
2603-15	Family Court Counsellor	2513-15	<i>p</i>	Family Counsellor
2603-17	Careers Counsellor and Adviser	2513-17		Careers Counsellor
2603-99	Counsellors nec	2513-19		Student Counsellor
		2513-79		Counsellors nec
2605-11	Barrister	2521-11		Barrister
2605-13	Solicitor	2521-13		Solicitor
2605-91	Articled Clerk	2521-79	<i>p</i>	Legal Professionals nec
2605-99	Lawyers nec	2521-79	<i>p</i>	Legal Professionals nec
2607-11	Minister of Religion	2515-11		Minister Of Religion
2701-11	Accountant	2211-11	<i>p</i>	Accountant
		2212-11		External Auditor
		2212-13		Internal Auditor

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2701-91	Trainee Accountant	2211-11	<i>p</i>	Accountant
2703-11	Public Relations Officer	2221-11		Public Relations Officer
		2221-13		Marketing Specialist
		2221-17		Advertising Specialist
2705-11	Personnel Officer	2291-11		Personnel Officer
		2291-13	<i>p</i>	Personnel Consultant
2705-13	Training Officer	2291-17	<i>p</i>	Training Officer
2705-15	Staff Development Officer	2291-13	<i>p</i>	Personnel Consultant
		2291-17	<i>p</i>	Training Officer
2707-11	Applications Programmer	2231-17	<i>p</i>	Applications and Analyst Programmer
2707-13	Systems Programmer	2231-13	<i>p</i>	Systems Designer
		2231-15	<i>p</i>	Software Designer
		2231-19	<i>p</i>	Systems Programmer
2707-15	Analyst Programmer	2231-17	<i>p</i>	Applications and Analyst Programmer
		2231-79	<i>p</i>	Computing Professionals nec
2707-17	Computer Systems Analyst	2231-11	<i>p</i>	Systems Manager
		2231-13	<i>p</i>	Systems Designer
		2231-15	<i>p</i>	Software Designer
		2231-19	<i>p</i>	Systems Programmer
		2231-79	<i>p</i>	Computing Professionals nec
2707-19	Software Engineer	2231-13	<i>p</i>	Systems Designer
		2231-15	<i>p</i>	Software Designer
2707-21	Database Administrator	2231-11	<i>p</i>	Systems Manager
2707-23	Computer Scientist	2231-79	<i>p</i>	Computing Professionals nec
2707-25	Edp Auditor	2231-21		Computer Systems Auditor
2799-11	Medical Record Administrator	2299-11		Health Information Manager
2799-13	Industrial Relations Officer	2291-15		Industrial Relations Officer
2799-15	Organisation and Methods Analyst	2294-13		Organisation and Methods Analyst
2799-99	Business Professionals nec	2291-13	<i>p</i>	Personnel Consultant
		2294-11		Management Consultant
		2299-17	<i>p</i>	Policy Analyst
		2299-79		Business and Information Professionals nec
2801-11	Painter (Artistic)	2531-11		Painter (Visual Arts)
		2533-19	<i>p</i>	Illustrator
2801-13	Sculptor	2531-13		Sculptor
2801-99	Painters, Sculptors and Related Professionals nec	2531-15	<i>p</i>	Potter or Ceramic Artist
		2531-79	<i>p</i>	Visual Arts and Crafts Professionals nec
2803-11	Photographer	2532-11		Photographer
2805-11	Fashion Designer	2533-11	<i>p</i>	Fashion Designer
2805-13	Graphic Designer	2531-79	<i>p</i>	Visual Arts and Crafts Professionals nec
		2533-13		Graphic Designer
		2533-19	<i>p</i>	Illustrator
2805-15	Industrial Designer	2531-79	<i>p</i>	Visual Arts and Crafts Professionals nec
		2533-11	<i>p</i>	Fashion Designer
		2533-15		Industrial Designer
2805-17	Interior Designer	2533-17		Interior Designer
2805-19	Illustrator	2533-19	<i>p</i>	Illustrator
2807-01	Associate Editor	2534-11	<i>p</i>	Editor

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2807-11	Sub-Editor	2534-11	<i>p</i> Editor
2807-13	Reporter	2534-13	<i>p</i> Print Journalist
		2534-15	<i>p</i> Television Journalist
		2534-17	<i>p</i> Radio Journalist
		2534-21	<i>p</i> Technical Writer
2807-15	Copy-Writer	2534-19	Copywriter
2807-91	Cadet Journalist	2534-13	<i>p</i> Print Journalist
		2534-15	<i>p</i> Television Journalist
		2534-17	<i>p</i> Radio Journalist
2807-99	Journalists nec	2534-13	<i>p</i> Print Journalist
		2534-79	Journalists and Related Professionals nec
2809-11	Author	2534-21	<i>p</i> Technical Writer
		2535-11	Author
2809-13	Book Editor	2535-13	Book Editor
2809-15	Script Editor	2535-15	Script Editor
2811-11	Art Director (Television, Film or Stage)	2536-11	Art Director (Film, Television or Stage)
2811-13	Casting Director	2536-79	Film, Television, Radio and Stage Directors nec
2811-15	Director (Film or Stage)	2536-13	<i>p</i> Director (Film, Television, Radio or Stage)
2811-17	Director of Photography	2536-15	Director Of Photography
2811-19	Film Editor	2536-17	Film and Video Editor
2811-21	Stage Manager	2536-19	Stage Manager
2811-23	Director (Radio or Television)	2536-13	<i>p</i> Director (Film, Television, Radio or Stage)
		2536-21	Program Director (Radio or Television)
2811-25	Technical Producer	2536-23	Technical Director
2813-11	Choreographer	2538-13	<i>p</i> Dancer or Choreographer
2813-13	Dancer	2538-13	<i>p</i> Dancer or Choreographer
2815-11	Music Director	2537-11	Music Director
2815-13	Concert and Opera Singer	2537-13	<i>p</i> Singer
2815-15	Popular Singer	2537-13	<i>p</i> Singer
2815-17	Instrumental Musician	2537-15	Instrumental Musician
2815-19	Composer	2537-17	<i>p</i> Composer
2815-99	Musicians, Composers and Related Professionals nec	2537-13	<i>p</i> Singer
		2537-17	<i>p</i> Composer
		2537-79	Musicians and Related Professionals nec
2817-11	Actor	2538-11	<i>p</i> Actor
2817-13	Variety Artist	2538-79	<i>p</i> Actors, Dancers and Related Professionals nec
2817-99	Actors and Related Professionals nec	2538-11	<i>p</i> Actor
		2538-79	<i>p</i> Actors, Dancers and Related Professionals nec
2819-11	Announcer	2539-11	Radio Presenter
		2539-13	Television Presenter
2901-11	Economist	2522-11	Economist
2903-11	Clinical Psychologist	2514-11	Clinical Psychologist
2903-13	Educational Psychologist	2514-13	Educational Psychologist



**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

2903-15	Occupational Psychologist	2514-15	Organisational Psychologist
		2514-79	Psychologists nec
2905-11	Curriculum Development Officer	2493-11	<i>p</i> Education Officer
2905-13	Education Officer	1293-15	<i>p</i> Regional Education Manager
		2493-11	<i>p</i> Education Officer
		2549-79	<i>p</i> Professionals nec
		6311-17	<i>p</i> Aboriginal and Torres Strait Islander Education Worker
2907-11	Urban and Regional Planner	2523-11	Urban and Regional Planner
2907-13	Geographer	2529-79	<i>p</i> Social Professionals nec
2907-15	Historian	2529-11	Historian
2907-99	Social Scientists nec	2221-15	Market Research Analyst
		2529-79	<i>p</i> Social Professionals nec
2909-11	Mathematician	2293-11	Mathematician
2909-13	Statistician	2293-13	Statistician
2909-15	Actuary	2293-15	Actuary
2911-11	Librarian	2292-11	Librarian
2999-11	Conservator	2549-11	Conservator
		2549-21	Museum or Gallery Curator
2999-13	Archivist	2299-13	Records Manager
		2299-15	Archivist
2999-15	Research Workers nec	2322-13	Nurse Researcher
2999-17	Recreation Officer	2549-19	Recreation Officer
2999-19	Interpreter	2529-13	Interpreter
2999-21	Translator	2529-15	Translator
2999-23	Intelligence Officer	2299-19	Intelligence Officer
2999-99	Professionals nec	1299-79	<i>p</i> Specialist Managers nec
		2119-79	Natural and Physical Science Professionals nec
		2543-11	Occupational Health and Safety Officer
		2549-13	Electorate Officer
		2549-15	Patents Examiner
		2549-17	Oenologist
		2549-79	<i>p</i> Professionals nec

**3 Para-Professionals**

3101-11	Medical Laboratory Technical Officer	3111-11	<i>p</i> Medical Laboratory Technical Officer
3101-13	Medical Laboratory Technician	3111-11	<i>p</i> Medical Laboratory Technical Officer
3101-15	Dental Therapist	3492-11	Dental Therapist
		3492-13	Dental Hygienist
3101-99	Medical Technical Officers and Technicians nec	2391-17	<i>p</i> Sonographer
		2399-11	<i>p</i> Audiologist
		3111-79	Medical Technical Officers nec
3103-11	Chemistry Technical Officer	3112-11	<i>p</i> Chemistry Technical Officer
3103-13	Chemistry Technician	3112-11	<i>p</i> Chemistry Technical Officer
3103-15	Earth Science Technical Officer	3112-13	<i>p</i> Earth Science Technical Officer
3103-17	Earth Science Technician	3112-13	<i>p</i> Earth Science Technical Officer
3103-19	Physics Technical Officer	3112-79	<i>p</i> Science Technical Officers nec

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

3103-21	Physics Technician	3112-79	<i>p</i> Science Technical Officers nec
3103-23	Textiles Technical Officer	3112-79	<i>p</i> Science Technical Officers nec
3103-25	Life Science Technical Officer	3112-15	<i>p</i> Life Science Technical Officer
3103-27	Life Science Technician	3112-15	<i>p</i> Life Science Technical Officer
3103-29	Agricultural Technical Officer	3112-17	<i>p</i> Agricultural Technical Officer
3103-31	Agricultural Technician	3112-17	<i>p</i> Agricultural Technical Officer
3201-11	Electrical Engineering Associate	2128-15	<i>p</i> Electrical or Electronics Engineering Technologist
		3123-11	Electrical Engineering Associate
3201-13	Electrical Engineering Technician	3123-13	Electrical Engineering Technician
3201-15	Electronics Engineering Associate	2128-15	<i>p</i> Electrical or Electronics Engineering Technologist
		3124-11	Electronic Engineering Associate
3201-17	Electronics Engineering Technician	3124-13	Electronic Engineering Technician
3203-11	Civil Engineering Associate	2128-11	Civil Engineering Technologist
		3121-21	<i>p</i> Plumbing Engineering Associate
		3122-11	Civil Engineering Associate
3203-13	Civil Engineering Technician	3121-21	<i>p</i> Plumbing Engineering Associate
		3122-13	Civil Engineering Technician
3205-11	Mechanical Engineering Associate	2128-13	Mechanical Engineering Technologist
		3125-11	Mechanical Engineering Associate
3205-13	Mechanical Engineering Technician	3125-13	Mechanical Engineering Technician
3207-11	Building Technician	3121-11	Building Associate
3207-13	Architectural Associate	3121-13	Architectural Associate
3207-15	Surveying Associate	3121-15	Surveying and Cartographic Associate
3299-11	Metallurgical Technician	2128-79	<i>p</i> Engineering Technologists nec
		3129-13	Metallurgical and Materials Technician
3299-99	Engineering and Building Associates and Technicians nec	2128-79	<i>p</i> Engineering Technologists nec
		3129-11	Biomedical Engineering Associate
		3129-15	Mine Deputy
		3129-79	Building and Engineering Associate Professionals nec
3301-11	Aircraft Pilot	2541-11	Aircraft Pilot
3303-11	Air Traffic Controller	2541-13	<i>p</i> Air Traffic Controller
3303-13	Flight Service Officer	2541-15	<i>p</i> Flight Service Officer
3303-15	Flight Engineer	2541-17	Flight Engineer
3303-17	Airways Surveyor	2541-79	<i>p</i> Air Transport Professionals nec
3303-19	Airworthiness Surveyor	2541-79	<i>p</i> Air Transport Professionals nec
3303-21	Examiner of Flightcrew	2541-79	<i>p</i> Air Transport Professionals nec
3303-23	Aircraft Navigator	2541-79	<i>p</i> Air Transport Professionals nec
3303-25	Aircraft Crewman/Woman (Military and Rescue)	2541-79	<i>p</i> Air Transport Professionals nec
3303-27	Loadmaster	2541-79	<i>p</i> Air Transport Professionals nec
3303-91	Trainee Air Traffic Controller	2541-13	<i>p</i> Air Traffic Controller
3303-93	Trainee Flight Service Officer	2541-15	<i>p</i> Flight Service Officer

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

3303-99	Air Transport Operating Support Workers nec	2541-79	<i>p</i>	Air Transport Professionals nec
		3999-79	<i>p</i>	Associate Professionals nec
3305-11	Ship's Captain	2542-11		Ship's Master
3305-13	Ship's Officer	2542-19	<i>p</i>	Ship's Officer
3305-15	Master Fisherman/Woman	2542-13		Master Fisher
3305-91	Cadet Deck Officer	2542-19	<i>p</i>	Ship's Officer
3307-11	Marine Engineer	2542-15	<i>p</i>	Ship's Engineer
3307-13	Marine Engineer Surveyor	2542-17	<i>p</i>	Ship's Surveyor
3307-15	Marine Surveyor	2542-17	<i>p</i>	Ship's Surveyor
3307-91	Trainee Marine Engineer	2542-15	<i>p</i>	Ship's Engineer
3401-01	Nursing Supervisor	2321-11		Nurse Manager
		2323-11	<i>p</i>	Registered Nurse
3401-11	Registered General Nurse	2323-11	<i>p</i>	Registered Nurse
3401-13	Registered Community Health Nurse	2323-11	<i>p</i>	Registered Nurse
3401-15	Registered Midwife	2324-11		Registered Midwife
3401-17	Registered Mental Retardation Nurse	2326-11		Registered Developmental Disability Nurse
3401-19	Registered Psychiatric Nurse	2325-11		Registered Mental Health Nurse
3401-91	Student Registered Nurse	2323-11	<i>p</i>	Registered Nurse
3401-99	Registered Nurses nec	2323-11	<i>p</i>	Registered Nurse
3501-01	Police Supervisor	3911-01		Supervisor, Police Officers
3501-11	Policeman/Woman	3911-11	<i>p</i>	Police Officer
3501-13	Detective	3911-11	<i>p</i>	Police Officer
3901-11	Community Worker	2512-13	<i>p</i>	Community Worker
3901-13	Parole Officer	3421-11	<i>p</i>	Parole or Probation Officer
3901-15	Welfare Officer	2512-11	<i>p</i>	Welfare Worker
		3421-11	<i>p</i>	Parole or Probation Officer
		3421-13	<i>p</i>	Youth Worker
		3421-15		Residential Care Officer
		3421-17		Disabilities Services Officer
		3421-19	<i>p</i>	Family Support Worker
		6313-13	<i>p</i>	Child or Youth Residential Care Assistant
3901-17	Youth Worker	3421-13	<i>p</i>	Youth Worker
3903-01	Supervisor, Performing Arts Support Workers	4992-11	<i>p</i>	Sound Technician
		4992-13	<i>p</i>	Camera Operator (Film, Television or Video)
		4992-15	<i>p</i>	Television Equipment Operator
		4992-17	<i>p</i>	Broadcast Transmitter Operator
		4992-21	<i>p</i>	Light Technician
		4992-79	<i>p</i>	Performing Arts Support Workers nec
3903-11	Sound Technician	4992-11	<i>p</i>	Sound Technician
3903-13	Motion Picture Camera Operator	4992-13	<i>p</i>	Camera Operator (Film, Television or Video)
3903-15	Television Equipment Operator	4992-15	<i>p</i>	Television Equipment Operator
3903-17	Broadcast Transmitter Operator	4992-17	<i>p</i>	Broadcast Transmitter Operator
3903-19	Light Technician	4992-21	<i>p</i>	Light Technician

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

3903-99	Performing Arts Support Workers nec	4992-23	Production Assistant (Film, Television or Radio)
		4992-25	Production Assistant (Theatre)
		4992-27	Make Up Artist
		4992-79	<i>p</i> Performing Arts Support Workers nec
3905-01	Supervisor, Inspectors and Regulatory Officers	2294-15	<i>p</i> Quality Assurance Manager
		6194-79	<i>p</i> Intermediate Inspectors and Examiners nec
3905-11	Building Inspector	3121-17	Building Inspector
		3121-19	Plumbing Inspector
3905-13	Safety Inspector	2542-79	Sea Transport Professionals nec
		3992-11	<i>p</i> Safety Inspector
3905-15	Primary Products Inspector	3991-11	Primary Products Inspector
3905-17	Train Examiner	6194-21	Train Examiner
3905-19	Customs Investigator	6194-11	Customs Inspector
3905-21	Health Inspector	2543-13	Environmental Health Officer
		6194-23	<i>p</i> Water Inspector
3905-23	Arbitration Inspector	6194-79	<i>p</i> Intermediate Inspectors and Examiners nec
3905-25	Water Usage Inspector	6194-23	<i>p</i> Water Inspector
3905-27	Corporate Safety Officer	3992-11	<i>p</i> Safety Inspector
3905-29	Insurance Assessor (Except Health)	5994-11	Insurance Risk Surveyor
		5994-15	Insurance Loss Adjuster
3905-31	Traffic Inspector	6194-19	Transport Operations Inspector
3905-99	Inspectors and Regulatory Officers nec	2294-15	<i>p</i> Quality Assurance Manager
		2541-79	<i>p</i> Air Transport Professionals nec
		6194-13	<i>p</i> Taxation Inspector
		6194-15	<i>p</i> Social Security Assessor
		6194-17	Motor Vehicle Licence Examiner
		6194-79	<i>p</i> Intermediate Inspectors and Examiners nec
		6394-13	Gaming Table Supervisor
3907-11	Child Care Co-ordinator	1295-11	Child Care Co-ordinator
3909-11	Ambulance Officer	3491-11	Ambulance Officer
		3491-13	Intensive Care Ambulance Paramedic
3911-01	Chief Prison Officer	6393-11	<i>p</i> Prison Officer
3911-11	Prison Officer	6393-11	<i>p</i> Prison Officer
3913-11	Purchasing Officer	6153-11	<i>p</i> Stock Clerk
		6153-13	<i>p</i> Purchasing Officer
3913-13	Commodities Buyer	3212-17	<i>p</i> Commodities Trader
3913-15	Retail Buyer	3996-11	Retail Buyer
3915-11	Coach (Sport)	3993-19	Gymnastics Coach
		3993-21	Tennis Coach
		3993-23	Swimming Coach
		3993-25	Horsriding Coach
		3993-27	Other Sports Coach
		3993-29	Sports Development Officer
3915-13	Jockey	3993-11	<i>p</i> Jockey
3915-15	Other Sportspersons	3993-13	Golfer
		3993-15	Footballer
		3993-17	<i>p</i> Other Sportsperson
		3993-35	Other Sports Official
3915-17	Racecourse Official	3993-33	Horse or Dog Racing Official

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

3915-19	Referee	3993-31	Sports Umpire
3915-91	Apprentice Jockey	3993-11	<i>p</i> Jockey
3999-01	Supervisor, Other Para-Professionals	3997-11	<i>p</i> Library Technician
		3999-11	<i>p</i> Interior Decorator
		3999-13	<i>p</i> Museum or Art Gallery Technician
		3999-15	<i>p</i> Radio Operator
		3999-17	<i>p</i> Private Investigator
		3999-19	<i>p</i> Security Adviser
		3999-79	<i>p</i> Associate Professionals nec
		4613-11	<i>p</i> Wool Classer
		4613-13	<i>p</i> Hide and Skin Classer
		4911-11	<i>p</i> Graphic Pre-Press Tradesperson
		5912-11	<i>p</i> Credit and Loans Officer
		5999-15	<i>p</i> Visual Merchandiser
		5999-17	<i>p</i> Photographer's Assistant
3999-11	Radio Telegraphist	3999-15	<i>p</i> Radio Operator
3999-13	Museum and Art Gallery Technician	3999-13	<i>p</i> Museum or Art Gallery Technician
3999-15	Library Technician	3997-11	<i>p</i> Library Technician
3999-17	Layout Artist	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
3999-19	Window Dresser	5999-15	<i>p</i> Visual Merchandiser
3999-21	Interior Decorator	3999-11	<i>p</i> Interior Decorator
3999-23	Photographic Studio Assistant	5999-17	<i>p</i> Photographer's Assistant
3999-25	Photograph Retoucher	5999-17	<i>p</i> Photographer's Assistant
3999-27	Forms Analyst and Designer	3999-79	<i>p</i> Associate Professionals nec
3999-29	Credit and Loans Analyst	5912-11	<i>p</i> Credit and Loans Officer
3999-31	Park Ranger	1299-17	Environment, Parks and Land Care Manager
		2114-15	Park Ranger
3999-33	Military Disciplinary Supervisor	3994-11	Senior Non-Commissioned Defence Force Officer
3999-35	Wool Classer	4613-11	<i>p</i> Wool Classer
3999-37	Hide and Skin Classer	4613-13	<i>p</i> Hide and Skin Classer
3999-99	Para-Professionals nec	2114-13	<i>p</i> Forester
		3292-11	<i>p</i> Project or Program Administrator
		3999-17	<i>p</i> Private Investigator
		3999-19	<i>p</i> Security Adviser
		3999-79	<i>p</i> Associate Professionals nec
		5994-13	Insurance Investigator
		6194-79	<i>p</i> Intermediate Inspectors and Examiners nec
<b>4</b>	<b>Tradespersons</b>		
4101-01	Supervisor, Toolmakers	4111-01	<i>p</i> Supervisor, General Mechanical Engineering Tradespersons
		4113-01	Supervisor, Toolmakers
4101-11	Toolmaker	4111-11	<i>p</i> General Mechanical Engineering Tradesperson
		4113-11	Toolmaker
4101-91	Apprentice Toolmaker	4111-81	<i>p</i> Apprentice General Mechanical Engineering Tradesperson
		4113-81	Apprentice Toolmaker
4103-01	Supervisor, Metal Fitters and Machinists	4111-01	<i>p</i> Supervisor, General Mechanical Engineering Tradespersons
		4112-01	Supervisor, Metal Fitters and Machinists
		7123-01	<i>p</i> Supervisor, Engineering Production Systems Workers

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4103-11	Fitter	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		4112-11		Fitter
		4112-15	<i>p</i>	Textile, Clothing or Footwear Mechanic
4103-13	Metal Machinist (First Class)	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		4112-13		Metal Machinist (First Class)
4103-15	Textile Mechanic	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		4112-15	<i>p</i>	Textile, Clothing or Footwear Mechanic
4103-17	Die Setter	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		7123-11	<i>p</i>	Engineering Production Systems Worker
4103-19	Metal Machinist (Second Class)	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		7123-11	<i>p</i>	Engineering Production Systems Worker
4103-21	Metal Machinist (Third Class)	4111-11	<i>p</i>	General Mechanical Engineering Tradesperson
		9211-11	<i>p</i>	Engineering Production Process Worker
4103-91	Apprentice Metal Fitter and Machinist	4111-81	<i>p</i>	Apprentice General Mechanical Engineering Tradesperson
		4112-81		Apprentice Fitter
		4112-83		Apprentice Metal Machinist
		4112-85		Apprentice Textile, Clothing or Footwear Mechanic
		7123-11	<i>p</i>	Engineering Production Systems Worker
4201-01	Supervisor, Forging Tradespersons	4121-01	<i>p</i>	Supervisor, General Fabrication Engineering Tradespersons
		4123-01		Supervisor, Forging Tradespersons
4201-11	Blacksmith	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4123-11		Blacksmith
4201-13	Farrier	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4123-13		Farrier
4201-91	Apprentice Forging Tradesperson	4121-81	<i>p</i>	Apprentice General Fabrication Engineering Tradesperson
		4123-81		Apprentice Blacksmith
		4123-83		Apprentice Farrier
4203-01	Supervisor, Sheetmetal Tradespersons	4121-01	<i>p</i>	Supervisor, General Fabrication Engineering Tradespersons
		4124-01		Supervisor, Sheetmetal Tradespersons
		7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
4203-11	Sheetmetal Worker (First Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4124-11	<i>p</i>	Sheetmetal Worker (First Class)
4203-13	Coppersmith	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4124-11	<i>p</i>	Sheetmetal Worker (First Class)
4203-15	Metal Spinner	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4124-11	<i>p</i>	Sheetmetal Worker (First Class)
4203-17	Sheetmetal Worker (Second Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		7123-11	<i>p</i>	Engineering Production Systems Worker
4203-91	Apprentice Sheetmetal Tradesperson	4121-81	<i>p</i>	Apprentice General Fabrication Engineering Tradesperson
		4124-81		Apprentice Sheetmetal Worker
		7123-11	<i>p</i>	Engineering Production Systems Worker
4205-01	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons	4121-01	<i>p</i>	Supervisor, General Fabrication Engineering Tradespersons
		4122-01		Supervisor, Structural Steel and Welding Tradespersons
		7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
4205-11	Metal Fabricator	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4122-11	<i>p</i>	Metal Fabricator
4205-13	Structural Steel Tradesperson	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4122-11	<i>p</i>	Metal Fabricator
4205-15	Pressure Welder	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4122-13		Pressure Welder
4205-17	Welder (First Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4122-15		Welder (First Class)

**ASCO FIRST EDITION**

**ASCO SECOND EDITION**

*p* = partial match

4205-19	Welder (Second Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		7123-11	<i>p</i>	Engineering Production Systems Worker
4205-21	Welder (Third Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		9211-11	<i>p</i>	Engineering Production Process Worker
4205-91	Apprentice Structural Steel, Boilermaking and Welding Tradesperson	4121-81	<i>p</i>	Apprentice General Fabrication Engineering Tradesperson
		4122-81		Apprentice Metal Fabricator
		4122-83		Apprentice Welder
		7123-11	<i>p</i>	Engineering Production Systems Worker
		9211-11	<i>p</i>	Engineering Production Process Worker
4207-01	Supervisor, Metal Casting Tradespersons	4121-01	<i>p</i>	Supervisor, General Fabrication Engineering Tradespersons
		4125-01		Supervisor, Metal Casting Tradespersons
4207-11	Metal Casting Patternmaker	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4125-11	<i>p</i>	Metal Casting Tradesperson
4207-13	Moulder and Coremaker	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4125-11	<i>p</i>	Metal Casting Tradesperson
4207-91	Apprentice Metal Casting Tradesperson	4121-81	<i>p</i>	Apprentice General Fabrication Engineering Tradesperson
		4125-81		Apprentice Metal Casting Tradesperson
4209-01	Supervisor, Metal Finishing Tradespersons	4121-01	<i>p</i>	Supervisor, General Fabrication Engineering Tradespersons
		4126-01		Supervisor, Metal Finishing Tradespersons
		7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
4209-11	Metal Polisher	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4126-11		Metal Polisher
4209-13	Electroplater (First Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		4126-13		Electroplater (First Class)
4209-15	Electroplater (Second Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		7123-11	<i>p</i>	Engineering Production Systems Worker
4209-17	Electroplater (Third Class)	4121-11	<i>p</i>	General Fabrication Engineering Tradesperson
		9211-11	<i>p</i>	Engineering Production Process Worker
4209-91	Apprentice Metal Finishing Tradesperson	4121-81	<i>p</i>	Apprentice General Fabrication Engineering Tradesperson
		4126-81		Apprentice Metal Polisher
		4126-83		Apprentice Electroplater
		7123-11	<i>p</i>	Engineering Production Systems Worker
		9211-11	<i>p</i>	Engineering Production Process Worker
4211-01	Supervisor, Aircraft Maintenance Engineers	4114-01		Supervisor, Aircraft Maintenance Engineers
4211-11	Aircraft Maintenance Engineer (Engines)	4114-11	<i>p</i>	Aircraft Maintenance Engineer (Mechanical)
4211-13	Aircraft Maintenance Engineer (Airframes)	4114-11	<i>p</i>	Aircraft Maintenance Engineer (Mechanical)
		4114-13		Aircraft Maintenance Engineer (Structures)
4211-15	Aircraft Maintenance Engineer (Electrical)	4114-15	<i>p</i>	Aircraft Maintenance Engineer (Avionics)
4211-17	Aircraft Maintenance Engineer (Radio)	4114-15	<i>p</i>	Aircraft Maintenance Engineer (Avionics)
4211-19	Aircraft Maintenance Engineer (Instruments)	4114-15	<i>p</i>	Aircraft Maintenance Engineer (Avionics)
4211-91	Apprentice Aircraft Maintenance Engineer	4114-81		Apprentice Aircraft Maintenance Engineer (Mechanical)
		4114-83		Apprentice Aircraft Maintenance Engineer (Structures)
		4114-85		Apprentice Aircraft Maintenance Engineer (Avionics)
4213-01	Supervisor, Precision Metal Tradespersons	4115-01		Supervisor, Precision Metal Tradespersons
4213-11	Precision Instrument Maker and Repairer	4115-11		Precision Instrument Maker and Repairer
4213-13	Watch and Clock Maker and Repairer	4115-13		Watch and Clock Maker and Repairer
4213-15	Locksmith	4115-15		Locksmith
4213-17	Saw Maker and Repairer	4115-17		Saw Maker and Repairer

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4213-19	Gunsmith	4115-19	Gunsmith
4213-21	Engraver	4115-21	Engraver
4213-91	Apprentice Precision Metal Tradesperson	4115-81	Apprentice Precision Metal Tradesperson
4301-01	Supervisor, Electrical Powerline Tradespersons	4313-01	Supervisor, Electrical Distribution Tradespersons
4301-11	Electrical Linesman/Woman	4313-11	Electrical Powerline Tradesperson
4301-13	Electrical Cable Joiner	4313-13	Cable Joiner
4301-91	Apprentice Electrical Powerline Tradesperson	4313-81	Apprentice Electrical Powerline Tradesperson
		4313-83	Apprentice Cable Joiner
4303-01	Supervisor, Electrical Fitters	4311-01	<i>p</i> Supervisor, Electricians
		4314-01	<i>p</i> Supervisor, Electronic Instrument Tradespersons
4303-11	Electrical Equipment Fitter	4311-11	<i>p</i> General Electrician
		4314-11	<i>p</i> General Electronic Instrument Tradesperson
		4314-13	<i>p</i> Electronic Instrument Tradesperson (Special Class)
4303-13	Electrical Appliance Servicer	4311-11	<i>p</i> General Electrician
4303-91	Apprentice Electrical Fitter	4311-81	<i>p</i> Apprentice Electrician
		4314-81	<i>p</i> Apprentice Electronic Instrument Tradesperson
4305-01	Supervisor, Automotive Electricians	4212-01	Supervisor, Automotive Electricians
4305-11	Automotive Electrician	4212-11	Automotive Electrician
4305-91	Apprentice Automotive Electrician	4212-81	Apprentice Automotive Electrician
4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics	4312-01	Supervisor, Refrigeration and Airconditioning Mechanics
4307-11	Air-Conditioning Mechanic	4312-11	<i>p</i> Refrigeration and Airconditioning Mechanic
4307-13	Refrigeration Mechanic	4312-11	<i>p</i> Refrigeration and Airconditioning Mechanic
4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic	4312-81	Apprentice Refrigeration and Airconditioning Mechanic
4309-01	Supervisor, Electrical Mechanics	4311-01	<i>p</i> Supervisor, Electricians
4309-11	Electrical Mechanic	4311-11	<i>p</i> General Electrician
4309-13	Electrician (Special Class)	4311-13	Electrician (Special Class)
4309-91	Apprentice Electrical Mechanic	4311-81	<i>p</i> Apprentice Electrician
4311-01	Supervisor, Communications Equipment Tradespersons	4315-01	<i>p</i> Supervisor, Electronic and Office Equipment Tradespersons
		4316-01	Supervisor, Communications Tradespersons
4311-11	Broadcasting Tradesperson	4316-11	<i>p</i> General Communications Tradesperson
4311-13	Telecommunications Tradesperson	4316-11	<i>p</i> General Communications Tradesperson
4311-15	Telecommunications Line Serviceman/Woman	4316-13	Communications Linesperson
4311-91	Trainee Communications Equipment Tradesperson	4315-81	<i>p</i> Apprentice Electronic Equipment Tradesperson
		4316-81	Apprentice General Communications Tradesperson
		4316-83	Apprentice Communications Linesperson
4311-99	Communications Equipment Tradespersons nec	4315-11	<i>p</i> Electronic Equipment Tradesperson
4313-01	Supervisor, Radio and Television Servicers	4315-01	<i>p</i> Supervisor, Electronic and Office Equipment Tradespersons
4313-11	Radio and Television Servicer	4315-11	<i>p</i> Electronic Equipment Tradesperson
4313-91	Apprentice Radio and Television Servicer	4315-81	<i>p</i> Apprentice Electronic Equipment Tradesperson
4315-01	Supervisor, Office Equipment and Computer Servicers	4315-01	<i>p</i> Supervisor, Electronic and Office Equipment Tradespersons



**ASCO FIRST EDITION**

**ASCO SECOND EDITION**

*p* = partial match

4315-11	Office Equipment Servicer	4315-13	Business Machine Mechanic
4315-13	Computer Servicer	3294-11	<i>p</i> Computing Support Technician
		4315-11	<i>p</i> Electronic Equipment Tradesperson
4315-91	Trainee Office Equipment and Computer Servicer	4315-81	<i>p</i> Apprentice Electronic Equipment Tradesperson
		4315-83	Apprentice Business Machine Mechanic
4399-01	Supervisor, Other Electrical and Electronics Tradespersons	4311-01	<i>p</i> Supervisor, Electricians
4399-11	Lift Mechanic	4311-15	Lift Mechanic
		4311-83	Apprentice Lift Mechanic
4399-13	Vending Machine Servicer	4315-01	<i>p</i> Supervisor, Electronic and Office Equipment Tradespersons
		4315-11	<i>p</i> Electronic Equipment Tradesperson
4399-99	Electrical and Electronics Tradespersons nec	4311-11	<i>p</i> General Electrician
		4314-01	<i>p</i> Supervisor, Electronic Instrument Tradespersons
		4314-11	<i>p</i> General Electronic Instrument Tradesperson
		4314-13	<i>p</i> Electronic Instrument Tradesperson (Special Class)
		4314-81	<i>p</i> Apprentice Electronic Instrument Tradesperson
4401-01	Supervisor, Carpenters and Joiners	4411-01	Supervisor, Carpentry and Joinery Tradespersons
4401-11	Carpenter	4411-11	<i>p</i> Carpenter and Joiner
		4411-13	Carpenter
4401-13	Joiner	4411-11	<i>p</i> Carpenter and Joiner
		4411-15	Joiner
4401-91	Apprentice Carpenter and Joiner	4411-81	Apprentice Carpenter and Joiner
		4411-83	Apprentice Carpenter
		4411-85	Apprentice Joiner
4403-01	Supervisor, Bricklayers	4414-01	Supervisor, Bricklayers
4403-11	Bricklayer	4414-11	Bricklayer
4403-91	Apprentice Bricklayer	4414-81	Apprentice Bricklayer
4405-01	Supervisor, Painters, Decorators and Signwriters	4421-01	Supervisor, Painters and Decorators
		4422-01	Supervisor, Signwriters
4405-11	Painter and Decorator	4421-11	<i>p</i> Painter and Decorator
4405-13	Paperhanger	4421-11	<i>p</i> Painter and Decorator
4405-15	Signwriter	4422-11	Signwriter
4405-91	Apprentice Painter, Decorator and Signwriter	4421-81	Apprentice Painter and Decorator
		4422-81	Apprentice Signwriter
4407-01	Supervisor, Plasterers	4412-01	Supervisor, Fibrous Plasterers
		4415-01	Supervisor, Solid Plasterers
4407-11	Solid Plasterer	4415-11	Solid Plasterer
4407-13	Fibrous Plasterer	4412-11	Fibrous Plasterer
4407-91	Apprentice Plasterer	4412-81	Apprentice Fibrous Plasterer
		4415-81	Apprentice Solid Plasterer
4409-01	Supervisor, Plumbers	4431-01	Supervisor, Plumbers
4409-11	Plumber (General)	4431-11	General Plumber
		4431-17	Roof Plumber
		4431-19	Mechanical Services and Airconditioning Plumber
4409-13	Gasfitter	4431-13	Gasfitter
4409-15	Drainer	4431-15	Drainer

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4409-91	Apprentice 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
4411-01	Supervisor, Roof Slaters and Tilers	4413-01	Supervisor, Roof Slaters and Tilers
4411-11	Roof Slater and Tiler	4413-11	Roof Slater and Tiler
4411-91	Apprentice Roof Slater and Tiler	4413-81	Apprentice Roof Slater and Tiler
4413-01	Supervisor, Wall and Floor Tilers	4416-01	<i>p</i> Supervisor, Wall and Floor Tilers and Stonemasons
4413-11	Wall and Floor Tiler	4416-11	Wall and Floor Tiler
4413-91	Apprentice Wall and Floor Tiler	4416-81	Apprentice Wall and Floor Tiler
4501-01	Supervisor, Compositors	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4501-11	Compositor	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4501-91	Apprentice Compositor	4911-81	<i>p</i> Apprentice Graphic Pre-Press Tradesperson
4503-01	Supervisor, Graphic Reproduction Tradespersons	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
		4912-11	<i>p</i> Printing Machinist
4503-11	Plate Preparer (Printing)	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
		4912-11	<i>p</i> Printing Machinist
4503-13	Cylinder Preparer (Printing)	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4503-15	Image Preparer (Printing)	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4503-91	Apprentice Graphic Reproduction Tradesperson	4911-81	<i>p</i> Apprentice Graphic Pre-Press Tradesperson
		4912-81	<i>p</i> Apprentice Printing Machinist
4505-01	Supervisor, Printing Machinists	4912-11	<i>p</i> Printing Machinist
		4912-13	<i>p</i> Small Offset Printer
4505-11	Letterpress Printing Machinist	4912-11	<i>p</i> Printing Machinist
4505-13	Lithographic Printing Machinist	4912-11	<i>p</i> Printing Machinist
4505-15	Flexographic or Gravure Printing Machinist	4912-11	<i>p</i> Printing Machinist
4505-17	Newspaper Press Machinist (Metropolitan)	4912-11	<i>p</i> Printing Machinist
4505-19	Small Offset Printing Machinist	4912-13	<i>p</i> Small Offset Printer
4505-91	Apprentice Printing Machinist	4912-81	<i>p</i> Apprentice Printing Machinist
		4912-83	Apprentice Small Offset Printer
4507-01	Supervisor, Binders and Finishers	4913-11	<i>p</i> Binder and Finisher
4507-11	Binder and Finisher	4913-11	<i>p</i> Binder and Finisher
4507-91	Apprentice Binder and Finisher	4913-81	Apprentice Binder and Finisher
4509-01	Supervisor, Stereotypers and Electrotypers	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4509-11	Stereotyper and Electrotyper	4911-11	<i>p</i> Graphic Pre-Press Tradesperson
4509-91	Apprentice Stereotyper and Electrotyper	4911-81	<i>p</i> Apprentice Graphic Pre-Press Tradesperson
4511-01	Supervisor, Screen Printers	4914-11	<i>p</i> Screen Printer
4511-11	Screen Printer	4914-11	<i>p</i> Screen Printer
4511-91	Apprentice Screen Printer	4914-81	Apprentice Screen Printer
4601-01	Supervisor, Vehicle Mechanics	4211-01	Supervisor, Motor Mechanics
4601-11	Motor Mechanic	4211-11	<i>p</i> Motor Mechanic
4601-13	Small Engine Mechanic	4211-11	<i>p</i> Motor Mechanic

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4601-91	Apprentice Motor Mechanic	4211-81	Apprentice Motor Mechanic
4603-01	Supervisor, Panel Beaters	4213-01	Supervisor, Panel Beaters
4603-11	Panel Beater	4213-11	Panel Beater
4603-91	Apprentice Panel Beater	4213-81	Apprentice Panel Beater
4605-01	Supervisor, Vehicle Painters	4214-01	Supervisor, Vehicle Painters
4605-11	Vehicle Painter	4214-11	Vehicle Painter
4605-91	Apprentice Vehicle Painter	4214-81	Apprentice Vehicle Painter
4607-01	Supervisor, Vehicle Body Makers	4215-01	Supervisor, Vehicle Body Makers
4607-11	Vehicle Body Maker	4215-11	Vehicle Body Maker
4607-91	Apprentice Vehicle Body Maker	4215-81	Apprentice Vehicle Body Maker
4609-01	Supervisor, Vehicle Trimmers	4216-01	Supervisor, Vehicle Trimmers
4609-11	Vehicle Trimmer	4216-11	Vehicle Trimmer
4609-91	Apprentice Vehicle Trimmer	4216-81	Apprentice Vehicle Trimmer
4701-01	Supervisor, Meat Tradespersons	4511-01	Supervisor, Meat Tradespersons
4701-11	Butcher	4511-11	Butcher
4701-13	Smallgoods Maker	4511-13	Smallgoods Maker
4701-15	Slaughterman/Woman	4511-15	Slaughterperson
4701-91	Apprentice Meat Tradesperson	4511-81	Apprentice Butcher
		4511-83	Apprentice Smallgoods Maker
		4511-85	Apprentice Slaughterperson
4703-01	Supervisor, Bakers and Pastrycooks	4512-01	Supervisor, Bakers and Pastrycooks
4703-11	Pastrycook	4512-13	Pastrycook
4703-13	Baker	4512-11	<i>p</i> Baker
4703-15	Biscuit Maker	4512-11	<i>p</i> Baker
4703-91	Apprentice Baker and Pastrycook	4512-81	Apprentice Baker
		4512-83	Apprentice Pastrycook
4705-01	Supervisor, Cooks	3322-01	Head Chef
		4513-11	<i>p</i> Cook
4705-11	Chef	3322-11	Chef
4705-13	Qualified Cook	4513-11	<i>p</i> Cook
4705-91	Apprentice Cook	4513-81	Apprentice Cook or Chef
4705-99	Cooks nec	4513-11	<i>p</i> Cook
		9932-11	Fast Food Cook
4799-01	Supervisor, Other Food Tradespersons	4519-11	<i>p</i> Miller
		4519-13	<i>p</i> Buttermaker or Cheesemaker
		4519-15	<i>p</i> Confectioner
4799-11	Miller	4519-11	<i>p</i> Miller
4799-13	Buttermaker	4519-13	<i>p</i> Buttermaker or Cheesemaker
4799-15	Cheesemaker	4519-13	<i>p</i> Buttermaker or Cheesemaker
4799-17	Confectioner	4519-15	<i>p</i> Confectioner
4799-91	Apprentice, Other Food Trades	4519-81	Apprentice Miller
		4519-83	Apprentice Buttermaker or Cheesemaker
		4519-85	Apprentice Confectioner

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4799-93	Trainee Miller	4519-11	<i>p</i> Miller
4801-01	Supervisor, Nurserymen/Women	4621-11	<i>p</i> Nurseryperson
4801-11	Nurseryman/Woman	4621-11	<i>p</i> Nurseryperson
4801-91	Apprentice Nurseryman/Woman	4621-81	Apprentice Nurseryperson
4803-01	Head Greenkeeper	4622-11	<i>p</i> Greenkeeper
4803-11	Greenkeeper	4622-11	<i>p</i> Greenkeeper
4803-91	Apprentice Greenkeeper	4622-81	Apprentice Greenkeeper
4805-01	Head Gardener	4623-01	Head Gardener
4805-11	Gardener (General)	4623-11	General Gardener
4805-13	Landscape Gardener	4623-13	Landscape Gardener
4805-15	Tree Surgeon	4623-15	Tree Surgeon
4805-91	Apprentice Gardener	4623-81	Apprentice General Gardener
		4623-83	Apprentice Landscape Gardener
		4623-85	Apprentice Tree Surgeon
4901-01	Supervisor, Wood Machinists and Turners	4921-11	<i>p</i> Wood Machinist (A-Grade)
		4921-13	<i>p</i> Wood Turner
		7294-01	<i>p</i> Supervisor, Wood Processing Machine Operators
4901-11	Wood Machinist (A-Grade)	4921-11	<i>p</i> Wood Machinist (A-Grade)
4901-13	Wood Turner	4921-13	<i>p</i> Wood Turner
4901-15	Wood Machinist (B-Grade)	7294-11	<i>p</i> Wood Processing Machine Operator
4901-17	Wood Machinist (C-Grade)	7294-11	<i>p</i> Wood Processing Machine Operator
4901-91	Apprentice Wood Machinist	4921-81	Apprentice Wood Machinist
		7294-11	<i>p</i> Wood Processing Machine Operator
4901-93	Apprentice Wood Turner	4921-83	Apprentice Wood Turner
4903-01	Supervisor, Cabinetmakers	4922-01	Supervisor, Cabinetmakers
4903-11	Cabinetmaker	4922-11	Cabinetmaker
4903-91	Apprentice Cabinetmaker	4922-81	Apprentice Cabinetmaker
4905-01	Supervisor, Other Wood Tradespersons	4929-11	<i>p</i> Picture Framer
		4929-13	<i>p</i> Furniture Finisher
		4929-79	<i>p</i> Wood Tradespersons nec
4905-11	Wood Carver	4929-79	<i>p</i> Wood Tradespersons nec
4905-13	Picture Framer	4929-11	<i>p</i> Picture Framer
4905-15	Cooper	4929-79	<i>p</i> Wood Tradespersons nec
4905-17	Cane Furniture Maker	4929-79	<i>p</i> Wood Tradespersons nec
4905-19	Furniture Finisher	4929-13	<i>p</i> Furniture Finisher
4905-21	Model Maker	4929-79	<i>p</i> Wood Tradespersons nec
4905-91	Apprentice, Other Wood Trades	4929-81	Apprentice Picture Framer
		4929-83	Apprentice Furniture Finisher
		4929-99	Apprentice Wood Tradespersons nec
4907-01	Supervisor, Marine Construction Tradespersons	4981-11	<i>p</i> Shipwright
		4981-13	<i>p</i> Boat Builder and Repairer
4907-11	Shipwright	4981-11	<i>p</i> Shipwright
4907-13	Boat Builder and Repairer	4981-13	<i>p</i> Boat Builder and Repairer

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4907-91	Apprentice Marine Construction Tradesperson	4981-81	Apprentice Shipwright
		4981-83	Apprentice Boat Builder and Repairer
4909-01	Supervisor, Blasting Tradespersons	4986-01	<i>p</i> Supervisor, Drillers
		7912-11	<i>p</i> Blasting Worker
4909-11	Shot-Firer	7912-11	<i>p</i> Blasting Worker
4909-13	Stope Miner	4986-11	<i>p</i> Driller
4911-01	Supervisor, Garment Tradespersons	4941-11	<i>p</i> General Clothing Tradesperson
		4941-13	<i>p</i> Tailor
		4941-15	<i>p</i> Dressmaker
		4941-17	<i>p</i> Apparel Cutter
		4941-19	<i>p</i> Patternmaker-Grader (Clothing)
		4941-79	<i>p</i> Clothing Tradespersons nec
4911-11	Tailor	4941-11	<i>p</i> General Clothing Tradesperson
		4941-13	<i>p</i> Tailor
4911-13	Dressmaker	4941-11	<i>p</i> General Clothing Tradesperson
		4941-15	<i>p</i> Dressmaker
4911-15	Apparel Cutter	4941-11	<i>p</i> General Clothing Tradesperson
		4941-17	<i>p</i> Apparel Cutter
4911-17	Furrier	4941-11	<i>p</i> General Clothing Tradesperson
		4941-79	<i>p</i> Clothing Tradespersons nec
4911-19	Patternmaker-Grader (Textiles)	4941-11	<i>p</i> General Clothing Tradesperson
		4941-19	<i>p</i> Patternmaker-Grader (Clothing)
4911-21	Hat Maker	4941-11	<i>p</i> General Clothing Tradesperson
		4941-79	<i>p</i> Clothing Tradespersons nec
4911-91	Apprentice Garment Tradesperson	4941-11	<i>p</i> General Clothing Tradesperson
		4941-81	Apprentice Clothing Tradesperson
4913-01	Supervisor, Upholsterers and Bedding Tradespersons	4942-11	<i>p</i> Furniture Upholsterer
		4942-79	<i>p</i> Upholsterers and Bedding Tradespersons nec
4913-11	Furniture Upholsterer	4942-11	<i>p</i> Furniture Upholsterer
4913-13	Bedding and Mattress Maker	4942-79	<i>p</i> Upholsterers and Bedding Tradespersons nec
4913-91	Apprentice Upholsterer and Bedding Tradesperson	4942-81	Apprentice Upholsterer or Bedding Tradespersons
4915-01	Supervisor, Shoemaking and Repairing Tradespersons	4943-11	<i>p</i> Shoemaker
		7212-01	<i>p</i> Supervisor, Textile and Footwear Production Machine Operators
4915-11	Shoemaker	4943-11	<i>p</i> Shoemaker
		4943-13	<i>p</i> Medical Grade Shoemaker
4915-13	Shoe Repairer	4943-11	<i>p</i> Shoemaker
		4943-13	<i>p</i> Medical Grade Shoemaker
4915-91	Apprentice Shoemaker and Repairer	4943-81	Apprentice Shoemaker
4917-01	Supervisor, Other Leather and Canvas Tradespersons	4944-11	<i>p</i> Leather Goods Maker
		4944-13	<i>p</i> Canvas Goods Maker
		4944-15	<i>p</i> Sail Maker
4917-11	Leather Goods Maker	4944-11	<i>p</i> Leather Goods Maker
4917-13	Canvas Goods Maker	4944-13	<i>p</i> Canvas Goods Maker
4917-15	Sailmaker	4944-15	<i>p</i> Sail Maker
4917-91	Apprentice, Other Leather and Canvas Trades	4944-81	Apprentice Leather Goods, Canvas Goods or Sail Maker
4919-01	Supervisor, Floor Coverers	4423-01	Supervisor, Floor Finishers

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4919-11	Floor Coverer	4423-11	Floor Finisher
4919-91	Apprentice Floor Coverer	4423-81	Apprentice Floor Finisher
4921-01	Supervisor, Glass Tradespersons	4982-11 <i>p</i>	Flat Glass Tradesperson
		4982-13 <i>p</i>	Glass Blower
4921-11	Flat Glass Tradesperson	4982-11 <i>p</i>	Flat Glass Tradesperson
4921-13	Glass Blower	4982-13 <i>p</i>	Glass Blower
4921-91	Apprentice Flat Glass Tradesperson	4982-81	Apprentice Flat Glass Tradesperson
4921-93	Trainee Glass Blower	4982-83	Apprentice Glass Blower
4923-01	Supervisor, Jewellery and Precious Metalware Tradespersons	2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
		4983-11 <i>p</i>	Jeweller
		4983-13 <i>p</i>	Gem Cutter and Polisher
4923-11	Jeweller	4983-11 <i>p</i>	Jeweller
4923-13	Gem Cutter and Polisher	4983-13 <i>p</i>	Gem Cutter and Polisher
4923-15	Precious Metal Smith	2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
4923-91	Apprentice Jewellery and Precious Metalware Tradesperson	2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
		4983-81	Apprentice Jeweller
		4983-83	Apprentice Gem Cutter and Polisher
4925-01	Supervisor, Craftworkers	2531-15 <i>p</i>	Potter or Ceramic Artist
		2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
		4999-17 <i>p</i>	Piano Tuner
		4999-79 <i>p</i>	Tradespersons and Related Workers nec
4925-11	Piano Tuner	4999-17 <i>p</i>	Piano Tuner
4925-13	Potter	2531-15 <i>p</i>	Potter or Ceramic Artist
4925-91	Apprentice Craftworker	2531-15 <i>p</i>	Potter or Ceramic Artist
		2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
		4999-17 <i>p</i>	Piano Tuner
		4999-79 <i>p</i>	Tradespersons and Related Workers nec
4925-99	Craftworkers nec	2531-79 <i>p</i>	Visual Arts and Crafts Professionals nec
		4999-79 <i>p</i>	Tradespersons and Related Workers nec
4927-01	Supervisor, Hairdressers	4931-01	Supervisor, Hairdressers
4927-11	Hairdresser	4931-11	Hairdresser
4927-91	Apprentice Hairdresser	4931-81	Apprentice Hairdresser
4929-01	Overseer, Shearing Shed	4612-11 <i>p</i>	Shearer
4929-03	Shearing Shed Expert	4612-11 <i>p</i>	Shearer
4929-11	Shearer	4612-11 <i>p</i>	Shearer
4931-11	Horse Breaker	4614-11 <i>p</i>	Horse Trainer
4931-99	Animal Trainers nec	4614-11 <i>p</i>	Horse Trainer
		4614-79	Animal Trainers nec
4999-01	Supervisor, Other Tradespersons	3492-15 <i>p</i>	Dental Technician
		4416-01 <i>p</i>	Supervisor, Wall and Floor Tilers and Stonemasons
		4984-11 <i>p</i>	Florist
		4992-19 <i>p</i>	Motion Picture Projectionist
		4999-11 <i>p</i>	Optical Mechanic
4999-11	Dental Technician	3492-15 <i>p</i>	Dental Technician
4999-13	Optical Mechanic	4999-11 <i>p</i>	Optical Mechanic

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

4999-15	Stonemason	4416-13	Stonemason
4999-17	Motion Picture Projectionist	4992-19	<i>p</i> Motion Picture Projectionist
4999-19	Saturation Technician	7129-79	<i>p</i> Intermediate Stationary Plant Operators nec
4999-21	Offshore Diver	4999-13	<i>p</i> Diver
4999-23	Onshore Diver	3911-11	<i>p</i> Police Officer
		4999-13	<i>p</i> Diver
4999-25	Florist	4984-11	<i>p</i> Florist
4999-27	Aircraft Safety Equipment Worker	4999-15	Aircraft Safety Equipment Worker
4999-29	Military Explosives Technician	4991-11	<i>p</i> Defence Force Member Not Elsewhere Included
4999-91	Apprentice, Other Trades	3492-15	<i>p</i> Dental Technician
		4416-83	Apprentice Stonemason
		4984-11	<i>p</i> Florist
		4999-11	<i>p</i> Optical Mechanic
4999-99	Tradespersons nec	4999-79	<i>p</i> Tradespersons and Related Workers nec
<b>5</b>	<b>Clerks</b>		
5101-01	Supervisor, Office Secretaries and Stenographers	3291-11	<i>p</i> Office Manager
5101-11	Office Secretary	5111-11	<i>p</i> Secretary
		5111-13	<i>p</i> Personal Assistant
5101-13	Office Stenographer	5111-11	<i>p</i> Secretary
		5111-13	<i>p</i> Personal Assistant
5101-15	Court and Hansard Reporter	5992-11	Court or Hansard Reporter
5103-01	Supervisor, Typists and Typist-Clerks	3291-11	<i>p</i> Office Manager
5103-11	Typist-Clerk	6121-11	<i>p</i> Typist and Word Processing Operator
5103-13	Typist	6121-11	<i>p</i> Typist and Word Processing Operator
5105-01	Supervisor, Word Processing Operators	3291-11	<i>p</i> Office Manager
5105-11	Word Processing Operator	5995-11	Desktop Publishing Operator
		6121-11	<i>p</i> Typist and Word Processing Operator
5201-01	Supervisor, Data Processing Machine Operators	6121-13	<i>p</i> Data Entry Operator
5201-11	Computer Operator	6121-11	<i>p</i> Typist and Word Processing Operator
		6121-13	<i>p</i> Data Entry Operator
5201-13	Data Entry Operator	6121-13	<i>p</i> Data Entry Operator
5201-15	Data Transceiver Operator	6121-13	<i>p</i> Data Entry Operator
5201-99	Data Processing Machine Operators nec	7299-79	<i>p</i> Intermediate Machine Operators nec
5203-01	Supervisor, Business Machine Operators	6199-79	<i>p</i> Intermediate Clerical Workers nec
5203-11	Business Machine Operator	6199-79	<i>p</i> Intermediate Clerical Workers nec
5301-01	Supervisor, Accounting Clerks	6141-01	Supervisor, Accounting Clerks
5301-11	Bookkeeper	5911-11	Bookkeeper
5301-13	Accounts Clerk	6141-11	Accounts Clerk
5301-15	Payroll Clerk	6142-11	Payroll Clerk
5301-17	Branch Accountant (Financial Institution)	3211-11	Branch Accountant (Financial Institution)
5301-19	Credit Officer	6141-13	Credit Clerk

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

5301-21	Cost Clerk	6141-15	Cost Clerk
5303-01	Supervisor, Insurance and Broking Clerks	6144-01	Supervisor, Insurance Clerks
5303-11	Insurance Clerk	6144-11	Insurance Clerk
5303-13	Stockbroking Clerk	6145-01 <i>p</i>	Supervisor, Money Market and Statistical Clerks
		6145-11	Money Market Clerk
5305-01	Supervisor, Statistical and Actuarial Clerks	6145-01 <i>p</i>	Supervisor, Money Market and Statistical Clerks
5305-11	Statistical Clerk	6145-01 <i>p</i>	Supervisor, Money Market and Statistical Clerks
		6145-13 <i>p</i>	Statistical Clerk
5305-13	Actuarial Clerk	6145-01 <i>p</i>	Supervisor, Money Market and Statistical Clerks
		6145-13 <i>p</i>	Statistical Clerk
5401-01	Supervisor, Library and Filing Clerks	6192-11 <i>p</i>	Library Assistant
5401-11	Library Assistant	6192-11 <i>p</i>	Library Assistant
5401-13	Filing Clerk	6199-21 <i>p</i>	Coding Clerk
		8111-11 <i>p</i>	Registry or Filing Clerk
5403-01	Supervisor, Mail Sorters	6199-15	Mail Supervisor
5403-11	Mail Sorter	8112-11 <i>p</i>	Mail Clerk
		8112-13 <i>p</i>	Postal Sorting Officer
5499-11	Other Filing, Sorting and Copying Clerks	8111-11 <i>p</i>	Registry or Filing Clerk
5501-01	Supervisor, Production Recording Clerks	6151-11 <i>p</i>	Production Recording Clerk
5501-11	Production Scheduling Clerk	6151-11 <i>p</i>	Production Recording Clerk
5501-13	Production Tally Clerk	6151-11 <i>p</i>	Production Recording Clerk
5503-01	Supervisor, Transport Recording and Despatching Clerks	6152-01	Supervisor, Transport and Despatching Clerks
5503-11	Receiving and Despatching Clerk	6152-11	Receiving and Despatching Clerk
5503-13	Import-Export Clerk	6152-13	Import-Export Clerk
5503-15	Radio Despatcher	5999-11	Radio Despatcher
5503-99	Transport Recording and Despatching Clerks nec	6151-11 <i>p</i>	Production Recording Clerk
5505-01	Supervisor, Stock and Purchasing Clerks	6153-01	Supervisor, Stock and Purchasing Clerks
5505-11	Stock Clerk	6153-11 <i>p</i>	Stock Clerk
5505-13	Purchasing Clerk	6153-13 <i>p</i>	Purchasing Officer
5505-15	Order Clerk	6153-15	Order Clerk
		6153-17 <i>p</i>	Sales Clerk
		8297-11 <i>p</i>	Sales and Service Trainee
5601-11	Receptionist	6131-11	Receptionist
5601-13	Inquiry Clerk	3294-11 <i>p</i>	Computing Support Technician
		6191-11 <i>p</i>	Inquiry Clerk
5601-15	Admissions Clerk	6191-13	Admissions Clerk
5603-01	Supervisor, Telephonists	8113-11 <i>p</i>	Switchboard Operator
5603-11	Telephonist	8113-11 <i>p</i>	Switchboard Operator
5605-01	Supervisor, Messengers and Delivery Officers	8114-11 <i>p</i>	Courier
		8114-13 <i>p</i>	Postal Delivery Officer
5605-11	Messenger	8114-11 <i>p</i>	Courier
		8114-13 <i>p</i>	Postal Delivery Officer
5605-13	Postman/Woman	8114-13 <i>p</i>	Postal Delivery Officer



**ASCO FIRST EDITION**

**ASCO SECOND EDITION**

*p* = partial match

5901-11	Debt Collector	6199-13	<i>p</i> Debt Collector
5901-99	Collection Clerks nec	6199-13	<i>p</i> Debt Collector
5903-11	Teachers' Aide	6311-15	<i>p</i> Teachers' Aide
		6311-17	<i>p</i> Aboriginal and Torres Strait Islander Education Worker
5905-11	Personnel Records Clerk	6193-11	Personnel Records Clerk
5905-13	Employment Office Clerk	6193-13	Employment Office Clerk
5907-11	Clerk of Court	5991-11	Clerk Of Court
5907-13	Law Clerk	5991-13	Law Clerk
5907-15	Court Orderly	6199-17	Court Orderly
5907-99	Legal and Related Clerks nec	5991-15	Trust Officer
		6199-19	Bailiff or Sheriff
5909-11	Postal Clerk	8211-17	<i>p</i> Sales Assistant (Postal Services)
5909-13	Postal Officer	8112-11	<i>p</i> Mail Clerk
		8112-13	<i>p</i> Postal Sorting Officer
		8211-17	<i>p</i> Sales Assistant (Postal Services)
5999-11	Meter Reader	8119-11	Meter Reader
5999-13	Proof Reader	6199-11	Proof Reader
5999-15	Classified Advertising Clerk	8119-13	Classified Advertising Clerk
5999-17	Bookmaker's Clerk	8115-15	Bookmaker's Clerk
5999-19	Market Research Interviewer	8119-15	<i>p</i> Interviewer
5999-99	Clerks nec	6194-13	<i>p</i> Taxation Inspector
		6194-15	<i>p</i> Social Security Assessor
		6194-79	<i>p</i> Intermediate Inspectors and Examiners nec
		6199-21	<i>p</i> Coding Clerk
		6199-79	<i>p</i> Intermediate Clerical Workers nec
		8119-15	<i>p</i> Interviewer
		8119-17	Parking Inspector
		8119-79	Elementary Clerks nec

**6 Salespersons and Personal Service Workers**

6101-11	Stock Exchange Dealer	3212-11	Stockbroking Dealer
6101-99	Securities and Finance Dealers nec	3212-13	Futures Trader
		3212-15	Financial Market Dealer
		3212-79	Financial Dealers and Brokers nec
		3213-11	Financial Investment Adviser
6103-01	Supervisor, Insurance Brokers and Agents	3212-19	<i>p</i> Insurance Broker
6103-11	Insurance Agent	5993-11	Insurance Agent
6103-13	Insurance Broker	3212-19	<i>p</i> Insurance Broker
6105-11	Real Estate Salesperson	3293-15	Real Estate Salesperson
6105-13	Real Estate Property Manager	3293-13	Property Manager
6199-11	Commodities Broker	3212-17	<i>p</i> Commodities Trader
6199-13	Valuer	2295-11	Valuer
		2295-13	Land Economist
6201-11	Sales Representative (Chemical Products)	2222-11	<i>p</i> Sales Representative (Industrial Products)
6201-13	Sales Representative (Edp Equipment)	2222-13	Sales Representative (Information and Communication Products)

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)	2222-15	<i>p</i>	Sales Representative (Medical and Pharmaceutical Products)
6201-17	Sales Representative (Electronic Equipment Except Edp)	2222-79	<i>p</i>	Technical Sales Representatives nec
6201-19	Sales Representative (Toys and Sporting Goods)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-21	Sales Representative (Business Services)	6211-13		Sales Representative (Business Services)
6201-23	Sales Representative (Books and Paper Products)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-25	Sales Representative (Builders' Hardware)	6211-15		Sales Representative (Builder's and Plumber's Supplies)
6201-27	Sales Representative (Floor Coverings and Furniture)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-29	Sales Representative (Food, Drink and Tobacco Products)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-31	Sales Representative (Household Goods and Domestic Hardware)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-33	Sales Representative (Toiletries)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-35	Sales Representative (Pharmaceuticals)	2222-15	<i>p</i>	Sales Representative (Medical and Pharmaceutical Products)
6201-37	Sales Representative (Textiles, Clothing and Footwear)	6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
6201-99	Sales Representatives nec	2222-11	<i>p</i>	Sales Representative (Industrial Products)
		2222-79	<i>p</i>	Technical Sales Representatives nec
		6211-11	<i>p</i>	Sales Representative (Personal and Household Goods)
		6211-17		Sales Representative (Motor Vehicle Parts and Accessories)
		6211-79		Sales Representatives nec
6301-01	Supervisor, Sales Assistants	6213-11	<i>p</i>	Retail Supervisor
6301-11	Sales Assistant (Hardware and Gardening Supplies)	8211-15	<i>p</i>	Sales Assistant (Other Personal and Household Goods)
6301-13	Sales Assistant (Fabrics, Clothing and Footwear)	8211-13		Sales Assistant (Fabric, Clothing and Footwear)
6301-15	Sales Assistant (Food and Drink Products)	8211-11	<i>p</i>	Sales Assistant (Food and Drink Products)
6301-17	Sales Assistant (Furniture, Floor Coverings and Household Goods)	8211-15	<i>p</i>	Sales Assistant (Other Personal and Household Goods)
6301-19	Sales Assistant (Caravans and Motor Vehicles)	6212-11		Motor Vehicle and Caravan Salesperson
6301-21	Sales Assistant (Stationery, Newspapers and Books)	8211-15	<i>p</i>	Sales Assistant (Other Personal and Household Goods)
6301-23	Sales Assistant (Pharmaceutical Products and Toiletries)	8211-15	<i>p</i>	Sales Assistant (Other Personal and Household Goods)
6301-25	Sales Assistant (Vehicle Parts and Accessories)	6212-13		Motor Vehicle Parts Interpreter
6301-99	Sales Assistants nec	8211-79		Sales Assistants nec
6401-01	Supervisor, Tellers	6143-01		Supervisor, Bank Workers
6401-11	Teller	6143-11		Bank Worker
6403-01	Supervisor, Cashiers	6213-13		Checkout Supervisor
6403-11	Checkout Operator	8211-11	<i>p</i>	Sales Assistant (Food and Drink Products)
		8291-11		Checkout Operator
6403-13	Office Cashier	8291-13		Office Cashier

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

6405-11	Ticket Seller	3212-21	<i>p</i>	Bookmaker
		3399-15	<i>p</i>	Betting Agency Branch Manager
		8115-11		Betting Agency Counter Clerk
		8115-13		Telephone Betting Clerk
		8115-79	<i>p</i>	Betting Clerks nec
		8292-11		Ticket Seller
6405-13	Transport Conductor	8292-13		Transport Conductor
6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers	8293-15	<i>p</i>	Door-To-Door Salesperson
6501-11	Scrap Merchant	8299-13	<i>p</i>	Materials Recycler
6501-13	Cash Van Salesperson	8293-13		Cash Van Salesperson
6501-15	Door-To-Door Salesperson	8293-15	<i>p</i>	Door-To-Door Salesperson
		8294-11		Telemarketer
6501-17	Street Vendor	8293-11		Street Vendor
6503-01	Supervisor, Bar Attendants	6322-01		Supervisor, Bar Attendants
6503-11	Bar Attendant	6322-11	<i>p</i>	Bar Attendant
		6324-11	<i>p</i>	Hospitality Trainee
6505-01	Supervisor, Waiters and Waitresses	6321-11	<i>p</i>	Hotel Service Supervisor
		6323-01		Supervisor, Waiters
6505-11	Formal Service Waiter/Waitress	6323-11	<i>p</i>	General Waiter
		6324-11	<i>p</i>	Hospitality Trainee
6505-13	Drink Waiter/Waitress	6323-13		Drink Waiter
		6324-11	<i>p</i>	Hospitality Trainee
6505-15	Waiter/Waitress (General)	6323-11	<i>p</i>	General Waiter
		6324-11	<i>p</i>	Hospitality Trainee
6507-11	Travel Agent (Commercial)	6397-11		Travel Agent
6507-13	Tourist Officer	6397-13		Tourist Information Officer
6599-11	Auctioneer	5999-13	<i>p</i>	Auctioneer
6599-13	Auction Room Attendant	5999-13	<i>p</i>	Auctioneer
6599-15	Sales Demonstrator	8295-11		Sales Demonstrator
6599-17	Rental Salesperson	8299-11		Rental Salesperson
6599-19	Service Counter Clerk	6191-11	<i>p</i>	Inquiry Clerk
6599-21	Service Station Attendant	8296-11		Service Station Attendant
6599-99	Salespersons nec	8295-13		Model
		8299-79		Elementary Sales Workers nec
6601-11	Pre-School Aide	6311-11		Pre-School Aide
6601-13	Child Care Aide	6312-11	<i>p</i>	Child Care Worker
6601-15	Child Care Attendant	6312-11	<i>p</i>	Child Care Worker
		6312-13		Family Day Care Worker
		6312-15	<i>p</i>	Nanny
6601-17	Hostel Parent	6313-11		Hostel Parent
6601-19	Child Care Group Worker	6313-13	<i>p</i>	Child or Youth Residential Care Assistant
		6313-17	<i>p</i>	Aged or Disabled Person Carer
6601-21	Refuge Worker	6313-15		Refuge Worker

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

6601-99	Child Care, Refuge and Related Workers nec	6311-13	Integration Aide
		6311-15	<i>p</i> Teachers' Aide
		6312-15	<i>p</i> Nanny
		6313-17	<i>p</i> Aged or Disabled Person Carer
6603-11	Enrolled Nurse	3411-11	<i>p</i> Enrolled Nurse
		3493-11	Aboriginal and Torres Strait Islander Health Worker
		6314-13	<i>p</i> Nursing Assistant
6603-91	Student Enrolled Nurse	3411-11	<i>p</i> Enrolled Nurse
6605-11	Dental Nurse	6391-11	Dental Assistant
6607-11	Home Companion	6313-17	<i>p</i> Aged or Disabled Person Carer
6607-13	Family Aide	3421-19	<i>p</i> Family Support Worker
6609-01	Supervisor, Travel Stewards	5996-11	Flight Service Director
6609-11	Flight Attendant	5996-13	Flight Attendant
6609-13	Marine Steward	5996-79	<i>p</i> Travel Attendants nec
6609-15	Railway Steward	5996-79	<i>p</i> Travel Attendants nec
6699-11	Funeral Director	3399-29	<i>p</i> Funeral Director
6699-13	Tourist Guide	6397-15	Tour Guide
6699-15	Beauty Therapist	6395-11	Beauty Therapist
6699-17	Masseur/Masseuse	3494-11	Massage Therapist
		6395-13	<i>p</i> Natural Remedy Consultant
6699-99	Personal Service Workers nec	6313-19	Therapy Aide
		6394-11	Gaming Pit Boss
		6394-15	Gaming Dealer
		6395-13	<i>p</i> Natural Remedy Consultant
		6395-15	Weight Loss Consultant
		6399-11	Museum or Gallery Attendant
		6399-79	Intermediate Service Workers nec
		8319-25	Examination Supervisor
		8319-27	Prostitute or Escort
		8319-79	<i>p</i> Elementary Service Workers nec

**7 Plant and Machine Operators, and Drivers**

7101-11	Bus Driver	7312-11	Bus Driver
7101-13	Tram Driver	7312-13	Tram Driver
7103-11	Automobile Driver	7313-11	Automobile Driver
7105-11	Delivery Driver	7314-11	Delivery Driver
7105-13	Heavy Truck Driver	7311-11	Heavy Truck Driver
7105-15	Furniture Removalist-Driver	7311-13	<i>p</i> Furniture Removalist
7107-01	Supervisor, Locomotive Drivers	7129-11	<i>p</i> Railway Signal Operator
7107-11	Locomotive Driver	7315-11	<i>p</i> Train Driver
7107-91	Trainee Locomotive Driver	7315-11	<i>p</i> Train Driver
		7315-13	Train Driver's Assistant

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

7201-01	Supervisor, Excavating and Earthmoving Plant Operators	7111-11	<i>p</i>	General Construction Plant Operator
		7111-13	<i>p</i>	Bulldozer Operator
		7111-15	<i>p</i>	Backhoe Operator
		7111-17	<i>p</i>	Loader Operator
		7111-19	<i>p</i>	Grader Operator
		7111-21	<i>p</i>	Excavator Operator
		7119-79	<i>p</i>	Mobile Plant Operators nec
		7911-11	<i>p</i>	Miner
7201-11	Bulldozer Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-13	<i>p</i>	Bulldozer Operator
7201-13	Scraper Operator (Earthmoving)	7111-11	<i>p</i>	General Construction Plant Operator
		7111-13	<i>p</i>	Bulldozer Operator
7201-15	Back-Hoe Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-15	<i>p</i>	Backhoe Operator
7201-17	Trench-Digging Machine Operator	7111-11	<i>p</i>	General Construction Plant Operator
7201-19	Loader Operator (Earthmoving)	7111-11	<i>p</i>	General Construction Plant Operator
		7111-17	<i>p</i>	Loader Operator
7201-21	Open Cut Mining Plant Operator	7911-11	<i>p</i>	Miner
7201-23	Underground Plant Operator	7911-11	<i>p</i>	Miner
7201-25	Dredge Operator	7119-79	<i>p</i>	Mobile Plant Operators nec
7201-27	Grader Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-19	<i>p</i>	Grader Operator
7201-29	Excavator Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-21	<i>p</i>	Excavator Operator
7201-91	Trainee Excavating and Earthmoving Plant Operator	7111-11	<i>p</i>	General Construction Plant Operator
7203-11	Forklift Driver	7112-11		Forklift Driver
7203-13	Straddle Carrier Operator	7119-79	<i>p</i>	Mobile Plant Operators nec
7205-11	Logging Plant Operator	7119-17		Logging Plant Operator
7207-01	Supervisor, Paving and Surfacing Plant Operators	7111-11	<i>p</i>	General Construction Plant Operator
		7111-23	<i>p</i>	Paving Plant Operator
		7111-25	<i>p</i>	Road Roller Operator
7207-11	Paving Plant Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-23	<i>p</i>	Paving Plant Operator
7207-13	Road Roller Operator	7111-11	<i>p</i>	General Construction Plant Operator
		7111-25	<i>p</i>	Road Roller Operator
7209-11	Farm Machinery Operator	7119-11	<i>p</i>	Agricultural and Horticultural Mobile Plant Operator
7209-13	Amenity Horticulture Machine Operator	7119-11	<i>p</i>	Agricultural and Horticultural Mobile Plant Operator
7211-01	Supervisor, Fire Fighters	3995-11		Senior Fire Fighter
7211-11	Fire Fighter	4985-11		Fire Fighter
7299-11	Railway Track Repair Machine Operator	7119-13		Railway Track Repair Mobile Plant Operator
7299-99	Mobile Plant Operators nec	7119-15		Streetsweeper Operator
		7119-79	<i>p</i>	Mobile Plant Operators nec
7301-01	Supervisor, Power Generation Plant Operators	4988-01		Supervisor, Power Generation Plant Operators
7301-11	Power Generation Plant Operator	4988-11		Power Generation Plant Operator
7303-11	Stationary Engine and Boiler Operator	7121-11	<i>p</i>	Engine or Boiler Operator
7303-13	Marine Engine and Boiler Operator	7121-11	<i>p</i>	Engine or Boiler Operator

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

7305-01	Supervisor, Chemical Plant Operators	4987-01	<i>p</i>	Supervisor, Chemical, Petroleum and Gas Plant Operators
7305-11	Chemical Plant Operator	4987-11	<i>p</i>	Chemical Plant Operator
7305-91	Trainee Chemical Plant Operator	4987-11	<i>p</i>	Chemical Plant Operator
7307-01	Supervisor, Petroleum and Gas Plant Operators	4987-01	<i>p</i>	Supervisor, Chemical, Petroleum and Gas Plant Operators
7307-11	Petroleum and Gas Refining and Pumping Operator	4987-13	<i>p</i>	Petroleum and Gas Plant Operator
7307-13	Oil and Gas Well Treatment Operator	4987-13	<i>p</i>	Petroleum and Gas Plant Operator
7307-15	Oil, Gas and Pipe Tester	4987-13	<i>p</i>	Petroleum and Gas Plant Operator
7309-01	Supervisor, Bulk Materials Handling Plant Operators	7129-23	<i>p</i>	Bulk Materials Handling Plant Operator
7309-11	Bulk Materials Handling Plant Operator	7129-23	<i>p</i>	Bulk Materials Handling Plant Operator
7311-01	Supervisor, Crane Operators	7122-11	<i>p</i>	Crane, Hoist or Lift Operator
7311-11	Crane Operator	7122-11	<i>p</i>	Crane, Hoist or Lift Operator
7313-01	Supervisor, Hoist, Winch and Lift Operators	7122-11	<i>p</i>	Crane, Hoist or Lift Operator
7313-11	Hoist, Winch and Lift Operator	7122-11	<i>p</i>	Crane, Hoist or Lift Operator
7315-01	Supervisor, Furnace and Kiln Operators	7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
7315-11	Metals Furnace Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
7315-13	Heat Treatment Furnace Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
7315-15	Kiln Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
		7129-17	<i>p</i>	Cement Production Plant Operator
		7297-11	<i>p</i>	Clay Products Machine Operator
7315-17	Incinerator Plant Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
		7129-79	<i>p</i>	Intermediate Stationary Plant Operators nec
7317-01	Supervisor, Drilling Plant Operators	4986-01	<i>p</i>	Supervisor, Drillers
7317-11	Drilling Plant Operator	4986-11	<i>p</i>	Driller
7399-01	Supervisor, Other Stationary Plant Operators	7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
		7129-01		Supervisor, Other Intermediate Stationary Plant Operators
7399-11	Mineral Ore Treating Plant Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
		9911-11	<i>p</i>	Mining Support Worker
7399-13	Metal Rolling Mill Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
7399-15	Paper Pulp Preparation Plant Operator	7124-11		Pulp Mill Operator
7399-17	Wood Chipping and Particleboard Plant Operator	7129-79	<i>p</i>	Intermediate Stationary Plant Operators nec
7399-19	Railway Switching and Signalling Operator	7129-11	<i>p</i>	Railway Signal Operator
		7129-13		Train Controller
7399-21	Timber Treatment Plant Operator	7129-79	<i>p</i>	Intermediate Stationary Plant Operators nec
7399-23	Concrete Pump Operator	7129-15		Concrete Pump Operator
7399-25	Insulation Maker	7129-79	<i>p</i>	Intermediate Stationary Plant Operators nec
7399-27	Cement Production Plant Operator	7129-17	<i>p</i>	Cement Production Plant Operator
7399-29	Water Supply and Treatment Plant Operator	7129-21		Water and Waste Water Plant Operator
		7129-79	<i>p</i>	Intermediate Stationary Plant Operators nec
7399-31	Electrolytic Cell Operator	7123-11	<i>p</i>	Engineering Production Systems Worker
7399-33	Carbon Plant Worker	7123-11	<i>p</i>	Engineering Production Systems Worker
7399-35	Concrete Batching Plant Operator	7129-19		Concrete Batching Plant Operator

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

7399-99	Stationary Plant Operators nec	7129-79	<i>p</i> Intermediate Stationary Plant Operators nec
7401-01	Supervisor, Basic Metal Products Machine Operators	7123-01	<i>p</i> Supervisor, Engineering Production Systems Workers
7401-11	Machine Moulder	7123-11	<i>p</i> Engineering Production Systems Worker
7401-13	Casting Machine and Ladle Operator	7123-11	<i>p</i> Engineering Production Systems Worker
7401-15	Wire Drawing Machine Operator	7123-11	<i>p</i> Engineering Production Systems Worker
7401-17	Metal Extrusion Press Operator	7123-11	<i>p</i> Engineering Production Systems Worker
7403-11	Metal Press Operator	7123-11	<i>p</i> Engineering Production Systems Worker
7405-11	Other Metal Products Machine Operators	7123-11	<i>p</i> Engineering Production Systems Worker
7407-01	Supervisor, Plastics Production Machine Operators	7291-01	Supervisor, Plastics Production Machine Operators
7407-11	Plastics Production Machine Setter	7291-11	<i>p</i> General Plastics Production Machine Operator
		7291-79	<i>p</i> Plastics Production Machine Operators nec
7407-13	Plastics Extruding Machine Operator	7291-11	<i>p</i> General Plastics Production Machine Operator
		7291-15	<i>p</i> Reinforced Plastic and Composite Production Worker
7407-15	Plastics Moulding Machine Operator	7291-11	<i>p</i> General Plastics Production Machine Operator
		7291-15	<i>p</i> Reinforced Plastic and Composite Production Worker
		7291-79	<i>p</i> Plastics Production Machine Operators nec
7407-17	Cellular Plastics Machine Operator	7291-11	<i>p</i> General Plastics Production Machine Operator
7407-19	Plastics Sheet Press Operator	7291-11	<i>p</i> General Plastics Production Machine Operator
		7291-79	<i>p</i> Plastics Production Machine Operators nec
7407-21	Plastics Blending Machine Operator	7291-13	Plastics Compounding and Reclamation Machine Operator
7407-23	Gun Hand (Plastics)	7291-15	<i>p</i> Reinforced Plastic and Composite Production Worker
7407-25	Sheathing Extruder	7291-17	Plastic Cabling Machine Operator
7409-01	Supervisor, Rubber Production Machine Operators	7292-01	Supervisor, Rubber Production Machine Operators
7409-11	Tyre Production Machine Operator	7292-11	Tyre Production Machine Operator
7409-99	Rubber Production Machine Operators nec	7292-79	Rubber Production Machine Operators nec
7411-01	Supervisor, Chemical Production Machine Operators	7293-01	Supervisor, Chemical Production Machine Operators
7411-11	Pharmaceuticals and Toiletries Production Machine Operator	7293-11	<i>p</i> Chemical Production Machine Operator
7411-13	Explosives Production Machine Operator	7293-11	<i>p</i> Chemical Production Machine Operator
7411-99	Chemical Production Machine Operators nec	7293-11	<i>p</i> Chemical Production Machine Operator
7413-01	Supervisor, Wood Processing Machine Operators	7294-01	<i>p</i> Supervisor, Wood Processing Machine Operators
7413-11	Head Sawyer	7294-11	<i>p</i> Wood Processing Machine Operator
7413-13	Resawyer	7294-11	<i>p</i> Wood Processing Machine Operator
7413-15	Dockerman/Woman	7294-11	<i>p</i> Wood Processing Machine Operator
7413-17	Timber Stock Cutter	7294-11	<i>p</i> Wood Processing Machine Operator
7413-19	Veneer Production Machine Operator	7294-11	<i>p</i> Wood Processing Machine Operator
7413-21	Plywood Production Machine Operator	7294-11	<i>p</i> Wood Processing Machine Operator
7413-23	Wood Laminating Press Operator	7294-11	<i>p</i> Wood Processing Machine Operator
7413-99	Wood Processing Machine Operators nec	7294-11	<i>p</i> Wood Processing Machine Operator
7415-01	Supervisor, Paper and Paper Products Machine Operators	7124-13	<i>p</i> Paper Mill Operator

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

7415-11	Wet End Papermaking Machine Operator	7124-13	<i>p</i> Paper Mill Operator
7415-13	Dry End Papermaking Machine Operator	7124-13	<i>p</i> Paper Mill Operator
7415-15	Paper Products Machine Operator	7295-11	Paper Products Machine Operator
7417-01	Supervisor, Glass Production Machine Operators	7296-01	Supervisor, Glass Production Machine Operators
7417-11	Glass Production Machine Operator	7296-11	Glass Production Machine Operator
7419-01	Supervisor, Clay and Stone Processing Machine Operators	7297-01	Supervisor, Clay, Stone and Concrete Processing Machine Operators
7419-11	Concrete Products Machine Operator	7297-15	Concrete Products Machine Operator
7419-13	Clay Products Machine Operator	7297-11	<i>p</i> Clay Products Machine Operator
7419-15	Stone Processing Machine Operator	7297-13	Stone Processing Machine Operator
7419-17	Porcelain Turner	7297-11	<i>p</i> Clay Products Machine Operator
7419-19	Plasterboard Maker	7297-79	<i>p</i> Clay, Stone and Concrete Processing Machine Operators nec
7419-21	Fibre-Cement Machine Operator	7297-79	<i>p</i> Clay, Stone and Concrete Processing Machine Operators nec
7419-99	Clay and Stone Processing Machine Operators nec	7297-79	<i>p</i> Clay, Stone and Concrete Processing Machine Operators nec
7421-01	Supervisor, Yarn Production Machine Operators	7212-01	<i>p</i> Supervisor, Textile and Footwear Production Machine Operators
7421-11	Yarn Carding and Spinning Machine Operator	7212-11	<i>p</i> Yarn Carding and Spinning Machine Operator
7421-13	Cotton Ginner	7212-11	<i>p</i> Yarn Carding and Spinning Machine Operator
7421-15	Wool Scouring Operator	7212-11	<i>p</i> Yarn Carding and Spinning Machine Operator
7423-01	Supervisor, Hide and Skin Processing Machine Operators	7212-01	<i>p</i> Supervisor, Textile and Footwear Production Machine Operators
7423-11	Hide and Skin Processing Machine Operator	7212-19	Hide and Skin Processing Machine Operator
7425-01	Supervisor, Fabric Production Machine Operators	7212-01	<i>p</i> Supervisor, Textile and Footwear Production Machine Operators
7425-11	Warp Machine Operator	7212-13	<i>p</i> Weaving Machine Operator
7425-13	Weaver	7212-13	<i>p</i> Weaving Machine Operator
7425-15	Textile Knitting Machine Operator	7212-15	Knitting Machine Operator
7425-17	Textile Dyeing and Finishing Machine Operator	7212-17	Textile Dyeing and Finishing Machine Operator
7425-19	Rope and Cord Making Machine Operator	7212-79	<i>p</i> Textile and Footwear Production Machine Operators nec
7425-21	Textile Products Mender	7212-79	<i>p</i> Textile and Footwear Production Machine Operators nec
7425-99	Fabric Production Machine Operators nec	7212-79	<i>p</i> Textile and Footwear Production Machine Operators nec
7427-01	Supervisor, Textile Sewing Machinists	7211-01	Supervisor, Sewing Machinists
7427-11	Textile Sewing Machinist (Single Needle)	7212-01	<i>p</i> Supervisor, Textile and Footwear Production Machine Operators
7427-13	Textile Sewing Machinist (Multi Needle)	7211-11	<i>p</i> Sewing Machinist
7429-11	Shoemaking Machine Operator	7211-11	<i>p</i> Sewing Machinist
7431-01	Supervisor, Food Processing Machine Operators	7212-21	Footwear Production Machine Operator
7431-11	Grain and Cereal Processing Machine Operator	9214-11	<i>p</i> Food and Drink Processing Machine Attendant
7431-13	Sugar Processing Machine Operator	9214-11	<i>p</i> Food and Drink Processing Machine Attendant
7431-15	Soft Drink and Syrup Making Machine Operator (Except Dairy)	9214-11	<i>p</i> Food and Drink Processing Machine Attendant
7431-17	Alcoholic Beverage Machine Operator	9214-11	<i>p</i> Food and Drink Processing Machine Attendant



**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

7431-19	Meat and Fish Processing Machine Operator	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7431-21	Milk Treatment Machine Operator	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7431-23	Margarine Maker	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7431-25	Ice-Cream Maker	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7431-27	Food Factory Cook	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7431-99	Food Processing Machine Operators nec	9214-11	<i>p</i>	Food and Drink Processing Machine Attendant
7433-01	Supervisor, Packaging Machine Operators	9222-11	<i>p</i>	Packager and Container Filler
7433-11	Liquids Filler	9222-11	<i>p</i>	Packager and Container Filler
7433-99	Packaging Machine Operators nec	7129-23	<i>p</i>	Bulk Materials Handling Plant Operator
		9222-11	<i>p</i>	Packager and Container Filler
7435-01	Supervisor, Photographic Products Machine Operators	7298-11	<i>p</i>	Photographic Developer and Printer
7435-11	Photographic Developer and Printer	7298-11	<i>p</i>	Photographic Developer and Printer
		7299-79	<i>p</i>	Intermediate Machine Operators nec
7435-13	Photographic Film Manufacturing Operator	7299-79	<i>p</i>	Intermediate Machine Operators nec
7499-01	Supervisor, Other Machine Operators	7299-79	<i>p</i>	Intermediate Machine Operators nec
		7996-11	<i>p</i>	Printing Table Hand
		8315-11	<i>p</i>	Laundry Worker
7499-11	Tobacco Technical Operator	7299-79	<i>p</i>	Intermediate Machine Operators nec
7499-13	Tobacco Machine Attendant	7299-79	<i>p</i>	Intermediate Machine Operators nec
7499-15	Dry Cleaning Machine Operator	8315-11	<i>p</i>	Laundry Worker
7499-17	Laundry Machine Operator	8315-11	<i>p</i>	Laundry Worker
7499-19	Military Weapons Operator	4991-11	<i>p</i>	Defence Force Member Not Elsewhere Included
		4991-81		Trainee Defence Force Member Not Elsewhere Included
7499-21	Printing Bindery Assistant	7996-11	<i>p</i>	Printing Table Hand
7499-23	Printing Table Hand	7996-11	<i>p</i>	Printing Table Hand
7499-99	Machine Operators nec	7299-79	<i>p</i>	Intermediate Machine Operators nec

**8 Labourers and Related Workers**

8101-11	Metal Trades Assistant	9211-11	<i>p</i>	Engineering Production Process Worker
8101-13	Construction Trades Assistant	9916-11	<i>p</i>	Construction Assistant
		9916-13		Plumber's Assistant
8101-15	Electrical and Telecommunications Trades Assistant	9918-11		Electrical or Telecommunications Trades Assistant
8101-99	Trades Assistants nec	8319-13		Hair and Beauty Salon Assistant
		9911-13	<i>p</i>	Driller's Assistant
		9933-11		Pastrycook's Assistant
		9933-79		Food Trades Assistants nec
		9999-15		Mechanic's Assistant
		9999-79	<i>p</i>	Labourers and Related Workers nec
8103-01	Supervisor, Assemblers	7123-01	<i>p</i>	Supervisor, Engineering Production Systems Workers
8103-11	Metal and Metal Products Assembler	9212-11	<i>p</i>	Product Assembler
8103-13	Electrical and Electronic Equipment Assembler	9212-11	<i>p</i>	Product Assembler
8103-15	Jewellery Assembler	9212-11	<i>p</i>	Product Assembler
8103-17	Wood Products Assembler	9212-11	<i>p</i>	Product Assembler

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

8105-11	Meat Packer	9221-11	<i>p</i> Hand Packer
8105-13	Fruit and Vegetable Packer	9221-11	<i>p</i> Hand Packer
8105-99	Hand Packers nec	9221-11	<i>p</i> Hand Packer
8107-11	Industrial Spray Painter	7299-11	Industrial Spray Painter
8109-11	Product Grader	7992-13	<i>p</i> Product Grader
8109-13	Product Examiner	7992-11	Product Examiner
8109-15	Product Tester	7992-15	Product Tester
8109-17	Product Weigher	7992-13	<i>p</i> Product Grader
8199-01	Supervisor, Other Trades Assistants and Factory Hands	9213-13	<i>p</i> Meat Boner and Slicer
8199-11	Metal Processing and Finishing Factory Hand	9211-11	<i>p</i> Engineering Production Process Worker
8199-13	Sawmill Labourer	9215-11	Sawmill Labourer
		9215-13	Timberyard Labourer
8199-15	Wood and Wood Products Factory Hand	9215-15	Wood and Wood Products Factory Hand
8199-17	Pulp, Papermaking and Paper Products Factory Hand	9215-17	Pulp and Paper Mill General Hand
8199-19	Cement and Concrete Plant Labourer	9219-11	Cement and Concrete Plant Labourer
8199-21	Clay Processing Factory Hand	9219-13	Clay Processing Factory Hand
8199-23	Chemical Plant Labourer	9219-15	Chemical Plant Labourer
		9219-79	<i>p</i> Process Workers nec
8199-25	Rubber and Plastics Factory Hand	9219-17	Rubber and Plastics Factory Hand
8199-27	Hide and Skin Processing Labourer	9219-19	Hide and Skin Processing Labourer
8199-29	General Hand (Printing)	7996-13	Printer's Assistant
8199-31	Glassware Process Assistant	9219-21	Glass Processing Labourer
8199-33	Meatworks Labourer	9213-11	Meatworks Labourer
8199-35	Meat Boner and Slicer	9213-13	<i>p</i> Meat Boner and Slicer
8199-37	Poultry Process Worker	9213-15	Poultry Process Worker
8199-39	Fish Process Worker	9213-17	Fish Process Worker
8199-41	Baking Factory Hand	9214-13	Baking Factory Hand
8199-43	Dairy Factory Hand	9214-15	Dairy Factory Hand
8199-45	Egg Process Worker	9214-79	<i>p</i> Food Factory Hands nec
8199-47	Fruit and Vegetable Factory Hand	9214-17	Fruit and Vegetable Factory Hand
8199-99	Trades Assistants and Factory Hands nec	9214-19	Food Products Millhand
		9214-79	<i>p</i> Food Factory Hands nec
		9219-23	Fabric and Textile Factory Hand
		9219-25	Footwear Factory Hand
		9219-79	<i>p</i> Process Workers nec
		9999-17	Stormwater, Drainage and Sewerage System Labourer
		9999-79	<i>p</i> Labourers and Related Workers nec
8201-01	Supervisor, Farm Hands and Assistants	4611-11	Farm Overseer
8201-11	Livestock and Field Crop Farm Hand	9921-11	General Farm Hand
		9921-15	Stud Hand or Stable Hand
8201-13	Fruit, Vegetable and Nut Farm Hand	9921-13	Fruit, Vegetable or Nut Farm Hand
8201-15	Shearing Shed Hand	9921-17	Shearing Shed Hand

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

8201-99	Farm Hands and Assistants nec	9921-79	Farm Hands nec
8203-01	Supervisor, Forestry Labourers	7995-01	<i>p</i> Supervisor, Forestry and Logging Workers
8203-03	Supervisor, Logging Labourers	7995-01	<i>p</i> Supervisor, Forestry and Logging Workers
8203-11	Tree Faller	7995-11	Tree Faller
8203-13	Forestry Worker	7995-13	Forestry Worker
8203-15	Logging Worker	7995-15	Logging Assistant
8205-11	Nursery Assistant (Horticulture)	9922-11	Horticultural Nursery Assistant
8205-13	Garden Labourer	9922-13	Garden Labourer
8299-11	Shooter-Trapper	9929-11	Shooter-Trapper
8299-99	Agricultural Labourers and Related Workers nec	9929-79	Agricultural and Horticultural Labourers nec
8301-01	Supervisor, Cleaners	9111-11	<i>p</i> Commercial Cleaner
8301-11	Industrial Cleaner	9111-11	<i>p</i> Commercial Cleaner
		9111-79	<i>p</i> Cleaners nec
8301-13	Commercial Cleaner	9111-11	<i>p</i> Commercial Cleaner
8301-15	Hospital Cleaner	9111-11	<i>p</i> Commercial Cleaner
8301-17	Window Cleaner	9111-19	Window Cleaner
8301-19	Carpet Cleaner	9111-15	Carpet Cleaner
8301-21	Motor Vehicle Cleaner	9111-17	Vehicle Cleaner
8301-99	Cleaners nec	9111-13	Domestic Cleaner
		9111-79	<i>p</i> Cleaners nec
8401-11	Building Insulation Installer	7914-11	Building Insulation Installer
8401-13	Home Improvements Installer	7914-13	Home Improvements Installer
8403-11	Concrete Worker	9917-11	Concreter
8405-11	Scaffolder	7913-11	Scaffolder
8405-13	Rigger (Construction)	7913-17	Construction Rigger
8405-15	Steel Fixer	7913-13	Steel Fixer
8405-17	Structural Steel Erector	7913-15	Structural Steel Erector
8407-11	Earthmoving Labourer	9912-11	Earthmoving Labourer
8409-01	Supervisor, Paving and Surfacing Labourers	9913-11	<i>p</i> Paving and Surfacing Labourer
8409-11	Paving and Surfacing Labourer	9913-11	<i>p</i> Paving and Surfacing Labourer
8411-11	Survey Hand	9914-11	Survey Hand
8413-01	Supervisor, Railway Labourers	9915-11	<i>p</i> Railway Labourer
8413-11	Railway Labourer	9915-11	<i>p</i> Railway Labourer
8415-11	Mining Labourer	9911-11	<i>p</i> Mining Support Worker
8415-13	Driller's Offsider	9911-13	<i>p</i> Driller's Assistant
8415-15	Mineral Ore Processing Labourer	9911-11	<i>p</i> Mining Support Worker
8499-11	Lagger	9919-11	Lagger
8499-13	Crane Chaser	9919-13	Crane Chaser
8499-15	Fence Erector	9919-15	Fence Erector

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

8499-17	Building Construction Labourer	9916-11	<i>p</i>	Construction Assistant
8901-11	Door Attendant	8312-11	<i>p</i>	Ticket Collector or Usher
		8312-13	<i>p</i>	Luggage Porter or Doorperson
8901-13	Entertainment Usher	8312-11	<i>p</i>	Ticket Collector or Usher
8901-15	Ticket Taker	8312-11	<i>p</i>	Ticket Collector or Usher
8903-01	Supervisor, Luggage Porters	6321-11	<i>p</i>	Hotel Service Supervisor
8903-11	Luggage Porter	8312-13	<i>p</i>	Luggage Porter or Doorperson
8905-01	Supervisor, Garbage Collectors	9991-11	<i>p</i>	Garbage Collector
8905-11	Garbage Collector	9991-11	<i>p</i>	Garbage Collector
8907-01	Supervisor, Storemen/Women	7993-01		Supervisor, Storepersons
8907-11	Storeman/Woman	7993-11		Storeperson
8909-01	Supervisor, Freight and Furniture Handlers	7311-13	<i>p</i>	Furniture Removalist
		9992-11	<i>p</i>	Freight Handler (Road and Rail)
8909-11	Freight Handler (Road and Rail)	9992-11	<i>p</i>	Freight Handler (Road and Rail)
8909-13	Furniture Packer	7311-13	<i>p</i>	Furniture Removalist
8909-15	Wharf Labourer	9992-13		Waterside Worker
8909-17	Truck Driver's Offsider	9992-15		Truck Driver's Offsider
8911-01	Supervisor, Guards and Security Officers	8311-11	<i>p</i>	Security Officer
8911-11	Railway Patrol Officer	8311-11	<i>p</i>	Security Officer
8911-13	Security Officer	8311-11	<i>p</i>	Security Officer
		8311-13		Armoured Car Escort
		8311-79	<i>p</i>	Guards and Security Officers nec
8911-15	Railway Guard	8319-11	<i>p</i>	Railways Assistant
8911-99	Guards and Security Officers nec	3993-17	<i>p</i>	Other Sportsperson
		8311-79	<i>p</i>	Guards and Security Officers nec
8913-11	Caretaker	8314-11		Caretaker
8915-11	Executive Housekeeper	6321-11	<i>p</i>	Hotel Service Supervisor
8915-13	Domestic Housekeeper	8313-11		Domestic Housekeeper
8917-01	Supervisor, Laundry Workers	8315-11	<i>p</i>	Laundry Worker
8917-11	Laundry Worker	8315-11	<i>p</i>	Laundry Worker
8919-11	Kitchenhand	9931-11	<i>p</i>	Kitchenhand
8921-01	Supervisor, Ward Helpers	6314-11	<i>p</i>	Personal Care Assistant
8921-11	Ward Assistant	6314-11	<i>p</i>	Personal Care Assistant
		6314-13	<i>p</i>	Nursing Assistant
8921-13	Hospital Food Serviceperson	9931-11	<i>p</i>	Kitchenhand
8921-15	Nursing Assistant	6314-11	<i>p</i>	Personal Care Assistant
		6314-13	<i>p</i>	Nursing Assistant
		8319-15		Sterilisation Technology Worker
8923-01	Supervisor, Vehicle Accessories Fitters	7991-11	<i>p</i>	Motor Vehicle Parts and Accessories Fitter
8923-11	Vehicle Accessories Fitter	7991-11	<i>p</i>	Motor Vehicle Parts and Accessories Fitter
8925-01	Boatswain	7994-11	<i>p</i>	Seafarer
8925-11	Seaman/Woman	7994-11	<i>p</i>	Seafarer
		7994-13	<i>p</i>	Fishing Hand

**ASCO FIRST EDITION****ASCO SECOND EDITION***p* = partial match

8925-13	Fisherman/Woman	7994-13	<i>p</i>	Fishing Hand
8999-11	Animal Attendant	6399-15		Animal Attendant
8999-13	Pest and Weed Controller	6399-17		Pest and Weed Controller
8999-15	Vending Machine Attendant	9999-11		Vending Machine Attendant
8999-17	Lampman/Woman	9911-11	<i>p</i>	Mining Support Worker
8999-19	Handyman/Woman	9993-11		Handyperson
8999-21	Funeral Attendant	3399-29	<i>p</i>	Funeral Director
8999-23	Veterinary Nurse	6392-11		Veterinary Nurse
8999-25	Railway Station Assistant	8319-11	<i>p</i>	Railways Assistant
8999-27	Automotive Parts Recycler	8299-13	<i>p</i>	Materials Recycler
8999-99	Labourers and Related Workers nec	6322-11	<i>p</i>	Bar Attendant
		8115-79	<i>p</i>	Betting Clerks nec
		8299-13	<i>p</i>	Materials Recycler
		8319-17		Car Park Attendant
		8319-19		Crossing Supervisor
		8319-21		Trolley Collector
		8319-23		Leaflet and Newspaper Deliverer
		8319-79	<i>p</i>	Elementary Service Workers nec
		9999-13		Sign Erector
		9999-79	<i>p</i>	Labourers and Related Workers nec



## APPENDIX B: CONCORDANCE SECOND TO FIRST EDITION

### ASCO SECOND EDITION

### ASCO FIRST EDITION

*p* = partial match

#### 1 Managers and Administrators

1111-11	Parliamentarian or Councillor	1101-11	Member of Parliament
		1101-99	<i>p</i> Parliamentarians, Councillors and Government Representatives nec
1111-13	Judge	1103-13	Judge
		1103-15	<i>p</i> Magistrate
1111-15	Magistrate	1103-15	<i>p</i> Magistrate
1111-17	Tribunal Member	1103-17	Administrative Appeals Tribunal Member
		1103-19	Industrial Tribunal Member
1111-79	Legislators and Government Appointed Officials nec	1101-99	<i>p</i> Parliamentarians, Councillors and Government Representatives nec
		1103-11	Coroner
		1201-11	<i>p</i> General Manager
1112-11	General Manager	1201-11	<i>p</i> General Manager
1191-11	Construction Project Manager	1399-99	<i>p</i> Specialist Managers nec
		1601-13	<i>p</i> Professional Builder
1191-13	Project Builder	1601-13	<i>p</i> 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	<i>p</i> Finance Manager
1212-11	Company Secretary	1301-11	<i>p</i> 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	<i>p</i> Production Manager (Manufacturing and Mining)
1222-13	Production Manager (Mining)	1305-11	<i>p</i> Production Manager (Manufacturing and Mining)
1223-11	Supply and Distribution Manager	1307-11	<i>p</i> Supply and Distribution Manager
1224-11	Information Technology Manager	1311-11	<i>p</i> Data Processing Manager
1231-11	Sales and Marketing Manager	1303-11	Sales and Marketing Manager
		1399-13	<i>p</i> Research Manager
1291-11	Policy and Planning Manager	1313-11	<i>p</i> Public Policy Manager
		1399-99	<i>p</i> 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	<i>p</i> General Manager
		1399-99	<i>p</i> Specialist Managers nec
1293-11	School Principal	1317-11	School Principal
1293-13	Faculty Head	1317-99	<i>p</i> Education Managers nec
		2501-11	<i>p</i> University or Cae Lecturer
		2503-01	Head of School (Tafe)
		2503-11	<i>p</i> Tafe Teacher (Trades)
		2503-13	<i>p</i> Tafe Teacher (General Education)
1293-15	Regional Education Manager	1317-99	<i>p</i> Education Managers nec

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

		2905-13	<i>p</i>	Education Officer
1293-79	Education Managers nec	1317-99	<i>p</i>	Education Managers nec
1294-11	Commissioned Defence Force Officer	1319-15		Commissioned Defence Force Officer (Management)
1294-13	Commissioned Fire Officer	1319-13		Commissioned Fire Officer
1294-15	Commissioned Police Officer	1319-11		Commissioned Police Officer
1294-81	Trainee Commissioned Defence Force Officer	1319-91		Trainee Officer (Defence Forces)
1295-11	Child Care Co-ordinator	3907-11		Child Care Co-ordinator
1296-11	Media Producer	1305-13	<i>p</i>	Producer (Media)
1296-13	Artistic Director	1305-13	<i>p</i>	Producer (Media)
1299-11	Research and Development Manager	1399-13	<i>p</i>	Research Manager
1299-13	Laboratory Manager	1399-99	<i>p</i>	Specialist Managers nec
1299-15	Welfare Centre Manager	1399-99	<i>p</i>	Specialist Managers nec
1299-17	Environment, Parks and Land Care Manager	3999-31	<i>p</i>	Park Ranger
1299-19	Sports Administrator	1399-99	<i>p</i>	Specialist Managers nec
1299-79	Specialist Managers nec	1399-99	<i>p</i>	Specialist Managers nec
		2999-99	<i>p</i>	Professionals nec
1311-11	Mixed Crop and Livestock Farmer	1401-29	<i>p</i>	Mixed Farmer
1312-11	Mixed Livestock Farmer	1401-17	<i>p</i>	Beef Cattle Farmer
		1401-19	<i>p</i>	Dairy Farmer
		1401-21	<i>p</i>	Sheep Farmer
		1401-23	<i>p</i>	Pig Farmer
		1401-25	<i>p</i>	Poultry Farmer
		1401-27	<i>p</i>	Horse Breeder
		1401-29	<i>p</i>	Mixed Farmer
		1401-35	<i>p</i>	Apiarist
		1401-99	<i>p</i>	Farmers and Farm Managers nec
1312-13	Beef Cattle Farmer	1401-17	<i>p</i>	Beef Cattle Farmer
1312-15	Dairy Farmer	1401-19	<i>p</i>	Dairy Farmer
1312-17	Sheep Farmer	1401-21	<i>p</i>	Sheep Farmer
1312-19	Pig Farmer	1401-23	<i>p</i>	Pig Farmer
1312-21	Poultry Farmer	1401-25	<i>p</i>	Poultry Farmer
1312-23	Horse Breeder	1401-27	<i>p</i>	Horse Breeder
1312-25	Apiarist	1401-35	<i>p</i>	Apiarist
1312-79	Livestock Farmers nec	1401-99	<i>p</i>	Farmers and Farm Managers nec
1313-11	Grain, Oilseed and Pasture Grower	1401-11		Grain, Oilseed and Pasture Grower
1313-13	Sugar Cane Grower	1401-13		Sugar Cane Grower
1313-15	Tobacco Grower	1401-15		Tobacco Grower
1313-17	Fruit and Nut Grower	1401-31		Fruit and Nut Grower
1313-19	Vegetable Grower	1401-33		Vegetable Grower
1313-21	Flower Grower	1401-99	<i>p</i>	Farmers and Farm Managers nec
1313-79	Crop Farmers nec	1401-99	<i>p</i>	Farmers and Farm Managers nec
1314-11	Aquaculture Farmer	1401-99	<i>p</i>	Farmers and Farm Managers nec



**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match**2 Professionals**

2111-11	Chemist	2101-11	Chemist
2112-11	Geologist	2103-11	Geologist
2112-13	Geophysicist	2103-13	Geophysicist
2113-11	Anatomist or Physiologist	2107-11	Anatomist
		2107-13	Physiologist
2113-13	Botanist	2107-19	<i>p</i> Botanist
		2107-99	<i>p</i> Life Scientists nec
2113-15	Zoologist	2107-23	<i>p</i> Zoologist
2113-17	Biochemist	2107-15	Biochemist
		2303-37	<i>p</i> Pathologist
2113-19	Marine Biologist	2107-99	<i>p</i> Life Scientists nec
2113-79	Life Scientists nec	2107-17	Biophysicist
		2107-99	<i>p</i> Life Scientists nec
2114-11	Environmental Research Scientist	2107-21	Ecologist
		2107-99	<i>p</i> Life Scientists nec
		2199-11	<i>p</i> Environmental Scientist
2114-13	Forester	2107-25	Forester
		3999-99	<i>p</i> Para-Professionals nec
2114-15	Park Ranger	3999-31	<i>p</i> Park Ranger
2114-17	Soil Scientist	2199-13	Soil Scientist
2114-19	Agricultural Scientist	2107-19	<i>p</i> Botanist
		2107-27	<i>p</i> Agricultural Extension Officer
2114-21	Agricultural Adviser	2107-27	<i>p</i> Agricultural Extension Officer
2114-79	Environmental and Agricultural Science Professionals nec	2199-11	<i>p</i> Environmental Scientist
2115-11	Medical Scientist	2109-11	Medical Laboratory Scientist
		2109-13	<i>p</i> Clinical Physical Scientist
2119-11	Physicist	2105-11	Physicist
2119-13	Meteorologist	2199-15	Meteorologist
2119-15	Extractive Metallurgist	2217-11	Extractive Metallurgist
2119-17	Physical Metallurgist	2217-13	Physical Metallurgist
2119-19	Materials Scientist	2217-17	Materials Scientist
2119-79	Natural and Physical Science Professionals nec	2999-99	<i>p</i> Professionals nec
2121-11	Architect	2201-11	Architect
2121-13	Landscape Architect	2201-13	Landscape Architect
2122-11	Quantity Surveyor	2203-11	Quantity Surveyor
2123-11	Cartographer	2205-11	Cartographer
2123-13	Surveyor	2205-13	Surveyor
2124-11	Civil Engineer	2209-11	Civil Engineer
2125-11	Electrical Engineer	2211-11	Electrical Engineer
2125-13	Electronics Engineer	2211-13	Electronics Engineer

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2126-11	Mechanical Engineer	2213-11	<i>p</i> Mechanical Engineer
		2215-11	<i>p</i> Mining Engineer (Except Petroleum)
2126-13	Production or Plant Engineer	2213-11	<i>p</i> Mechanical Engineer
		2215-11	<i>p</i> Mining Engineer (Except Petroleum)
		2215-13	<i>p</i> Petroleum Engineer
		2219-17	<i>p</i> Industrial Engineer
		2219-99	<i>p</i> Engineers nec
2127-11	Mining Engineer (Excluding Petroleum)	2215-11	<i>p</i> Mining Engineer (Except Petroleum)
2127-13	Petroleum Engineer	2215-13	<i>p</i> Petroleum Engineer
2127-15	Materials Engineer	2217-15	Materials Engineer
2128-11	Civil Engineering Technologist	3203-11	<i>p</i> Civil Engineering Associate
2128-13	Mechanical Engineering Technologist	3205-11	<i>p</i> Mechanical Engineering Associate
2128-15	Electrical or Electronics Engineering Technologist	3201-11	<i>p</i> Electrical Engineering Associate
		3201-15	<i>p</i> Electronics Engineering Associate
2128-79	Engineering Technologists nec	3299-11	<i>p</i> Metallurgical Technician
		3299-99	<i>p</i> Engineering and Building Associates and Technicians nec
2129-11	Aeronautical Engineer	2219-11	Aeronautical Engineer
2129-13	Agricultural Engineer	2219-13	Agricultural Engineer
2129-15	Biomedical Engineer	2109-13	<i>p</i> Clinical Physical Scientist
2129-17	Chemical Engineer	2207-11	Chemical Engineer
2129-19	Industrial Engineer	2219-17	<i>p</i> Industrial Engineer
2129-21	Naval Architect	2219-15	Naval Architect
2129-79	Building and Engineering Professionals nec	2219-99	<i>p</i> Engineers nec
2211-11	Accountant	2701-11	<i>p</i> Accountant
		2701-91	Trainee Accountant
2212-11	External Auditor	2701-11	<i>p</i> Accountant
2212-13	Internal Auditor	2701-11	<i>p</i> Accountant
2213-11	Corporate Treasurer	1301-11	<i>p</i> Finance Manager
2221-11	Public Relations Officer	2703-11	<i>p</i> Public Relations Officer
2221-13	Marketing Specialist	2703-11	<i>p</i> Public Relations Officer
2221-15	Market Research Analyst	2907-99	<i>p</i> Social Scientists nec
2221-17	Advertising Specialist	2703-11	<i>p</i> Public Relations Officer
2222-11	Sales Representative (Industrial Products)	6201-11	Sales Representative (Chemical Products)
		6201-99	<i>p</i> Sales Representatives nec
2222-13	Sales Representative (Information and Communication Products)	6201-13	Sales Representative (Edp Equipment)
2222-15	Sales Representative (Medical and Pharmaceutical Products)	6201-15	Sales Representative (Medical, Dental and Veterinary Equipment)
		6201-35	Sales Representative (Pharmaceuticals)
2222-79	Technical Sales Representatives nec	6201-17	Sales Representative (Electronic Equipment Except Edp)
		6201-99	<i>p</i> Sales Representatives nec
2231-11	Systems Manager	1311-11	<i>p</i> Data Processing Manager
		2707-17	<i>p</i> Computer Systems Analyst
		2707-21	Database Administrator

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2231-13	Systems Designer	2707-13	<i>p</i>	Systems Programmer
		2707-17	<i>p</i>	Computer Systems Analyst
		2707-19	<i>p</i>	Software Engineer
2231-15	Software Designer	2707-13	<i>p</i>	Systems Programmer
		2707-17	<i>p</i>	Computer Systems Analyst
		2707-19	<i>p</i>	Software Engineer
2231-17	Applications and Analyst Programmer	2707-11		Applications Programmer
		2707-15	<i>p</i>	Analyst Programmer
2231-19	Systems Programmer	2707-13	<i>p</i>	Systems Programmer
		2707-17	<i>p</i>	Computer Systems Analyst
2231-21	Computer Systems Auditor	2707-25		Edp Auditor
2231-79	Computing Professionals nec	2707-15	<i>p</i>	Analyst Programmer
		2707-17	<i>p</i>	Computer Systems Analyst
		2707-23		Computer Scientist
2291-11	Personnel Officer	2705-11	<i>p</i>	Personnel Officer
2291-13	Personnel Consultant	2705-11	<i>p</i>	Personnel Officer
		2705-15	<i>p</i>	Staff Development Officer
		2799-99	<i>p</i>	Business Professionals nec
2291-15	Industrial Relations Officer	2799-13		Industrial Relations Officer
2291-17	Training Officer	2705-13		Training Officer
		2705-15	<i>p</i>	Staff Development Officer
2292-11	Librarian	2911-11		Librarian
2293-11	Mathematician	2909-11		Mathematician
2293-13	Statistician	2909-13		Statistician
2293-15	Actuary	2909-15		Actuary
2294-11	Management Consultant	2799-99	<i>p</i>	Business Professionals nec
2294-13	Organisation and Methods Analyst	2799-15		Organisation and Methods Analyst
2294-15	Quality Assurance Manager	1305-11	<i>p</i>	Production Manager (Manufacturing and Mining)
		3905-01	<i>p</i>	Supervisor, Inspectors and Regulatory Officers
		3905-99	<i>p</i>	Inspectors and Regulatory Officers nec
2295-11	Valuer	6199-13	<i>p</i>	Valuer
2295-13	Land Economist	6199-13	<i>p</i>	Valuer
2299-11	Health Information Manager	2799-11		Medical Record Administrator
2299-13	Records Manager	2999-13	<i>p</i>	Archivist
2299-15	Archivist	2999-13	<i>p</i>	Archivist
2299-17	Policy Analyst	1313-11	<i>p</i>	Public Policy Manager
		2799-99	<i>p</i>	Business Professionals nec
2299-19	Intelligence Officer	2999-23		Intelligence Officer
2299-79	Business and Information Professionals nec	2799-99	<i>p</i>	Business Professionals nec
2311-11	General Medical Practitioner	2301-11	<i>p</i>	General Medical Practitioner
2311-81	Medical Practitioner In Training	2301-11	<i>p</i>	General Medical Practitioner
2312-11	Anaesthetist	2303-11		Anaesthetist
2312-13	Dermatologist	2303-29		Dermatologist
2312-15	Emergency Medicine Specialist	2303-99	<i>p</i>	Specialist Medical Practitioners nec
2312-17	Obstetrician and Gynaecologist	2303-15		Obstetrician and Gynaecologist

## ASCO SECOND EDITION

## ASCO FIRST EDITION

*p* = partial match

2312-19	Ophthalmologist	2303-17	Ophthalmologist
2312-21	Paediatrician	2303-25	Paediatrician
2312-23	Pathologist	2303-37	<i>p</i> Pathologist
2312-25	Specialist Physician	2303-13	Cardiologist
		2303-27	Thoracic Specialist
		2303-41	Specialist Physician
		2303-99	<i>p</i> Specialist Medical Practitioners nec
2312-27	Psychiatrist	2303-21	Psychiatrist
2312-29	Radiologist	2303-23	Radiologist
2312-31	Surgeon	2303-19	Orthopaedic Specialist
		2303-31	Otorhinolaryngologist
		2303-33	Urologist
		2303-35	Surgeon
2312-79	Specialist Medical Practitioners nec	2303-39	Specialist In Rehabilitation Medicine
		2303-99	<i>p</i> Specialist Medical Practitioners nec
2321-11	Nurse Manager	3401-01	<i>p</i> Nursing Supervisor
2322-11	Nurse Educator	2505-25	Nurse Educator
2322-13	Nurse Researcher	2999-15	Research Workers nec
2323-11	Registered Nurse	3401-01	<i>p</i> Nursing Supervisor
		3401-11	Registered General Nurse
		3401-13	Registered Community Health Nurse
		3401-91	Student Registered Nurse
		3401-99	Registered Nurses nec
2324-11	Registered Midwife	3401-15	Registered Midwife
2325-11	Registered Mental Health Nurse	3401-19	Registered Psychiatric Nurse
2326-11	Registered Developmental Disability Nurse	3401-17	Registered Mental Retardation Nurse
2381-11	Dentist	2305-11	Dentist
2381-13	Dental Specialist	2305-13	Dental Specialist
2382-11	Hospital Pharmacist	2307-11	Hospital Pharmacist
2382-13	Industrial Pharmacist	2307-13	Industrial Pharmacist
2382-15	Retail Pharmacist	2307-15	Retail Pharmacist
2383-11	Occupational Therapist	2309-11	Occupational Therapist
2384-11	Optometrist	2311-11	Optometrist
2385-11	Physiotherapist	2313-11	Physiotherapist
2386-11	Speech Pathologist	2315-11	Speech Pathologist
2387-11	Chiropractor	2317-11	Chiropractor
2387-13	Osteopath	2317-13	Osteopath
2388-11	Podiatrist	2319-11	Podiatrist
2391-11	Medical Diagnostic Radiographer	2321-11	<i>p</i> Medical Diagnostic Radiographer
2391-13	Radiation Therapist	2321-11	<i>p</i> Medical Diagnostic Radiographer
		2321-13	Medical Therapeutic Radiographer
2391-15	Nuclear Medicine Technologist	2321-15	Nuclear Medicine Technologist
2391-17	Sonographer	2321-11	<i>p</i> Medical Diagnostic Radiographer
		3101-99	<i>p</i> Medical Technical Officers and Technicians nec

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2392-11	Veterinarian	2107-23	<i>p</i>	Zoologist
		2107-99	<i>p</i>	Life Scientists nec
		2323-11		Veterinarian
2393-11	Dietitian	2399-13		Dietitian
2394-11	Naturopath	2399-99	<i>p</i>	Health Diagnosis and Treatment Practitioners nec
2394-13	Acupuncturist	2399-99	<i>p</i>	Health Diagnosis and Treatment Practitioners nec
2394-79	Natural Therapy Professionals nec	2399-99	<i>p</i>	Health Diagnosis and Treatment Practitioners nec
2399-11	Audiologist	2399-11		Audiologist
		3101-99	<i>p</i>	Medical Technical Officers and Technicians nec
2399-13	Orthoptist	2399-15		Orthoptist
2399-15	Orthotist	2399-99	<i>p</i>	Health Diagnosis and Treatment Practitioners nec
2399-79	Health Professionals nec	2399-99	<i>p</i>	Health Diagnosis and Treatment Practitioners nec
2411-11	Pre-Primary School Teacher	2401-11		Pre-Primary School Teacher
2412-11	Primary School Teacher	2403-01		Senior Teacher, Infant-Primary School
		2403-11		Primary School Teacher
2413-11	Secondary School Teacher	2405-01		Senior Teacher, Secondary School
		2405-11		Secondary School Teacher
2414-11	Special Needs Teacher	2407-11		Resource Teacher
		2407-13	<i>p</i>	Teacher of Disabled or Gifted Students
2414-13	Teacher Of The Hearing Impaired	2407-13	<i>p</i>	Teacher of Disabled or Gifted Students
2414-15	Teacher Of The Sight Impaired	2407-13	<i>p</i>	Teacher of Disabled or Gifted Students
2414-79	Special Education Teachers nec	2407-99	<i>p</i>	Special Education Teachers nec
2421-11	University Lecturer	2501-11	<i>p</i>	University or Cae Lecturer
2421-13	University Tutor	2501-13		University or Cae Tutor
2422-11	Vocational Education Teacher	2503-11	<i>p</i>	Tafe Teacher (Trades)
		2503-13	<i>p</i>	Tafe Teacher (General Education)
2491-11	Art Teacher (Private)	2505-11		Art Teacher (Private)
2491-13	Music Teacher (Private)	2505-13		Music Teacher (Private)
2491-15	Dance Teacher (Private)	2505-15		Dance Teacher (Private)
2491-17	Drama Teacher (Private)	2505-17		Drama Teacher (Private)
2491-79	Extra-Systemic Teachers nec	2505-99	<i>p</i>	Extra-Systemic Teachers and Instructors nec
2492-11	English As A Second Language Teacher	2407-99	<i>p</i>	Special Education Teachers nec
2493-11	Education Officer	2905-11		Curriculum Development Officer
		2905-13	<i>p</i>	Education Officer
2511-11	Social Worker	2601-13	<i>p</i>	Community Social Worker
		2601-15	<i>p</i>	Social Case Worker
2512-11	Welfare Worker	2601-13	<i>p</i>	Community Social Worker
		2601-15	<i>p</i>	Social Case Worker
		3901-15	<i>p</i>	Welfare Officer
2512-13	Community Worker	2601-13	<i>p</i>	Community Social Worker
		3901-11		Community Worker
2513-11	Rehabilitation Counsellor	2603-11	<i>p</i>	Rehabilitation Counsellor
2513-13	Drug and Alcohol Counsellor	2603-11	<i>p</i>	Rehabilitation Counsellor

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2513-15	Family Counsellor	2603-13	Marriage Counsellor
		2603-15	Family Court Counsellor
2513-17	Careers Counsellor	2603-17	Careers Counsellor and Adviser
2513-19	Student Counsellor	2603-99	<i>p</i> Counsellors nec
2513-79	Counsellors nec	2603-99	<i>p</i> Counsellors nec
2514-11	Clinical Psychologist	2903-11	Clinical Psychologist
2514-13	Educational Psychologist	2903-13	Educational Psychologist
2514-15	Organisational Psychologist	2903-15	<i>p</i> Occupational Psychologist
2514-79	Psychologists nec	2903-15	<i>p</i> Occupational Psychologist
2515-11	Minister Of Religion	2607-11	Minister of Religion
2521-11	Barrister	2605-11	Barrister
2521-13	Solicitor	2605-13	Solicitor
2521-79	Legal Professionals nec	2605-91	Articled Clerk
		2605-99	Lawyers nec
2522-11	Economist	2901-11	Economist
2523-11	Urban and Regional Planner	2907-11	Urban and Regional Planner
2529-11	Historian	2907-15	Historian
2529-13	Interpreter	2999-19	Interpreter
2529-15	Translator	2999-21	Translator
2529-79	Social Professionals nec	2907-13	Geographer
		2907-99	<i>p</i> Social Scientists nec
2531-11	Painter (Visual Arts)	2801-11	<i>p</i> Painter (Artistic)
2531-13	Sculptor	2801-13	Sculptor
2531-15	Potter or Ceramic Artist	2801-99	<i>p</i> Painters, Sculptors and Related Professionals nec
		4925-01	<i>p</i> Supervisor, Craftworkers
		4925-13	Potter
		4925-91	<i>p</i> Apprentice Craftworker
2531-79	Visual Arts and Crafts Professionals nec	2801-99	<i>p</i> Painters, Sculptors and Related Professionals nec
		2805-13	<i>p</i> Graphic Designer
		2805-15	<i>p</i> Industrial Designer
		4923-01	<i>p</i> Supervisor, Jewellery and Precious Metalware Tradespersons
		4923-15	Precious Metal Smith
		4923-91	<i>p</i> Apprentice Jewellery and Precious Metalware Tradesperson
		4925-01	<i>p</i> Supervisor, Craftworkers
		4925-91	<i>p</i> Apprentice Craftworker
		4925-99	<i>p</i> Craftworkers nec
2532-11	Photographer	2803-11	Photographer
2533-11	Fashion Designer	2805-11	Fashion Designer
		2805-15	<i>p</i> Industrial Designer
2533-13	Graphic Designer	2805-13	<i>p</i> Graphic Designer
2533-15	Industrial Designer	2805-15	<i>p</i> Industrial Designer
2533-17	Interior Designer	2805-17	Interior Designer
2533-19	Illustrator	2801-11	<i>p</i> Painter (Artistic)
		2805-13	<i>p</i> Graphic Designer
		2805-19	Illustrator
2534-11	Editor	2807-01	Associate Editor
		2807-11	Sub-Editor

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2534-13	Print Journalist	2807-13	<i>p</i> Reporter
		2807-91	<i>p</i> Cadet Journalist
		2807-99	<i>p</i> Journalists nec
2534-15	Television Journalist	2807-13	<i>p</i> Reporter
		2807-91	<i>p</i> Cadet Journalist
2534-17	Radio Journalist	2807-13	<i>p</i> Reporter
		2807-91	<i>p</i> Cadet Journalist
2534-19	Copywriter	2807-15	Copy-Writer
2534-21	Technical Writer	2807-13	<i>p</i> Reporter
		2809-11	<i>p</i> Author
2534-79	Journalists and Related Professionals nec	2807-99	<i>p</i> Journalists nec
2535-11	Author	2809-11	<i>p</i> Author
2535-13	Book Editor	2809-13	Book Editor
2535-15	Script Editor	2809-15	Script Editor
2536-11	Art Director (Film, Television or Stage)	2811-11	Art Director (Television, Film or Stage)
2536-13	Director (Film, Television, Radio or Stage)	2811-15	Director (Film or Stage)
		2811-23	<i>p</i> Director (Radio or Television)
2536-15	Director Of Photography	2811-17	Director of Photography
2536-17	Film and Video Editor	2811-19	Film Editor
2536-19	Stage Manager	2811-21	Stage Manager
2536-21	Program Director (Radio or Television)	2811-23	<i>p</i> Director (Radio or Television)
2536-23	Technical Director	2811-25	Technical Producer
2536-79	Film, Television, Radio and Stage Directors nec	2811-13	Casting Director
2537-11	Music Director	2815-11	Music Director
2537-13	Singer	2815-13	Concert and Opera Singer
		2815-15	Popular Singer
		2815-99	<i>p</i> Musicians, Composers and Related Professionals nec
2537-15	Instrumental Musician	2815-17	Instrumental Musician
2537-17	Composer	2815-19	Composer
		2815-99	<i>p</i> Musicians, Composers and Related Professionals nec
2537-79	Musicians and Related Professionals nec	2815-99	<i>p</i> Musicians, Composers and Related Professionals nec
2538-11	Actor	2817-11	Actor
		2817-99	<i>p</i> Actors and Related Professionals nec
2538-13	Dancer or Choreographer	2813-11	Choreographer
		2813-13	Dancer
2538-79	Actors, Dancers and Related Professionals nec	2817-13	Variety Artist
		2817-99	<i>p</i> Actors and Related Professionals nec
2539-11	Radio Presenter	2819-11	<i>p</i> Announcer
2539-13	Television Presenter	2819-11	<i>p</i> Announcer
2541-11	Aircraft Pilot	3301-11	Aircraft Pilot
2541-13	Air Traffic Controller	3303-11	Air Traffic Controller
		3303-91	Trainee Air Traffic Controller
2541-15	Flight Service Officer	3303-13	Flight Service Officer
		3303-93	Trainee Flight Service Officer
2541-17	Flight Engineer	3303-15	Flight Engineer

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

2541-19	Flying Instructor	2505-21	Flying Instructor
		2505-23	Ground School Instructor
2541-79	Air Transport Professionals nec	3303-17	Airways Surveyor
		3303-19	Airworthiness Surveyor
		3303-21	Examiner of Flightcrew
		3303-23	Aircraft Navigator
		3303-25	Aircraft Crewman/Woman (Military and Rescue)
		3303-27	Loadmaster
		3303-99	<i>p</i> Air Transport Operating Support Workers nec
		3905-99	<i>p</i> Inspectors and Regulatory Officers nec
2542-11	Ship's Master	3305-11	Ship's Captain
2542-13	Master Fisher	3305-15	Master Fisherman/Woman
2542-15	Ship's Engineer	3307-11	Marine Engineer
		3307-91	Trainee Marine Engineer
2542-17	Ship's Surveyor	3307-13	Marine Engineer Surveyor
		3307-15	Marine Surveyor
2542-19	Ship's Officer	3305-13	Ship's Officer
		3305-91	Cadet Deck Officer
2542-79	Sea Transport Professionals nec	3905-13	<i>p</i> Safety Inspector
2543-11	Occupational Health and Safety Officer	2999-99	<i>p</i> Professionals nec
2543-13	Environmental Health Officer	3905-21	<i>p</i> Health Inspector
2549-11	Conservator	2999-11	<i>p</i> Conservator
2549-13	Electorate Officer	2999-99	<i>p</i> Professionals nec
2549-15	Patents Examiner	2999-99	<i>p</i> Professionals nec
2549-17	Oenologist	2999-99	<i>p</i> Professionals nec
2549-19	Recreation Officer	2999-17	Recreation Officer
2549-21	Museum or Gallery Curator	2999-11	<i>p</i> Conservator
2549-79	Professionals nec	2905-13	<i>p</i> Education Officer
		2999-99	<i>p</i> Professionals nec

**3 Associate Professionals**

3111-11	Medical Laboratory Technical Officer	3101-11	Medical Laboratory Technical Officer
		3101-13	Medical Laboratory Technician
3111-79	Medical Technical Officers nec	3101-99	<i>p</i> Medical Technical Officers and Technicians nec
3112-11	Chemistry Technical Officer	3103-11	Chemistry Technical Officer
		3103-13	Chemistry Technician
3112-13	Earth Science Technical Officer	3103-15	Earth Science Technical Officer
		3103-17	Earth Science Technician
3112-15	Life Science Technical Officer	3103-25	Life Science Technical Officer
		3103-27	Life Science Technician
3112-17	Agricultural Technical Officer	3103-29	Agricultural Technical Officer
		3103-31	Agricultural Technician
3112-79	Science Technical Officers nec	3103-19	Physics Technical Officer
		3103-21	Physics Technician
		3103-23	Textiles Technical Officer
3121-11	Building Associate	3207-11	Building Technician
3121-13	Architectural Associate	3207-13	Architectural Associate



**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

3121-15	Surveying and Cartographic Associate	3207-15	Surveying Associate
3121-17	Building Inspector	3905-11	<i>p</i> Building Inspector
3121-19	Plumbing Inspector	3905-11	<i>p</i> Building Inspector
3121-21	Plumbing Engineering Associate	3203-11	<i>p</i> Civil Engineering Associate
		3203-13	<i>p</i> Civil Engineering Technician
3122-11	Civil Engineering Associate	3203-11	<i>p</i> Civil Engineering Associate
3122-13	Civil Engineering Technician	3203-13	<i>p</i> Civil Engineering Technician
3123-11	Electrical Engineering Associate	3201-11	<i>p</i> Electrical Engineering Associate
3123-13	Electrical Engineering Technician	3201-13	Electrical Engineering Technician
3124-11	Electronic Engineering Associate	3201-15	<i>p</i> Electronics Engineering Associate
3124-13	Electronic Engineering Technician	3201-17	Electronics Engineering Technician
3125-11	Mechanical Engineering Associate	3205-11	<i>p</i> Mechanical Engineering Associate
3125-13	Mechanical Engineering Technician	3205-13	Mechanical Engineering Technician
3129-11	Biomedical Engineering Associate	3299-99	<i>p</i> Engineering and Building Associates and Technicians nec
3129-13	Metallurgical and Materials Technician	3299-11	<i>p</i> Metallurgical Technician
3129-15	Mine Deputy	3299-99	<i>p</i> Engineering and Building Associates and Technicians nec
3129-79	Building and Engineering Associate Professionals nec	3299-99	<i>p</i> Engineering and Building Associates and Technicians nec
3211-11	Branch Accountant (Financial Institution)	5301-17	Branch Accountant (Financial Institution)
3211-13	Financial Institution Branch Manager	1507-11	Financial Institution Branch Manager
3212-11	Stockbroking Dealer	6101-11	Stock Exchange Dealer
3212-13	Futures Trader	6101-99	<i>p</i> Securities and Finance Dealers nec
3212-15	Financial Market Dealer	6101-99	<i>p</i> Securities and Finance Dealers nec
3212-17	Commodities Trader	3913-13	Commodities Buyer
		6199-11	Commodities Broker
3212-19	Insurance Broker	6103-01	Supervisor, Insurance Brokers and Agents
		6103-13	Insurance Broker
3212-21	Bookmaker	1599-19	Bookmaker
		6405-11	<i>p</i> Ticket Seller
3212-79	Financial Dealers and Brokers nec	6101-99	<i>p</i> Securities and Finance Dealers nec
3213-11	Financial Investment Adviser	6101-99	<i>p</i> Securities and Finance Dealers nec
3291-11	Office Manager	5101-01	Supervisor, Office Secretaries and Stenographers
		5103-01	Supervisor, Typists and Typist-Clerks
		5105-01	Supervisor, Word Processing Operators
3292-11	Project or Program Administrator	1399-99	<i>p</i> Specialist Managers nec
		3999-99	<i>p</i> Para-Professionals nec
3293-11	Real Estate Agency Manager	1599-17	Real Estate Agency Manager
3293-13	Property Manager	6105-13	Real Estate Property Manager
3293-15	Real Estate Salesperson	6105-11	Real Estate Salesperson
3294-11	Computing Support Technician	4315-13	<i>p</i> Computer Servicer
		5601-13	<i>p</i> Inquiry Clerk
3311-11	Shop Manager <sup>(1)</sup>	1501-11	Shop Manager
3321-11	Restaurant and Catering Manager	1503-11	<i>p</i> Restaurant and Catering Managing Supervisor

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

3322-01	Head Chef	4705-01	<i>p</i>	Supervisor, Cooks
3322-11	Chef	4705-11		Chef
3323-11	Hotel or Motel Manager	1505-11		Hotel/Motel Manager
3324-11	Club Manager (Licensed Premises)	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3325-11	Caravan Park and Camping Ground Manager	1505-13		Caravan Park Manager
		1505-99	<i>p</i>	Accommodation and Tavern Managing Supervisors nec
3329-11	Other Hospitality and Accommodation Managers	1505-99	<i>p</i>	Accommodation and Tavern Managing Supervisors nec
3391-11	Fitness Centre Manager	1599-13	<i>p</i>	Sports Centre Manager
3391-13	Other Sports Centre Manager	1599-13	<i>p</i>	Sports Centre Manager
3391-15	Amusement Centre Manager	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3391-79	Sport and Recreation Managers nec	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3392-11	Customer Service Manager <sup>(2)</sup>	1399-99	<i>p</i>	Specialist Managers nec
		6201	<i>p</i>	Sales Representatives
3393-11	Transport Company Manager	1601-99	<i>p</i>	Managing Supervisors (Other Business) nec
3399-11	Post Office Manager	1599-15		Postmaster/Mistress
3399-13	Railway Station Manager	1599-21		Railway Station Master/Mistress
3399-15	Betting Agency Branch Manager	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
		6405-11	<i>p</i>	Ticket Seller
3399-17	Hair and Beauty Salon Manager	1599-11		Hairdressing Establishment Managing Supervisor
		1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3399-19	Car Rental Agency Manager	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3399-21	Fleet Manager	1399-99	<i>p</i>	Specialist Managers nec
3399-23	Stock and Station Agent	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3399-25	Travel Agency Manager	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3399-27	Theatre or Cinema Manager	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
3399-29	Funeral Director	6699-11		Funeral Director
		8999-21		Funeral Attendant
3399-79	Managing Supervisors (Sales and Service) nec <sup>(1)</sup>	1599-99	<i>p</i>	Managing Supervisors (Sales and Service) nec
		1601-99	<i>p</i>	Managing Supervisors (Other Business) nec
3411-11	Enrolled Nurse	6603-11	<i>p</i>	Enrolled Nurse
		6603-91		Student Enrolled Nurse
3421-11	Parole or Probation Officer	3901-13		Parole Officer
		3901-15	<i>p</i>	Welfare Officer
3421-13	Youth Worker	3901-15	<i>p</i>	Welfare Officer
		3901-17		Youth Worker
3421-15	Residential Care Officer	3901-15	<i>p</i>	Welfare Officer
3421-17	Disabilities Services Officer	3901-15	<i>p</i>	Welfare Officer
3421-19	Family Support Worker	3901-15	<i>p</i>	Welfare Officer
		6607-13		Family Aide
3491-11	Ambulance Officer	3909-11	<i>p</i>	Ambulance Officer
3491-13	Intensive Care Ambulance Paramedic	3909-11	<i>p</i>	Ambulance Officer
3492-11	Dental Therapist	3101-15	<i>p</i>	Dental Therapist
3492-13	Dental Hygienist	3101-15	<i>p</i>	Dental Therapist

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

3492-15	Dental Technician	4999-01	<i>p</i>	Supervisor, Other Tradespersons
		4999-11		Dental Technician
		4999-91	<i>p</i>	Apprentice, Other Trades
3493-11	Aboriginal and Torres Strait Islander Health Worker	6603-11	<i>p</i>	Enrolled Nurse
3494-11	Massage Therapist	6699-17	<i>p</i>	Masseur/Masseuse
3911-01	Supervisor, Police Officers	3501-01		Police Supervisor
3911-11	Police Officer	3501-11		Policeman/Woman
		3501-13		Detective
		4999-23	<i>p</i>	Onshore Diver
3991-11	Primary Products Inspector	3905-15		Primary Products Inspector
3992-11	Safety Inspector	3905-13	<i>p</i>	Safety Inspector
		3905-27		Corporate Safety Officer
3993-11	Jockey	3915-13		Jockey
		3915-91		Apprentice Jockey
3993-13	Golfer	3915-15	<i>p</i>	Other Sportspersons
3993-15	Footballer	3915-15	<i>p</i>	Other Sportspersons
3993-17	Other Sportsperson	3915-15	<i>p</i>	Other Sportspersons
		8911-99	<i>p</i>	Guards and Security Officers nec
3993-19	Gymnastics Coach	3915-11	<i>p</i>	Coach (Sport)
3993-21	Tennis Coach	3915-11	<i>p</i>	Coach (Sport)
3993-23	Swimming Coach	3915-11	<i>p</i>	Coach (Sport)
3993-25	Horseriding Coach	3915-11	<i>p</i>	Coach (Sport)
3993-27	Other Sports Coach	3915-11	<i>p</i>	Coach (Sport)
3993-29	Sports Development Officer	3915-11	<i>p</i>	Coach (Sport)
3993-31	Sports Umpire	3915-19		Referee
3993-33	Horse or Dog Racing Official	3915-17		Racecourse Official
3993-35	Other Sports Official	3915-15	<i>p</i>	Other Sportspersons
3994-11	Senior Non-Commissioned Defence Force Officer	3999-33		Military Disciplinary Supervisor
3995-11	Senior Fire Fighter	7211-01		Supervisor, Fire Fighters
3996-11	Retail Buyer	3913-15		Retail Buyer
3997-11	Library Technician	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-15		Library Technician
3999-11	Interior Decorator	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-21		Interior Decorator
3999-13	Museum or Art Gallery Technician	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-13		Museum and Art Gallery Technician
3999-15	Radio Operator	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-11		Radio Telegraphist
3999-17	Private Investigator	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-99	<i>p</i>	Para-Professionals nec
3999-19	Security Adviser	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-99	<i>p</i>	Para-Professionals nec

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

3999-79	Associate Professionals nec	3303-99	<i>p</i>	Air Transport Operating Support Workers nec
		3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-27		Forms Analyst and Designer
		3999-99	<i>p</i>	Para-Professionals nec
<b>4</b>	<b>Tradespersons and Related Workers</b>			
4111-01	Supervisor, General Mechanical Engineering Tradespersons	4101-01	<i>p</i>	Supervisor, Toolmakers
		4103-01	<i>p</i>	Supervisor, Metal Fitters and Machinists
4111-11	General Mechanical Engineering Tradesperson	4101-11	<i>p</i>	Toolmaker
		4103-11	<i>p</i>	Fitter
		4103-13	<i>p</i>	Metal Machinist (First Class)
		4103-15	<i>p</i>	Textile Mechanic
		4103-17	<i>p</i>	Die Setter
		4103-19	<i>p</i>	Metal Machinist (Second Class)
		4103-21	<i>p</i>	Metal Machinist (Third Class)
4111-81	Apprentice General Mechanical Engineering Tradesperson	4101-91	<i>p</i>	Apprentice Toolmaker
		4103-91	<i>p</i>	Apprentice Metal Fitter and Machinist
4112-01	Supervisor, Metal Fitters and Machinists	4103-01	<i>p</i>	Supervisor, Metal Fitters and Machinists
4112-11	Fitter	4103-11	<i>p</i>	Fitter
4112-13	Metal Machinist (First Class)	4103-13	<i>p</i>	Metal Machinist (First Class)
4112-15	Textile, Clothing or Footwear Mechanic	4103-11	<i>p</i>	Fitter
		4103-15	<i>p</i>	Textile Mechanic
4112-81	Apprentice Fitter	4103-91	<i>p</i>	Apprentice Metal Fitter and Machinist
4112-83	Apprentice Metal Machinist	4103-91	<i>p</i>	Apprentice Metal Fitter and Machinist
4112-85	Apprentice Textile, Clothing or Footwear Mechanic	4103-91	<i>p</i>	Apprentice Metal Fitter and Machinist
4113-01	Supervisor, Toolmakers	4101-01	<i>p</i>	Supervisor, Toolmakers
4113-11	Toolmaker	4101-11	<i>p</i>	Toolmaker
4113-81	Apprentice Toolmaker	4101-91	<i>p</i>	Apprentice Toolmaker
4114-01	Supervisor, Aircraft Maintenance Engineers	4211-01		Supervisor, Aircraft Maintenance Engineers
4114-11	Aircraft Maintenance Engineer (Mechanical)	4211-11		Aircraft Maintenance Engineer (Engines)
		4211-13	<i>p</i>	Aircraft Maintenance Engineer (Airframes)
4114-13	Aircraft Maintenance Engineer (Structures)	4211-13	<i>p</i>	Aircraft Maintenance Engineer (Airframes)
4114-15	Aircraft Maintenance Engineer (Avionics)	4211-15		Aircraft Maintenance Engineer (Electrical)
		4211-17		Aircraft Maintenance Engineer (Radio)
		4211-19		Aircraft Maintenance Engineer (Instruments)
4114-81	Apprentice Aircraft Maintenance Engineer (Mechanical)	4211-91	<i>p</i>	Apprentice Aircraft Maintenance Engineer
4114-83	Apprentice Aircraft Maintenance Engineer (Structures)	4211-91	<i>p</i>	Apprentice Aircraft Maintenance Engineer
4114-85	Apprentice Aircraft Maintenance Engineer (Avionics)	4211-91	<i>p</i>	Apprentice Aircraft Maintenance Engineer
4115-01	Supervisor, Precision Metal Tradespersons	4213-01		Supervisor, Precision Metal Tradespersons
4115-11	Precision Instrument Maker and Repairer	4213-11		Precision Instrument Maker and Repairer
4115-13	Watch and Clock Maker and Repairer	4213-13		Watch and Clock Maker and Repairer
4115-15	Locksmith	4213-15		Locksmith
4115-17	Saw Maker and Repairer	4213-17		Saw Maker and Repairer

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4115-19	Gunsmith	4213-19	Gunsmith
4115-21	Engraver	4213-21	Engraver
4115-81	Apprentice Precision Metal Tradesperson	4213-91	Apprentice Precision Metal Tradesperson
4121-01	Supervisor, General Fabrication Engineering Tradespersons	4201-01	<i>p</i> Supervisor, Forging Tradespersons
		4203-01	<i>p</i> Supervisor, Sheetmetal Tradespersons
		4205-01	<i>p</i> Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
		4207-01	<i>p</i> Supervisor, Metal Casting Tradespersons
		4209-01	<i>p</i> Supervisor, Metal Finishing Tradespersons
4121-11	General Fabrication Engineering Tradesperson	4201-11	<i>p</i> Blacksmith
		4201-13	<i>p</i> Farrier
		4203-11	<i>p</i> Sheetmetal Worker (First Class)
		4203-13	<i>p</i> Coppersmith
		4203-15	<i>p</i> Metal Spinner
		4203-17	<i>p</i> Sheetmetal Worker (Second Class)
		4205-11	<i>p</i> Metal Fabricator
		4205-13	<i>p</i> Structural Steel Tradesperson
		4205-15	<i>p</i> Pressure Welder
		4205-17	<i>p</i> Welder (First Class)
		4205-19	<i>p</i> Welder (Second Class)
		4205-21	<i>p</i> Welder (Third Class)
		4207-11	<i>p</i> Metal Casting Patternmaker
		4207-13	<i>p</i> Moulder and Coremaker
		4209-11	<i>p</i> Metal Polisher
		4209-13	<i>p</i> Electroplater (First Class)
		4209-15	<i>p</i> Electroplater (Second Class)
		4209-17	<i>p</i> Electroplater (Third Class)
4121-81	Apprentice General Fabrication Engineering Tradesperson	4201-91	<i>p</i> Apprentice Forging Tradesperson
		4203-91	<i>p</i> Apprentice Sheetmetal Tradesperson
		4205-91	<i>p</i> Apprentice Structural Steel, Boilermaking and Welding Tradesperson
		4207-91	<i>p</i> Apprentice Metal Casting Tradesperson
		4209-91	<i>p</i> Apprentice Metal Finishing Tradesperson
4122-01	Supervisor, Structural Steel and Welding Tradespersons	4205-01	<i>p</i> Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
4122-11	Metal Fabricator	4205-11	<i>p</i> Metal Fabricator
		4205-13	<i>p</i> Structural Steel Tradesperson
4122-13	Pressure Welder	4205-15	<i>p</i> Pressure Welder
4122-15	Welder (First Class)	4205-17	<i>p</i> Welder (First Class)
4122-81	Apprentice Metal Fabricator	4205-91	<i>p</i> Apprentice Structural Steel, Boilermaking and Welding Tradesperson
4122-83	Apprentice Welder	4205-91	<i>p</i> Apprentice Structural Steel, Boilermaking and Welding Tradesperson
4123-01	Supervisor, Forging Tradespersons	4201-01	<i>p</i> Supervisor, Forging Tradespersons
4123-11	Blacksmith	4201-11	<i>p</i> Blacksmith
4123-13	Farrier	4201-13	<i>p</i> Farrier
4123-81	Apprentice Blacksmith	4201-91	<i>p</i> Apprentice Forging Tradesperson
4123-83	Apprentice Farrier	4201-91	<i>p</i> Apprentice Forging Tradesperson
4124-01	Supervisor, Sheetmetal Tradespersons	4203-01	<i>p</i> Supervisor, Sheetmetal Tradespersons
4124-11	Sheetmetal Worker (First Class)	4203-11	<i>p</i> Sheetmetal Worker (First Class)
		4203-13	<i>p</i> Coppersmith
		4203-15	<i>p</i> Metal Spinner

**ASCO SECOND EDITION**

**ASCO FIRST EDITION**

*p* = partial match

4124-81	Apprentice Sheetmetal Worker	4203-91	<i>p</i> Apprentice Sheetmetal Tradesperson
4125-01	Supervisor, Metal Casting Tradespersons	4207-01	<i>p</i> Supervisor, Metal Casting Tradespersons
4125-11	Metal Casting Tradesperson	4207-11	<i>p</i> Metal Casting Patternmaker
		4207-13	<i>p</i> Moulder and Coremaker
4125-81	Apprentice Metal Casting Tradesperson	4207-91	<i>p</i> Apprentice Metal Casting Tradesperson
4126-01	Supervisor, Metal Finishing Tradespersons	4209-01	<i>p</i> Supervisor, Metal Finishing Tradespersons
4126-11	Metal Polisher	4209-11	<i>p</i> Metal Polisher
4126-13	Electroplater (First Class)	4209-13	<i>p</i> Electroplater (First Class)
4126-81	Apprentice Metal Polisher	4209-91	<i>p</i> Apprentice Metal Finishing Tradesperson
4126-83	Apprentice Electroplater	4209-91	<i>p</i> Apprentice Metal Finishing Tradesperson
4211-01	Supervisor, Motor Mechanics	4601-01	Supervisor, Vehicle Mechanics
4211-11	Motor Mechanic	4601-11	Motor Mechanic
		4601-13	Small Engine Mechanic
4211-81	Apprentice Motor Mechanic	4601-91	Apprentice Motor Mechanic
4212-01	Supervisor, Automotive Electricians	4305-01	Supervisor, Automotive Electricians
4212-11	Automotive Electrician	4305-11	Automotive Electrician
4212-81	Apprentice Automotive Electrician	4305-91	Apprentice Automotive Electrician
4213-01	Supervisor, Panel Beaters	4603-01	Supervisor, Panel Beaters
4213-11	Panel Beater	4603-11	Panel Beater
4213-81	Apprentice Panel Beater	4603-91	Apprentice Panel Beater
4214-01	Supervisor, Vehicle Painters	4605-01	Supervisor, Vehicle Painters
4214-11	Vehicle Painter	4605-11	Vehicle Painter
4214-81	Apprentice Vehicle Painter	4605-91	Apprentice Vehicle Painter
4215-01	Supervisor, Vehicle Body Makers	4607-01	Supervisor, Vehicle Body Makers
4215-11	Vehicle Body Maker	4607-11	Vehicle Body Maker
4215-81	Apprentice Vehicle Body Maker	4607-91	Apprentice Vehicle Body Maker
4216-01	Supervisor, Vehicle Trimmers	4609-01	Supervisor, Vehicle Trimmers
4216-11	Vehicle Trimmer	4609-11	Vehicle Trimmer
4216-81	Apprentice Vehicle Trimmer	4609-91	Apprentice Vehicle Trimmer
4311-01	Supervisor, Electricians	4303-01	<i>p</i> Supervisor, Electrical Fitters
		4309-01	Supervisor, Electrical Mechanics
		4399-01	Supervisor, Other Electrical and Electronics Tradespersons
4311-11	General Electrician	4303-11	<i>p</i> Electrical Equipment Fitter
		4303-13	Electrical Appliance Servicer
		4309-11	Electrical Mechanic
		4399-99	<i>p</i> Electrical and Electronics Tradespersons nec
4311-13	Electrician (Special Class)	4309-13	Electrician (Special Class)
4311-15	Lift Mechanic	4399-11	<i>p</i> Lift Mechanic
4311-81	Apprentice Electrician	4303-91	<i>p</i> Apprentice Electrical Fitter
		4309-91	Apprentice Electrical Mechanic
4311-83	Apprentice Lift Mechanic	4399-11	<i>p</i> Lift Mechanic
4312-01	Supervisor, Refrigeration and Airconditioning Mechanics	4307-01	Supervisor, Refrigeration and Air-Conditioning Mechanics

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4312-11	Refrigeration and Airconditioning Mechanic	4307-11	Air-Conditioning Mechanic
		4307-13	Refrigeration Mechanic
4312-81	Apprentice Refrigeration and Airconditioning Mechanic	4307-91	Apprentice Refrigeration and Air-Conditioning Mechanic
4313-01	Supervisor, Electrical Distribution Tradespersons	4301-01	Supervisor, Electrical Powerline Tradespersons
4313-11	Electrical Powerline Tradesperson	4301-11	Electrical Linesman/Woman
4313-13	Cable Joiner	4301-13	Electrical Cable Joiner
4313-81	Apprentice Electrical Powerline Tradesperson	4301-91	<i>p</i> Apprentice Electrical Powerline Tradesperson
4313-83	Apprentice Cable Joiner	4301-91	<i>p</i> Apprentice Electrical Powerline Tradesperson
4314-01	Supervisor, Electronic Instrument Tradespersons	4303-01	<i>p</i> Supervisor, Electrical Fitters
		4399-99	<i>p</i> Electrical and Electronics Tradespersons nec
4314-11	General Electronic Instrument Tradesperson	4303-11	<i>p</i> Electrical Equipment Fitter
		4399-99	<i>p</i> Electrical and Electronics Tradespersons nec
4314-13	Electronic Instrument Tradesperson (Special Class)	4303-11	<i>p</i> Electrical Equipment Fitter
		4399-99	<i>p</i> Electrical and Electronics Tradespersons nec
4314-81	Apprentice Electronic Instrument Tradesperson	4303-91	<i>p</i> Apprentice Electrical Fitter
		4399-99	<i>p</i> Electrical and Electronics Tradespersons nec
4315-01	Supervisor, Electronic and Office Equipment Tradespersons	4311-01	<i>p</i> Supervisor, Communications Equipment Tradespersons
		4313-01	Supervisor, Radio and Television Servicers
		4315-01	Supervisor, Office Equipment and Computer Servicers
		4399-13	<i>p</i> Vending Machine Servicer
4315-11	Electronic Equipment Tradesperson	4311-99	Communications Equipment Tradespersons nec
		4313-11	Radio and Television Servicer
		4315-13	<i>p</i> Computer Servicer
		4399-13	<i>p</i> Vending Machine Servicer
4315-13	Business Machine Mechanic	4315-11	Office Equipment Servicer
4315-81	Apprentice Electronic Equipment Tradesperson	4311-91	<i>p</i> Trainee Communications Equipment Tradesperson
		4313-91	Apprentice Radio and Television Servicer
		4315-91	<i>p</i> Trainee Office Equipment and Computer Servicer
4315-83	Apprentice Business Machine Mechanic	4315-91	<i>p</i> Trainee Office Equipment and Computer Servicer
4316-01	Supervisor, Communications Tradespersons	4311-01	<i>p</i> Supervisor, Communications Equipment Tradespersons
4316-11	General Communications Tradesperson	4311-11	Broadcasting Tradesperson
		4311-13	Telecommunications Tradesperson
4316-13	Communications Linesperson	4311-15	Telecommunications Line Serviceman/Woman
4316-81	Apprentice General Communications Tradesperson	4311-91	<i>p</i> Trainee Communications Equipment Tradesperson
4316-83	Apprentice Communications Linesperson	4311-91	<i>p</i> Trainee Communications Equipment Tradesperson
4411-01	Supervisor, Carpentry and Joinery Tradespersons	4401-01	Supervisor, Carpenters and Joiners
4411-11	Carpenter and Joiner	4401-11	<i>p</i> Carpenter
		4401-13	<i>p</i> Joiner
4411-13	Carpenter	4401-11	<i>p</i> Carpenter
4411-15	Joiner	4401-13	<i>p</i> Joiner
4411-81	Apprentice Carpenter and Joiner	4401-91	<i>p</i> Apprentice Carpenter and Joiner
4411-83	Apprentice Carpenter	4401-91	<i>p</i> Apprentice Carpenter and Joiner
4411-85	Apprentice Joiner	4401-91	<i>p</i> Apprentice Carpenter and Joiner
4412-01	Supervisor, Fibrous Plasterers	4407-01	<i>p</i> Supervisor, Plasterers

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4412-11	Fibrous Plasterer	4407-13	Fibrous Plasterer
4412-81	Apprentice Fibrous Plasterer	4407-91	<i>p</i> Apprentice Plasterer
4413-01	Supervisor, Roof Slaters and Tilers	4411-01	Supervisor, Roof Slaters and Tilers
4413-11	Roof Slater and Tiler	4411-11	Roof Slater and Tiler
4413-81	Apprentice Roof Slater and Tiler	4411-91	Apprentice Roof Slater and Tiler
4414-01	Supervisor, Bricklayers	4403-01	Supervisor, Bricklayers
4414-11	Bricklayer	4403-11	Bricklayer
4414-81	Apprentice Bricklayer	4403-91	Apprentice Bricklayer
4415-01	Supervisor, Solid Plasterers	4407-01	<i>p</i> Supervisor, Plasterers
4415-11	Solid Plasterer	4407-11	Solid Plasterer
4415-81	Apprentice Solid Plasterer	4407-91	<i>p</i> Apprentice Plasterer
4416-01	Supervisor, Wall and Floor Tilers and Stonemasons	4413-01	Supervisor, Wall and Floor Tilers
4416-11	Wall and Floor Tiler	4999-01	<i>p</i> Supervisor, Other Tradespersons
4416-13	Stonemason	4413-11	Wall and Floor Tiler
4416-81	Apprentice Wall and Floor Tiler	4999-15	Stonemason
4416-83	Apprentice Stonemason	4413-91	Apprentice Wall and Floor Tiler
4421-01	Supervisor, Painters and Decorators	4999-91	<i>p</i> Apprentice, Other Trades
4421-11	Painter and Decorator	4405-01	<i>p</i> Supervisor, Painters, Decorators and Signwriters
4421-81	Apprentice Painter and Decorator	4405-11	Painter and Decorator
4422-01	Supervisor, Signwriters	4405-13	Paperhanger
4422-11	Signwriter	4405-91	<i>p</i> Apprentice Painter, Decorator and Signwriter
4422-81	Apprentice Signwriter	4405-01	<i>p</i> Supervisor, Painters, Decorators and Signwriters
4423-01	Supervisor, Floor Finishers	4405-15	Signwriter
4423-11	Floor Finisher	4405-91	<i>p</i> Apprentice Painter, Decorator and Signwriter
4423-81	Apprentice Floor Finisher	4919-01	Supervisor, Floor Coverers
4431-01	Supervisor, Plumbers	4919-11	Floor Coverer
4431-11	General Plumber	4919-91	Apprentice Floor Coverer
4431-13	Gasfitter	4409-01	Supervisor, Plumbers
4431-15	Drainer	4409-11	<i>p</i> Plumber (General)
4431-17	Roof Plumber	4409-13	Gasfitter
4431-19	Mechanical Services and Airconditioning Plumber	4409-15	Drainer
4431-81	Apprentice General Plumber	4409-11	<i>p</i> Plumber (General)
4431-83	Apprentice Gasfitter	4409-11	<i>p</i> Plumber (General)
4431-85	Apprentice Drainer	4409-91	<i>p</i> Apprentice Plumber
4431-87	Apprentice Roof Plumber	4409-91	<i>p</i> Apprentice Plumber
4431-89	Apprentice Mechanical Services and Airconditioning Plumber	4409-91	<i>p</i> Apprentice Plumber
4511-01	Supervisor, Meat Tradespersons	4701-01	Supervisor, Meat Tradespersons



**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4511-11	Butcher	4701-11	Butcher
4511-13	Smallgoods Maker	4701-13	Smallgoods Maker
4511-15	Slaughterperson	4701-15	Slaughterman/Woman
4511-81	Apprentice Butcher	4701-91	<i>p</i> Apprentice Meat Tradesperson
4511-83	Apprentice Smallgoods Maker	4701-91	<i>p</i> Apprentice Meat Tradesperson
4511-85	Apprentice Slaughterperson	4701-91	<i>p</i> Apprentice Meat Tradesperson
4512-01	Supervisor, Bakers and Pastrycooks	4703-01	Supervisor, Bakers and Pastrycooks
4512-11	Baker	4703-13	Baker
		4703-15	Biscuit Maker
4512-13	Pastrycook	4703-11	Pastrycook
4512-81	Apprentice Baker	4703-91	<i>p</i> Apprentice Baker and Pastrycook
4512-83	Apprentice Pastrycook	4703-91	<i>p</i> Apprentice Baker and Pastrycook
4513-11	Cook	4705-01	<i>p</i> Supervisor, Cooks
		4705-13	Qualified Cook
		4705-99	<i>p</i> Cooks nec
4513-81	Apprentice Cook or Chef	4705-91	Apprentice Cook
4519-11	Miller	4799-01	<i>p</i> Supervisor, Other Food Tradespersons
		4799-11	Miller
		4799-93	Trainee Miller
4519-13	Buttermaker or Cheesemaker	4799-01	<i>p</i> Supervisor, Other Food Tradespersons
		4799-13	Buttermaker
		4799-15	Cheesemaker
4519-15	Confectioner	4799-01	<i>p</i> Supervisor, Other Food Tradespersons
		4799-17	Confectioner
4519-81	Apprentice Miller	4799-91	<i>p</i> Apprentice, Other Food Trades
4519-83	Apprentice Buttermaker or Cheesemaker	4799-91	<i>p</i> Apprentice, Other Food Trades
4519-85	Apprentice Confectioner	4799-91	<i>p</i> Apprentice, Other Food Trades
4611-11	Farm Overseer	8201-01	Supervisor, Farm Hands and Assistants
4612-11	Shearer	4929-01	Overseer, Shearing Shed
		4929-03	Shearing Shed Expert
		4929-11	Shearer
4613-11	Wool Classer	3999-01	<i>p</i> Supervisor, Other Para-Professionals
		3999-35	Wool Classer
4613-13	Hide and Skin Classer	3999-01	<i>p</i> Supervisor, Other Para-Professionals
		3999-37	Hide and Skin Classer
4614-11	Horse Trainer	4931-11	Horse Breaker
		4931-99	<i>p</i> Animal Trainers nec
4614-79	Animal Trainers nec	4931-99	<i>p</i> Animal Trainers nec
4621-11	Nurseryperson	4801-01	Supervisor, Nurserymen/Women
		4801-11	Nurseryman/Woman
4621-81	Apprentice Nurseryperson	4801-91	Apprentice Nurseryman/Woman
4622-11	Greenkeeper	4803-01	Head Greenkeeper
		4803-11	Greenkeeper
4622-81	Apprentice Greenkeeper	4803-91	Apprentice Greenkeeper
4623-01	Head Gardener	4805-01	Head Gardener

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4623-11	General Gardener	4805-11	Gardener (General)
4623-13	Landscape Gardener	4805-13	Landscape Gardener
4623-15	Tree Surgeon	4805-15	Tree Surgeon
4623-81	Apprentice General Gardener	4805-91	<i>p</i> Apprentice Gardener
4623-83	Apprentice Landscape Gardener	4805-91	<i>p</i> Apprentice Gardener
4623-85	Apprentice Tree Surgeon	4805-91	<i>p</i> Apprentice Gardener
4911-11	Graphic Pre-Press Tradesperson	3999-01	<i>p</i> Supervisor, Other Para-Professionals
		3999-17	Layout Artist
		4501-01	Supervisor, Compositors
		4501-11	Compositor
		4503-01	<i>p</i> Supervisor, Graphic Reproduction Tradespersons
		4503-11	<i>p</i> Plate Preparer (Printing)
		4503-13	Cylinder Preparer (Printing)
		4503-15	Image Preparer (Printing)
		4509-01	Supervisor, Stereotypers and Electrotypers
		4509-11	Stereotyper and Electrotyper
4911-81	Apprentice Graphic Pre-Press Tradesperson	4501-91	Apprentice Compositor
		4503-91	<i>p</i> Apprentice Graphic Reproduction Tradesperson
		4509-91	Apprentice Stereotyper and Electrotyper
4912-11	Printing Machinist	4503-01	<i>p</i> Supervisor, Graphic Reproduction Tradespersons
		4503-11	<i>p</i> Plate Preparer (Printing)
		4505-01	<i>p</i> Supervisor, Printing Machinists
		4505-11	Letterpress Printing Machinist
		4505-13	Lithographic Printing Machinist
		4505-15	Flexographic or Gravure Printing Machinist
		4505-17	Newspaper Press Machinist (Metropolitan)
4912-13	Small Offset Printer	4505-01	<i>p</i> Supervisor, Printing Machinists
		4505-19	Small Offset Printing Machinist
4912-81	Apprentice Printing Machinist	4503-91	<i>p</i> Apprentice Graphic Reproduction Tradesperson
		4505-91	<i>p</i> Apprentice Printing Machinist
4912-83	Apprentice Small Offset Printer	4505-91	<i>p</i> Apprentice Printing Machinist
4913-11	Binder and Finisher	4507-01	Supervisor, Binders and Finishers
		4507-11	Binder and Finisher
4913-81	Apprentice Binder and Finisher	4507-91	Apprentice Binder and Finisher
4914-11	Screen Printer	4511-01	Supervisor, Screen Printers
		4511-11	Screen Printer
4914-81	Apprentice Screen Printer	4511-91	Apprentice Screen Printer
4921-11	Wood Machinist (A-Grade)	4901-01	<i>p</i> Supervisor, Wood Machinists and Turners
		4901-11	Wood Machinist (A-Grade)
4921-13	Wood Turner	4901-01	<i>p</i> Supervisor, Wood Machinists and Turners
		4901-13	Wood Turner
4921-81	Apprentice Wood Machinist	4901-91	<i>p</i> Apprentice Wood Machinist
4921-83	Apprentice Wood Turner	4901-93	Apprentice Wood Turner
4922-01	Supervisor, Cabinetmakers	4903-01	Supervisor, Cabinetmakers
4922-11	Cabinetmaker	4903-11	Cabinetmaker
4922-81	Apprentice Cabinetmaker	4903-91	Apprentice Cabinetmaker
4929-11	Picture Framer	4905-01	<i>p</i> Supervisor, Other Wood Tradespersons
		4905-13	Picture Framer
4929-13	Furniture Finisher	4905-01	<i>p</i> Supervisor, Other Wood Tradespersons
		4905-19	Furniture Finisher

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4929-79	Wood Tradespersons nec	4905-01	<i>p</i>	Supervisor, Other Wood Tradespersons
		4905-11		Wood Carver
		4905-15		Cooper
		4905-17		Cane Furniture Maker
		4905-21		Model Maker
4929-81	Apprentice Picture Framer	4905-91	<i>p</i>	Apprentice, Other Wood Trades
4929-83	Apprentice Furniture Finisher	4905-91	<i>p</i>	Apprentice, Other Wood Trades
4929-99	Apprentice Wood Tradespersons nec	4905-91	<i>p</i>	Apprentice, Other Wood Trades
4931-01	Supervisor, Hairdressers	4927-01		Supervisor, Hairdressers
4931-11	Hairdresser	4927-11		Hairdresser
4931-81	Apprentice Hairdresser	4927-91		Apprentice Hairdresser
4941-11	General Clothing Tradesperson	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-11	<i>p</i>	Tailor
		4911-13	<i>p</i>	Dressmaker
		4911-15	<i>p</i>	Apparel Cutter
		4911-17	<i>p</i>	Furrier
		4911-19	<i>p</i>	Patternmaker-Grader (Textiles)
		4911-21	<i>p</i>	Hat Maker
		4911-91	<i>p</i>	Apprentice Garment Tradesperson
4941-13	Tailor	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-11	<i>p</i>	Tailor
4941-15	Dressmaker	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-13	<i>p</i>	Dressmaker
4941-17	Apparel Cutter	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-15	<i>p</i>	Apparel Cutter
4941-19	Patternmaker-Grader (Clothing)	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-19	<i>p</i>	Patternmaker-Grader (Textiles)
4941-79	Clothing Tradespersons nec	4911-01	<i>p</i>	Supervisor, Garment Tradespersons
		4911-17	<i>p</i>	Furrier
		4911-21	<i>p</i>	Hat Maker
4941-81	Apprentice Clothing Tradesperson	4911-91	<i>p</i>	Apprentice Garment Tradesperson
4942-11	Furniture Upholsterer	4913-01	<i>p</i>	Supervisor, Upholsterers and Bedding Tradespersons
		4913-11		Furniture Upholsterer
4942-79	Upholsterers and Bedding Tradespersons nec	4913-01	<i>p</i>	Supervisor, Upholsterers and Bedding Tradespersons
		4913-13		Bedding and Mattress Maker
4942-81	Apprentice Upholsterer or Bedding Tradespersons	4913-91		Apprentice Upholsterer and Bedding Tradesperson
4943-11	Shoemaker	4915-01	<i>p</i>	Supervisor, Shoemaking and Repairing Tradespersons
		4915-11	<i>p</i>	Shoemaker
		4915-13	<i>p</i>	Shoe Repairer
4943-13	Medical Grade Shoemaker	4915-11	<i>p</i>	Shoemaker
		4915-13	<i>p</i>	Shoe Repairer
4943-81	Apprentice Shoemaker	4915-91		Apprentice Shoemaker and Repairer
4944-11	Leather Goods Maker	4917-01	<i>p</i>	Supervisor, Other Leather and Canvas Tradespersons
		4917-11		Leather Goods Maker
4944-13	Canvas Goods Maker	4917-01	<i>p</i>	Supervisor, Other Leather and Canvas Tradespersons
		4917-13		Canvas Goods Maker
4944-15	Sail Maker	4917-01	<i>p</i>	Supervisor, Other Leather and Canvas Tradespersons
		4917-15		Sailmaker
4944-81	Apprentice Leather Goods, Canvas Goods or Sail Maker	4917-91		Apprentice, Other Leather and Canvas Trades

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4981-11	Shipwright	4907-01	<i>p</i>	Supervisor, Marine Construction Tradespersons
		4907-11		Shipwright
4981-13	Boat Builder and Repairer	4907-01	<i>p</i>	Supervisor, Marine Construction Tradespersons
		4907-13		Boat Builder and Repairer
4981-81	Apprentice Shipwright	4907-91	<i>p</i>	Apprentice Marine Construction Tradesperson
4981-83	Apprentice Boat Builder and Repairer	4907-91	<i>p</i>	Apprentice Marine Construction Tradesperson
4982-11	Flat Glass Tradesperson	4921-01	<i>p</i>	Supervisor, Glass Tradespersons
		4921-11		Flat Glass Tradesperson
4982-13	Glass Blower	4921-01	<i>p</i>	Supervisor, Glass Tradespersons
		4921-13		Glass Blower
4982-81	Apprentice Flat Glass Tradesperson	4921-91		Apprentice Flat Glass Tradesperson
4982-83	Apprentice Glass Blower	4921-93		Trainee Glass Blower
4983-11	Jeweller	4923-01	<i>p</i>	Supervisor, Jewellery and Precious Metalware Tradespersons
		4923-11		Jeweller
4983-13	Gem Cutter and Polisher	4923-01	<i>p</i>	Supervisor, Jewellery and Precious Metalware Tradespersons
		4923-13		Gem Cutter and Polisher
4983-81	Apprentice Jeweller	4923-91	<i>p</i>	Apprentice Jewellery and Precious Metalware Tradesperson
4983-83	Apprentice Gem Cutter and Polisher	4923-91	<i>p</i>	Apprentice Jewellery and Precious Metalware Tradesperson
4984-11	Florist	4999-01	<i>p</i>	Supervisor, Other Tradespersons
		4999-25		Florist
		4999-91	<i>p</i>	Apprentice, Other Trades
4985-11	Fire Fighter	7211-11		Fire Fighter
4986-01	Supervisor, Drillers	4909-01	<i>p</i>	Supervisor, Blasting Tradespersons
		7317-01		Supervisor, Drilling Plant Operators
4986-11	Driller	4909-13		Stope Miner
		7317-11		Drilling Plant Operator
4987-01	Supervisor, Chemical, Petroleum and Gas Plant Operators	7305-01		Supervisor, Chemical Plant Operators
		7307-01		Supervisor, Petroleum and Gas Plant Operators
4987-11	Chemical Plant Operator	7305-11		Chemical Plant Operator
		7305-91		Trainee Chemical Plant Operator
4987-13	Petroleum and Gas 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
4988-01	Supervisor, Power Generation Plant Operators	7301-01		Supervisor, Power Generation Plant Operators
4988-11	Power Generation Plant Operator	7301-11		Power Generation Plant Operator
4991-11	Defence Force Member Not Elsewhere Included	4999-29		Military Explosives Technician
		7499-19	<i>p</i>	Military Weapons Operator
4991-81	Trainee Defence Force Member Not Elsewhere Included	7499-19	<i>p</i>	Military Weapons Operator
4992-11	Sound Technician	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-11		Sound Technician
4992-13	Camera Operator (Film, Television or Video)	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-13		Motion Picture Camera Operator
4992-15	Television Equipment Operator	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-15		Television Equipment Operator
4992-17	Broadcast Transmitter Operator	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-17		Broadcast Transmitter Operator

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

4992-19	Motion Picture Projectionist	4999-01	<i>p</i>	Supervisor, Other Tradespersons
		4999-17		Motion Picture Projectionist
4992-21	Light Technician	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-19		Light Technician
4992-23	Production Assistant (Film, Television or Radio)	3903-99	<i>p</i>	Performing Arts Support Workers nec
4992-25	Production Assistant (Theatre)	3903-99	<i>p</i>	Performing Arts Support Workers nec
4992-27	Make Up Artist	3903-99	<i>p</i>	Performing Arts Support Workers nec
4992-79	Performing Arts Support Workers nec	3903-01	<i>p</i>	Supervisor, Performing Arts Support Workers
		3903-99	<i>p</i>	Performing Arts Support Workers nec
4999-11	Optical Mechanic	4999-01	<i>p</i>	Supervisor, Other Tradespersons
		4999-13		Optical Mechanic
		4999-91	<i>p</i>	Apprentice, Other Trades
4999-13	Diver	4999-21		Offshore Diver
		4999-23	<i>p</i>	Onshore Diver
4999-15	Aircraft Safety Equipment Worker	4999-27		Aircraft Safety Equipment Worker
4999-17	Piano Tuner	4925-01	<i>p</i>	Supervisor, Craftworkers
		4925-11		Piano Tuner
		4925-91	<i>p</i>	Apprentice Craftworker
4999-79	Tradespersons and Related Workers nec	4925-01	<i>p</i>	Supervisor, Craftworkers
		4925-91	<i>p</i>	Apprentice Craftworker
		4925-99	<i>p</i>	Craftworkers nec
		4999-99		Tradespersons nec

**5 Advanced Clerical and Service Workers**

5111-11	Secretary	5101-11	<i>p</i>	Office Secretary
		5101-13	<i>p</i>	Office Stenographer
5111-13	Personal Assistant	5101-11	<i>p</i>	Office Secretary
		5101-13	<i>p</i>	Office Stenographer
5911-11	Bookkeeper	5301-11		Bookkeeper
5912-11	Credit and Loans Officer	3999-01	<i>p</i>	Supervisor, Other Para-Professionals
		3999-29		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	<i>p</i>	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	3905-29	<i>p</i>	Insurance Assessor (Except Health)
5994-13	Insurance Investigator	3999-99	<i>p</i>	Para-Professionals nec
5994-15	Insurance Loss Adjuster	3905-29	<i>p</i>	Insurance Assessor (Except Health)
5995-11	Desktop Publishing Operator	5105-11	<i>p</i>	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****ASCO FIRST EDITION***p* = partial match

5999-13	Auctioneer	6599-11	Auctioneer
		6599-13	Auction Room Attendant
5999-15	Visual Merchandiser	3999-01	<i>p</i> Supervisor, Other Para-Professionals
		3999-19	Window Dresser
5999-17	Photographer's Assistant	3999-01	<i>p</i> Supervisor, Other Para-Professionals
		3999-23	Photographic Studio Assistant
		3999-25	Photograph Retoucher
<b>6 Intermediate Clerical, Sales and Service Workers</b>			
6111-11	General Clerk <sup>(2)</sup>	5	<i>p</i> Clerks
6121-11	Typist and Word Processing Operator	5103-11	Typist-Clerk
		5103-13	Typist
		5105-11	<i>p</i> Word Processing Operator
		5201-11	<i>p</i> Computer Operator
6121-13	Data Entry Operator	5201-01	Supervisor, Data Processing Machine Operators
		5201-11	<i>p</i> Computer Operator
		5201-13	Data Entry Operator
		5201-15	Data Transceiver Operator
6131-11	Receptionist	5601-11	Receptionist
6141-01	Supervisor, Accounting Clerks	5301-01	Supervisor, Accounting Clerks
6141-11	Accounts Clerk	5301-13	Accounts Clerk
6141-13	Credit Clerk	5301-19	Credit Officer
6141-15	Cost Clerk	5301-21	Cost Clerk
6142-11	Payroll Clerk	5301-15	Payroll Clerk
6143-01	Supervisor, Bank Workers	6401-01	Supervisor, Tellers
6143-11	Bank Worker <sup>(3)</sup>	6401-11	Teller
6144-01	Supervisor, Insurance Clerks	5303-01	Supervisor, Insurance and Broking Clerks
6144-11	Insurance Clerk	5303-11	Insurance Clerk
6145-01	Supervisor, Money Market and Statistical Clerks	5303-13	<i>p</i> Stockbroking Clerk
		5305-01	Supervisor, Statistical and Actuarial Clerks
		5305-11	<i>p</i> Statistical Clerk
		5305-13	<i>p</i> Actuarial Clerk
6145-11	Money Market Clerk	5303-13	<i>p</i> Stockbroking Clerk
6145-13	Statistical Clerk	5305-11	<i>p</i> Statistical Clerk
		5305-13	<i>p</i> Actuarial Clerk
6151-11	Production Recording Clerk	5501-01	Supervisor, Production Recording Clerks
		5501-11	Production Scheduling Clerk
		5501-13	Production Tally Clerk
		5503-99	Transport Recording and Despatching Clerks nec
6152-01	Supervisor, Transport and Despatching Clerks	5503-01	Supervisor, Transport Recording and Despatching Clerks
6152-11	Receiving and Despatching Clerk	5503-11	Receiving and Despatching Clerk
6152-13	Import-Export Clerk	5503-13	Import-Export Clerk
6153-01	Supervisor, Stock and Purchasing Clerks	5505-01	Supervisor, Stock and Purchasing Clerks
6153-11	Stock Clerk	1307-11	<i>p</i> Supply and Distribution Manager
		3913-11	<i>p</i> Purchasing Officer
		5505-11	Stock Clerk
6153-13	Purchasing Officer	3913-11	<i>p</i> Purchasing Officer
		5505-13	Purchasing Clerk

**ASCO SECOND EDITION**

**ASCO FIRST EDITION**

*p* = partial match

6153-15	Order Clerk	5505-15	<i>p</i> Order Clerk
6153-17	Sales Clerk <sup>(2)</sup>	5505-15	<i>p</i> Order Clerk
		6301	<i>p</i> Sales Assistants
6191-11	Inquiry Clerk	5601-13	<i>p</i> Inquiry Clerk
		6599-19	Service Counter Clerk
6191-13	Admissions Clerk	5601-15	Admissions Clerk
6192-11	Library Assistant	5401-01	Supervisor, Library and Filing Clerks
		5401-11	Library Assistant
6193-11	Personnel Records Clerk	5905-11	Personnel Records Clerk
6193-13	Employment Office Clerk	5905-13	Employment Office Clerk
6194-11	Customs Inspector	3905-19	Customs Investigator
6194-13	Taxation Inspector	3905-99	<i>p</i> Inspectors and Regulatory Officers nec
		5999-99	<i>p</i> Clerks nec
6194-15	Social Security Assessor	3905-99	<i>p</i> Inspectors and Regulatory Officers nec
		5999-99	<i>p</i> Clerks nec
6194-17	Motor Vehicle Licence Examiner	3905-99	<i>p</i> Inspectors and Regulatory Officers nec
6194-19	Transport Operations Inspector	3905-31	Traffic Inspector
6194-21	Train Examiner	3905-17	Train Examiner
6194-23	Water Inspector	3905-21	<i>p</i> Health Inspector
		3905-25	Water Usage Inspector
6194-79	Intermediate Inspectors and Examiners nec	3905-01	<i>p</i> Supervisor, Inspectors and Regulatory Officers
		3905-23	Arbitration Inspector
		3905-99	<i>p</i> Inspectors and Regulatory Officers nec
		3999-99	<i>p</i> Para-Professionals nec
		5999-99	<i>p</i> Clerks nec
6199-11	Proof Reader	5999-13	Proof Reader
6199-13	Debt Collector	5901-11	Debt Collector
		5901-99	Collection Clerks nec
6199-15	Mail Supervisor	5403-01	Supervisor, Mail Sorters
6199-17	Court Orderly	5907-15	Court Orderly
6199-19	Bailiff or Sheriff	5907-99	<i>p</i> Legal and Related Clerks nec
6199-21	Coding Clerk	5401-13	<i>p</i> Filing Clerk
		5999-99	<i>p</i> Clerks nec
6199-79	Intermediate Clerical Workers nec	5203-01	Supervisor, Business Machine Operators
		5203-11	Business Machine Operator
		5999-99	<i>p</i> Clerks nec
6211-11	Sales Representative (Personal and Household Goods)	6201-19	Sales Representative (Toys and Sporting Goods)
		6201-23	Sales Representative (Books and Paper Products)
		6201-27	Sales Representative (Floor Coverings and Furniture)
		6201-29	Sales Representative (Food, Drink and Tobacco Products)
		6201-31	Sales Representative (Household Goods and Domestic Hardware)
		6201-33	Sales Representative (Toiletries)
		6201-37	Sales Representative (Textiles, Clothing and Footwear)
		6201-99	<i>p</i> Sales Representatives nec
6211-13	Sales Representative (Business Services)	6201-21	Sales Representative (Business Services)
6211-15	Sales Representative (Builder's and Plumber's Supplies)	6201-25	Sales Representative (Builders' Hardware)

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

6211-17	Sales Representative (Motor Vehicle Parts and Accessories)	6201-99	<i>p</i>	Sales Representatives nec
6211-79	Sales Representatives nec	6201-99	<i>p</i>	Sales Representatives nec
6212-11	Motor Vehicle and Caravan Salesperson	6301-19		Sales Assistant (Caravans and Motor Vehicles)
6212-13	Motor Vehicle Parts Interpreter	6301-25		Sales Assistant (Vehicle Parts and Accessories)
6213-11	Retail Supervisor	1503-11	<i>p</i>	Restaurant and Catering Managing Supervisor
		6301-01		Supervisor, Sales Assistants
6213-13	Checkout Supervisor	6403-01		Supervisor, Cashiers
6311-11	Pre-School Aide	6601-11		Pre-School Aide
6311-13	Integration Aide	6601-99	<i>p</i>	Child Care, Refuge and Related Workers nec
6311-15	Teachers' Aide	5903-11	<i>p</i>	Teachers' Aide
		6601-99	<i>p</i>	Child Care, Refuge and Related Workers nec
6311-17	Aboriginal and Torres Strait Islander Education Worker	2905-13	<i>p</i>	Education Officer
		5903-11	<i>p</i>	Teachers' Aide
6312-11	Child Care Worker	6601-13		Child Care Aide
		6601-15	<i>p</i>	Child Care Attendant
6312-13	Family Day Care Worker	6601-15	<i>p</i>	Child Care Attendant
6312-15	Nanny	6601-15	<i>p</i>	Child Care Attendant
		6601-99	<i>p</i>	Child Care, Refuge and Related Workers nec
6313-11	Hostel Parent	6601-17		Hostel Parent
6313-13	Child or Youth Residential Care Assistant	3901-15	<i>p</i>	Welfare Officer
		6601-19	<i>p</i>	Child Care Group Worker
6313-15	Refuge Worker	6601-21		Refuge Worker
6313-17	Aged or Disabled Person Carer	6601-19	<i>p</i>	Child Care Group Worker
		6601-99	<i>p</i>	Child Care, Refuge and Related Workers nec
		6607-11		Home Companion
6313-19	Therapy Aide	6699-99	<i>p</i>	Personal Service Workers nec
6314-11	Personal Care Assistant <sup>(2)</sup>	66	<i>p</i>	Personal Service Workers
		8921-01		Supervisor, Ward Helpers
		8921-11	<i>p</i>	Ward Assistant
		8921-15	<i>p</i>	Nursing Assistant
6314-13	Nursing Assistant	6603-11	<i>p</i>	Enrolled Nurse
		8921-11	<i>p</i>	Ward Assistant
		8921-15	<i>p</i>	Nursing Assistant
6321-11	Hotel Service Supervisor	6505-01	<i>p</i>	Supervisor, Waiters and Waitresses
		8903-01		Supervisor, Luggage Porters
		8915-11		Executive Housekeeper
6322-01	Supervisor, Bar Attendants	6503-01		Supervisor, Bar Attendants
6322-11	Bar Attendant	6503-11	<i>p</i>	Bar Attendant
		8999-99	<i>p</i>	Labourers and Related Workers nec
6323-01	Supervisor, Waiters	6505-01	<i>p</i>	Supervisor, Waiters and Waitresses
6323-11	General Waiter	6505-11	<i>p</i>	Formal Service Waiter/Waitress
		6505-15	<i>p</i>	Waiter/Waitress (General)
6323-13	Drink Waiter	6505-13	<i>p</i>	Drink Waiter/Waitress



**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

6324-11	Hospitality Trainee	6503-11	<i>p</i>	Bar Attendant
		6505-11	<i>p</i>	Formal Service Waiter/Waitress
		6505-13	<i>p</i>	Drink Waiter/Waitress
		6505-15	<i>p</i>	Waiter/Waitress (General)
6391-11	Dental Assistant	6605-11		Dental Nurse
6392-11	Veterinary Nurse	8999-23		Veterinary Nurse
6393-11	Prison Officer	3911-01		Chief Prison Officer
		3911-11		Prison Officer
6394-11	Gaming Pit Boss	6699-99	<i>p</i>	Personal Service Workers nec
6394-13	Gaming Table Supervisor	3905-99	<i>p</i>	Inspectors and Regulatory Officers nec
6394-15	Gaming Dealer	6699-99	<i>p</i>	Personal Service Workers nec
6395-11	Beauty Therapist	6699-15		Beauty Therapist
6395-13	Natural Remedy Consultant	6699-17	<i>p</i>	Masseur/Masseuse
		6699-99	<i>p</i>	Personal Service Workers nec
6395-15	Weight Loss Consultant	6699-99	<i>p</i>	Personal Service Workers nec
6396-11	Fitness Instructor	2505-99	<i>p</i>	Extra-Systemic Teachers and Instructors nec
6396-13	Outdoor Adventure Leader	2505-99	<i>p</i>	Extra-Systemic Teachers and Instructors nec
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
6399-11	Museum or Gallery Attendant	6699-99	<i>p</i>	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	<i>p</i>	Personal Service Workers nec

**7 Intermediate Production and Transport Workers**

7111-11	General Construction Plant Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-11	<i>p</i>	Bulldozer Operator
		7201-13	<i>p</i>	Scraper Operator (Earthmoving)
		7201-15	<i>p</i>	Back-Hoe Operator
		7201-17		Trench-Digging Machine Operator
		7201-19	<i>p</i>	Loader Operator (Earthmoving)
		7201-27	<i>p</i>	Grader Operator
		7201-29	<i>p</i>	Excavator Operator
		7201-91		Trainee Excavating and Earthmoving Plant Operator
		7207-01	<i>p</i>	Supervisor, Paving and Surfacing Plant Operators
		7207-11	<i>p</i>	Paving Plant Operator
7207-13	<i>p</i>	Road Roller Operator		
7111-13	Bulldozer Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-11	<i>p</i>	Bulldozer Operator
		7201-13	<i>p</i>	Scraper Operator (Earthmoving)
7111-15	Backhoe Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-15	<i>p</i>	Back-Hoe Operator
7111-17	Loader Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-19	<i>p</i>	Loader Operator (Earthmoving)
7111-19	Grader Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-27	<i>p</i>	Grader Operator

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

7111-21	Excavator Operator	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-29	<i>p</i>	Excavator Operator
7111-23	Paving Plant Operator	7207-01	<i>p</i>	Supervisor, Paving and Surfacing Plant Operators
		7207-11	<i>p</i>	Paving Plant Operator
7111-25	Road Roller Operator	7207-01	<i>p</i>	Supervisor, Paving and Surfacing Plant Operators
		7207-13	<i>p</i>	Road Roller Operator
7112-11	Forklift Driver	7203-11		Forklift Driver
7119-11	Agricultural and Horticultural Mobile Plant Operator	7209-11		Farm Machinery Operator
		7209-13		Amenity Horticulture Machine Operator
7119-13	Railway Track Repair Mobile Plant Operator	7299-11		Railway Track Repair Machine Operator
7119-15	Streetsweeper Operator	7299-99	<i>p</i>	Mobile Plant Operators nec
7119-17	Logging Plant Operator	7205-11		Logging Plant Operator
7119-79	Mobile Plant Operators nec	7201-01	<i>p</i>	Supervisor, Excavating and Earthmoving Plant Operators
		7201-25		Dredge Operator
		7203-13		Straddle Carrier Operator
		7299-99	<i>p</i>	Mobile Plant Operators nec
7121-11	Engine or Boiler Operator	7303-11		Stationary Engine and Boiler Operator
		7303-13		Marine Engine and Boiler Operator
7122-11	Crane, Hoist or Lift Operator	7311-01		Supervisor, Crane Operators
		7311-11		Crane Operator
		7313-01		Supervisor, Hoist, Winch and Lift Operators
		7313-11		Hoist, Winch and Lift Operator
7123-01	Supervisor, Engineering Production Systems Workers	4103-01	<i>p</i>	Supervisor, Metal Fitters and Machinists
		4203-01	<i>p</i>	Supervisor, Sheetmetal Tradespersons
		4205-01	<i>p</i>	Supervisor, Structural Steel, Boilermaking and Welding Tradespersons
		4209-01	<i>p</i>	Supervisor, Metal Finishing Tradespersons
		7315-01		Supervisor, Furnace and Kiln Operators
		7399-01	<i>p</i>	Supervisor, Other Stationary Plant Operators
		7401-01		Supervisor, Basic Metal Products Machine Operators
		8103-01		Supervisor, Assemblers
7123-11	Engineering Production Systems Worker	4103-17	<i>p</i>	Die Setter
		4103-19	<i>p</i>	Metal Machinist (Second Class)
		4103-91	<i>p</i>	Apprentice Metal Fitter and Machinist
		4203-17	<i>p</i>	Sheetmetal Worker (Second Class)
		4203-91	<i>p</i>	Apprentice Sheetmetal Tradesperson
		4205-19	<i>p</i>	Welder (Second Class)
		4205-91	<i>p</i>	Apprentice Structural Steel, Boilermaking and Welding Tradesperson
		4209-15	<i>p</i>	Electroplater (Second Class)
		4209-91	<i>p</i>	Apprentice Metal Finishing Tradesperson
		7315-11		Metals Furnace Operator
		7315-13		Heat Treatment Furnace Operator
		7315-15	<i>p</i>	Kiln Operator
		7315-17	<i>p</i>	Incinerator Plant Operator
		7399-11	<i>p</i>	Mineral Ore Treating Plant Operator
		7399-13		Metal Rolling Mill Operator
		7399-31		Electrolytic Cell Operator
		7399-33		Carbon Plant Worker
		7401-11		Machine Moulder
		7401-13		Casting Machine and Ladle Operator
		7401-15		Wire Drawing Machine Operator
		7401-17		Metal Extrusion Press Operator
		7403-11		Metal Press Operator
		7405-11		Other Metal Products Machine Operators
7124-11	Pulp Mill Operator	7399-15		Paper Pulp Preparation Plant Operator

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

7124-13	Paper Mill Operator	7415-01	Supervisor, Paper and Paper Products Machine Operators
		7415-11	Wet End Papermaking Machine Operator
		7415-13	Dry End Papermaking Machine Operator
7129-01	Supervisor, Other Intermediate Stationary Plant Operators	7399-01	<i>p</i> Supervisor, Other Stationary Plant Operators
7129-11	Railway Signal Operator	7107-01	Supervisor, Locomotive Drivers
		7399-19	<i>p</i> Railway Switching and Signalling Operator
7129-13	Train Controller	7399-19	<i>p</i> Railway Switching and Signalling Operator
7129-15	Concrete Pump Operator	7399-23	Concrete Pump Operator
7129-17	Cement Production Plant Operator	7315-15	<i>p</i> Kiln Operator
		7399-27	Cement Production Plant Operator
7129-19	Concrete Batching Plant Operator	7399-35	Concrete Batching Plant Operator
7129-21	Water and Waste Water Plant Operator	7399-29	<i>p</i> Water Supply and Treatment Plant Operator
7129-23	Bulk Materials Handling Plant Operator	7309-01	Supervisor, Bulk Materials Handling Plant Operators
		7309-11	Bulk Materials Handling Plant Operator
		7433-99	<i>p</i> Packaging Machine Operators nec
7129-79	Intermediate Stationary Plant Operators nec	4999-19	Saturation Technician
		7315-17	<i>p</i> Incinerator Plant Operator
		7399-17	Wood Chipping and Particleboard Plant Operator
		7399-21	Timber Treatment Plant Operator
		7399-25	Insulation Maker
		7399-29	<i>p</i> Water Supply and Treatment Plant Operator
		7399-99	Stationary Plant Operators nec
7211-01	Supervisor, Sewing Machinists	7427-01	<i>p</i> Supervisor, Textile Sewing Machinists
7211-11	Sewing Machinist	7427-11	Textile Sewing Machinist (Single Needle)
		7427-13	Textile Sewing Machinist (Multi Needle)
7212-01	Supervisor, Textile and Footwear Production Machine Operators	4915-01	<i>p</i> Supervisor, Shoemaking and Repairing Tradespersons
		7421-01	Supervisor, Yarn Production Machine Operators
		7423-01	Supervisor, Hide and Skin Processing Machine Operators
		7425-01	Supervisor, Fabric Production Machine Operators
		7427-01	<i>p</i> Supervisor, Textile Sewing Machinists
7212-11	Yarn Carding and Spinning Machine Operator	7421-11	Yarn Carding and Spinning Machine Operator
		7421-13	Cotton Ginner
		7421-15	Wool Scouring Operator
7212-13	Weaving Machine Operator	7425-11	Warp Machine Operator
		7425-13	Weaver
7212-15	Knitting Machine Operator	7425-15	Textile Knitting Machine Operator
7212-17	Textile Dyeing and Finishing Machine Operator	7425-17	Textile Dyeing and Finishing Machine Operator
7212-19	Hide and Skin Processing Machine Operator	7423-11	Hide and Skin Processing Machine Operator
7212-21	Footwear Production Machine Operator	7429-11	Shoemaking Machine Operator
7212-79	Textile and Footwear Production Machine Operators nec	7425-19	Rope and Cord Making Machine Operator
		7425-21	Textile Products Mender
		7425-99	Fabric Production Machine Operators nec
7291-01	Supervisor, Plastics Production Machine Operators	7407-01	Supervisor, Plastics Production Machine Operators
7291-11	General Plastics Production Machine Operator	7407-11	<i>p</i> Plastics Production Machine Setter
		7407-13	<i>p</i> Plastics Extruding Machine Operator
		7407-15	<i>p</i> Plastics Moulding Machine Operator
		7407-17	Cellular Plastics Machine Operator
		7407-19	<i>p</i> Plastics Sheet Press Operator

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

7291-13	Plastics Compounding and Reclamation Machine Operator	7407-21	Plastics Blending Machine Operator
7291-15	Reinforced Plastic and Composite Production Worker	7407-13 <i>p</i>	Plastics Extruding Machine Operator
		7407-15 <i>p</i>	Plastics Moulding Machine Operator
		7407-23	Gun Hand (Plastics)
7291-17	Plastic Cablemaking Machine Operator	7407-25	Sheathing Extruder
7291-79	Plastics Production Machine Operators nec	7407-11 <i>p</i>	Plastics Production Machine Setter
		7407-15 <i>p</i>	Plastics Moulding Machine Operator
		7407-19 <i>p</i>	Plastics Sheet Press Operator
7292-01	Supervisor, Rubber Production Machine Operators	7409-01	Supervisor, Rubber Production Machine Operators
7292-11	Tyre Production Machine Operator	7409-11	Tyre Production Machine Operator
7292-79	Rubber Production Machine Operators nec	7409-99	Rubber Production Machine Operators nec
7293-01	Supervisor, Chemical Production Machine Operators	7411-01	Supervisor, Chemical Production Machine Operators
7293-11	Chemical Production Machine Operator	7411-11	Pharmaceuticals and Toiletries Production Machine Operator
		7411-13	Explosives Production Machine Operator
		7411-99	Chemical Production Machine Operators nec
7294-01	Supervisor, Wood Processing Machine Operators	4901-01 <i>p</i>	Supervisor, Wood Machinists and Turners
		7413-01	Supervisor, Wood Processing Machine Operators
7294-11	Wood Processing Machine Operator	4901-15	Wood Machinist (B-Grade)
		4901-17	Wood Machinist (C-Grade)
		4901-91 <i>p</i>	Apprentice Wood Machinist
		7413-11	Head Sawyer
		7413-13	Resawyer
		7413-15	Dockerman/Woman
		7413-17	Timber Stock Cutter
		7413-19	Veneer Production Machine Operator
		7413-21	Plywood Production Machine Operator
		7413-23	Wood Laminating Press Operator
		7413-99	Wood Processing Machine Operators nec
7295-11	Paper Products Machine Operator	7415-15	Paper Products Machine Operator
7296-01	Supervisor, Glass Production Machine Operators	7417-01	Supervisor, Glass Production Machine Operators
7296-11	Glass Production Machine Operator	7417-11	Glass Production Machine Operator
7297-01	Supervisor, Clay, Stone and Concrete Processing Machine Operators	7419-01	Supervisor, Clay and Stone Processing Machine Operators
7297-11	Clay Products Machine Operator	7315-15 <i>p</i>	Kiln Operator
		7419-13	Clay Products Machine Operator
		7419-17	Porcelain Turner
7297-13	Stone Processing Machine Operator	7419-15	Stone Processing Machine Operator
7297-15	Concrete Products Machine Operator	7419-11	Concrete Products Machine Operator
7297-79	Clay, Stone and Concrete Processing Machine Operators nec	7419-19	Plasterboard Maker
		7419-21	Fibre-Cement Machine Operator
		7419-99	Clay and Stone Processing Machine Operators nec
7298-11	Photographic Developer and Printer	7435-01	Supervisor, Photographic Products Machine Operators
		7435-11 <i>p</i>	Photographic Developer and Printer
7299-11	Industrial Spray Painter	8107-11	Industrial Spray Painter

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7299-79	Intermediate Machine Operators nec	5201-99	Data Processing Machine Operators nec
		7435-11	<i>p</i> Photographic Developer and Printer
		7435-13	Photographic Film Manufacturing Operator
		7499-01	<i>p</i> Supervisor, Other Machine Operators
		7499-11	Tobacco Technical Operator
		7499-13	Tobacco Machine Attendant
		7499-99	Machine Operators nec
7311-11	Heavy Truck Driver	7105-13	Heavy Truck Driver
7311-13	Furniture Removalist	7105-15	Furniture Removalist-Driver
		8909-01	<i>p</i> Supervisor, Freight and Furniture Handlers
		8909-13	Furniture Packer
7312-11	Bus Driver	7101-11	Bus Driver
7312-13	Tram Driver	7101-13	Tram Driver
7313-11	Automobile Driver	7103-11	Automobile Driver
7314-11	Delivery Driver	7105-11	Delivery Driver
7315-11	Train Driver	7107-11	Locomotive Driver
		7107-91	<i>p</i> Trainee Locomotive Driver
7315-13	Train Driver's Assistant	7107-91	<i>p</i> Trainee Locomotive Driver
7911-11	Miner	7201-01	<i>p</i> Supervisor, Excavating and Earthmoving Plant Operators
		7201-21	Open Cut Mining Plant Operator
		7201-23	Underground Plant Operator
7912-11	Blasting Worker	4909-01	<i>p</i> Supervisor, Blasting Tradespersons
		4909-11	Shot-Firer
7913-11	Scaffolder	8405-11	Scaffolder
7913-13	Steel Fixer	8405-15	Steel Fixer
7913-15	Structural Steel Erector	8405-17	Structural Steel Erector
7913-17	Construction Rigger	8405-13	Rigger (Construction)
7914-11	Building Insulation Installer	8401-11	Building Insulation Installer
7914-13	Home Improvements Installer	8401-13	Home Improvements Installer
7991-11	Motor Vehicle Parts and Accessories Fitter	8923-01	Supervisor, Vehicle Accessories Fitters
		8923-11	Vehicle Accessories Fitter
7992-11	Product Examiner	8109-13	Product Examiner
7992-13	Product Grader	8109-11	Product Grader
		8109-17	Product Weigher
7992-15	Product Tester	8109-15	Product Tester
7993-01	Supervisor, Storepersons	8907-01	Supervisor, Storemen/Women
7993-11	Storeperson	8907-11	Storeman/Woman
7994-11	Seafarer	8925-01	Boatswain
		8925-11	<i>p</i> Seaman/Woman
7994-13	Fishing Hand	8925-11	<i>p</i> Seaman/Woman
		8925-13	Fisherman/Woman
7995-01	Supervisor, Forestry and Logging Workers	8203-01	Supervisor, Forestry Labourers
		8203-03	Supervisor, Logging Labourers
7995-11	Tree Faller	8203-11	Tree Faller
7995-13	Forestry Worker	8203-13	Forestry Worker
7995-15	Logging Assistant	8203-15	Logging Worker

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7996-11	Printing Table Hand	7499-01	<i>p</i>	Supervisor, Other Machine Operators
		7499-21		Printing Bindery Assistant
		7499-23		Printing Table Hand
7996-13	Printer's Assistant	8199-29		General Hand (Printing)
<b>8</b>	<b>Elementary Clerical, Sales and Service Workers</b>			
8111-11	Registry or Filing Clerk	5401-13	<i>p</i>	Filing Clerk
		5499-11		Other Filing, Sorting and Copying Clerks
8112-11	Mail Clerk	5403-11	<i>p</i>	Mail Sorter
		5909-13	<i>p</i>	Postal Officer
8112-13	Postal Sorting Officer	5403-11	<i>p</i>	Mail Sorter
		5909-13	<i>p</i>	Postal Officer
8113-11	Switchboard Operator	5603-01		Supervisor, Telephonists
		5603-11		Telephonist
8114-11	Courier	5605-01	<i>p</i>	Supervisor, Messengers and Delivery Officers
		5605-11	<i>p</i>	Messenger
8114-13	Postal Delivery Officer	5605-01	<i>p</i>	Supervisor, Messengers and Delivery Officers
		5605-11	<i>p</i>	Messenger
		5605-13		Postman/Woman
8115-11	Betting Agency Counter Clerk	6405-11	<i>p</i>	Ticket Seller
8115-13	Telephone Betting Clerk	6405-11	<i>p</i>	Ticket Seller
8115-15	Bookmaker's Clerk	5999-17		Bookmaker's Clerk
8115-79	Betting Clerks nec	6405-11	<i>p</i>	Ticket Seller
		8999-99	<i>p</i>	Labourers and Related Workers nec
8116-11	Office Trainee <sup>(2)</sup>	5	<i>p</i>	Clerks
8119-11	Meter Reader	5999-11		Meter Reader
8119-13	Classified Advertising Clerk	5999-15		Classified Advertising Clerk
8119-15	Interviewer	5999-19		Market Research Interviewer
		5999-99	<i>p</i>	Clerks nec
8119-17	Parking Inspector	5999-99	<i>p</i>	Clerks nec
8119-79	Elementary Clerks nec	5999-99	<i>p</i>	Clerks nec
8211-11	Sales Assistant (Food and Drink Products)	6301-15		Sales Assistant (Food and Drink Products)
		6403-11	<i>p</i>	Checkout Operator
8211-13	Sales Assistant (Fabric, Clothing and Footwear)	6301-13		Sales Assistant (Fabrics, Clothing and Footwear)
8211-15	Sales Assistant (Other Personal and Household Goods)	6301-11		Sales Assistant (Hardware and Gardening Supplies)
		6301-17		Sales Assistant (Furniture, Floor Coverings and Household Goods)
		6301-21		Sales Assistant (Stationery, Newspapers and Books)
		6301-23		Sales Assistant (Pharmaceutical Products and Toiletries)
8211-17	Sales Assistant (Postal Services)	5909-11		Postal Clerk
		5909-13	<i>p</i>	Postal Officer
8211-79	Sales Assistants nec	6301-99		Sales Assistants nec
8291-11	Checkout Operator	6403-11	<i>p</i>	Checkout Operator
8291-13	Office Cashier	6403-13		Office Cashier
8292-11	Ticket Seller	6405-11	<i>p</i>	Ticket Seller
8292-13	Transport Conductor	6405-13		Transport Conductor

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

8293-11	Street Vendor	6501-17	Street Vendor
8293-13	Cash Van Salesperson	6501-13	Cash Van Salesperson
8293-15	Door-To-Door Salesperson	6501-01	Supervisor, Street Vendors, Canvassers and Sales Drivers
		6501-15	<i>p</i> Door-To-Door Salesperson
8294-11	Telemarketer	6501-15	<i>p</i> Door-To-Door Salesperson
8295-11	Sales Demonstrator	6599-15	Sales Demonstrator
8295-13	Model	6599-99	<i>p</i> Salespersons nec
8296-11	Service Station Attendant	6599-21	Service Station Attendant
8297-11	Sales and Service Trainee <sup>(2)</sup>	5505-15	<i>p</i> Order Clerk
		6	<i>p</i> Salespersons and Personal Service Workers
8299-11	Rental Salesperson	6599-17	Rental Salesperson
8299-13	Materials Recycler	6501-11	Scrap Merchant
		8999-27	Automotive Parts Recycler
		8999-99	<i>p</i> Labourers and Related Workers nec
8299-79	Elementary Sales Workers nec	6599-99	<i>p</i> Salespersons nec
8311-11	Security Officer	8911-01	Supervisor, Guards and Security Officers
		8911-11	Railway Patrol Officer
		8911-13	<i>p</i> Security Officer
8311-13	Armoured Car Escort	8911-13	<i>p</i> Security Officer
8311-79	Guards and Security Officers nec	8911-13	<i>p</i> Security Officer
		8911-99	<i>p</i> Guards and Security Officers nec
8312-11	Ticket Collector or Usher	8901-11	<i>p</i> Door Attendant
		8901-13	Entertainment Usher
		8901-15	Ticket Taker
8312-13	Luggage Porter or Doorperson	8901-11	<i>p</i> Door Attendant
		8903-11	Luggage Porter
8313-11	Domestic Housekeeper	8915-13	Domestic Housekeeper
8314-11	Caretaker	8913-11	Caretaker
8315-11	Laundry Worker	7499-01	<i>p</i> Supervisor, Other Machine Operators
		7499-15	Dry Cleaning Machine Operator
		7499-17	Laundry Machine Operator
		8917-01	Supervisor, Laundry Workers
		8917-11	Laundry Worker
8319-11	Railways Assistant	8911-15	Railway Guard
		8999-25	Railway Station Assistant
8319-13	Hair and Beauty Salon Assistant	8101-99	<i>p</i> Trades Assistants nec
8319-15	Sterilisation Technology Worker	8921-15	<i>p</i> Nursing Assistant
8319-17	Car Park Attendant	8999-99	<i>p</i> Labourers and Related Workers nec
8319-19	Crossing Supervisor	8999-99	<i>p</i> Labourers and Related Workers nec
8319-21	Trolley Collector	8999-99	<i>p</i> Labourers and Related Workers nec
8319-23	Leaflet and Newspaper Deliverer	8999-99	<i>p</i> Labourers and Related Workers nec
8319-25	Examination Supervisor	6699-99	<i>p</i> Personal Service Workers nec
8319-27	Prostitute or Escort	6699-99	<i>p</i> Personal Service Workers nec
8319-79	Elementary Service Workers nec	6699-99	<i>p</i> Personal Service Workers nec
		8999-99	<i>p</i> Labourers and Related Workers nec

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match**9 Labourers and Related Workers**

9111-11	Commercial Cleaner	8301-01	Supervisor, Cleaners
		8301-11	<i>p</i> Industrial Cleaner
		8301-13	Commercial Cleaner
		8301-15	Hospital Cleaner
9111-13	Domestic Cleaner	8301-99	<i>p</i> Cleaners nec
9111-15	Carpet Cleaner	8301-19	Carpet Cleaner
9111-17	Vehicle Cleaner	8301-21	Motor Vehicle Cleaner
9111-19	Window Cleaner	8301-17	Window Cleaner
9111-79	Cleaners nec	8301-11	<i>p</i> Industrial Cleaner
		8301-99	<i>p</i> Cleaners nec
9211-11	Engineering Production Process Worker	4103-21	<i>p</i> Metal Machinist (Third Class)
		4205-21	<i>p</i> Welder (Third Class)
		4205-91	<i>p</i> Apprentice Structural Steel, Boilermaking and Welding Tradesperson
		4209-17	<i>p</i> Electroplater (Third Class)
		4209-91	<i>p</i> Apprentice Metal Finishing Tradesperson
		8101-11	Metal Trades Assistant
		8199-11	Metal Processing and Finishing Factory Hand
9212-11	Product Assembler	8103-11	Metal and Metal Products Assembler
		8103-13	Electrical and Electronic Equipment Assembler
		8103-15	Jewellery Assembler
		8103-17	Wood Products Assembler
9213-11	Meatworks Labourer	8199-33	Meatworks Labourer
9213-13	Meat Boner and Slicer	8199-01	Supervisor, Other Trades Assistants and Factory Hands
		8199-35	Meat Boner and Slicer
9213-15	Poultry Process Worker	8199-37	Poultry Process Worker
9213-17	Fish Process Worker	8199-39	Fish Process Worker
9214-11	Food and Drink Processing Machine Attendant	7431-01	Supervisor, Food Processing Machine Operators
		7431-11	Grain and Cereal Processing Machine Operator
		7431-13	Sugar Processing Machine Operator
		7431-15	Soft Drink and Syrup Making Machine Operator (Except Dairy)
		7431-17	Alcoholic Beverage Machine Operator
		7431-19	Meat and Fish Processing Machine Operator
		7431-21	Milk Treatment Machine Operator
		7431-23	Margarine Maker
		7431-25	Ice-Cream Maker
		7431-27	Food Factory Cook
		7431-99	Food Processing Machine Operators nec
9214-13	Baking Factory Hand	8199-41	Baking Factory Hand
9214-15	Dairy Factory Hand	8199-43	Dairy Factory Hand
9214-17	Fruit and Vegetable Factory Hand	8199-47	Fruit and Vegetable Factory Hand
9214-19	Food Products Millhand	8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9214-79	Food Factory Hands nec	8199-45	Egg Process Worker
		8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9215-11	Sawmill Labourer	8199-13	<i>p</i> Sawmill Labourer
9215-13	Timberyard Labourer	8199-13	<i>p</i> Sawmill Labourer
9215-15	Wood and Wood Products Factory Hand	8199-15	Wood and Wood Products Factory Hand
9215-17	Pulp and Paper Mill General Hand	8199-17	Pulp, Papermaking and Paper Products Factory Hand
9219-11	Cement and Concrete Plant Labourer	8199-19	Cement and Concrete Plant Labourer



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9219-13	Clay Processing Factory Hand	8199-21	Clay Processing Factory Hand
9219-15	Chemical Plant Labourer	8199-23	<i>p</i> Chemical Plant Labourer
9219-17	Rubber and Plastics Factory Hand	8199-25	Rubber and Plastics Factory Hand
9219-19	Hide and Skin Processing Labourer	8199-27	Hide and Skin Processing Labourer
9219-21	Glass Processing Labourer	8199-31	Glassware Process Assistant
9219-23	Fabric and Textile Factory Hand	8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9219-25	Footwear Factory Hand	8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9219-79	Process Workers nec	8199-23	<i>p</i> Chemical Plant Labourer
		8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9221-11	Hand Packer	8105-11	Meat Packer
		8105-13	Fruit and Vegetable Packer
		8105-99	Hand Packers nec
9222-11	Packager and Container Filler	7433-01	Supervisor, Packaging Machine Operators
		7433-11	Liquids Filler
		7433-99	<i>p</i> Packaging Machine Operators nec
9911-11	Mining Support Worker	7399-11	<i>p</i> Mineral Ore Treating Plant Operator
		8415-11	Mining Labourer
		8415-15	Mineral Ore Processing Labourer
		8999-17	Lampman/Woman
9911-13	Driller's Assistant	8101-99	<i>p</i> Trades Assistants nec
		8415-13	Driller's Offsider
9912-11	Earthmoving Labourer	8407-11	Earthmoving Labourer
9913-11	Paving and Surfacing Labourer	8409-01	Supervisor, Paving and Surfacing Labourers
		8409-11	Paving and Surfacing Labourer
9914-11	Survey Hand	8411-11	Survey Hand
9915-11	Railway Labourer	8413-01	Supervisor, Railway Labourers
		8413-11	Railway Labourer
9916-11	Construction Assistant	8101-13	<i>p</i> Construction Trades Assistant
		8499-17	Building Construction Labourer
9916-13	Plumber's Assistant	8101-13	<i>p</i> Construction Trades Assistant
9917-11	Concreter	8403-11	Concrete Worker
9918-11	Electrical or Telecommunications Trades Assistant	8101-15	Electrical and Telecommunications Trades Assistant
9919-11	Lagger	8499-11	Lagger
9919-13	Crane Chaser	8499-13	Crane Chaser
9919-15	Fence Erector	8499-15	Fence Erector
9921-11	General Farm Hand	8201-11	<i>p</i> Livestock and Field Crop Farm Hand
9921-13	Fruit, Vegetable or Nut Farm Hand	8201-13	Fruit, Vegetable and Nut Farm Hand
9921-15	Stud Hand or Stable Hand	8201-11	<i>p</i> Livestock and Field Crop Farm Hand
9921-17	Shearing Shed Hand	8201-15	Shearing Shed Hand
9921-79	Farm Hands nec	8201-99	Farm Hands and Assistants nec
9922-11	Horticultural Nursery Assistant	8205-11	Nursery Assistant (Horticulture)
9922-13	Garden Labourer	8205-13	Garden Labourer
9929-11	Shooter-Trapper	8299-11	Shooter-Trapper
9929-13	Rural Trainee	1401-91	Trainee Farmer

**ASCO SECOND EDITION****ASCO FIRST EDITION***p* = partial match

9929-79	Agricultural and Horticultural Labourers nec	8299-99	Agricultural Labourers and Related Workers nec
9931-11	Kitchenhand	8919-11	Kitchenhand
		8921-13	Hospital Food Serviceperson
9932-11	Fast Food Cook	4705-99	<i>p</i> Cooks nec
9933-11	Pastrycook's Assistant	8101-99	<i>p</i> Trades Assistants nec
9933-79	Food Trades Assistants nec	8101-99	<i>p</i> Trades Assistants nec
9991-11	Garbage Collector	8905-01	Supervisor, Garbage Collectors
		8905-11	Garbage Collector
9992-11	Freight Handler (Road and Rail)	8909-01	<i>p</i> Supervisor, Freight and Furniture Handlers
		8909-11	Freight Handler (Road and Rail)
9992-13	Waterside Worker	8909-15	Wharf Labourer
9992-15	Truck Driver's Offsider	8909-17	Truck Driver's Offsider
9993-11	Handyperson	8999-19	Handyman/Woman
9999-11	Vending Machine Attendant	8999-15	Vending Machine Attendant
9999-13	Sign Erector	8999-99	<i>p</i> Labourers and Related Workers nec
9999-15	Mechanic's Assistant	8101-99	<i>p</i> Trades Assistants nec
9999-17	Stormwater, Drainage and Sewerage System Labourer	8199-99	<i>p</i> Trades Assistants and Factory Hands nec
9999-79	Labourers and Related Workers nec	8101-99	<i>p</i> Trades Assistants nec
		8199-99	<i>p</i> Trades Assistants and Factory Hands nec
		8999-99	<i>p</i> Labourers and Related Workers nec

## 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 3 Associate 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.

## INDEX OF PRINCIPAL TITLES, ALTERNATIVE TITLES AND SPECIALISATIONS

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Aboriginal Education Worker Co-ordinator	457	Air Pollution Analyst	110
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Aboriginal Teacher	184	Air Transport Professionals nec	223
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Accountant	131	Airconditioning Drafting Officer	241
Accounts Clerk	430	Aircraft Cabin Cleaner	558
Accounts Payable or Receivable Clerk	430	Aircraft Detail Draftsperson	242
Accounts Supervisor	430	Aircraft Electrical Engineer	303
Acquisitions Librarian	145	Aircraft Electronics Technical Officer	240
Activities Officer	228	Aircraft Engine Fitter	302
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Actuary	146	Aircraft Load Controller	437
Acupuncturist	176	Aircraft Machinist	300
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Agricultural Economist	204	Alpaca Farmer	98
Agricultural Engineer	127	Ambassador	65
Agricultural Engineering Technologist	125	Ambulance Officer	277
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Animal Attendant	474	Apprentice Coppersmith	312
Animal Nurse	468	Apprentice Diamond Cutter	395
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Animator	211	Apprentice Drainer	352
Anodiser	314	Apprentice Electrical Fitter	327
Anthropologist	206	Apprentice Electrical Mechanic	327
Antique Furniture Reproducer	382	Apprentice Electrical Powerline Tradesperson	329
Antique Furniture Restorer	382	Apprentice Electrician	327
Apiarist	98	Apprentice Electronic Equipment Tradesperson	332
Apiary Assistant	582	Apprentice Electronic Instrument Tradesperson	331
Apparel Cutter	387	Apprentice Electroplater	315
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Apprentice Aircraft Maintenance Engineer (Airframes)	303	Apprentice Fibrous Plasterer	340
Apprentice Aircraft Maintenance Engineer (Avionics)	303	Apprentice Fitter	300
Apprentice Aircraft Maintenance Engineer (Electrical)	303	Apprentice Flat Glass Tradesperson	394
Apprentice Aircraft Maintenance Engineer (Engines)	303	Apprentice Floor Finisher	349
Apprentice Aircraft Maintenance Engineer (Instrument)	303	Apprentice Furniture Finisher	383
Apprentice Aircraft Maintenance Engineer (Mechanical)	303	Apprentice Garment Construction Tradesperson	388
Apprentice Aircraft Maintenance Engineer (Radio)	303	Apprentice Gasfitter	352
Apprentice Aircraft Maintenance Engineer (Structures)	303	Apprentice Gem Cutter and Polisher	395
Apprentice Aircraft Mechanic (Mechanical)	303	Apprentice General Communications Tradesperson	334
Apprentice Automatic Transmission Mechanic	318	Apprentice General Fabrication Engineering Tradesperson	307
Apprentice Automotive Airconditioning Mechanic	318	Apprentice General Gardener	373
Apprentice Automotive Electrician	319	Apprentice General Mechanical Engineering Tradesperson	298
Apprentice Baker	358	Apprentice General Plumber	352
Apprentice Binder and Finisher	378	Apprentice Glass Blower	394
Apprentice Blacksmith	310	Apprentice Graphic Pre-Press Tradesperson	376
Apprentice Boat Builder and Repairer	393	Apprentice Greenkeeper	371
Apprentice Boilermaker	309	Apprentice Gunsmith	305
Apprentice Brake Mechanic	318	Apprentice Hairdresser	385
Apprentice Bricklayer	342	Apprentice Hairstylist	385
Apprentice Business Machine Mechanic	333	Apprentice Jeweller	395
Apprentice Butcher	357	Apprentice Jockey	287
Apprentice Buttermaker or Cheesemaker	361	Apprentice Joiner	339
Apprentice Cabinetmaker	382	Apprentice Landscape Gardener	373
Apprentice Cable Joiner	330	Apprentice Leather Goods, Canvas Goods or Sail Maker	391
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Apprentice Clothing Tradesperson	388	Apprentice Mechanical Services and Airconditioning Plumber	353
Apprentice Communications Linesperson	335	Apprentice Metal Casting Patternmaker	313
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Apprentice Confectioner	362	Apprentice Metal Fabricator	309
Apprentice Cook or Chef	360	Apprentice Metal Machinist	300
		Apprentice Metal Polisher	314
		Apprentice Metal Spinner	312
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		Apprentice Motor Mechanic	318

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Apprentice Moulder and Coremaker	313	Archaeologist	206
Apprentice Nurseryperson	370	Archbishop	92
Apprentice Office Equipment Maintenance Tradesperson	333	Architect	117
Apprentice Painter and Decorator	347	Architectural Associate	236
Apprentice Panel Beater	320	Architectural Draftsperson	236
Apprentice Pastrycook	359	Architectural Model Maker	406
Apprentice Picture Framer	383	Archivist	150
Apprentice Precision Instrument Maker and Repairer	305	Armament Engineer (Defence Force)	128
Apprentice Precision Metal Tradesperson	305	Armament Fitter	401
Apprentice Printing Machinist	377	Armament Mechanic	401
Apprentice Refrigeration and Airconditioning Mechanic	328	Armature Winder	326
Apprentice Roof Plumber	352	Armoured Car Escort	549
Apprentice Roof Slater and Tiler	341	Armoured Personnel Carrier Operator	481
Apprentice Saw Maker and Repairer	305	Armourer	305
Apprentice Screen Printer	379	Aromatherapist	471
Apprentice Sewing Machine Mechanic	300	Art Conservator	227
Apprentice Sheetmetal Worker	312	Art Director (Film, Television or Stage)	215
Apprentice Ship's Carpenter	393	Art Gallery Director	92
Apprentice Shipwright	393	Art Historian	206
Apprentice Shoemaker	390	Art Teacher (Private)	189
Apprentice Signwriter	348	Artificial Insemination Technical Officer	234
Apprentice Slaughterperson	357	Artistic Director	90
Apprentice Small Offset Printer	377	Asbestos Remover	505
Apprentice Smallgoods Maker	357	Asset Manager (Land and Property)	149
Apprentice Solid Plasterer	343	Associate Editor	212
Apprentice Stonemason	345	Associate Professionals nec	294
Apprentice Structural Steel Tradesperson	309	Astrologer	474
Apprentice Template Maker	309	Astronomer	114
Apprentice Textile Machine Mechanic	300	Athlete	288
Apprentice Textile, Clothing or Footwear Mechanic	300	Auctioneer	420
Apprentice Toolmaker	301	Audio Operator	402
Apprentice Tree Surgeon	373	Audio Technician	402
Apprentice Upholsterer or Bedding Tradespersons	389	Audio-Visual Librarian	145
Apprentice Vehicle Body Maker	322	Audiologist	177
Apprentice Vehicle Finisher	320	Audiometrist	232
Apprentice Vehicle Mechanic	318	Audit Clerk	430
Apprentice Vehicle Painter	321	Audit Officer	132
Apprentice Vehicle Trimmer	323	Australian Rules Footballer	288
Apprentice Wall and Floor Tiler	344	Author	214
Apprentice Watch and Clock Maker and Repairer	305	Automatic Profile Sander Operator	381
Apprentice Welder	309	Automatic Transmission Mechanic	318
Apprentice Wood Machinist	381	Automobile Driver	510
Apprentice Wood Model Maker	383	Automotive Airconditioning Mechanic	318
Apprentice Wood Tradespersons nec	383	Automotive Electrical Fitter	319
Apprentice Wood Turner	381	Automotive Electrician	319
Aquaculture Farmer	102	Automotive Machinist	300
Arboriculturalist	372	Automotive Parts Interpreter	452
Arborist	372	Avionics Systems Engineer	127
Arc Welder	485	Avionics Systems Technician (Air Force)	242
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Bailiff or Sheriff	447	Boiler Testing Technician	241
Baker	358	Boilermaker	308
Bakery Assistant	587	Boilermaker-Welder	308
Baking Factory Hand	565	Boilermaker's Assistant	562
Baling or Compression Machine Operator	571	Boilers and Pressure Vessels Inspector	286
Ballet Dancer	219	Bomb Squad Officer	283
Ballet Teacher	189	Bond Clerk	437
Band Leader	217	Book Editor	214
Bank Accountant	245	Booking Clerk	541
Bank Manager	245	Bookkeeper	413
Bank Worker	432	Bookmaker	247
Bar Attendant	464	Bookmaker's Clerk	532
Bar Steward	464	Boring Inspector	445
Barge Hand	522	Botanical Technical Officer	234
Barrister	203	Botanist	108
Basketball Coach	289	Bottle Dealer	546
Beamer	492	Bottle Shop Attendant	537
Beauty Therapist	471	Bowling Alley Attendant	592
Beef Cattle Farm Manager	96	Braceperson	484
Beef Cattle Farmer	96	Brake Lining Maker	503
Beef Cattle Grazier	96	Brake Mechanic	318
Beef Cattle Stud Farmer	96	Branch Accountant (Financial Institution)	245
Beekeeper	98	Brass Finisher	308
Betting Agency Branch Manager	267	Bread Room Hand	565
Betting Agency Counter Clerk	532	Brewhouse Hand	566
Betting Clerks nec	532	Brewhouse Operator	565
Beveller	394	Brick Extruder Operator	502
Beverage Distiller	488	Brick Handler	568
Bibliographer	145	Bricklayer	342
Bicycle Repairer	592	Bricklayer's Assistant	577
Binder and Finisher	378	Broadcast Transmitter Operator	403
Bingo Caller	532	Brothel Keeper	269
Biochemist	109	Brush Maker	505
Bioengineer	127	Builder's Labourer	577
Biological Technical Officer	234	Building and Construction Manager	68
Biomedical Engineer	127	Building and Engineering Associate	
Biomedical Engineering Associate	242	Professionals nec	242
Biomedical Engineering Technician	242	Building and Engineering Professionals nec	128
Biomedical Engineering Technologist	125	Building Associate	236
Biometrician	146	Building Construction Supervisor	236
Biophysicist	109	Building Drafting Officer	236
Biscuit Factory Hand	565	Building Economist	118
Bishop	92	Building Estimator	236
Bistro Manager	258	Building Inspector	237
Blacksmith	310	Building Insulation Installer	517
Blacksmith's Striker	562	Building Manager	252
Blasting Worker	514	Building Society Manager	245
Bleach Plant Operator	486	Bulk Fluids Handler	488
Blocklayer	342	Bulk Materials Handling Plant Operator	488
Blood Bank Aide	554	Bulldozer Operator	478
Blow Moulding Machine Operator	495	Bullet Maker	498
Boarding House Manager	263	Bundler	569
Boat Builder and Repairer	393	Bus Driver	509
Bobcat Operator	478	Bus Inspector	445



Bush Boss	523	Cash Van Salesperson	542
Bushwalking Leader	472	Cashier	540
Business and Information Professionals nec	151	Casino Gaming Inspector	470
Business Machine Mechanic	332	Casting Director	216
Business Researcher	151	Cataloguer	145
Busker	219	Caterer	258
Butcher	356	Caving Guide	472
Butcher's Assistant	587	Cell Geneticist	109
Butler	474	Cellular Plastics Cutter Hand	568
Buttermaker or Cheesemaker	361	Cement and Concrete Plant Labourer	568
		Cement Crusher Operator	488
		Cement Despatch Operator	488
		Cement Kiln Operator	488
		Cement Plasterer	343
		Cement Production Plant Operator	488
		Cement Renderer	343
		Ceramic Tiler	344
		Ceramics Scientist	115
		Certified Midwife	163
		Chainsaw Mechanic	406
		Chair and Couch Maker	382
		Chamber Magistrate	65
		Chaplain	201
		Charge Nurse	160
		Charge Sister	160
		Charity Collector	447
		Chartered Bus Driver	509
		Chauffeur	510
		Checkout Operator	540
		Checkout Supervisor	453
		Cheese Factory Worker	565
		Chef	259
		Chef de Partie	259
		Chemical Engineer	128
		Chemical Engineering Technologist	125
		Chemical Instrumentation Officer	233
		Chemical Plant Labourer	568
		Chemical Plant Operator	399
		Chemical Process Analyst	233
		Chemical Production Machine Operator	498
		Chemicals Distiller	399
		Chemicals Fermentation Operator	399
		Chemist	106
		Chemistry Technical Officer	233
		Cherry Picker Operator	484
		Chicken Meat Producer	97
		Chicken Sexer	582
		Chief Accountant	73
		Chief Executive	66
		Chief Petty Officer (Navy)	291
		Child and Adolescence Mental Health Nurse	163
		Child Care Aide	458
		Child Care Centre Director	89
		Child Care Centre Manager	89
		Child Care Co-ordinator	89
Cabin Steward	419		
Cabin Supervisor (Aircraft)	419		
Cabinetmaker	382		
Cable Ferry Operator	481		
Cable Jointer	329		
Cadastral Surveyor	119		
Cake Decorator	358		
Calligrapher	210		
Callisthenics Instructor	288		
Camera Operator (Film, Television or Video)	402		
Camera Repairer	304		
Candle Maker	498		
Cane Furniture Maker	383		
Cant Gang Sawyer	499		
Canteen Attendant	537		
Canteen Manager	258		
Canvas Goods Maker	391		
Canvasser	542		
Captain (Army)	87		
Car Detailer	559		
Car Driver	510		
Car Park Attendant	553		
Car Rental Agency Manager	268		
Car Wash Attendant	559		
Caravan Park and Camping Ground Manager	262		
Cardiac Technician	232		
Cardiologist	157		
Cardiothoracic Surgeon	158		
Careers Counsellor	198		
Caretaker	551		
Carousel Minder	568		
Carpenter	338		
Carpenter and Joiner	338		
Carpenter's Assistant	577		
Carpet Cleaner	558		
Carpet Layer	349		
Carpet Weaver	492		
Carport Erector	517		
Cartographer	119		
Carton Making Machinist	500		
Cartoonist	211		
Casemix Co-ordinator	150		

Child Care Worker	458	Collection Agent	446
Child or Youth Residential Care Assistant	459	Columnist	212
Child Psychiatrist	157	Comedian	219
Childbirth Educator	190	Commander (Navy)	87
Children's Court Magistrate	65	Commentator	220
Children's Librarian	145	Commercial Artist	210
Children's Nursery Assistant	458	Commercial Cleaner	558
Chiller Hand	521	Commis Chef	259
Chimney Builder	342	Commissioned Defence Force Officer	87
Chimney Sweep	559	Commissioned Fire Officer	87
Chinese (Tui-Na) Masseur	280	Commissioned Police Officer	88
Chinese Medicine Practitioner	176	Commissioner (Emergency Services)	66
Chiropractor	171	Commodities Broker	247
Chokerman/woman	523	Commodities Trader	247
Choral Director	217	Communications and Data Systems Drafting Officer	240
Chorister	217	Communications Controller	420
Cinematographer	215	Communications Engineering Technical Officer	240
Circus Artist	219	Communications Engineering Technician	240
Civic Centre Manager	269	Communications Linesperson	334
Civil Engineer	120	Community Development Officer	196
Civil Engineering Assistant	238	Community Nurse	162
Civil Engineering Associate	238	Community Pharmacist	167
Civil Engineering Design Draftsperson	238	Community Support Worker	196
Civil Engineering Technical Officer	238	Community Worker	196
Civil Engineering Technician	238	Company Secretary	74
Civil Engineering Technologist	125	Compere	220
Classified Advertising Clerk	534	Complaints Clerk	441
Clay Processing Factory Hand	568	Composer	218
Clay Processing Labourer	568	Computer Analyst	141
Clay Products Machine Operator	502	Computer Scientist	141
Clay, Stone and Concrete Processing Machine Operators nec	503	Computer Services Manager	80
Cleaners nec	559	Computer Systems Auditor	141
Clerk of Court	415	Computer-Numeric Control Technical Officer	240
Clerk of High Court	92	Computing Professionals nec	141
Clerk of Works	236	Computing Support Technician	253
Client Service Manager	266	Computing Tester	141
Clinical Biochemistry Technician	232	Concert Singer	217
Clinical Coder	447	Conciliation and Arbitration Commissioner	65
Clinical Cytopathologist	157	Concrete Batching Plant Operator	488
Clinical Engineer	127	Concrete Pipe Machine Operator	503
Clinical Microbiology Technician	232	Concrete Pre-cast Moulder	503
Clinical Neuropsychologist	199	Concrete Products Machine Operator	503
Clinical Nurse Consultant	162	Concrete Pump Operator	487
Clinical Nurse Educator	161	Concrete Tile Machine Operator	503
Clinical Nurse Specialist	162	Concrete Worker	578
Clinical Psychologist	199	Concreter	578
Clothes Presser	552	Confectioner	361
Clothing Tradespersons nec	388	Confectioner's Assistant	587
Club Manager (Licensed Premises)	261	Conservation Architect	117
Coach Builder	322	Conservator	227
Coal Cutter	514	Construction Assistant	577
Coal Sample Tester	520	Construction Economist	118
Coding Clerk	447	Construction Project Manager	68
Coffin Maker	382	Construction Rigger	516
		Construction Stonemason	344

Construction Worker	577	Cultural Historian	206
Contemporary or Modern Dancer	219	Curriculum Advisory Teacher	192
Continuity Person	404	Curtain Fitter	517
Contract Driller	398	Custodial Officer	469
Control Room Operator	420	Customer Orders Clerk	438
Control Systems Drafting Officer	240	Customer Service Manager	266
Conveyancing Clerk	415	Customs Agent	437
Cook	360	Customs Broker	437
Cooper	383	Customs Inspector	444
Copy Boy/Girl (Newspapers)	531	Customs Investigator	444
Copy Camera Operator	504	Cyclist	288
Copy Lathe Operator	381	Cytologist	113
Copywriter	213	Cytopathology Technician	232
Coral Collector	584		
Coremaker	313		
Coroner	65	<b>D</b>	
Corporate Affairs Officer	135	Dairy Cattle Farm Manager	97
Corporate Finance Officer	247	Dairy Cattle Grazier	97
Corporate or Strategic Planning Manager	84	Dairy Cattle Stud Farmer	97
Corporate Planning Manager	84	Dairy Factory Hand	565
Corporate Treasurer	133	Dairy Farmer	97
Cosmetics Machine Operator	498	Dairy Quality Assurance Officer	285
Cosmologist	114	Dairy Technician	234
Cost Clerk	430	Dance Teacher (Private)	189
Costume Designer	210	Dance Therapist	177
Costume Maker	387	Dancer or Choreographer	219
Cotton Farmer	101	Dark Room Attendant	504
Cotton Ginner	492	Data Entry Operator	426
Cotton Picking Machine Operator	481	Data Processing Operator	426
Counsellors nec	198	Database Administrator	140
Courier	531	Database Analyst	141
Courier Driver	510	Database Designer	140
Court Attendant	446	Database Programmer (Systems)	141
Court Officer	446	Debarker Operator	499
Court or Hansard Reporter	416	Debt Collector	446
Court Orderly	446	Deck Hand	522
Court Registrar	92	Deck Officer	225
Court Usher	446	Deer Farmer	98
Crane Chaser	579	Defence Force Member Not Elsewhere Included	401
Crane, Hoist or Lift Operator	484	Delivery Clerk	436
Cray Fishing Hand	522	Delivery Driver	510
Creche Attendant	458	Demi Chef	259
Credit and Loans Officer	413	Demographer	146
Credit Clerk	430	Dental Assistant	468
Credit Manager	73	Dental Chairside Assistant	468
Credit Union Manager	245	Dental Hygienist	278
Crematorium Operator	488	Dental Nurse	468
Cricket Coach	289	Dental Practitioner	166
Cricketer	288	Dental Prosthetist	278
Criminologist	206	Dental Specialist	166
Critic	213	Dental Technician	278
Crocodile Farmer	98	Dental Therapist	278
Crop Farmers nec	101	Dentist	166
Crossing Supervisor	553	Derivatives Dealer	247
Crystallographer	114		

Dermatologist	155	Drilling Plant Operator	398
Derrick Hand	574	Drink Steward or Stewardess.	465
Desktop Publishing Operator	418	Drink Waiter	465
Despatch Clerk	438	Driveway Attendant	545
Detective	283	Driving Instructor	474
Detective Sergeant	283	Drover	581
Development Driller	398	Drug and Alcohol Counsellor	197
Development Drilling Supervisor	398	Drug and Alcohol Nurse	163
Diagnostic Radiologist	157	Dry Wall Plasterer	340
Dialysis Technician	232	Dryerman (Paper Mill)	486
Diamond Cutter	395	Dubbing Machine Operator	402
Die Caster	301	Dubbing Projectionist (Sound Mixing)	402
Die Sinker	301	Ductfixing Plumber	352
Diesel Fitter-Mechanic	299	Dye Penetrant Testing Technician	242
Diesel Motor Mechanic	318		
Dietitian	175		
Digital Controls Technical Officer	240	<b>E</b>	
Dining Room Drinks Supervisor	464	Earth Science Technical Officer	233
Dining Room Host or Hostess	465	Earthmoving Labourer	575
Diplomat (Head of Mission)	65	Ecological Technical Officer	234
Directional Driller	398	Ecologist	110
Director (Film, Television, Radio or Stage)	215	Econometrician	204
Director of Medical Services	85	Economic Analyst	204
Director of Nursing	85	Economic Forecaster	204
Director of Photography	215	Economic Historian	206
Director-General	66	Economist	204
Disabilities Services Officer	275	Edge Bander Operator	381
Disc Jockey	220	Editor	212
Dishwasher	586	Editorial Assistant	213
Display Artist	210	Education Managers nec	86
Distant Education Teacher	184	Education Officer	192
Diver	405	Educational Psychologist	199
Diversion Therapist	177	Egg Collector	582
Diversional Therapist's Assistant	460	Egg Factory Labourer	566
Diving Coach	289	Egg Producer	97
Divisional Finance Manager	73	Electoral Officer	228
Dog Catcher	445	Electorate Officer	227
Dog Handler	368	Electric Train Driver	511
Dogman/woman	579	Electrical Contractor	326
Domestic Cleaner	558	Electrical Design Engineer	121
Domestic Housekeeper	551	Electrical Engineer	121
Door-to-Door Salesperson	542	Electrical Engineering Associate	239
Doughmaker	358	Electrical Engineering Design Draftsperson	239
Dragline Operator	514	Electrical Engineering Detail Draftsperson	239
Drainage Inspector	237	Electrical Engineering Drafting Officer	239
Drainer	352	Electrical Engineering Technical Officer	239
Drama Teacher (Private)	190	Electrical Engineering Technician	239
Drama Therapist	177	Electrical Fitter	326
Dredge Master	224	Electrical Installation Inspector	237
Dressage Instructor	289	Electrical Instrument Technician	239
Dressmaker	387	Electrical Mechanic	326
Dressmaking Teacher (Private)	190	Electrical or Electronics Engineering Technologist	125
Driller	398	Electrical or Telecommunications Trades Assistant	578
Driller's Assistant	574		
Driller's Offsider	574		

Electrical Powerline Tradesperson	329	Excavator Operator	479
Electrician	326	Executive Chef	259
Electrician (Special Class)	326	Executive Producer	90
Electrician's Assistant	578	Exhibition Designer	210
Electrocardiographic Technician	232	Explosive Ordnance Demolition Technician	401
Electroencephalographic Technician	232	Explosives Mixer Operator	498
Electroformer	314	External Auditor	132
Electrologist (Hair Remover)	471	Extra-Systemic Teachers nec	190
Electronic Engineering Associate	240	Extractive Metallurgist	114
Electronic Engineering Technician	240	Extruding Machine Operator	495
Electronic Equipment Tradesperson	332		
Electronic Instrument Tradesperson (Special Class)	331	<b>F</b>	
Electronics Detail Draftsperson	240	Fabric and Textile Factory Hand	569
Electronics Engineer	121	Faceter	395
Electroplater (First Class)	314	Faculty Head	86
Elementary Clerks nec	534	Family Counsellor	197
Elementary Sales Workers nec	546	Family Court Counsellor	197
Elementary Service Workers nec	554	Family Court Justice	64
Elocution Teacher	190	Family Day Care Worker	458
Embalmer	269	Family Day Carer	458
Embosser	500	Family Support Worker	275
Embryologist	108	Farm Apprentice	584
Emergency Medicine Specialist	156	Farm Hands nec	582
Emergency Physician	156	Farm Overseer	365
Employment Office Clerk	443	Farmer and Grazier	95
Emu Farmer	98	Farrier	310
Endocrinologist	157	Fashion Designer	210
Endodontist	166	Fashion Photographer	209
Engine or Boiler Operator	483	Fast Food Cook	586
Engineering Manager	77	Fast Food Delivery Driver	510
Engineering Production Process Worker	562	Feature Writer	212
Engineering Production Systems Worker	485	Features Editor	212
Engineering Survey Drafting Technician	237	Fellmongering Machine Operator	493
Engineering Technologists nec	125	Fellmongery Hand	569
English as a Second Language Teacher	191	Feltmaker	493
Engraver	305	Fence Erector	579
Enrolled Nurse	272	Ferry Hand	522
Ensemble Singer	217	Fibre Technologist	234
Entertainment Centre Manager	265	Fibre-Cement Moulder	503
Entertainment Usher	550	Fibreglass Gun-Hand	496
Entomologist	109	Fibreglass Hand Laminator	496
Environment, Parks and Land Care Manager	91	Fibreglass Lay Up Hand	568
Environmental and Agricultural Science Professionals nec	112	Fibrous Plaster Fixer	340
Environmental Consultant	112	Fibrous Plaster Setter	340
Environmental Health Officer	226	Fibrous Plasterer	340
Environmental Research Scientist	110	Field Crop Technical Officer	234
Environmental Technical Officer	234	Film and Video Editor	216
Enzyme Chemist	109	Film and Video Graphics Designer	210
Equipment Hire Manager	269	Film Archivist	150
Ergonomist	228	Film Cutter	505
Ethnomusicologist	218	Film Examiner	520
Eviscerator	563	Film Process Operator	504
Examination Supervisor	554	Film Producer	90
		Film Spooler	505

Film, Television, Radio and Stage Directors nec	216	Flight Surveyor	240
Finance Broker	247	Floor Finisher	349
Finance Director	73	Floral Artist	396
Finance Manager	73	Floriculturist	100
Finance Officer	247	Florist	396
Financial Analyst	131	Flower Grower	100
Financial Controller	73	Flying Instructor	223
Financial Dealers and Brokers nec	247	Flying Officer	87
Financial Institution Branch Manager	245	Focus Puller (Film)	402
Financial Investment Adviser	248	Folding Machine Operator	552
Financial Market Dealer	247	Food and Beverage Manager	258
Financial Planning Adviser	248	Food and Drink Processing Machine Attendant	565
Financial Risk Manager	133	Food Factory Hands nec	566
Finisher	569	Food Products Millhand	565
Fire Engineer (Army)	397	Food Technologist	106
Fire Fighter	397	Food Trades Assistants nec	587
Fire Investigator	87	Football Coach	289
Fire Lookout	523	Footballer	288
Fire Prevention Officer	397	Footwear Factory Hand	569
Fire Risk Assessor	291	Footwear Production Machine Operator	493
Fire Safety Officer	291	Foreign Exchange Dealer	247
Fire Services Plumber	351	Forensic Pathologist	157
Fireperson	511	Forensic Psychologist	199
First Aid Attendant	554	Forest Ranger	111
Fish Farm Worker	582	Forester	111
Fish Farmer	102	Forestry Adviser	111
Fish Inspector	285	Forestry Technical Officer	234
Fish Process Worker	564	Forestry Worker	523
Fisheries Diver	405	Forklift Driver	480
Fisheries Technical Officer	234	Formal Service Waiter	465
Fishing Boat Mate	522	Forms Designer	294
Fishing Hand	522	Formwork Carpenter	338
Fitness Centre Administrator	265	Forwarder Operator	481
Fitness Centre Manager	265	Fourdrinier Machine Operator	486
Fitness Instructor	472	Freight Clerk	437
Fitter	299	Freight Handler (Road and Rail)	590
Fitter and Turner	299	Freight Loader	590
Fitter-Machinist	299	French Polisher	383
Fitter-Mechanic	299	Front Office Clerk	428
Fitter's Assistant	562	Front-end Loader Operator	478
Fixed Interest Dealer	247	Fruit and Nut Farm Manager	100
Fixing Carpenter	338	Fruit and Nut Grower	100
Flat Bed Knitter	493	Fruit and Vegetable Classer	520
Flat Glass Tradesperson	394	Fruit and Vegetable Factory Hand	565
Fleet Manager	268	Fruit and Vegetable Inspector	285
Fleet Salesperson	452	Fruit, Vegetable or Nut Farm Hand	581
Flesher Hand	569	Fumigator	474
Flexographic Printing Machinist	377	Functions Manager	260
Flight Attendant	419	Fund Raiser	542
Flight Engineer	223	Funeral Director	269
Flight Engineer Inspector	223	Fur Cutter	388
Flight Lieutenant	87	Fur Grader	367
Flight Sergeant (Air Force)	291	Fur Matcher	388
Flight Service Director	419	Furnace Operator	485
Flight Service Officer	223		

Furniture Finisher	383	Gill Box Operator	492
Furniture Manufacturing Labourer	567	Glass Bender	394
Furniture Polisher	383	Glass Blower	394
Furniture Removalist	508	Glass Blowing Lathe Operator	394
Furniture Removalist's Assistant	590	Glass Embosser	394
Furniture Upholsterer	389	Glass Etcher	394
Furrier	388	Glass Furnace Operator	501
Futures Trader	246	Glass Laminating Operator	501
		Glass Maker	501
		Glass Melt Operator	501
		Glass Mould Cleaner	569
		Glass Processing Labourer	569
		Glass Production Machine Operator	501
		Glass Silverer	394
		Glass Toughening Operator	501
		Glassware Maker	501
		Glassware Verifier	520
		Glazier	394
		Gliding Pilot Instructor	223
		Goat Farmer	98
		Goldsmith or Silversmith	208
		Golfer	287
		Governess	458
		Government Minister	64
		Grader Operator	479
		Grain Buyer	247
		Grain Handler	488
		Grain, Oilseed and Pasture Farm Manager	99
		Grain, Oilseed and Pasture Grower	99
		Graphic Artist	210
		Graphic Designer	210
		Graphic Pre-Press Tradesperson	376
		Grave Digger	575
		Gravure Printing Machinist	377
		Greenkeeper	371
		Grief Counsellor	198
		Grinding Mill Operator	488
		Grip	592
		Ground School Instructor	223
		Groundsman/woman	371
		Guards and Security Officers nec	549
		Guest House Manager	263
		Gunsmith	305
		Gym Instructor	472
		Gymnastics Coach	288
		Gynaecological Oncologist	156
		<b>H</b>	
		Haematologist	157
		Haematology Technician	232
		Hair and Beauty Salon Assistant	553
		Hair and Beauty Salon Manager	267
		Hairdresser	385
		Hairstylist	385

Hammer Smith	310	Horticultural Technical Officer	234
Hand Packer	571	Hospital Administrator	66
Handicapper (Racing)	290	Hospital Admitting Clerk	441
Handicrafts Teacher (Private)	190	Hospital Pharmacist	167
Handyperson	591	Hospital Ward Clerk	441
Harbour Master	92	Hospitality Trainee	466
Hardboard Factory Hand	567	Hostel Manager	263
Hardwood Faller	523	Hostel Parent	459
Harvester Operator	481	Hotel Concierge	463
Hatchery Hand	582	Hotel or Motel Manager	260
Hatchery Manager	97	Hotel Receptionist	428
Head Chef	259	Hotel Service Supervisor	463
Head Gardener	372	Hotel Useful	591
Head Housekeeper	463	Hotel Yardperson	591
Head of Armed Forces	66	Hotelier	260
Head Porter (Hotel)	463	House Parent	459
Headmaster	86	Housing Officer	196
Headmistress	86	Human Resource Manager	75
Health Data Administrator	150	Hunter	584
Health Information Manager	150	Hydraulic Controls Technician	241
Health Insurance Assessor	433	Hydraulic Rockbreaker Operator	479
Health Professionals nec	177	Hydro-electric Station Operator	400
Health Psychologist	199	Hydrofoil Captain	224
Health Surveyor	226	Hydrogeologist	107
Heat Treatment Technician	242	Hydrographer	233
Heating and Ventilating Technical Officer	241	Hydrographic Surveyor	119
Heavy Coil Winder	326	Hydrographical Technical Officer	233
Heavy Truck Driver	508	Hydraulics Engineer	120
Helicopter Pilot	222	Hydrological Technical Officer	233
Helicopter Pilot Instructor	223	Hydrometallurgical Engineer	114
Help Desk Technician	253	Hyperbaric Welder Diver	405
Herbalist (Chinese)	176	Hypnotherapist	177
Herd Tester	234		
Heritage Architect	117		
Hide and Skin Classer	367		
Hide and Skin Fleshing Machine Operator	493	<b>I</b>	
Hide and Skin Processing Labourer	569	Ice-cream Maker	565
Hide and Skin Processing Machine Operator	493	Illustrator	211
High Court Justice	64	Immunologist	157
Hire Car Driver	510	Import-Export Clerk	437
Histopathology Technician	232	Importer or Exporter	69
Historian	206	Industrial Advocate	144
Home Improvements Installer	517	Industrial Chemist	106
Home Support Worker	460	Industrial Court Magistrate	65
Home-School Liaison Officer	192	Industrial Designer	211
Homeopath	176	Industrial Engineer	128
Hop Farmer	101	Industrial Engineering Technologist	126
Horse Breaker	368	Industrial Gas Production Operator	399
Horse Breeder	98	Industrial Medicine Specialist	158
Horse or Dog Racing Official	290	Industrial Metallurgist	115
Horse Stud Manager	98	Industrial Officer	144
Horse Trainer	368	Industrial Pharmacist	167
Horseriding Coach	289	Industrial Psychologist	199
Horseriding Instructor	289	Industrial Relations Officer	144
Horticultural Nursery Assistant	583	Industrial Roof Plumber	352
		Industrial Spray Painter	505



Industrial Tribunal Registrar	92
Infectious Diseases Specialist	157
Information Desk Clerk	441
Information Technology Manager	80
Information Technology Security Manager	141
Injection Moulding Machine Operator	495
Inquiry Clerk	441
Inquiry Officer	441
Insolvency Practitioner	131
Inspector (Fire Services)	87
Instrument and Controls Tradesperson	331
Instrument Engineer (Defence Force)	128
Instrument Fitter	304
Instrumental Musician	217
Instrumentalist	217
Insulation Extruder Operator	496
Insurance Agent	416
Insurance Broker	247
Insurance Clerk	433
Insurance Investigator	417
Insurance Loss Adjuster	417
Insurance Loss Assessor	417
Insurance Risk Surveyor	417
Insurance Underwriter	416
Integration Aide	456
Intelligence Officer	151
Intensive Care Ambulance Paramedic	277
Intensive Care Physician	157
Interior Decorator	293
Interior Designer	211
Intermediate Clerical Workers nec	447
Intermediate Inspectors and Examiners nec	445
Intermediate Machine Operators nec	505
Intermediate Service Workers nec	474
Intermediate Stationary Plant Operators nec	488
Intern	154
Internal Auditor	132
Internal Salesperson	439
Interpreter	206
Interviewer	534
Inventory Clerk	438
Inverform Machine Operator	486
Investment Accounting Clerk	430
Investment Broker	247
Investment Dealer	247
Invigilator	554
Iridologist	471
Iron Pellet Tester	520
Irrigation Supervisor	488
Irrigationist	584

<b>J</b>	
Jackeroo	584
Janitor	551
Jeweller	395
Jewellery or Precious Metal Artist	208
Jigmaker (Metal)	301
Jigmaker (Wood)	381
Jillaroo	584
Jockey	287
Joiner	339
Joinery Factory Hand	567
Joinery Machiner	339
Joinery Patternmaker	339
Joinery Setter-out	339
Journalists and Related Professionals nec	213
Judge	64
Judges Associate	203
Jumbo Operator	398
Juvenile Justice Officer	274

<b>K</b>	
Kelp or Seagrass Gatherer	584
Keno Terminal Operator	532
Kiln Labourer	568
Kiln Operator	485
Kindergarten Assistant	456
Kindergarten Teacher	180
Kinesiologist	471
Kitchen Porter	586
Kitchen Steward	586
Kitchenhand	586
Knitting Machine Operator	493

<b>L</b>	
Laboratory Manager	91
Labourers and Related Workers nec	592
Lagger	579
Lamination Machine Operator	495
Land Care Officer	112
Land Degradation Analyst	110
Land Economist	149
Land Planner	205
Landscape Architect	117
Landscape Gardener	372
Landscape Horticulturist	372
Lapidary	395
Latex Foam Hand	568
Laundromat Manager	269
Laundry Worker	552
Law Clerk	415
Law Researcher	203
Lawn Mower	583

Lawnmower Mechanic	406	Linesperson's Assistant	578
Lay-by Clerk	439	Linguist	206
Leader Writer	212	Linoleum Maker	505
Leading Hand Electrician	326	Liquid Petroleum Gasfitter	351
Leadlighter	208	Lithographic Printing Machinist	377
Leaflet and Newspaper Deliverer	554	Livestock Farmers nec	98
Leather Goods Maker	391	Livestock Haulier	508
Leather Grader	367	Livestock Trader	247
Leather Production Machine Operator	493	Loader Operator	478
Leather Splitting and Shaving Operator	493	Loans Clerk	430
Leather Worker	391	Lobbyist	228
Legal Clerk	415	Local Area Network (LAN) Controller	141
Legal Officer	203	Lock Master (Water Transport)	488
Legal Professionals nec	203	Locksmith	304
Legal Recoveries Officer	446	Locomotive Driver	511
Legal Secretary	410	Locomotive Inspector	445
Legislators and Government Appointed Officials nec	65	Locomotive Observer	511
Letterpress Printing Machinist	377	Loftsman/woman (Marine)	393
Liaison Officer	151	Logging Assistant	523
Librarian	145	Logging Plant Operator	481
Library Assistant	442	Logistics Clerk	436
Library Attendant	442	Loom Operator	492
Library Clerk	442	Loom Tuner	300
Library Technician	292	Lotteries Agent	546
Licensed Aircraft Maintenance Engineer	302	Lube Attendant	592
Licensed Aircraft Maintenance Engineer (Airframe)	302	Luggage Porter or Doorperson	550
Licensed Aircraft Maintenance Engineer (Electrical)	302		
Licensed Aircraft Maintenance Engineer (Engines)	302	<b>M</b>	
Licensed Aircraft Maintenance Engineer (Instruments)	302	Machine Labeller	571
Licensed Aircraft Maintenance Engineer (Radio)	302	Machine Woodworker	381
Licensing Court Magistrate	65	Macro-economist	204
Lieutenant (Navy and Army)	87	Magician	219
Lieutenant Colonel (Army)	87	Magistrate	65
Lieutenant Commander (Navy)	87	Magistrate	65
Life Assurance Representative	416	Magnetic Testing Technician	242
Life Science Technical Officer	234	Mail Clerk	529
Life Scientists nec	109	Mail Officer	529
Lifeguard	288	Mail Order Clerk	438
Lift Electrician	327	Mail Overseer	446
Lift Mechanic	327	Mail Supervisor	446
Lifts and Cranes Inspector	286	Maintenance Fitter	299
Light Coil Winder	562	Major (Army)	87
Light Technician	403	Make Up Artist	404
Lighthouse Keeper	488	Mammologist	109
Lighting Assistant	403	Management Consultant	147
Lighting Director	216	Managing Editor	66
Lighting Electrician	403	Managing Supervisors (Sales and Service) nec	269
Linen Sorter	552	Manicurist	471
Linesperson	290	Manufacturer	70
		Manuscripts Archivist	150
		Map Maker	119
		Marble Cutter	503
		Margarine Maker	565
		Marina Manager	269
		Marine Biologist	109

Marine Certification & Surveillance Manager	225	Medical Receptionist	428
Marine Engineer	225	Medical Record Clerk	447
Marine Engineer Surveyor	225	Medical Records Administrator	150
Marine Geologist	107	Medical Scientific Officer	113
Marine Safety Officer	225	Medical Scientist	113
Marine Steward	419	Medical Superintendent	85
Market Gardener	100	Medical Technical Officers nec	232
Market Research Analyst	136	Member of the Legislative Assembly	64
Market Research Manager	82	Member of the Legislative Council	64
Market Stall Vendor	542	Merchandiser	544
Marketing Co-ordinator	135	Mess Supervisor	258
Marketing Officer	135	Metal Casting Tradesperson	313
Marketing Specialist	135	Metal Fabricator	308
Marriage Celebrant	474	Metal Fabricator-Welder	308
Massage Therapist	280	Metal Forger's Assistant	562
Master Driller	398	Metal Furniture Maker	382
Master Fisher	224	Metal Liner-Off	393
Materials Engineer	124	Metal Machine Setter	300
Materials Recycler	546	Metal Machinist (First Class)	299
Materials Scientist	115	Metal Moulder	313
Mathematician	146	Metal Moulder's Assistant	562
Mattress Maker	389	Metal Polisher	314
Mayor	64	Metal Products Viewer	520
Meat Boner and Slicer	563	Metal Rolling Mill Operator	485
Meat Grader	520	Metal Spinner	312
Meat Inspector	285	Metal Turner	300
Meat Processor	356	Metallographer	115
Meat Trimmer	563	Metallurgical and Materials Technician	242
Meatworks Labourer	563	Meteorological Observer	233
Mechanic (Diesel and Heavy Earthmoving Equipment)	299	Meteorologist	114
Mechanic's Assistant	592	Meter Reader	534
Mechanical Engineer	122	Meter Records Clerk	534
Mechanical Engineering Associate	241	Micro-economist	204
Mechanical Engineering Technical Officer	241	Microbiologist (Non-Clinical)	109
Mechanical Engineering Technician	241	Microfiche Reproduction Operator	504
Mechanical Engineering Technologist	125	Microphone Boom Operator	404
Mechanical Services and Airconditioning Plumber	352	Midshipman (Navy)	88
Mechatronics Engineer	121	Migrant Teacher	184
Media Monitor	534	Milk and Cream Grader	520
Media Producer	90	Milk Processing Worker	565
Medical Administrator	85	Milk Runner	592
Medical Diagnostic Radiographer	173	Milk Treatment Machine Operator	565
Medical Engineer	127	Milk Vendor	542
Medical Grade Footwear Technician	390	Miller	361
Medical Grade Shoemaker	390	Milliner	388
Medical Imaging Technologist	173	Milling Machinist	300
Medical Laboratory Technical Officer	232	Mime Artist	219
Medical Laboratory Technician	232	Mine Deputy	242
Medical Manager	85	Mine Manager	78
Medical Oncologist	157	Mine Site Drilling Supervisor	398
Medical Physicist	113	Mine Superintendent	78
Medical Practitioner in Training	154	Miner	514
Medical Psychotherapist	157	Mineral Broker	247
		Mineral Exploration Drilling Supervisor	398
		Mineral Ore Processing Labourer	574

Mineral Ore Treatment Plant Operator	485	atural Remedy Consultant	471
Mines Inspector	286	Natural Therapy Professionals nec	176
Mining Detail Draftsperson	242	Naturopath	176
Mining Engineer (excluding Petroleum)	123	Naval Architect	128
Mining Engineering Technologist	126	Neonatologist	156
Mining Plant Operator	514	Nephrologist	157
Mining Support Worker	574	Network Administrator	140
Mining Technician	242	Network Support Technician	253
Minister of Religion	201	Neuroanatomist	108
Mixed Crop and Livestock Farmer	95	Neurologist	157
Mixed Livestock Farmer	96	Neurophysiological Technician	232
Mobile Patrol Officer	549	Neurosurgeon	158
Mobile Plant Operators nec	481	News Editor	212
Model	544	News Photographer	209
Molecular Biologist	109	Newspaper Reporter	212
Money Market Clerk	434	Nitrocellulose Maker	498
Money Market Dealer	247	Non-Destructive Testing Technician	242
Monumental Stonemason	344	Novelist	214
Mortician	269	Nuclear Medicine Specialist	157
Mortuary Assistant	294	Nuclear Medicine Technologist	173
Mosaic Tiler	344	Nurse Educator	161
Motion Picture Projectionist	403	Nurse Manager	160
Motor Mechanic	318	Nurse Researcher	161
Motor Vehicle and Caravan Salesperson	452	Nursery Hand (Horticulture)	583
Motor Vehicle Licence Examiner	444	Nurseryman/woman	370
Motor Vehicle Parts and Accessories Fitter	519	Nurseryperson	370
Motor Vehicle Parts Interpreter	452	Nurses' Aide	461
Motor Vehicle Salesperson	452	Nursing Assistant	461
Motorcycle Mechanic	318	Nursing Supervisor	160
Motorman/woman (Fluids Drilling)	483	Nursing Unit Manager	160
Mounted Police Officer	283	Nutritionist	175
Mud Engineer	123		
Muffler Fitter	519		
Multicultural Services Librarian	145	<b>O</b>	
Multimedia Artist	208	Obstetrician and Gynaecologist	156
Munitions Factory Hand	568	Occupational Health and Safety Manager	75
Munitions Factory Labourer	569	Occupational Health and Safety Officer	226
Museum or Art Gallery Technician	293	Occupational Medicine Specialist	158
Museum or Gallery Attendant	474	Occupational Psychologist	199
Museum or Gallery Curator	228	Occupational Therapist	168
Music Arranger	218	Occupational Therapist's Assistant	460
Music Copyist	218	Oenologist	227
Music Director	217	Off-Shore Drilling Supervisor	398
Music Researcher	218	Offal Separator	563
Music Teacher (Private)	189	Office Cashier	540
Music Therapist	177	Office Equipment Removalist	508
Musical Instrument Maker	208	Office Manager	250
Musical Instrument Repairer	406	Office Trainee	533
Musicians and Related Professionals nec	218	Officer Cadet (Air Force)	88
Musterer	581	Offshore Diver	405
		Oil and Gas Well Treatment Operator	399
<b>N</b>		Oil, Gas and Pipe Tester	399
Nanny	458	Oilseed Processing Operator	488
Natural and Physical Science Professionals nec	115	Olericulturalist	100
		Ombudsman	65

On-Shore Drilling Supervisor	398	Painter (Artistic)	208
Onshore Diver	405	Painter (Visual Arts)	208
Opal Miner	514	Painter and Decorator	347
Opal Polisher	395	Palaeontologist	107
Opera Singer	217	Palliative Medicine Specialist	157
Operations Research Analyst	146	Panel Beater	320
Ophthalmic Lens Surfacers and Fitter	405	Panel Saw Operator	381
Ophthalmologist	156	Pantry Attendant	586
Optic Fibre Drawer	496	Paper Bag Making Machinist	500
Optical Dispenser	405	Paper Guillotine Operator (Bookbinding)	378
Optical Mechanic	405	Paper Mill Operator	486
Optical Technician	405	Paper Products Machine Operator	500
Optics Technical Officer	234	Paper Rewinder Operator	486
Optometrist	168	Paperboard Machine Operator	486
Oral and Maxillofacial Surgeon	166	Paperhanger	347
Oral Pathologist	166	Parachute Rigger	405
Orchardist	100	Paramedical Aide	294
Orchestra Conductor	217	Parasitologist	109
Orchestrator	218	Park Ranger	111
Order Clerk	438	Parking Inspector	534
Order Picker/Assembler	521	Parking Meter Attendant	554
Organisation and Methods Analyst	147	Parliamentarian or Councillor	64
Organisation and Methods Manager	75	Parliamentary Counsel	203
Organisational Psychologist	199	Parole or Probation Officer	274
Ornithologist	109	Parquetry Layer	349
Orthodontic Technician	278	Particleboard Factory Hand	567
Orthodontist	166	Pastrycook	358
Orthopaedic Surgeon	158	Pastrycook's Assistant	587
Orthoptist	177	Patent Attorney	203
Orthotist	177	Patents Examiner	227
Osteopath	171	Pathologist	157
Ostrich Farmer	98	Patternmaker-Grader (Clothing)	388
Other Hospitality and Accommodation Managers	263	Paving and Surfacing Labourer	575
Other Sports Centre Manager	265	Paving Plant Operator	479
Other Sports Coach	289	Pay Clerk	431
Other Sports Official	290	Payroll Clerk	431
Other Sportsperson	288	Payroll Officer	431
Otorhinolaryngologist	158	Pearl Diver	405
Outboard Motor Mechanic	318	Pelletising Extruder Operator	496
Outdoor Adventure Guide	472	Penciller	532
Outdoor Adventure Leader	472	Performing Arts Road Manager	404
Oyster Farmer	102	Performing Arts Support Workers nec	404
Oyster Opener	564	Periodontist	166
		Personal Assistant	410
		Personal Care Assistant	461
		Personnel and Employee Relations Manager	75
		Personnel Consultant	143
		Personnel Officer	143
		Personnel Records Clerk	443
		Pest and Weed Controller	474
		Pest Control Inspector	445
		Petroleum and Gas Plant Operator	399
		Petroleum and Gas Refining and Pumping Operator	399
		Petroleum Blending Plant Operator	399
<b>P</b>			
Packager and Container Filler	571		
Paediatric Surgeon	158		
Paediatric Thoracic Physician	156		
Paediatrician	156		
Paediatrics Nurse	162		
Paedodontist	166		
Paint Factory Hand	568		
Paint Maker	399		

Petroleum Engineer	123	Plumbing Engineering Technician	237
Petroleum Terminal Plant Operator	399	Plumbing Inspector	237
Petrophysical Engineer	123	Plywood and Veneer Repairer	499
Petty Officer (Navy)	291	Plywood Factory Hand	567
Pharmaceutical Plant Operator	399	Podiatrist	172
Pharmacologist (Clinical Research)	113	Poet	214
Pharmacologist (Non-Clinical)	109	Poker Machine Attendant	592
Photogrammetric Surveyor	119	Police Officer	283
Photogrammetrist	237	Police Station Sergeant	283
Photographer	209	Policy Advisor	151
Photographer's Assistant	420	Policy Analyst	151
Photographic Artist	209	Policy and Planning Manager	84
Photographic Developer and Printer	504	Policy Development Manager	84
Photographic Enlarger Operator	504	Political Scientist	206
Physical Fitness Trainer	472	Polo Coach	289
Physical Metallurgist	115	Polymer Scientist	115
Physical Oceanographer	107	Pool Superintendent	265
Physical Therapist	169	Porcelain Turner	502
Physicist	114	Post Office Manager	267
Physics Technical Officer	234	Postal Delivery Officer	531
Physiotherapist	169	Postal Sorting Officer	529
Physiotherapist's Assistant	460	Potter or Ceramic Artist	208
Piano Removalist	508	Poultry Boner	564
Piano Tuner	405	Poultry Farm Manager	97
Picture Frame Maker	383	Poultry Farmer	97
Picture Framer	383	Poultry Process Worker	564
Pictures Editor	212	Poultry Slaughterman/woman	564
Pig Breeder	97	Poultry Technical Officer	234
Pig Farm Manager	97	Powder Hand (Plastics)	496
Pig Farmer	97	Powder Monkey	514
Pilot Officer	87	Power Generation Plant Operator	400
Pilot Plant Operator	399	Power Generation Turbine Room Operator	400
Pipe Testing Technician	241	Power Tong Operator	398
Pit Crew Support Worker	574	Prawn Trawler Hand	522
Plant and Machinery Valuer	149	Pre-Primary School Teacher	180
Plant Manager (Manufacturing)	78	Pre-School Adviser	192
Plant Mechanic	299	Pre-School Aide	456
Plant Morphologist	108	Pre-School Director	180
Plant Pathologist	108	Precision Instrument Maker and Repairer	304
Plant Physiologist	108	Prehistorian	206
Plant Propagator	370	Premier	64
Plant Taxonomist	108	Premix Concrete Batcher	488
Plasterboard Fixer	340	Press Officer	135
Plaster Machine Operator	503	Press-Tool Maker	301
Plastic and Reconstructive Surgeon	158	Pressure Testing Technician	242
Plastic Cabling Machine Operator	496	Pressure Welder	308
Plastic Mould Maker	301	Pressurised Container Filler	505
Plastic Production Machine Setter	495	Priest	201
Plastics Compounding and Reclamation Machine Operator	496	Primary Products Inspector	285
Plastics Fabricator	496	Primary School Teacher	181
Plastics Production Machine Operators nec	496	Primary Teacher-Librarian	181
Playwright	214	Prime Minister	64
Plumber's Assistant	577	Print Journalist	212
Plumbing Engineering Associate	237	Printed Circuit Board Designer	240
		Printer's Assistant	524

Printing Bindery Assistant	524	Pulp and Paper Mill General Hand	567
Printing Machinist	377	Pulp Mill Operator	486
Printing Table Hand	524	Pulp, Paper Making and Paper Products	
Prison Officer	469	Labourer	567
Private Inquiry Agent	293	Purchasing Officer	438
Private Investigator	293	Purse Seining Hand	522
Procedures Analyst	147	Pyrometallurgical Engineer	114
Process Control Technician	240	Pyrotechnician	406
Process Workers nec	569		
Procurement Clerk	438		
Produce Inspector	285	<b>Q</b>	
Product Assembler	562	Quality Assurance Assessor	520
Product Design Engineer	128	Quality Assurance Manager	148
Product Designer	211	Quality Control Assessor	520
Product Examiner	520	Quality Facilitator	148
Product Grader	520	Quantity Surveyor	118
Product Manager	135	Quarantine Inspector	285
Product Tester	520	Queen's Counsel	203
Production Assistant (Film, Television or Radio)	403		
Production Assistant (Theatre)	403	<b>R</b>	
Production Designer	215	Rabbi	201
Production Manager (Manufacturing)	78	Racecourse Barrier Attendant	592
Production Manager (Mining)	78	Racecourse Manager	265
Production or Plant Engineer	122	Race Steward	290
Production Recorder	436	Racing Driver	288
Production Recording Clerk	436	Radial Driller	300
Professional Builder	68	Radiation Oncologist	157
Professionals nec	228	Radiation Therapist	173
Program Director (Radio or Television)	216	Radio and Television Repairer	332
Project Builder	68	Radio Announcer	220
Project Co-ordinator	251	Radio Despatcher	420
Project Co-ordinator (Education)	86	Radio Engineer	121
Project or Program Administrator	251	Radio Journalist	213
Promotions Officer	135	Radio Operator	293
Proof Reader	446	Radio Presenter	220
Prop and Scenery Maker	338	Radio Reporter	213
Property Economist	149	Radio Telegraphist	293
Property Manager	252	Radiological Metallurgist	115
Property Portfolio Officer	252	Radiologist	157
Property Valuer	149	Rafting Guide	472
Prosthetist	177	Railway Fetter	576
Prosthodontist	166	Railway Labourer	576
Prostitute or Escort	554	Railway Patrol Officer	549
Protein Chemist	109	Railway Shunter	487
Psychiatric Nurse	163	Railway Signal Operator	487
Psychiatric Rehabilitation Nurse	163	Railway Sleeping Car Conductor	419
Psychiatrist	157	Railway Station Manager	267
Psychogeriatric Care Nurse	163	Railway Steward	419
Psychologists nec	200	Railway Switching and Signalling Operator	487
Publican	260	Railway Track Repair Mobile Plant Operator	481
Publication Designer	210	Railway Yard Assistant	487
Public Health Physician	158	Railway Yard Supervisor	487
Public Policy Manager	84	Railways Assistant	553
Public Relations Officer	135	Raise Drill Operator	398
Pulmonary Specialist	157		

Rape Crisis Counsellor	198	Restaurant and Catering Manager	258
Re-recording Mixer	402	Restaurateur	258
Real Estate Agency Manager	252	Retail Buyer	292
Real Estate Salesperson	252	Retail Pharmacist	167
Real Estate Sub-Agent	252	Retail Supervisor	453
Real Estate Valuer	149	Retirement Village Manager	263
Receiving and Despatching Clerk	437	Retort Setter (Bricklaying)	342
Receiving Supervisor	437	Rheumatologist	157
Receptionist	428	Rhythmic Gymnastics Coach	288
Records Clerk	528	Rig Manager	398
Records Manager	150	Ring Maker	395
Recreation Adviser	228	Road Design Draftsperson	238
Recreation Officer	228	Road Linemarker	481
Recreational Therapist	177	Road Maintenance Traffic Controller	592
Recruit	401	Road Roller Operator	479
Red Cross Aide	554	Road Train Driver	508
Referee	290	Rock Drill Operator	398
Reference Librarian	145	Roof Fixer	341
Refinerman (Paper Mill)	486	Roof Plumber	352
Refinery Pipeline Operator	399	Roof Shingler	341
Reflexologist	471	Roof Slater	341
Refractory Bricklayer	342	Roof Slater and Tiler	341
Refrigeration and Airconditioning Mechanic	328	Rope or Cord Making Machine Operator	493
Refrigeration Fitter	328	Roster Clerk	443
Refrigeration Plant Operator	483	Rotary Hoe Operator	481
Refuge Worker	459	Rotational Moulding Operator (Plastics)	496
Regional Education Manager	86	Roughneck	574
Regional Guide	473	Roustabout (Oil and Gas)	574
Registered Developmental Disability Nurse	164	Rubber and Plastics Factory Hand	568
Registered Mental Health Nurse	163	Rubber and Plastics Process Hand	568
Registered Mental Retardation Nurse	164	Rubber Belt Splicer	497
Registered Midwife	163	Rubber Extrusion Machine Operator	497
Registered Nurse	162	Rubber Knitting and Reinforcing Machine Operator	497
Registrar (University or TAFE)	86	Rubber Moulding Machine Operator	497
Registry or Filing Clerk	528	Rubber Production Machine Operators nec	497
Rehabilitation Counsellor	197	Rubber Roller Grinder Operator	497
Reinforced Plastic and Composite Production Worker	496	Rugby League Footballer	288
Relays Draftsperson	239	Rugby Union Footballer	288
Remedial Masseur	280	Rural Trainee	584
Remedial Teacher	183		
Remote/Rural Area Nurse	162	<b>S</b>	
Renal Specialist	157	Saddler	391
Renal Technician	232	Safemaker	305
Rental Clerk	546	Safety Inspector	286
Rental Salesperson	546	Sail Maker	391
Resawyer	499	Sales and Marketing Manager	82
Research and Development Manager	91	Sales and Service Trainee	545
Reservations Clerk	541	Sales Assistant (Fabric, Clothing and Footwear)	537
Resident Medical Officer	154	Sales Assistant (Food and Drink Products)	537
Residential Care Officer	275	Sales Assistant (Other Personal and Household Goods)	537
Residential Care Worker	459	Sales Assistant (Postal Services)	538
Resin Transfer Moulding Machine Operator	496	Sales Assistants nec	538
Resort Manager	260		
Respiratory Physician	157		



Sales Clerk	439	Script Writer	214
Sales Demonstrator	544	Sculptor	208
Sales Department Supervisor	453	Sea Transport Professionals nec	225
Sales Promotion Officer	135	Seafarer	522
Sales Representative (Advertising)	450	Seafood Farmer	102
Sales Representative (Builder's & Plumber's Supplies)	451	Search and Rescue Officer	283
Sales Representative (Business Services)	450	Second Chef	259
Sales Representative (Educational Products and Services)	138	Secondary Metallurgist	115
Sales Representative (Industrial Products)	137	Secondary School Teacher	182
Sales Representative (Information and Communication)	137	Secondary School Teacher-Librarian	182
Sales Representative (Jewellery and Watches)	451	Secretary	410
Sales Representative (Medical and Pharmaceutical Products)	138	Secretary (Government Department)	66
Sales Representative (Motor Vehicle Parts and Accessories)	451	Securities Clerk	434
Sales Representative (Musical Goods)	451	Securities Dealer	246
Sales Representative (Personal and Household Goods)	450	Security Adviser	294
Sales Representative (Photographic Equipment and Supplies)	451	Security Door Installer	517
Sales Representative (Printing)	451	Security Guard	549
Sales Representatives nec	451	Security Officer	549
Salvation Army Officer	201	Seed Collector	584
Sand Blaster	505	Seismic Survey Assistant	576
Sanitary Plumber	351	Seismologist	107
Sanitary Plumbing and Water Supply Inspector	237	Seismology Technical Officer	233
Saturation Diver	405	Senator	64
Saw Doctor	305	Senior Fire Fighter	291
Saw Maker and Repairer	305	Senior Non-Commissioned Defence Force Officer	291
Saw Sharpener	305	Senior Nurse Manager	85
Sawmill Labourer	567	Septic Tank Installer	352
Sawmill Moulder Operator	499	Sergeant (Army)	291
Scaffolder	515	Service Manager	266
Scalemaker	304	Service Station Attendant	545
Scalesman (Paper Mill)	486	Service Station Console Operator	540
Schedule Clerk	436	Sewage Plant Operator	488
School Bus Driver	509	Sewage Reticulation Drafting Officer	238
School Cleaner	558	Sewage, Water and Fire Services Associate	237
School Inspector	192	Sewing Machine Mechanic	300
School Principal	86	Sewing Machinist	491
School Services Officer	456	Sex Worker	554
Schools Director	86	Shearer	366
Science Technical Officers nec	234	Shearing Shed Hand	582
Scientific Diver	405	Sheep Farm Manager	97
Scientific Instrument Maker and Repairer	304	Sheep Farmer	97
Scrap Materials Buyer	546	Sheep Stud Farmer	97
Scraper Operator (Earthmoving)	478	Sheetmetal Patternmaker	312
Screen Printer	379	Sheetmetal Worker (First Class)	312
Screen Printing Stencil Preparer	379	Shelf Stacker (Store)	521
Screenwriter	214	Sheltered Workshop Worker	569
Scrip Clerk (Stockbroking)	434	Sheriff's Officer	447
Script Co-ordinator	214	Shiatsu Therapist	280
Script Editor	214	Ship's Captain	224
		Ship's Carpenter	393
		Ship's Engineer	225
		Ship's Master	224
		Ship's Navigating Officer	225
		Ship's Officer	225

Ship's Pilot	224	Sound Editor	402
Ship's Purser	294	Sound Effects Person	402
Ship's Surveyor	225	Sound Mixer	402
Shipbuilding Draftsperson	242	Sound Recordist	402
Shipping and Receiving Clerk	437	Sound Technician	402
Shipping Supervisor	437	Sous Chef	259
Ships Cabin Attendant	419	Special Class Welder	309
Shipwright	393	Special Education Teacher	183
Shoe Repairer	390	Special Education Teachers nec	184
Shoemaker	390	Special Effects Person	404
Shoemaking Cutter	493	Special Librarian	145
Shoemaking Finisher	493	Special Needs Librarian	145
Shooter-Trapper	584	Special Needs Teacher	183
Shop Manager	256	Specialist in Rehabilitation Medicine	158
Shopfitter	338	Specialist Managers nec	92
Shot Firer	514	Specialist Medical Practitioners nec	158
Show Jumping Instructor	289	Specialist Physician	157
Shower Screen Installer	517	Speech Pathologist	170
Shredder/Granulator Operator	496	Speech Therapist	170
Shrinkwrap Operator	571	Spirit Blender	565
Sign Erector	592	Sport and Recreation Managers nec	265
Sign Manufacturer	348	Sport Psychologist	200
Signaller (Army)	293	Sports Administrator	92
Signwriter	348	Sports Development Officer	289
Silver Recovery Operator	504	Sports Medicine Masseur	280
Silver Service Waiter	465	Sports Photographer	209
Silviculturist	111	Sports Physiologist	108
Singer	217	Sports Physiotherapist	169
Singing Teacher (Private)	189	Sports Scientist	115
Ski Instructor	289	Sports Trainer	289
Skidder Operator	481	Sports Umpire	290
Skipman/woman	484	Spring Maker	310
Slaughterperson	356	Squadron Leader (Air Force)	87
Sleeper Cutter	523	Staff Cadet (Army)	88
Slide Developer	504	Staff Development Nurse	161
Slinger	579	Staff Sergeant (Army)	291
Small Offset Printer	377	Stage Manager	216
Smallgoods Maker	356	Stage Producer	90
Smelting Supervisor	485	Stagehand	592
Soccer Player	288	Statistical Clerk	434
Social Professionals nec	206	Statistician	146
Social Security Assessor	444	Steam Train Driver	511
Social Security Office Manager	269	Steel Fixer	515
Social Worker	195	Steeplechase Jockey	287
Sociologist	206	Sterilisation Technology Worker	553
Software Designer	140	Stevedore	590
Softwood Faller	523	Stock and Station Agent	268
Soil Conservationist	111	Stock Clerk	438
Soil Science Technical Officer	233	Stock Control Clerk	438
Soil Scientist	111	Stockbroker	246
Solicitor	203	Stockbroking Dealer	246
Solid Plasterer	343	Stockfeed Miller	361
Songwriter	218	Stockfeed Milling Machine Operator	565
Sonographer	173	Stone Polisher	503
Sonologist	157	Stone Processing Machine Operator	503

Stone Sawyer	503	Supervisor, Electricians	326
Stonemason	344	Supervisor, Electricians (Special Class)	326
Stope Miner	398	Supervisor, Electronic and Office Equipment Tradespersons	332
Store Detective	549	Supervisor, Electronic Instrument Tradespersons	331
Store Manager	256	Supervisor, Engineering Production Systems Workers	485
Storeperson	521	Supervisor, Explosives Production Machine Operators	498
Stores Clerk	438	Supervisor, Fibrous Plasterers	340
Stores Despatch Hand	521	Supervisor, Finishers and Pressers	492
Stormwater, Drainage and Sewerage System Labourer	592	Supervisor, Floor Finishers	349
Strapping Machine Attendant	571	Supervisor, Forestry and Logging Workers	523
Strategic Planning Manager	84	Supervisor, Forging Tradespersons	310
Stream Control Officer	445	Supervisor, General Electricians	326
Street Vendor	542	Supervisor, General Fabrication Engineering Tradespersons	307
Streetsweeper Operator	481	Supervisor, General Mechanical Engineering Tradespersons	298
Striptease Artist	219	Supervisor, Glass Production Machine Operators	501
Structural Engineering Drafting Officer	238	Supervisor, Hairdressers	385
Structural Steel Erector	516	Supervisor, Insurance Clerks	433
Structural Steel Tradesperson	308	Supervisor, Lift Mechanics	326
Stud Hand or Stable Hand	581	Supervisor, Markers and Cutters	492
Stud Master/Mistress	98	Supervisor, Meat Tradespersons	356
Student Counsellor	198	Supervisor, Metal Casting Tradespersons	313
Studio Hand	592	Supervisor, Metal Finishing Tradespersons	314
Stunner and Shackler (Abattoir)	563	Supervisor, Metal Fitters and Machinists	299
Stunt Performer	219	Supervisor, Metal Spinners	312
Sub-Lieutenant (Navy)	87	Supervisor, Money Market and Statistical Clerks	434
Substation Design Draftsperson	239	Supervisor, Motor Mechanics	318
Sugar Cane Farm Manager	99	Supervisor, Other Intermediate Stationary Plant Operators	487
Sugar Cane Grower	99	Supervisor, Painters and Decorators	347
Sugar Processing Machine Operator	565	Supervisor, Panel Beaters	320
Superannuation Clerk	430	Supervisor, Pharmaceuticals and Toiletries	
Superannuation Fund Clerk	433	PBqduction Machine Operators	498
Supercalender Operator (Papermaking)	486	Supervisor, Plastics Production Machine Operators	495
Supervisor, Abattoir Workers	356	Supervisor, Plumbers	351
Supervisor, Accounting Clerks	430	Supervisor, Police Officers	283
Supervisor, Aircraft Maintenance Engineers	302	Supervisor, Power Generation Plant Operators	400
Supervisor, Automotive Electricians	319	Supervisor, Precision Metal Tradespersons	304
Supervisor, Bakers and Pastrycooks	358	Supervisor, Refrigeration and Airconditioning Mechanics	328
Supervisor, Bank Workers	432	Supervisor, Roasting Plant Operators	485
Supervisor, Bar Attendants	464	Supervisor, Roof Slaters and Tilers	341
Supervisor, Blast Furnace Operators	485	Supervisor, Rubber Production Machine Operators	497
Supervisor, Bricklayers	342	Supervisor, Sales Assistants	453
Supervisor, Cabinetmakers	382	Supervisor, Sewing Machinists	491
Supervisor, Carpentry and Joinery Tradespersons	338	Supervisor, Sheetmetal Tradespersons	312
Supervisor, Chemical Production Machine Operators	498	Supervisor, Signwriters	348
Supervisor, Chemical Production Processes	498		
Supervisor, Chemical, Petroleum and Gas Plant Operators	399		
Supervisor, Clay, Stone and Concrete Processing Machine Operators	502		
Supervisor, Communications Tradespersons	334		
Supervisor, Cotton Ginning Machine Operators	492		
Supervisor, Drillers	398		
Supervisor, Electrical Distribution Tradespersons	329		

Supervisor, Smallgoods Makers	356	Tattsлото Agent	546
Supervisor, Solid Plasterers	343	Taxation Agent	131
Supervisor, Stock and Purchasing Clerks	438	Taxation Inspector	444
Supervisor, Storepersons	521	Taxi Driver	510
Supervisor, Structural Steel and Welding Tradespersons	308	Taxi Proprietor	269
Supervisor, Textile and Footwear Production Machine Operators	492	Taxi Truck Driver	510
Supervisor, Toolmakers	301	Taxidermist	293
Supervisor, Toolroom	301	Teacher of Gifted Students	183
Supervisor, Transport and Despatching Clerks	437	Teacher of the Hearing Impaired	183
Supervisor, Vehicle Body Makers	322	Teacher of the Sight Impaired	184
Supervisor, Vehicle Mechanics	318	Teachers' Aide	456
Supervisor, Vehicle Painters	321	Teachers' Assistant	456
Supervisor, Vehicle Refinishers	320	Team Leader, Chemical, Petroleum and Gas Plant Operators.	399
Supervisor, Vehicle Trimmers	323	Technical Director	216
Supervisor, Waiters	465	Technical Photographer	209
Supervisor, Wall and Floor Tilers and Stonemasons	344	Technical Producer	216
Supervisor, Wood Processing Machine Operators	499	Technical Sales Representatives nec	138
Supply and Distribution Manager	79	Technical Writer	213
Supply Clerk	438	Telecommunications Cable Assigner	534
Surfboard Maker	406	Telemarketer	543
Surfer	288	Telemetry Technician	240
Surgeon	158	Telephone Betting Clerk	532
Surgical Bootmaker	390	Telephone Operator	530
Survey Hand	576	Telephone Salesperson	538
Survey Recorder	576	Telephone Sex Worker	554
Surveying and Cartographic Associate	237	Television Equipment Operator	403
Surveying Technologist	237	Television Journalist	212
Surveyor	119	Television Presenter	220
Suture Maker	498	Television Producer	90
Swampy	523	Television Reporter	212
Swimming Coach	289	Template Maker	308
Swimming Pool Salesperson	538	Tennis Coach	288
Swimming Pool Serviceperson	592	Tennis Player	288
Switchboard Operator	530	Textile and Footwear Production Machine Operators nec	493
Systems Designer	140	Textile Artist	208
Systems Manager	140	Textile Dyeing and Finishing Machine Operator	493
Systems Programmer	141	Textile Dyer	493
		Textile Examiner	520
		Textile Finisher	493
		Textile Knitter	493
		Textile Machine Mechanic	300
		Textile or Fabrics Technical Officer	234
		Textile Products Mender	493
		Textile, Clothing or Footwear Mechanic	300
		Textiles Bonding Machine Operator	493
		Textiles Printer	379
		Theatre or Cinema Manager	268
		Theatrical Dresser	404
		Therapist's Assistant	460
		Therapy Aide	460
		Thermoforming Machine Operator	496
		Thoracic Specialist	157
		Ticket Collector or Usher	550
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Table Captain	465		
Tablet Making Machine Operator	498		
Tactical Response Group Officer	283		
TAFE Lecturer	187		
TAFE Teacher	187		
Tailer-out	567		
Tailor	387		
Tanker Driver	508		
Tanner	493		
Tannery Hand	569		
Tattoo Artist	474		

Ticket Seller	541	Tree Doctor	372
Tiler's Assistant	577	Tree Faller	523
Timber Grader	520	Tree Feller Operator	481
Timber Stacker	567	Tree Planter	523
Timber Treatment Plant Operator	488	Tree Surgeon	372
Timberyard Labourer	567	Trench Digging Machine Operator	479
Timekeeper	290	Tribunal Member	65
Title Searcher	415	Trolley Collector	554
Tobacco Farm Manager	100	Truck Despatcher	437
Tobacco Grower	100	Truck Driver's Offsider	590
Tool and Die Maker	301	Trust Clerk	415
Tool Design Draftsperson	241	Trust Officer	415
Tool Designer	241	Tuckpointer	342
Tool Smith	310	Tufting Machine Operator	493
Toolmaker	301	Tug Hand	522
Topographic Drafting Officer	237	Tug Master	224
Tour Coach Driver	509	Turf Curator	371
Tour Escort	473	Turf Farmer	101
Tour Guide	473	Turnstile Attendant	550
Tour Leader	473	Typist and Word Processing Operator	426
Tourist Adviser	473	Tyre and Tube Fitter	519
Tourist Information Officer	473	Tyre Builder	497
Tower Crane Operator	484	Tyre Finisher and Examiner	520
Town Planner	205	Tyre Production Machine Operator	497
Toxicologist	109	Tyre Retreader	497
Trade Union Official	144		
Trade Union Secretary	66		
Tradespersons and Related Workers nec	406	<b>U</b>	
Trading Floor Operator (Stock Exchange)	246	Ultrasound Technician	242
Traffic and Transport Planner	205	Underground Truck Operator	514
Traffic Engineer	120	Undertaker	269
Train Controller	487	Union Organiser	144
Train Driver	511	University Demonstrator	186
Train Driver's Assistant	511	University Lecturer	186
Train Examiner	445	University Tutor	186
Trainee Commissioned Defence Force Officer	88	Upholsterers and Bedding Tradespersons nec	389
Trainee Defence Force Member Not Elsewhere Included	401	Urban and Regional Planner	205
Training and Development Manager	75	Urogynaecologist	156
Training and Development Officer	144	Urologist	158
Training Officer	144		
Tram Driver	509	<b>V</b>	
Tram Inspector	445	Valuer	149
Translator	206	Van Driver	510
Transport Company Manager	266	Vascular Surgeon	158
Transport Conductor	541	Vegetable Farm Manager	100
Transport Operations Inspector	445	Vegetable Grower	100
Trauma Counsellor	198	Vehicle Assembler	562
Travel Accommodation Inspector	445	Vehicle Assembly Inspector	520
Travel Agency Manager	268	Vehicle Body Builder	322
Travel Agent	473	Vehicle Body Maker	322
Travel Attendants nec	419	Vehicle Cleaner	559
Travel Clerk	447	Vehicle Painter	321
Travel Consultant	473	Vehicle Refinisher	320
Treasurer (except Government)	73	Vehicle Trimmer	323

Vehicle Upholsterer	323	Welfare Project Manager	91
Vending Machine Attendant	592	Welfare Worker	196
Vending Machine Refiller	592	Well Treatment Offsider	574
Veneer Production Machine Operator	499	Wharf Labourer	590
Venetian Blind Machine Operator	505	Wharf Tally Clerk	437
Ventriloquist	219	Wholesaler	69
Venue Attendant	550	Winding Engine Driver	484
Vermin and Noxious Weeds Inspector	445	Window Cleaner	559
Vertical Borer	300	Window Dresser	420
Veterinarian	174	Window Tinter	517
Veterinary Nurse	468	Windscreen Fitter	519
Veterinary Parasitologist	174	Wine Attendant	465
Veterinary Pathologist	174	Wine Steward	465
Veterinary Surgeon	174	Wine Taster	228
Victims Compensation Tribunal Magistrate	65	Winemaker	227
Video and Sound Recorder	402	Wing Commander (Air Force)	87
Video Library Assistant	538	Wire Drawer	496
Video Producer	216	Wood and Wood Products Factory Hand	567
Vinyl Welder and Fabricator	496	Wood and Wood Products Labourer	567
Vision Mixer	403	Wood Lathe Turning Operator	381
Visual Arts and Crafts Professionals nec	208	Wood Machinist (A-Grade)	381
Visual Merchandiser	420	Wood Model Maker	383
Viticulturist	100	Wood Processing Machine Operator	499
Vocalist	217	Wood Processing Worker	567
Vocational Education Teacher	187	Wood Technologist	234
		Wood Tradespersons nec	383
		Wood Turner	381
		Woodworking Machine Setter	381
		Wool Broker	247
		Wool Classer	367
		Wool Grower	97
		Wool Presser	582
		Work Study Officer	147
		Workforce Planning Analyst	143
		Works Manager (Manufacturing)	78
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		Yarn Carding and Spinning Machine Operator	492
		Yarn Comber	492
		Yarn Texture Machine Operator	492
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		Youth Accommodation Support Worker	274
		Youth Officer	274
		Youth Support Worker	274
		Youth Worker	274
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		Zoologist	109
		Zoology Technical Officer	234
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Wall and Floor Tile Fixer	344		
Wall and Floor Tiler	344		
Wardrobe Assistant	387		
Wardrobe Co-ordinator	387		
Warp Knitter	493		
Warper	492		
Warrant Officer	291		
Wash Plant Attendant	574		
Waste Recycler	546		
Waste Removalist	589		
Watch and Clock Maker and Repairer	304		
Water and Waste Water Plant Operator	488		
Water Inspector	445		
Water Plumber	351		
Water Quality Analyst	110		
Water Resources Technical Officer	233		
Waterside Worker	590		
Weapons Specialist (Aircraft)	401		
Weapons Specialist (Avionic)	401		
Weaving Machine Operator	492		
Weighbridge Operator	488		
Weight Loss Consultant	471		
Weights and Measures Inspector	445		
Welder (First Class)	308		
Welfare Centre Manager	91		

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